



**Regulation of the Office of the National Human Rights Commission of Thailand  
On Services of the Human Rights Information Center B.E. 2557 (2014)**

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As it is appropriate to issue regulation of the Office of the National Human Rights Commission of Thailand on Services of the Human Rights Information Center so that actions taken concerning using information services and information resources of the Office of the National Human Rights Commission of Thailand's Human Rights Information Center would be neat and effective, using authority according to Section 20 of the National Human Rights Commission Act, B.E. 2542 (1999), regulations are put in place as follows:

Article 1 This regulation is called "Regulation of the Office of the National Human Rights Commission of Thailand on Services of Services of the Human Rights Information Center B.E. 2557 (2014)".

Article 2 This regulation shall be in effect from the date after the day that it is annunciated.

Article 3 Rules, requirements, regulations, announcement, resolutions, or any orders, that are opposed to or contradict this regulation, shall be superseded by this regulation.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 members of Office of the National Human Rights Commission of Thailand's Human Rights Information Center

“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 paper of official; forex
- (2) Audio visual materials and electronics materials: record tapes, VCD, DVD, for example

Article 5 Every person has the right to use services of the Human Rights Information Center but has to act according to conditions in the Office’s regulations and notifications.

Article 6 There are 2 categories of members of the Human Rights Information Center:

- (1) Ordinary Members, that are Human Rights Commissioners, Advisors, experts, and professionals of the National Human Rights Commission and its office, sub-committees that support actions of the National Human Rights Commission, and personnel in the Office.
- (2) Associate Members, that are
  - a. External persons
  - b. Organisations or agencies that have agreement with the Information Center

External persons who wish to apply to become a member of the Information Center must make contact to apply to become a member of the Information Center by oneself at the Information Center as announced.

Article 7 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 as announced by the Office. That member must not be the following person:

- (1) A person who has borrowed information resource up to the date for returning, but has not yet returned it.
- (2) A person who owes a fine.

Article 8 Printed matters that are permitted to be borrowed out of the Information Center are as follows:

- (1) General books
- (2) Dissertations/theses and/or research reports
- (3) Printed matters produced by the Office
- (4) Novels/short stories/books for children
- (5) Booklets
- (6) Reserved books
- (7) Journals, magazines and newspapers (back issues)

(8) Documents and other printed matters of which the Information Center indicates that borrowing out is allowed

Article 9 Printed matters that are not permitted to be borrowed out of the Information Center are as follows:

- (1) Reference books
- (2) Journals, magazines and newspapers (current issues)
- (3) Documents and other printed matters of which the Information Center indicates that borrowing out is forbidden.

Article 10 Visual media and electronic media that are allowed to be borrowed out of the Information Center are as followed:

- (1) Audio tapes
- (2) VCD and/or DVD
- (3) Other visual media and electronic media of which the Information Center indicates that borrowing out is allowed

Article 11 Visual media and electronic media that are not allowed to be borrowed out of the Information Center are as followed:

- (1) Maps
- (2) Other visual media and electronic media of which the Information Center indicates that borrowing out is not allowed

Article 12 Users of the Information Center's services must be responsible for damages of information resources in any case from the time that those information resources are in their possession till the time that these resources are returned back to the center, including uses of information resources within the information center as well. It is a duty of users to check whether or not information resources had been damaged before they are in their possession.

In case that information resources as in the first paragraph are damaged during the time that they are in possession of a user, this user has to be responsible and pay for the damages as required by the Office.

Article 13 Members of the Information Center who have borrowed information resources longer than the allowed period of time would be fined at the rate as determined in the Office's notification.

Article 14 Members of the Information Center who have borrowed information resources longer than the allowed period of time or damaged the information and have already been informed by the Information Center in written form to pay fines or damage costs, but do not pay those fines or damage costs within the required period of time, could be subjected to legal actions depending on each case.

Article 15 While using services of the Information Center, users of the Information Center's services must act according to the regulation as determined in the Office's notification.

Article 16 Users of the Information Center's services must strictly follow this regulation and regulation of the Information Center's service users. If this regulation is transgressed, the Director of the Research and a responsible official at the Information Center has authority to consider taking actions as follows:

- (1) Caution,
- (1) Invite the transgressor out of the Information Center area,
- (2) Remove the transgressor's right to use services of the Information Center, or remove the transgressor's right to borrow, or revoke the transgressor's membership,
- (3) Propose to the Office to consider taking legal actions.

Article 17 Fines, damage costs or other money received by this regulation are considered to be incomes of the Land.

Article 18 Secretary General of the National Human Rights Commission of Thailand is to act according to this regulation and has authority to issue notices/announcements, including guidelines and rate of fines according to this regulation as necessary.

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