



## **LIBRARY DEPARTMENT**

### **RULES AND REGULATIONS GOVERNING USE OF PREMIER COLLEGE LIBRARY FACILITIES**

#### **1.0 INTRODUCTION**

The Library's prime purpose is to provide information services and materials to the PECDETC community. These library rules and regulations have been formulated to promote fair access and use of library resources and facilities. They shall apply to all library users including PECDETC staff.

#### **1.1 SCOPE**

Any person using library services is assumed to have undertaken to observe and is bound by the library rules and regulations as set out below.

#### **2.0 HOURS OF BUSINESS**

This will vary from Campus to Campus depending on demand for services and library staffing levels. The Campus Directors and the Campus Librarian on the ground in consultation with College Librarian shall work out a suitable arrangement. However, the library shall operate during normal working hours and remain **CLOSED ON ALL GAZETTED PUBLIC HOLIDAYS.**

#### **2.1 MEMBERSHIP**

The following are eligible to become members of the library:

2.1.1 Students of the Premier ECDE teachers college.

2.1.2 Lecturers of the Premier ECDE teachers college.

2.1.3 Staff of the Premier ECDE teachers college.

2.1.4 However, temporary staff such as Management Interns and Casuals are not eligible to borrow books but are free to use library facilities during their period of engagement.

### **3.0 CARE AND RESPONSIBILITY FOR LIBRARY MATERIALS**

- 3.1 All clients will handle library materials and other items with care.
- 3.2 Clients will be held responsible for the safety and prompt return in good condition of all items borrowed under their names.

### **3.1 REPLACEMENT OF LOST BOOKS**

- 3.1.1 Loss of library book (s) should be reported to the library immediately
- 3.1.2 In case of loss of a library book, the client shall be held responsible for replacement costs which will be based on the current market price of the latest edition.
- 3.1.3 A **surcharge of 50% of the item's cover price** will be added to cater for administrative charges, freight, insurance and fluctuation in exchange rates of the Kenya shilling.
- 3.1.4 Lost library items shall be replaced within a period of three (3) months from the date the loss was reported.

### **4.0 DEFACING OR MUTILATION OF LIBRARY MATERIALS**

- 4.1 Any client who causes damage to library material or other property will be charged for replacement of the same.
- 4.2 Mutilation or defacing of any library item(s) will be regarded as damage and will lead to suspension from use of library facilities for a whole Semester.
- 4.3 In such circumstances, the Library shall retain the damaged item(s) and the user shall pay for replacement of the same.

### **5.0 CHANGE OF ADDRESS**

- 5.1 Change of postal, physical and email addresses must also be reported to the library without delay.
- 5.2 Any notice to clients such as overdue reminders, will be sent to the last known address registered at the library. However, **failure to receive such a notice** will not invalidate any subsequent action.

### **6.0 OVERDUE FINES**

- 6.1 Overdue fines shall be charged for late return of books borrowed at a rate to be determined from time to time. The current fine is **Three Hundred Rwandan Francs (Rwf 300/=) per book per day** for books in the open shelves and

**One Hundred Rwf (Rwf 100/=) per hour per book** for books in the Short loan/Reserve section. This rule shall apply to **ALL** borrowers, including PECDETC staff and lecturers.

6.2 If a book on loan is lost and **NOT** reported to the library, it shall continue to attract overdue charges. This means that when it is finally reported as lost, the client is liable to pay all accumulated overdue charges up to the date the loss was reported to the library.

6.3 Clients are expected to pay overdue fines promptly. Membership and access to library facilities shall be suspended if such fines are not promptly paid in full.

6.4 Whereas the library shall endeavor to send overdue reminder notices by SMS or E-Mail, it is the responsibility of the client to return borrowed materials before the due date.

## **7.0 BORROWING OF RESERVE/SHORT LOAN LIBRARY MATERIALS**

7.1 Library books are meant to be used as reference materials within the library.

7.2 Overnight borrowing of **ONE** book only shall be allowed from 7.00 PM to 9.00 AM the following day (where applicable). Late returns shall attract overdue fines as stipulated in Section 6.1

7.3 Short loan borrowing within the library shall be allowed up to 7.00 P.M. during weekdays & Saturdays and 5.00 P.M. on Sundays where applicable.

7.4 Borrowers will be held personally responsible for the safe custody of any material on loan to them. All materials so borrowed must be returned in good condition on or before the due date/time.

7.5 Reference materials are not for loan and will be used in the library only.

7.6 The loan period shall not be extended if the book(s) have been reserved by another client. An item on loan may be recalled under such circumstances.

7.7 All clients leaving the library must go through security check. Items which are borrowed irregularly/stolen shall lead to suspension from use of the library for a whole semester.

## **8.0 LIBRARY E-RESOURCES**

8.1 Clients wishing to access e-resources shall record their name and area of interest in a designated register. Every client will be allowed two (2) hours on the computer.

8.1 The computers in the library will NOT be used to access social networks such as Facebook, LinkedIn, Twitter, among others.

## **9.0 LIBRARY CLEARANCE**

- 9.1 Library books and borrower's cards (where in use) are the property of the library and will be returned before clearance.
- 9.2 Lost borrower's cards (where in use) will be replaced at one thousand Rwandan francs (**Rwf 1000**) per card.

## **10.0 GENERAL RULES**

- 10.1 Silence in the library must be observed at all times. Cell phones, radios and any electrical devices that are likely to cause disturbances must be switched off within the library.
- 10.2 Chewing of Gums, Eating, drinking, Smoking or any other misconduct which is a nuisance to other clients in the library is prohibited.
- 10.3 Handbags, **heavy jackets**, briefcases, folders, among others will be left at the baggage area/pigeon holes or any other designated place in the library at the owner's risk. Clients' are advised **NOT** to leave their valuables. In lieu of the foregoing, clients are encouraged to visit the library light. In addition, clients must be decently dressed including **tucking in** their shirts where appropriate and conduct themselves decently while in the library.
- 10.4 Clients shall remove only two books at a time from the shelves to the reading tables. They are advised not to shelve them after use.
- 10.5 Liquids such as ink, water, among others, which may accidentally damage library property through spillage, will not be allowed into the library.
- 10.6 Library clients are hereby informed that copyright law applies to library materials and infringement of this through unauthorized photocopying or plagiarism is a criminal offence. They are advised to observe permissible photocopying limits for purposes of study and research only.
- 10.7 The Institute shall not be held liable for loss or damage of personal items such as laptops left by clients in the library.
- 10.8 Entry to PECDETC library will be allowed on production of PECDETC Student ID. Clients must be smart and tuck in their top wear/shirts where appropriate.
- 10.9 Notices, publicity materials, writing on the wall, etc are not allowed in any part of the Library.

- 10.10 Library seats or carrels (where available) shall not be reserved or booked. However, carrels are available to at a fee to be determined from time to time on hourly basis.
- 10.11 An alert/announcement will be made /sounded 20 minutes before closing time and all users must vacate the premise.
- 10.12 The library rules and regulations may be modified without notice. Such modifications shall be posted to the Library's and Institute's notice boards, website and any other form of mass communication.
- 10.13 The Management reserves the right to withdraw library facilities from any client who disregards library rules and regulations.
- 10.14 In any situation not covered by these rules, the management shall use best judgment based on the circumstances to resolve the matter and the decision shall be final.

Note: Users are encouraged to be vigilant and to report other library users who are breaking library rules to any library staff member. Communication to users is through email, notice boards, continuous user education and point of service areas.

**BY ORDER OF THE PREMIER ECDE TEACHERS COLLEGE**