

USIU AFRICA LIBRARY AND INFORMATION CENTER-LIBRARY REGULATIONS

ADMISSION

The following persons are allowed to use the library: -

- All registered students of the University.
- All members of faculty, administrative, technical and other staff.
- All alumni at an annual charge of Ksh. 5250 for a period of one year. For short period memberships of up to three months, a fee of Kshs. 3,250/= is charged.
- There is free use of the library for registered alumni who may not want to borrow any books

Others

- | | |
|------------|-----------|
| ▪ 1 year | ksh 10000 |
| ▪ 6 months | ksh 6000 |
| ▪ 3 months | ksh 4000 |
| ▪ 1 month | ksh 2000 |
| ▪ 1 day | ksh 100 |

ACCESS

All members of the university community should gain access to the library through the biometric system.

DISCIPLINE

- Good order and silence shall be maintained in ALL Library areas including study carrels at all times. *
- Food and drinks or any other materials that will accidentally damage library property, will not be brought into the library. *
- Use of communication devices in the library including mobile phones is prohibited*
- Discussion in the library open area is prohibited.
- Booking of seats in the library is prohibited. *
- Sleeping in the library is prohibited. *
- The marking, defacing or mutilation of any library material including audiovisual material is strictly prohibited.
- Attempted theft/theft/stealing of library materials is prohibited.
- Obtaining or using a Library card under false pretences is not allowed
- Removal of computer components including mouse, cables etc. from one computer to another is not permitted
- Behavior which adversely impacts on other individuals' use or access to Library facilities and resources is not allowed *
- Moving of seats from one table to the other is prohibited. *
- All readers leaving the library in possession of books, papers, bags and overcoats must show them to the Library security at the exit point. *
- All readers are prohibited from re-shelving reading material. Materials used should be left on the tables or un-shelved books shelves*
- Loaned items may not be transferred from one borrower to another but must be returned to the library and formally re-issued. *
- Items not returned within the loan period shall be subject to fines. *

- Photocopying of more than 10% of any document is punishable under the copyright law of the country.
- Time allowed for usage of the library must be observed. After the second bell every library user should be on their way out. *
- All materials leaving the library must be legally discharged by the librarian.
- No visitor will be allowed to tour, use library facilities except with express permission of the Director Library and Information Centre.
- Study carrels are treated as shared spaces and not reserved for individual use. They are issued on first come first served basis (NOTE: Carrels are reserved for faculty, doctoral and graduate students)

Please note that this list is not necessarily exhaustive. Director Library and Information Centre will handle the infractions marked with an asterisk (*). Violations of these regulations will attract a warning or probation level I. Repeated violations will be referred to the Disciplinary Committee.

BORROWING (GENERAL)

- All library materials may be borrowed including audiovisual materials with the exception of reference works, periodicals, American Collection, Africana collections and Zeleza collections.
- Loaned items may not be transferred from one borrower to another but must be returned to the library and formally re-issued.
- Borrowers are held personally responsible for the safe custody of any materials on loan to them. They shall be required to pay the cost of replacement of any item, which is lost while on loan to them.
- Borrowers shall also be liable to pay compensation as guided by the Collection Development Policy for any damage on any items while on loan to them. Please note that the damaged item SHALL BE RETAINED by the Library after payment/replacement
- Loans of any Library material to other libraries may be allowed at the discretion of the librarian.
- Library material borrowed from other libraries is subject to the conditions of the lending library.
- The librarian may decline to issue any particular item or items or to restrict their circulation as need arises.

PERIOD OF LOAN

- Faculty and doctorate students may borrow **fifteen (15)** circulating books for a month.
- Undergraduate and graduate students may borrow **ten (10)** circulating books for a period of **two (2)** weeks.
- Staff may borrow **six (6)** circulating books for a period of two weeks
- Alumni users may borrow **two (2)** circulating books for a period of two weeks

RENEWALS

Most items may be renewed twice, unless there are holds on them. Some high-demand items may not be renewed. Renewals can be done if:

- The item is not overdue.
- The item is not on reserve or in heavy demand.
- You have not previously renewed the item or you have renewed it once.
- You have no blocks in your account. Items may also be renewed in person, if you do not have them with you. The same conditions as listed above apply.

PENALTIES

- The librarian may levy a fine, in addition to recommending suspension as a result of infringing the library regulations or any other misdemeanor relating to the library, including the removal, or attempted removal of material or property from the library without checking them out or without proper authorization.
- Penalties according to a rate approved by the library apply on failure to return books and other materials promptly.
- Those who have overdue items or lost materials shall not be allowed to borrow.
- Library materials that are overdue for 120 days from the due date or longer will be treated as lost and a replacement fee will be charged according to collection development replacement policy

CONTACT DETAILS’– LIBRARY NOTICES AND CONTACT DETAILS

Notices will be sent to the last address registered with the university library. Users are responsible for ensuring the library has their current address and contact details. Failure to receive a notice does not invalidate any subsequent actions.

COPYRIGHT

- Most library materials are protected by the Copyright Law, which makes deliberate infringement, such as unauthorized copying, a criminal offense.
- Permissible copying limits shall be less than 10% of a book made for academic purposes.
- You are encouraged to preserve academic integrity by adhering to fair use principles when copying materials."

GENERAL

The Library reserves the right to modify these regulations as needed. Notices of any modifications will be posted on the library website, notice boards, and other appropriate locations within the library.

PENALTIES

Circulating Books

- Books required by another reader will be recalled and must be returned within (7) days. Failure to do so will necessitate fines being charged at a rate of Kshs.**30.00** per day.
- *Course text books*
Course text items accrue charges of ksh50 .00 per item after the due date.
 - a. Replacement value of a lost or damaged video shall be charged as per the collection development replacement policy.
- Replacement value for lost manuals accompanying an audiovisual item shall be as per the collection development replacement policy.

- If the item is 120 days long overdue, the following steps may be taken:
 - a) Borrowing privileges will be suspended until the materials are returned.
 - b) Such material will be considered lost
 - c) Every 120 days, a list of long overdue materials shall be forwarded to Finance department.
 - d) The Finance department will add, the replacement fee of the materials, to users' financial accounts and effect a financial block.
 - e) In the event that a long overdue item is returned, the user will be required to pay the accrued overdue fine.
 - f) Lost/damaged long overdue item, shall be replaced as per the collection development replacement policy.

INTER LIBRARY LOAN

Items not returned within two days of date due or recall shall be subject to fines: -

- Audio visual material 120.00 per day
- Others 100.00 per day

If a lost or damaged item has to be replaced, the cost of the item shall be replaced as per the collection development replacement policy.

SANCTIONS

All persons registered to use the Library are required to abide by the regulations of the Library.

The Director Library and Information Centre or Designee will impose penalties for breach of any of the regulations below. In addition to this, he/she may also file formal complaints to the University in accordance with student Code of Ethics and procedures in the Student Handbook.