

JKUAT MOBASA CBD LIBRARY RULES AND REGULATIONS

HOURS OF OPENING

- ❖ **Monday - Friday 8.00 AM to 8.00 PM**
- ❖ **Saturdays - 8.00 AM to 5.00 PM**
- ❖ **Sunday and Public holidays – Library remains Closed**

ADMISSION TO USE THE LIBRARY

- ❖ All members of the University staff, students and alumni are eligible for admission to the Library.
- ❖ Non-members of the University showing particular need may apply to the University Librarian and may be allowed to use the library facilities.

REGISTRATION

- ❖ All eligible students should register as library members by activating their ids at the circulation section or come with their university admission letters so that they are entered to the system.
- ❖ All eligible staff members should register as library members by activating their staff ids at the circulation section.
- ❖ The university identification card must be produced whenever demanded by library staff for the purpose of correct identification.

DISCIPLINE

- ❖ Good conduct must be observed in the Library; eating, chewing, littering, spitting and sleeping in the Library, using mobile phones, improper dressing, group discussion, drunkenness, rude behavior etc. are prohibited.

- ❖ Improper use of the furniture e.g. sitting on two chairs, sitting on tables, placing feet on the chair, defacing of Library furniture is prohibited.
- ❖ Silence must be observed at all times. Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other users in the library.
- ❖ Smoking and use of open fire in any part of the Library is prohibited.
- ❖ Cases, parcels, overcoats, hats, umbrellas etc., must be left in the luggage area outside the library.
- ❖ Use of personal electronic/electric gadgets within the library will be allowed strictly for academic purposes.
- ❖ The library shall not take responsibility for loss or damage of personal property.
- ❖ All users leaving the Library carrying books or parcels must show them to the library Security Officer.
- ❖ 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 to the copyright law and appropriate licenses.
- ❖ Use of electronic devices and resources must conform to the following:
 - Users of laptops must maintain order and avoid distracting other users
 - Access to library networks must only be for purposes which are in line with users academic, research and/ learning programs
- ❖ 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 Campus authorities for further disciplinary action.

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
- ❖ Users are responsible for ensuring 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 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, ink bottles and any other materials which might accidentally damage Library books or property must not be brought to the Library.

BORROWING

- ❖ The right to borrow from the Library is accorded to persons who are registered as library users.
- ❖ Certain materials e.g. reference materials shall not be borrowed for use outside the Library.
- ❖ No book shall be taken out of the Library unless it has been officially lent out (checked out).
- ❖ Library books shall not be taken out of the country without the permission of the Librarian.
- ❖ The loan period shall be :-
 - Undergraduates fourteen (**14**) days for a long loan book and twenty four (**24**) hours for a short loan book.

- Postgraduates and non-teaching staff thirty (**30**) days for a long loan book and twenty four (**24**) hours for a short loan book.
- Teaching staff thirty (**30**) days for a long loan book and twenty four (**24**) hours for a short loan book.
- ❖ The loan for any book may be renewed but may also be reduced by the Librarian depending on the demand for the book.

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- Ten (**10**) shillings per day for a period of ninety (**90**) days thereafter the book will be assumed lost. However the borrower shall pay for the subsequent days at the same rate if the book is returned.
 - Short loan- ten (**10**) shillings per book per hour.
- ❖ Users who lose Library books will be required to pay the current replacement cost of the books plus **20** per cent of the current cost of the book as administrative charges. However, lost books may be replaced with latest edition of the book.
- ❖ 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 over to the library any books that they may find misplaced.

CLEARANCE

- ❖ All users are required to clear with the Library and must pay for lost books and overdue fines when their Library membership ceases.

- ❖ Students and staff who fail to comply with the clearance requirements shall not be cleared.
- ❖ All postgraduate students should deposit a soft and hard copies in Portable Document Format (PDF) of their thesis/projects to the Library.

EXCLUSION FROM USE OF THE LIBRARY

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

GENERAL INFORMATION

- ❖ Library books removed from shelves should be left on the tables to be collected by the Library staff for re-shelving.
- ❖ Readers must not reserve seats by leaving personal items on them. Such items shall be removed by Library staff.
- ❖ The Library accepts no responsibility at all for personal property (including borrowed books) left anywhere in the Library.
- ❖ Library staff are charged with the duty of giving service to the users and to also ensure that Library rules and regulations are observed for the mutual benefit of the entire community.
- ❖ A suggestion box shall be made available at a strategic location and readers are encouraged to make suggestions for the improvement of the Library service.
- ❖ Library Users can register their Compliments and Complaints feedback at the Circulation Information Services and any other.
- ❖ An appeal is made to all users for cooperation for the benefit of all members of the campus community.

These Rules and Regulations will be reviewed when need arises.