



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
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LIBRARY RULES AND REGULATIONS

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Introduction

1.0 INTRODUCTION

The Directorate of Co-operative Library and Archives (DCLA) provide library services to the staff and students of the University. The following Library Regulations apply to all University staff and students and any other users of library services. All library users are expected to observe them, to ensure an effective service and to avoid inconveniencing other users. The regulations apply to MoCU libraries. The main purpose of these rules and regulations is to safeguard the common interest of all users and to enable the library to carry out its functions efficiently and sustainably.

Scope of library membership

2.0 SCOPE

All staff and registered students of the University are entitled to full library membership. The valid University Identity Card (ID) shall be presented whenever any library material is borrowed, or when requested by a staff member of DCLA. External membership is at the discretion of the Director of Co-operative Library and Archives.

Library opening and closing hours

3.0 LIBRARY OPENING AND CLOSING HOURS

3.1 Except on the days when it is closed under rule 3.2 below, the Library shall be open as follows:

Monday - Friday: 8.30 am – 10:00 pm during the semester periods.

8.30 am – 3.30 pm during students' vacation periods.

Saturday: 2.00pm – 6:00 pm during the semester periods.

Sunday: 3:00 pm – 6.00 pm during semester periods.

Any variations in these hours determined by the DCLA shall be published and posted in the University notice boards.

3.2 The Library shall be closed on the following days:

3.2.1 Saturdays and Sundays when students are on vacations;

3.2.2 All public holidays

3.3 Fifteen minutes before the closing time, all library services shall securely attend to allow safe passage out of the library.

Admission to the library	4.0	ADMISSION TO THE LIBRARY
	4.1	The Library is open for the purpose of study and research to current members of the University and other groups and individuals according to the library policy and procedures.
Library identity card	4.2	All users must possess a valid library ID card and present it on demand. Library users are responsible for the use of their Library ID cards and shall not allow others to use them.
	4.3	Applicants for a library ID card shall be required to provide evidence of their identification and status.
Registration of readers	4.4	All persons admitted to use the Library shall register as readers.
Obligation to abide by library rules	4.5	All library members shall abide by the rules, regulations and code of conduct of the Library.
Suspension of library membership	4.6	The DCLA reserves the right to suspend library membership in cases where staff, registered students and external members do not abide by the rules, regulations and code of conduct.
External members	4.7	Where applicable, all prospective external members shall complete an application form before membership is granted.
Photocopying facility	4.8	Staff, registered students and external members shall have access to photocopying facilities, subject to the availability of such facilities in the University libraries.

Study facilities	4.9	Staff, registered students and external members shall have access to study facilities, subject to the availability of such facilities in the University libraries.
Duration of library membership	4.12	Library membership shall be available for the duration the staff is employed by the University. Current registration in the library shall be a prerequisite for library membership.
	4.13	Library membership is valid for the duration the students are registered at the University. Current registration in the library shall be a prerequisite for library membership.
Access and use of library resources	5.0	USE OF LIBRARY RESOURCES
	5.1	Students and permanent staff shall have admission to use the library and its facilities and resources.
Part-time staff's access to the library	5.2	Part-time staff of the University shall have admission to use the library for the period they are engaged by the University.
Conditions for outsiders	5.3	Outsiders shall be required to pay Tshs.500/= per day, Tshs. 15,000/= per month, or a fixed sum of Tshs. 120,000/= per annum being charges for use of library resources. However these fees may be reviewed from time to time.
Online Public Access Catalogue	5.4	Online Public Access Catalogue (OPAC) shall be used for searching bibliographic resources such as books, monographs and other publications. Other uses such as internet surfing, CD writing, copying using flash disk etc. are unauthorized in OPAC room.

Prohibitions with regards to computer use

5.5 Clients shall not be allowed to use library computers to do the following:

5.5.1 Playing Games,

5.5.2 Playing music,

5.5.3 Installing or uninstalling of any program or device in any computer. This is only a preserve of the Library Staff.

5.5.4 Fixing any device of the computer is not working. Clients shall report at the reference desk or to the IT person in charge

5.5.5 Sending jobs for printing. If necessary contact the person in charge. Usage of the computer and/or Internet so as to violate the law.

5.5.6 Using the computer and/or Internet for viewing, transmitting or downloading obscenity, including pornography, or materials that encourage others to violate the law.

5.5.7 Using the computer and/or Internet so as to cause harm to others or damage the property of others.

Using the computer and/or Internet so as to jeopardize the security of access of the computer network or other networks on the Internet or elsewhere.

Patrons

5.6 Patrons shall use the computer for a time allocated by the library staff on duty.

6.0 CHARGING AND DISCHARGING

6.1 Loans

Borrowing of materials

6.1.1 Current members of the University may borrow information materials from the Library.

- Materials available for borrowing 6.1.2 Books listed in the library's catalogues are normally available for borrowing and use outside the library with the exception for reference, reserve, Co-operative Information Centre, Gender documentation and health collections.
- Renewal of loans 6.1.3 Loans shall normally be renewed if the book is not required by the library for another user. Special rules apply for items in high-use categories.
- Requirement for borrowing library materials 6.1.4 A valid University ID card is required whenever borrowing items.
- Prohibition to transfer borrowed materials 6.1.5 Library materials on loan to one person shall not be transferred to another person. The person in whose name the loan is made shall solely responsible for safekeeping and return of items loaned.
- Return of borrowed materials 6.1.6 All library materials borrowed shall be returned within the stipulated loan period. Failure to do so shall result in a fine.
- Recall of borrowed materials 6.1.7 Items on loan shall be recalled at any time if required.
- Fine with respect to delayed materials 6.1.8 Fines shall be charged for the delay of return of borrowed materials at rates determined from time to time by the library authority, exceptions shall be considered.

Loss, damaged and unreturned borrowed materials 6.1.9 Where an item is lost, returned damaged or not returned after a reasonable period of time, the borrower will be charged for the item according to the prevailing rules and regulations.

Non-borrowable materials 6.1.10 Periodicals, journals and newspapers are non-borrowable.

6.1.11 Unbound works or parts of works awaiting binding shall not be borrowed except by special permission that will require specific authorization from DCLA.

Reservation form 6.1.12 Any reader who requires an item that has been borrowed by another person shall fill reservation form.

Removal of library materials 6.1.13 No person shall remove any item from the library without following the laid down rules and regulations regarding the charging of library resources.

Loan entitlements **6.2 Loan Entitlements**

The maximum number of items which shall be on loan to a borrower at any time shall be as follows:

Borrower Category	Items
Permanent/contract staff	7
Part-time staff	3
Students	4

Duration of loans **6.3 Loan Periods**

6.3.1 All library clients shall be allowed to borrow library resources for a period not exceeding fourteen days. Clients shall be allowed to renew once for another

period of fourteen day if the resource is not reserve for another user.

Reservations	6.3.2 Reservations are allowed on all categories of borrowable material.
Right to recall books	6.3.3 The library reserves the right to recall any book before the date on which is due.
Failure to respond to a recall notice	6.3.4 An individual failing to respond to the recall notice shall be liable to overdue fines after 72 hours of proof of acceptable reasons for not responding to the recall notice.
Overdue notices and liability of defaulters	6.3.5 The library shall from time to time send overdue notices but shall not be held responsible for no delivery, under whatever circumstances and borrowers shall take full responsibilities.
Reference materials	<p>6.4 Reference Materials</p> <p>Specific kinds of reference sources such as dictionaries, encyclopedia, handbooks, periodicals, theses and reference works, are designated as not for loan and cannot be taken out of the library.</p>
Reserve materials	<p>6.5 Reserve Materials</p> <p>Most books especially in lending section of the library are issued as standard loans; however few titles in high demand to the users may be placed in restricted reserve section of the library as reserved books and shall not be taken out of the library.</p>
Loss and damage of library material	<p>6.6 Loss and Damage of Library Materials</p> <p>6.6.1 Any defect, loss or damage to a library item must be reported immediately to the library staff on duty.</p>
Liability of borrowers	6.6.2 Borrowers shall be held responsible for any loss,

damage or disfigurement by writing or other marks while the materials are in their charge, and shall be required to pay the full cost of replacing or repairing such materials.

- Ownership of damaged and lost materials 6.6.3 All damaged or lost library materials, if found will remain the property of the Library even if replacement costs have been paid.
- Liability of users 6.6.4 Any library user shall be held responsible for damage and/or loss of library materials borrowed under his/her name.
- Definition of damage 6.6.5 Marking, defacing and tearing of books and other library materials or breaking facilities and equipment in any way will amount to damage.
- Compensation for damage and loss 6.6.6 A library user who damages or causes loss of any library materials shall pay the full value of the damaged/lost materials plus 100% of the value to cover replacement costs in current price.
- Responsibility for materials out on loan 6.6.7 Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the library staff on duty to enable appropriate action to be taken.
- 6.6.8 If the book is one of a set or series they shall be called upon to replace the whole set or series.
- Fines **6.7 Fines**
- 6.7.1 Any borrower, including a member of the academic staff, who fails to return books from the general collection on the date due shall be liable to a fine of TShs. 500.00 per book each day until the book has been returned.

6.7.2 The fines shall change from time to time.

Rationale of library
conduct

7.0 CONDUCT WITHIN THE LIBRARY

These rules and regulations are not designed to penalize the conscientious user who uses the library services properly but are necessary to protect the interest of all readers.

Prohibited acts and
conducts

The following are prohibited in the library:

- 7.1 Noise, disturbance, abusive or threatening behavior to library staff and users is prohibited.
- 7.2 No food or drink is permitted in the library building, apart from the designated areas at the entrance.
- 7.3 Smoking is not permitted in the Library building or outside near external doorways.
- 7.4 Disruptive mobile phone use is prohibited. Mobile phones should be at silence mode or switched off inside the Library building.
- 7.5 Sleeping in the library is prohibited.
- 7.6 Readers are not permitted to enter the library with weapons or other harmful materials such as bottles of water or ink, umbrellas, knives, guns, scissors and razor blades/cutters
- 6.7.3 The use of equipment likely to disturb or distract other readers or to damage Library materials such as mobile telephones, digital scanners, radios, or computers to perform any of the functions of such machines is not permitted in the Library. Violation of using mobile phones in the library shall amount to a fine of Tsh. 5,000/= for a single incidence.
- 7.7 Animals and birds are prohibited in the library building.
- 7.8 Persons whose bodily hygiene or odor is so offensive as to constitute a nuisance to other persons and/or library staff shall be required to leave the building.

- 7.9 Selling, solicitation, signature gathering and leafleting are prohibited in library buildings or any exterior areas that would in anyway obstruct, interfere, and/or prevent access to entrances and/or exits of a library building
- 7.10 Library users are asked to treat other users with consideration, in particular those with a disability.
- 7.11 No material other than official notices from the library may be distributed within the library, without the permission of the Director.
- 7.12 Library furniture, fittings or equipment must not be misused or their arrangement altered.
- 7.13 Library users shall not attempt to reserve study places by leaving personal belongings at desks when they have left the building. Belongings must be cleared to allow others to use study places.
- 7.14 All unattended belongings are left at the owner's risk and users are advised not to leave valuables even if they will be away from their desks for a short time.
- 7.15 Library users shall be required to present their books as well as folders for inspection by library security.
- 7.16 Any damage or defacement of Library materials is strictly prohibited and users found damaging material shall be subject to disciplinary procedures. Library users are asked to report any instances of such defacement to Library staff immediately.
- 7.17 Photography is not permitted unless permission is sought from the relevant authority.
- 7.18 Bottles of ink, correction fluid and other potentially damaging substances, cameras and personal copying machines shall not be taken into the Library.
- 7.19 The use of portable computers is permitted in the

Library provided they are quiet in operation. Users of this equipment may be required to work in specified areas or to stop using a computer if it constitutes a distraction to other readers.

- 7.20 Readers are not permitted to enter the library barefoot or with hard-knock shoes.
- 7.21 All library users must enter and leave the Library through the normal entrance and exit doors unless directed otherwise by library staff.
- 7.22 All library furniture, equipment and library materials must be kept clean and intact.
- 7.23 Readers must leave all materials on the reading tables. Re-shelving is not allowed.
- 7.24 Library users are requested to sit in the places provided. Tables and chairs may not be relocated.

8.0 MUTILATION AND THEFT OF LIBRARY MATERIALS

Mutilation of library materials

8.1 Mutilation

8.1.1 Books and library items are the property of the Library and must not be mutilated or defaced. Any deliberate and unauthorized removal of library property from the Library or the mutilation of library materials is serious offences.

Theft of library materials

8.2 Theft

8.2.1 Theft of library materials shall immediately be reported to the relevant authorities for disciplinary actions.

Copyright and related matters

9.0 COPYRIGHT

In the use of photocopying machines in the Library, the law regarding copyright must be observed. Reproduction or duplication of audio-visual materials, computer software and copyrighted Internet resources are strictly prohibited. Whoever involved in reproducing the whole document shall be responsible for any legal consequences

Enforcement

10.0 ENFORCEMENT

Failure to observe any of the foregoing provisions may, in the first instance, be dealt with by the Director of Co-operative Library and Archives or an authorized representative, who may take such action or apply such penalty as is reasonable in the circumstances.

Validity of the Rules and Regulations

11.0 VALIDITY OF RULES AND REGULATIONS

The above rules and regulations shall become operational immediately upon being approved by the University Council and shall remain in force until when they are revoked by the authority entrusted with such powers and following laid down

procedures.

Revision of the rules
and regulations

12.0 REVISION OF RULES AND REGULATIONS

These rules and regulations are subject to review to accommodate any circumstances which may prevail.