

UNIVERSITY OF KABIANGA

LIBRARY

1 RULES AND REGULATIONS

1.1 MEMBERSHIP

Open to staff and students of the University as defined in the University statutes and in the Library Rules and Regulations. Non - members may use the library with permission from the University Librarian. All registered users shall be required to obtain clearance before they leave the University. The following shall be eligible to become members of the Library:

- i. All undergraduate and graduate students, academic, research and non-teaching staff.
- ii. Visiting researchers and members of other Universities on recommendation by a Faculty/ School member and at the discretion of the University Librarian.
- iii. Non - members may use the library by permission of the University Librarian upon payment of registration fee.

1.2 THE LIBRARY OPENING HOURS

SESSION	DAY OF THE WEEK	TIME
SEMESTER	MONDAY - FRIDAY	8:00 A.M. – 10:00 P.M.
	SATURDAY	9:00 A.M. – 5:00 P.M.
	SUNDAY	CLOSED
VACATION	MONDAY - FRIDAY	8:00 A.M. – 5:00 P.M.
	WEEKENDS	CLOSED
PUBLIC HOLIDAYS		CLOSED

1.3 CONDUCT

- i. Any University of Kabianga student may be required to produce a valid University of Kabianga ID card for identification at the main library entrance. Any other user from somewhere else will be required to produce a valid ID card/National ID card/Passport etc.

- ii. All new students are required to attend library orientation programme before using library.
- iii. Smoking, eating, drinking, and any other misconduct which is a nuisance to other users is prohibited.
- iv. Overcoats, bulky jackets, headgears are not allowed into the library. Should somebody get into the library with them, he/she will be subjected to thorough checking at library entrance.
- v. No pocket files, bags, umbrellas and personal serials/books with the exception of notebooks are allowed into the library.
- vi. All users should comply with safety regulations displayed on library notice boards
- vii. Seats may not be reserved
- viii. Library materials or personal effects left unattended in the reading area may be removed by library staff.
- ix. The university shall not be held liable for loss or damage of personal effects left by users in any part of the library.
- x. No person shall enter or leave the library except via authorized entrance and exit points. Every library user is subject to inspection at the main library entrance when leaving the library.
- xi. Any member of the library staff may require any person leaving the library to establish that library materials in his/her possession have been properly borrowed.
- xii. The library offices are out of bound to the students. In case of any enquires/problems consult the circulation librarian.
- xiii. Littering the library with waste papers, sweet wrappings, chewed gums etc, is prohibited.
- xiv. All library users are requested to return reading materials at the designated area after use. No user is permitted to re-shelve any reading material.
- xv. Absolute silence is to be observed in the library.
- xvi. Library computers meant for the users in the library are only for academic purposes. However, authorize use of diskettes/CD-ROMs /DVD - ROMs are in the library is prohibited.
- xvii. Users are encouraged to make use of the photocopy services available in the library as long as they observe copyright regulations.

- xviii. Writing on or underlining in library reading materials, tearing pages from books or damaging library reading materials in any other way is strictly prohibited.
- xix. Drawing and writing on library tables, walls, windows or doors of the library is strictly prohibited. No flyers, pictures or other advertisements are to be attached in any way to the walls, desks or furniture whatsoever.
- xx. Any student, whose library conduct is unbecoming, will be reported to the library disciplinary committee for action.

1.4 BORROWING

- i. Application to borrow library materials must be made at the circulation desk by the borrower
- ii. The following materials may not be borrowed except under special conditions as the University Librarian may determine:
 - Books and journals classified as reference.
 - Current journals.
 - Books in the Special Collection Department.
 - Any other materials as the university librarian may determine
- iii. The university Librarian may withhold or restrict the circulation of any library materials in the library or transfer from one part of the library to another as circumstances may dictate.
- iv. No library materials may be borrowed beyond the library control point unless it has been duly issued at the Circulation Desk.
- v. A borrower remains responsible for any library material on loan as long as the loan record remains unchanged.
- vi. Borrowers are responsible for protecting any library material in their possession against damage and must report to the University Librarian any loss or damage of materials.
- vii. Materials borrowed overnight from the Short Loan Collection shall be returned between 08.00 hours and 09.00hours.

LONG AND SHORT LOAN

At the issue desk, users can borrow books on either long or short loans. Books on long loan are those materials which are lent for 7 days for undergraduates, non-academic staff and children; 14 days for lecturers, Senior Administrative staff and postgraduate students.

- i. Books on short loan are those materials which are lent for overnight use. Law books for 3 days. Short loan period is determined by demand. Some can be lent for 2 hours overnight, or 2 to 3 days.
- ii. To ensure maximum availability, the library penalizes all borrowers who do not return library material within the prescribed loan period. The purpose of fines is not to serve as a source of revenue, but rather an incentive for responsible social behavior when using shared resources.
- iii. Returning of the borrowed items will be indicated by the receipt stamped issued at the security check-out to library borrowers indicating the date due for return. After the due date, overdue fines shall apply for all delayed items (except for recalled items)
- iv. If an item is lost, the borrower will pay the replacement cost, determined by the Library, plus 25% of the cost for administrative fee

1.5 ADVERTISEMENTS, DISPLAYS, COLLECTION BOXES OR TEMPORARY SIGNAGE IN THE LIBRARY

Advertisement within the library must be approved by Library Administration.

- i. No advertisements will be allowed to be attached to the walls or furniture.
- ii. Table tents no larger than 4 X 6 ft will be allowed with approval.
- iii. No advertisement flyers will be allowed at any of the service desks.
- iv. No flyers will be allowed to be placed on the outside of the building or the front windows.