



## **IPA LIBRARY RULES AND REGULATIONS**

### **OPENING HOURS**

<b>Monday – Friday</b>	<b>8:00AM to 10:00PM</b>
<b>Saturday</b>	<b>9:00Am to 6:00PM</b>
<b>Interterm</b>	<b>8:00AM to 5:00PM</b>
<b>The library is closed on Sundays and all public holidays</b>	

### **DISCIPLINE**

- ❖ All users must observe total silence in the library and its environs at all times
- ❖ All users are required to show their college IDs to the security officer upon entrance to the library
- ❖ Use of mobile phones is strictly prohibited in the library
- ❖ All bags, cases, folders etc. must be left in the luggage area outside the library.
- ❖ Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user
- ❖ Users are not allowed to log in using their personal passwords at the search computers or to access the internet from there. Do not shut down the Resoursemate program after you are through with your search.
- ❖ All users are required to show all items to the security officer before leaving the library

- ❖ No student is allowed to enter the circulation area without the consent of the library staff
- ❖ Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same
- ❖ Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed
- ❖ Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library
- ❖ Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environs
- ❖ Seats in the library may not be reserved
- ❖ Users are not allowed to reshelv books after removing them from the shelf. Leave the books on the table or on the trolley near the door
- ❖ No library equipment may be moved, modified or tampered with without permission from the librarian

### **BORROWING PROCEDURE**

- ❖ Borrowing period is strictly between 8:00am and 9:00pm on weekdays and 9:00am and 5:00pm on Saturdays
- ❖ A user must be a registered student in the current term to be able to use the library services
- ❖ All students must present their college ID before borrowing any library materials
- ❖ Library materials may not be removed from the library unless the library staff has properly issued them out
- ❖ Students are allowed to borrow a maximum of six books for a period of two weeks
- ❖ All borrowed materials must be returned on or before the due date
- ❖ Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students
- ❖ Students with overdue materials and overdue fines will not be allowed to use the library services
- ❖ All reserve materials must be returned at the specified time

## **The following materials can only be used within the library**

- ❖ **Reference books**
- ❖ **Newspapers**
- ❖ **Journals and magazines**

## **DAMAGE/ LOSS OF LIBRARY MATERIALS**

- ❖ All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing
- ❖ Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books
- ❖ Lost books must be reported to the librarian immediately and replaced or paid for within 30 days
- ❖ Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library

## **OVERDUE CHARGES/ FINES**

- |  |                         |
|--|-------------------------|
| ❖ <b>General collection books</b>                  | <b>Ksh.5 per day</b>    |
| ❖ <b>Reserve material</b>                          | <b>Ksh.5 per hour</b>   |
| ❖ <b>Books not returned at the end of the term</b> | <b>Ksh.500 per book</b> |

## **EXCLUSION FROM THE USE OF THE LIBRARY**

- ❖ The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations
- ❖ The library staff have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users

Admission: The following people are allowed to use the library:

- All registered students of the University
- Faculty and other staff in the University

- Spouses and children of staff and students
- Known members of the community and those with a genuine need have limited access to the library

Borrowing: All registered students, faculty and staff have borrowing privileges in the library. Other people may use the library but do not have borrowing privileges.

Loan periods: The length of time that books may be borrowed is as follows:

Students: six books for two weeks; renewable once

Faculty: ten books for four weeks

Other staff: two books for two weeks

Library fines: Fines of Ksh. 5 per volume per day are charged for the late return of books with a regular two week loan period. For reserve materials the fine is Ksh. 5 per hour per volume. There is a Ksh. 500 per item fine for books returned after the end of the term.

Damage and loss of library materials: Any user who causes damage to or loss of any library materials or other library property will be charged for replacement costs. Marking of books and other library materials will be regarded as damage.

NB: These rules and regulations are subject to review by the library committee from time to time