

**JKUAT LIBRARY REGULATIONS**  
**WESTLANDS CAMPUS**  
*(Adapted from JKUAT Main Campus Library)*

Admission to the Library and use of the books and equipment is conditional upon strict observance of the following regulations and ignorance of these will not be an excuse for non-observance.

**1. Definition**

In these regulations unless the context otherwise requires

- i) "Book" includes all resources held by the Library, e.g. journals, pictures, photographs, maps, Sound cassettes, microfilm, CD, diskettes, etc. forming part of the library collection.
- ii) User' is any person who has been admitted to use the Library.
- iii) "Equipment" includes electronic machines and their accessories such as computers, scanners, projectors, photocopiers, microfilm readers, binding and audio visual machines.

**2. Hours of Opening**

The University Library will open at such times as may be determined by the Library Committee. The hours of opening will be posted outside the Library.

**3. Admission to the Use of the Library**

All members of the University staff, students and alumni as stipulated in the JKUAT Act 1994 are eligible for admission to the Library.

Non-members of the University showing particular need may apply to the Librarian and may be allowed to use the library facilities in accordance with regulations approved by the Library Committee from time to time.

**4. Discipline**

Good conduct must be observed in the Library; eating, littering, spitting and sleeping in the Library, using mobile phones, improper dressing, group discussions, drunkenness, rude behaviour etc. are prohibited. Improper use of the furniture e.g. sitting on tables, placing feet on the chair, defacing of Library furniture is prohibited.

Silence must be observed at all times.

Charging of cell phones, ipods, electric torches and lamps in the library is prohibited.

Smoking and use of open fire in any part of the Library is prohibited.

bags, parcels, overcoats, etc. must be left in the baggage area.

Use of personal electronic/electric gadgets within the library will be allowed strictly for academic purposes. However, the Library shall not take responsibility for loss or damage of such gadget.

All users leaving the Library carrying books or parcels must show them to the library security.

Stealing and/or attempting to steal a Library book or property is an offence and those caught will face disciplinary action.

Photocopying, duplicating and any other form of data transfer should conform with the copy right law.

University Librarian shall suspend any user whose conduct in the Library is found to be disorderly according to these rules. Such a person shall be reported to the University authorities for further disciplinary action.

## **5. Damage/Loss of Library Books and/or Library Property**

Users will be held responsible for any damage occurring to a book while in their possession and will be charged for repair. If the book is damaged beyond repair, the user will be charged in accordance with rule 8 (i) a.

Users are responsible for checking that the books they borrow are not damaged before borrowing, otherwise they will be held responsible for the damage and will be charged.

Any defect in, or damage to, a book should be reported to the Circulation Librarian.

Users must report at once any loss of/or damage to books while in their possession.

The marking and defacing of any Library materials is strictly forbidden. Refreshments, inkbottles and any other materials which might accidentally damage Library books or property must not be brought to the Library.

Willful damage of the Library property will be dealt with according to rules 4 (xi), 5 (i) and 8 (i) a

## **6. Registration**

All eligible users must register as Library members.

All eligible persons wishing to become Library users must complete the registration form, which is obtained from the Circulation Librarian and must sign the declaration to abide by the regulations.

Users must ensure that the address given on the registration form is up-to-date.

All registered users will be issued with Library card (s). The card (s) must be produced whenever books are borrowed and/or on demand by Library staff.

Loss of library card (s) should be reported immediately to the Circulation Librarian.

The university identification card must be produced whenever demanded by Library staff for the purpose of correct identification.

## **7. Borrowing**

The right to borrow from the Library is accorded to persons mentioned in rule 3 above who are also registered as library users.

Certain materials e.g. reference materials may not be borrowed for use outside the Library.

No book shall be taken out of the Library until it has been officially issued.

The borrowers' ticket must not be lent to other people. The user in whose name a book is issued shall be solely responsible for returning it to the Library.

The Library may recall a book on loan if and when the need arises. The recalled book must be returned within three days, failure to which they shall be fined according to rule 8 (ii).

Books on loan may be reserved by other users by filling a book reservation form available at Circulation Counter.

No reader should reserve a book he/she already has. If the behaviour is detected, borrowing privileges may be withdrawn.

Library books may not be taken out of the country without the permission of the University Librarian.

The number of books to be borrowed by each category of users shall be determined by the Library Committee from time to time.

The loan period for all Users shall be one week. The loan for any book may be renewed but may also be reduced by the Librarian depending on the demand for the book.

A loan may be renewed unless reserved by another reader.

The University Librarian may permit other persons to borrow books for purpose of special study upon such conditions and for such period as may seem appropriate in each case. Applications for this purpose should be made to the University Librarian.

## **8. Fines and other Payments**

Any borrower who fails to return or renew a book on the date due shall be charged a fine (s), as indicated below: Long loan- one shillings for the first 10 days, thereafter two shillings for the next twenty days after which the book will be assumed lost.

Users who lose Library books will be required to pay the current replacement cost of the book and where it is not possible to get the current price, replacement cost calculation will be based on the original price at 5 per cent annual inflation rate. In both cases 20 per cent of the replacement cost will be paid.

All Library books remain the property of the University and replacement costs paid will not be refunded when the books are returned.

All Library users are required to hand in to the library any books or library cards that they may find misplaced.

A fine of one shilling per book per day will be charged on those who fail to return recalled books 3 days after the date of recall .After 30 days the book will be assumed lost.

- ii) Any borrower who fails to return a book to the short loan collection at the specified time shall be charged a fine of two shillings per book per hour.
  - a) Books issued for vacation and during field attachment must be returned at the latest within the first three days of the following semester after which they will be considered overdue.
  - b) The cost of Library services such as photocopying, bindery, printing etc. will be determined by the library committee from time to time.
  - c) The right to borrow may be withdrawn until all books have been returned and any outstanding fines have been paid.
- iii) Sundays and Public holidays are included in calculating the fines charged.

## **9. Clearance**

- i) All users are required to clear with the Library and must pay for lost books and overdue fines when their Library membership ceases. All borrowers' tickets must be surrendered to the University Librarian when clearing.
- ii) Students who fail to comply with clause 9 (i) above shall have their examination results withheld.
- iii) Staff who fail to comply with clause 9 (i) above will not be cleared by the University Librarian.

## **10. Exclusion from Use of the Library**

The Library Committee shall have power to suspend or exclude from all use of the Library, any user who persistently disregard Library regulations, or, for any other adequate cause, shall be considered to be, in its opinion, undesirable.