



CODE OF CONDUCT

1. Silence should be maintained at all times in the library.
2. Readers must leave all handbags, brief cases, jackets and any other form of personal property in the baggage area.
3. Conversations, discussions and any other acts that might disrupt other users are not permitted in and around the library premises.
4. Caps and hats shall not be worn in the library.
5. All library users leaving the library must show all books they have to the library staff at the security desk for checking.
6. Stealing and attempting to steal a library book or property is an offence. Anyone caught will be dealt with severely.
7. Smoking, eating or drinking are not permitted in any public service area of the library. Food and beverage restrictions are in place to limit damage to library materials.
8. Audio or cassette players, however small are not permitted into the library as they may disrupt other patrons.
9. Books that are checked out can be placed on the trolleys provided. **Please do not re-shelve them.**
10. Users are requested to follow the students' handbook regarding appropriate behavior in the library.
11. Slippers are not allowed in the library.

GENERAL LOAN REGULATIONS

Loan regulations are in place to provide equitable sharing of library resources for the benefit of the whole university. Library resources are checked out and returned at the circulation desk.

Library materials are to be checked out by the person who will use them, and must be returned to the library before they can be charged out to another student.

The use of the library is a privilege and not a right.

In the event that library privileges are abused by any patron, the Librarian reserves the right to limit or revoke that individual's privileges.

1. The privilege of borrowing from the library is accorded to persons who are registered in the University. i.e. those who have **valid authority and library cards**.
2. Books on open stacks can be issued out from 9.00a.m to 10.00p.m. Books shall not be loaned out during the late night shift.
3. Personal Authority Cards will be required before books on the special collection can be issued out to users.
4. Books on the special collection shall not be borrowed for use outside the library. Permission of the Librarian shall be obtained before books in the special collection can be borrowed for use outside the library.
5. Reference materials may not be borrowed for use outside the library.
6. No book shall be taken out of the library until it has been officially checked out.
7. Books on open access stacks shall be borrowed using the library cards. The loan period is 2 weeks for students and 4weeks for staff; after which they can be renewed provided they have not been reserved by another user. You may reserve a book which has already been borrowed by another user.
8. In order to maintain the circulation, a student is allowed to borrow **four (4) books** at a time. Please watch out for the due date to avoid paying unnecessary fines.

9. External users are allowed to borrow **two (2) books** for a period of 2 weeks and staff is allowed to borrow **four (4) books** for a period of 4 weeks.
10. You are responsible for all items checked out **in your name**; do not pass them on to another person.
11. Library books are not loaned out to students during vacations.
12. Library books shall not be taken home during vacations. In case of need, special permission has to be sought from the University Librarian. Library books may not be taken out of the country without the permission of the University Librarian.
13. Reserve materials are available at the circulation desk and are loaned out to users for a period of **two (2) hours**.
14. Reference books shall remain in the library at all times for the benefit of all the patrons.
15. Library staff may not be harassed in any way as they are charged with the responsibility of providing service to the users and ensuring that the library regulations are adhered to.
16. Borrower's cards issued at registration shall be returned to the library after the course duration of the student at clearing time for graduation.

Users should not hesitate to approach the library staff for guidance and assistance when required.

SECURITY

- At the entrance/exit of the library is the security point where each student is required to present a valid authority card to the security staff before getting into the library.
- All users must be checked as they leave the library.
- Any book that has been loaned out should be recorded at the security desk.

CLOCK AREA

- A fee of 100/= is paid at the security desk. Each user is issued with a receipt.
- A tag is issued for any item deposited for safe custody: Each user is issued with a tag corresponding to the one on the item
- A user without a tag number corresponding to the one on the item shall not be given that item

FINE SCHEDULE

The section below describes the various fines relating to loans, noise, and loss of library cards.

- (a) The first fine is waived.
 - (i) A fine of shs 5,000/= shall be paid for each day a book becomes overdue-.
 - (ii) After 1 (one) week the privilege to use the library will be withdrawn until the overdue book is returned and the fine paid.
 - (iii) If you lose or damage a book, you are required to pay the replacement cost, and an administration charge of 50% of the book lost or damaged.
- (b) Users who fail to return overdue books (30) thirty days after they become overdue may be charged the cost of replacement plus administrative of 50%.
- (c) A staff member, who fails to return overdue books (90) ninety days after they become overdue, may have to pay the replacement and administration costs of those books.
- (d) The privilege to borrow can be withdrawn until all the books have been returned and any outstanding fines have been paid.
- (e) Any user whose phone rings in the library shall be charged a fine of shs 20,000/= only.
- (f) Any library user who makes noise disturbing others is fined a fee of shs 20,000/=.
- (g) Replacement of lost library cards shall be at a cost of shs 5,000/= per card.

VANDALISM AND THEFT OF BOOKS

Vandalism and theft are serious offences and must be avoided as they carry consequences.

- i. Any student caught stealing or vandalizing library books will be subjected to the following:
- ii. A fine of 200,000/= (Shillings two hundred thousand only).
- iii. Administrative cost of 50% of the material vandalized.
- iv. The name of the student who vandalizes or steals the library book shall be published.
- v. The student shall be referred to the Dean of Students for further disciplinary action and counseling.

EXCLUSION FROM USE OF THE LIBRARY

- a. All registered students of Nkumba University are granted full borrowing privileges.
- b. Users are required to follow appropriate behavior in the library.
- c. A student or any other user who chronically abuses library privileges will be restricted from using the library.

NOTE.

CLEARANCE

All students must clear with the library and must pay for any lost books plus overdue fines before they can graduate.