



**Notification of the Office of the National Human Rights Commission of Thailand
On Service Time, Information Resources Borrowing and Rate of Fines
of the Human Rights Information Center B.E. 2557 (2014)**

As it is appropriate to come up with a Notification of the Office of the National Human Rights Commission of Thailand on service time, information resources borrowing and rate of fines of the Human Rights Information Center in order that actions related to information resource borrowing service become more effective, using authority according to Article 18 of the Office of the National Human Rights Commission of Thailand's on Services of the Human Rights Information Center B.E. 2557 (2014), it is appropriate to announce as follows:

Article 1 This notification is called "Notification of the Office of the National Human Rights Commission of Thailand on Service Time, Information Resources Borrowing and Rate of Fines of the Human Rights Information Center B.E. 2557 (2014)". Notification of the Office of the National Human Rights Commission of Thailand on service time, information resources borrowing and rate of fines of the Human Rights Information Center

Article 2 This notification shall be in effect from the day after the day the notification was announced.

Article 3 Rules, regulations, notifications, resolutions, or other orders that go against or contradict with this regulation, shall be superseded by this regulation.

Article 4 In this regulation,

"Office" means Office of the National Human Rights Commission of Thailand

"Information Center" means Human Rights Information Center under Office of the National Human Rights Commission of Thailand

"Information Center Official" means information professional, or Librarian, or person assigned to work at Office of the National Human Rights Commission of Thailand's Human Rights Information Center

“External person” means Other persons apart from personnel in Office of the National Human Rights Commission of Thailand

“Information Center members” means persons who apply to be a members of Office of the National Human Rights Commission of Thailand

“Information Resources” means

- (1) Printed materials: printed matters in forms of book, dissertation, booklet, novel, short story, reference book, reserved book, journal, magazine, newspaper, work manual, academic assessment papers of official; for example
- (2) Audio visual materials and electronics materials: record tapes, VCD, DVD, for example

Article 5 Day and time that the Information Center is opened for service is as follows:

Monday to Friday during 08.30 to 16.30 hr.

Closed on Saturday and Sunday, and on announced holidays as designated by the NHRCT.

Article 6 Timing for borrowing and returning

Information resources that are specified to be able to borrow out from the Information Center can be borrowed by borrowers themselves at the Automatic Information Resource Borrowing Machine up to 15 minutes before the Information Center is closed for service as indicated in Article 5 and can be returned at the Automatic Information Resource Returning Machine by themselves 24 hours a day.

Article 7 Application and coding for members of the Information Center

(1) Time for application and coding for members

A person who wishes to apply to become a member of the Information Center has to contact a staff of the Information Center to ask to apply and obtain a member code on the day and at the time that the Information Center is opened for service as indicated in Article 5.

(2) Evidence for application and coding for members of the Information Center

- 1) Ordinary Member. When a person uses its service for the first time, the Information Center shall issue a code for a member of the Information Center without charge.

2) Associate Member.

- a. An External Person expresses desire to apply to be a member together with evidence as follows:
 - Citizen Identity Card, or Official Identity Card, or Student Identity Card, or Pupil Identity Card
 - Fill an application form for a member of the Information Center
- b. An organization or agency with an agreement between information centers expresses its desire to apply to be a member together with evidence as follows:
 - Showing a borrowing form between libraries from the organization or agency of original affiliation
 - Fill an application form for a member of the Information Center

The Information Center shall issue a code for member of the Information Center to use the Center's service through the Automatic Information Resource Borrowing and Returning Machine by oneself, to use through website of the Information Center, and to use to show one's identity in order to use service of the Information Center.

Article 8 Lifespan of membership of the Information Center

- (1) Ordinary Member has a lifespan of membership of the Information Center equals to the person's date of work in the Office.
- (2) Associate Member has a lifespan of membership of the Information Center equals to one year from the date a code for a member is issued. An extension of the membership lifespan has to be done the same as specified in Article 7.

Article 9 In case that an official or staff in the Office expresses a desire to move to affiliate with another official agency or resign, the Central Administrative Office is to inform the Information Center immediately.

Article 10 Ordinary members who wish to have a new member code because the old member code is damaged or lost shall take actions according to Article 7 depending on each.

Article 11 Borrowing of information resources

A person who has the right to borrow information resources must be a member of the Information Center and has the right to borrow information resources that are permitted to be borrowed out of the Information Center as Follows:

- (1) Ordinary Member
 - a. Printed matters: no more than 10 items can be borrowed and returned within 30 days
 - b. Reserved books: no more than 3 items can be borrowed and returned within 3 days
 - c. Visual media or electronic media: no more than 5 items can be borrowed and returned within 15 days
 - d. Journals, magazines and newspapers (back issues): no more than 5 items and returned within 7 days
- (2) Associate Member
 - a. Printed matters: no more than 3 items can be borrowed and returned within 15 days
 - b. Reserved books: borrowing is not permitted
 - c. Visual media or electronic media: borrowing is not permitted
 - d. Journals, magazines and newspapers (back issues): borrowing is not permitted

Article 12 Borrowing information resources of the Information Center by an Associate Member who is an external person according to Article 11, the borrower must pay damage insurance deposit at equal value of the price of the information resource to be borrowed and receive that amount back when the information resource is returned back.

Article 13 A borrower can extend borrowing period of the same information resource not more than 2 times continuously, except in the case that another person has already booked for the information resource, or it was not returned within the allowed period of time, extension of borrowing shall not be permitted.

Article 14 A user must be responsible for information resource that is damaged or lost when it is in the user's possession as follows:

- (1) If it is damaged, damage costs must be paid to have the information resource repaired at the repair value. If it cannot be repaired, it must be recouped by buying a new item of the resource that is the same or even newer to replace the old one.
- (2) If it is lost, it must be recouped by buying information resource that is of the same type, category, modernity and quality or a better one. In case that the lost is not informed to the Information Center within the due return period, fines must be paid as well.
- (3) With damages according to (1) and lost according to (2) above, diagnosis of conditions of the concerned information resource shall be as determined by officials of the Information Center. In case that

a new one cannot be bought to recoup, damage costs must be paid at two times value of the price of that information resource or at the cost estimate of the Information Center. In case that price of that information resource is not known, Director of the Research and Academic Office and/or officials of the Information Center would estimate the price of that information resource.

- (4) If the information resource that used to be reported as lost was found later, it is considered that the found resource is to be in ownership or a property of the Information Center, the user involved could not request for that information resource or money back.

Article 15 Rate of fines

Any member of the Information Center who borrows an information resource longer than the allowed period of time as specified in Article 11 or does not return the information resource as specified in Article 14 must be fined at a rate of 10 Baht per day per one item.

All days in calendar of over-borrowing, including official holidays, shall be counted to calculate fines. After calculation, a fine to be paid must not exceed three times of the price of that information resource.

Article 16 The Information Center reserves its right to recall any information resource from any borrower before its due date of return in the following cases:

- (1) When it is an urgent to use that information resource for benefits of the Office
- (2) To check information resources of the Information Center
- (3) Other cases as necessary

Article 17 Service fees

- (1) Ordinary Member could use various services provided for free, except printing on A4 paper (colour) would be charged 10 Baht per page
- (2) Associate Member who wish to use various services provided must pay service fees as follows:

a. Printing on A4 paper (black & white)	2 Baht/page
b. Printing on A4 paper (colour)	20 Baht/page
c. Document scanning	2 Baht/page
d. Document scanning and sent through electronic mail	5 Baht/page
e. Postal mailing delivery	estimated real costs
f. Compilation of bibliography	500 Baht/story

Article 18 Users of the Information Center's services must behave while using its services as follows:

- (1) Dress politely
- (2) Before entering the Information Center, bags or packages must be placed at a specifically provided space.
- (3) The Information Center would not accept taking care of any valuable things and would not take responsibility of any valuable thing that is lost or damaged because users leave it in the Information Center.
- (4) No food, snacks and drinks are allowed in the Information Center.
- (5) Call-in notice of a mobile phone must be changed to vibrating system and phone should be used only in area provided by the Information Center.
- (6) No smoking in the Information Center area
- (7) The venue must be respected with behavioural control, not to be noisy or act in anyway that is annoying to other people.
- (8) Reading in the Information Center must be done at the specifically provided place.
- (9) No scratching, writing, cutting, tearing, destroying or damaging whatsoever of any information resource.
- (10) It is forbidden to take information resource of the Information Center out of the Information Center without borrowing or receiving a permit.

Announced on 2nd September 2014

(Mr. Chartchai Sutthiklom)
Secretary-General of the National Human Rights
Commission of Thailand