

UGANDA CHRISTIAN UNIVERSITY

LIBRARY RULES AND REGULATIONS



A Centre of Excellence in the Heart of Africa

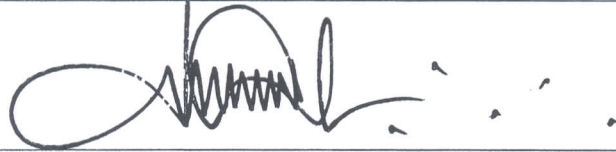
Schedule

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| Title | Library Rules and Regulations |
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Uganda Christian University

UCU LIBRARY RULES AND REGULATIONS, 2012

Vice Chancellor:



Date: July 12, 2012



UCU LIBRARY RULES AND REGULATIONS

I. PREAMBLE

The mission of the library is to provide adequate, relevant, current and timely library and information services to the community members of Uganda Christian University and offer some outreach services. The purpose of the library rules and regulations is to safeguard the library resources, supervise users and direct them to the library and information services, and enable the library to carry out its functions efficiently.

II. LIBRARY RULES AND REGULATIONS

1. Hours of Opening:

During Semester: Monday to Saturday: 8.15 a.m. - 10.30p.m

During Holidays: Monday - Friday and Public Holidays: 8.30a.m- 5.00 pm

The library will close during the community worship hour on Tuesdays and Thursdays 12.00-1.00 p.m.; and Sundays

2. Users:

All current staff and students may read and borrow books from the library. Former Main Campus staff, staff from regional campuses and alumni may only use the library for reading. Outside Users may only be allowed to read in the Library after payment of a fee as the University may determine from time to time, for a year or per visit to which a Library card and/or receipt are issued. Any person entering or in the library may be asked to identify himself or herself for verification. All users are expected to observe the University Dress Code, especially knee-length or below dresses for ladies and full-length trousers for both men and women.

3. Rules relating to borrowing:

3.1 a) No student reader will be permitted to borrow books before completing the authorised University and Library registration procedure. Library Registration runs for the first two months of the first semester of any given course.

3.1b). Late library registration shall incur a fine against the user as the university may determine from time to time.

3.2 Borrowing for students will be within the user's active semester period.

Students may borrow:

a) Up to six volumes at a time from the General Collection for two weeks. Please return earlier what you finish reading.

b) Reserve books may be checked out for overnight use at 2.00 p.m.; by depositing Library cards and return before 9.00 a.m. next day. Otherwise, Reserve books are for use in the library during the day up to 2.00 p.m. Loans may be renewed for a further period if the books concerned are not required by anyone else.

c) A maximum of two books shall be borrowed from the reserve section.

3.3 **Academic Staff** may borrow up to 10 volumes at a time for one month from the open shelves

and five volumes for two weeks from the reserve section.

3.4 **Non-teaching staff** may borrow up to five volumes at a time for two weeks from the general collection, and two volumes from the reserve for short loans.

3.5 Users must present their current valid University Library Card in order to borrow any item available for loan.

The University Library Card must be used only by the person to whom it was issued and whose names appear on it.

3.6 If a Borrower's Library Card is lost or stolen, the matter must be reported to the Librarian immediately. A charge shall be imposed for replacement of the Card as the University may determine from time to time.

3.7 The following classes of books are not allowed to leave the Library:

(a) **Periodicals**, except with special permission from the Deputy Librarian.

(b) **Reference books** such as Encyclopedias, Dictionaries, Atlases and Current Year-Books.

(c) All other books marked 'Reference Only or R' on the call number on the spine.

(d) Maps.

3.8 The **Due Date** or the latest date on which books should be returned will be advised at the time of loan or renewal - although the due date remains subject to earlier recall (see 3.9). Items should be returned to the library staff during the opening hours on the due date stated. A fine for the first hour overdue and per subsequent hour will be incurred as the University may determine from time to time, on overdue Reserve loans. A fine per day will be incurred as the University may determine from time to time, on overdue items borrowed from the general collection. A borrower with overdue books shall not be allowed any more loans or use of the library.

3.9 **Earlier return of books:** The Librarian may at any time require the immediate return of a book (s) required for reservation regardless of their due date.

3.10 **Loss of books or damage** to them must be reported to the Library at once. The borrower will be personally held responsible and will be required to make good the loss or damage within the current semester. Marking or writing in books is strictly forbidden, and any person caught defacing or mutilating books will be required to replace them or face disciplinary action.

3.11 **Books borrowed by one student** must not be passed on to another, but must be returned to and be re-issued from the library.

3.12 **Fines and charges** shall be regarded as debts to the University and the Library shall not clear students and staff who fail to pay.

3.13 No books, documents or other materials should be taken out of the library without formal borrowing.

- 3.14 **Failure to return Library Books** will result into suspension of the defaulters from the library and forwarding of their cases to the Human Resource Office (in case of staff members) or the Disciplinary Committee (for students) for appropriate actions.
4. **Clearance by the Library** of finalist students shall be made after presentation of all THREE library cards (as issued in Year I, and renewed every subsequent year); and after they have been cleared by the Academic Office. A fine charge shall be imposed for those without Library Cards as the University may determine from time to time.
 5. **Computer use in the library:** Use of computers in the library will be subject to the rules and regulations relating the proper and ethical use of computers in the university as may be stipulated from time to time.
 6. **Archives:** Members using the Archives will be subject to the rules and regulations of the University pertaining to the Archives.
 7. **Other rules and regulations WHICH NEED SPECIAL ATTENTION**
 - 7.1 **Code of Conduct:** The Library is a (public) Department of the University subject to all the rules of conduct of Uganda Christian University.
 - 7.2 **Personal Newspapers** are not allowed in the library. Any Newspapers brought in shall be confiscated on exit.
 - 7.3 **Bags or overcoats** are not allowed in the library. They should be kept in the bag room. Owners are responsible for any valuables left in the bags. Readers with attaché cases, big envelopes, portfolios, etc must open them for inspection by a Library staff when leaving the Library.
 - 7.4 **SILENCE must be observed in library at all times in the reading areas.**
 - 7.5 **Personal visitors:** Students and staff must not bring personal visitors in the library without the Librarian's permission.
 - 7.6 **Honesty** is expected of every user, and any suspected misuse of the library resources should be reported.
 - 7.7 **Shelving:** Books removed from the shelves should NOT be re-shelved by the user, but left on the reading tables after use.
 - 7.8 **Reservation of seats** is not allowed.
 - 7.9 **Checking:** Everyone going out of the library shall be checked.
 - 7.10 **MOBILE PHONES** should be switched off while in the library. A fine charge shall be imposed as
the University may determine from time to time on any user found taking a call in the library.
 - 7.11 **Food and Drinks:** No consumption of food or drink by users is allowed in the library.
 8. **Breach of any of these rules and regulations** may lead to suspension of a user from utilizing the library services.
 9. The rules for the **Learning Commons and Courtyard** will be spelt out when they become operational.

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SCHEDULE 1 – CHARGES AND FINES, 2012

Charges and fines shall be determined by the University from time to time. The Current Charges are as stipulated below:

1. **Users: Outside Users** may only be allowed to read in the Library after payment of a fee of 20,000/= a year or 1,000/= per visit to which a Library card and/or receipt are issued.
2. **Late Library Registration** may incur the user a fine charge of 5,000/=
3. **Lost Library Cards:** A charge of 2,000/= shall be made for replacement.
4. **Overdue charges:** A fine of 500/- for the first hour overdue and 50/- per subsequent hour will be incurred on overdue Reserve loans. A fine of 500/- per day will be incurred on overdue items borrowed from the general collection.
5. **Clearance by the Library:** A fine charge of 5,000/= shall be incurred by those without Library Cards.
6. **Mobile Phones:** A fine of 5,000/= will be incurred by any user found taking a call in the library.


University Librarian


Vice Chancellor

12/7/2012

Date