

APPENDIX III



COUNCIL OF LEGAL EDUCATION NORMAN MANLEY LAW SCHOOL

Library Membership and Rules for External Users

LIBRARY MEMBERSHIP FOR ALUMNI

Access

- ❖ Patrons with a valid *NMLS Alumni Membership Card* will be given a *Library Membership Card*
- ❖ All holders of the *Library Membership Card* will have access to the Library upon presentation of the card and a valid government issued picture identification at the security post.
- ❖ Assistance with library services will be granted upon presentation of the *Library Membership Card* and a valid government issued picture identification to any library staff
- ❖ Access to the Library and its services will be available from **4:00 pm to 10:00 pm** Mondays - Fridays and **9:00 am to 5:00 pm** on weekends.
- ❖ Lost cards will attract a fine (Lost Card Fee- \$500.00 /Donors- \$250.00)

Member Benefits

- ❖ Discounts on library service charges for printing, photocopying, scanning
- ❖ A one-time free PaperCut Card valued at **\$100.00**
- ❖ Borrowing Privileges:
 - A maximum of two (2) weekly loan books.
 - At the Librarian’s discretion, members will be able to borrow one OVERNIGHT book **only** on a Saturday and to be returned the next day by 4:00 pm, provided the following conditions apply:
 1. There are multiple copies of the book in the library
 2. The loan transaction is **not** within the periods for assignment submission and examination.
 - Books may be recalled before the due date.
- ❖ Alumni Library Service Charges*

EMAIL	\$50.00 for SERVICE + (\$10.00 per page)
FAX	\$50.00 for SERVICE + (\$10.00 per page)
OVERDUE BOOK FINES	\$100 FOR THE FIRST DAY AND \$200.00 FOR EACH ADDITIONAL DAY (Overnight Loan Books) \$70.00 per day for weekly loan books
PHOTOCOPYING/PRINTING	\$10.00 per page (\$20.00 two-sided)
SCANNING	\$50.00 for SERVICE (\$10.00 per page)
SEARCH AND HANDLING	\$200.00 per hour An additional \$80.00 per half hour

*Service charges may be subject to change

NON-ALUMNI/EXTERNAL USERS

Access

- ❖ Access to the Library and its services will be available from **4:00 pm to 10:00 pm** Mondays - Fridays and **9:00 am to 5:00 pm** on weekends.
- ❖ No borrowing privileges

Fees

- ❖ Day Rate \$1,000.00 (individual)
- ❖ One Week \$1,500.00 (individual)
- ❖ One Month \$2,500.00 (individual/attorney)
- ❖ One Year \$3,500.00 (Attorney)
- ❖ One Year \$5,000(corporate/law firm)

Donor's Special Discounted Rate

- ❖ Day Rate \$250.00
- ❖ One Week \$500.00
- ❖ One Month \$750.00
- ❖ One Year \$ 1250.00

Non-Alumni/External User Library Service Charges**

EMAIL	\$100.00 for SERVICE + (\$25.00 per page)
FAX	\$100.00 for SERVICE + (\$25.00 per page)
OVERDUE BOOK FINES	\$200 FOR THE FIRST DAY AND \$300.00 FOR EACH ADDITIONAL DAY (Overnight Loan Books) \$150.00 per day for weekly loan books
PHOTOCOPYING/PRINTING	\$30.00 per page (\$60.00 two-sided)
SCANNING	\$100.00 for SERVICE (\$30.00 per page)
SEARCH AND HANDLING	\$300.00 per hour An additional \$100.00 per half hour

**** Service charges may be subject to change**