

# **Information Resource Centre Rules**

## **Borrowing**

- No material can be taken from the Resource Centre until the borrowing has been recorded by a librarian
- Only students, tutors and researchers of TTCIH are allowed to borrow media from the library
- All items with a red point on their backs cannot be taken out on loan
- A client is allowed to take six books at a time
- The loan period is 28 days and can be renewed if there is no reservation noted
- Borrowers have to pay TSH 200. per day if they fail to return the books in time, as long as they are not back in the library again
- Borrowers have to pay the full value for lost or damaged books

## **Use in the library**

- Do not put the books back on the shelves! Leave them on the table or hand them to the librarian
- Do not write into the books and do not leave any notes in them

## **Cell phones**

- Mobile phones must be turned off or muted

## **Coats / bags**

- Coats are not allowed in the library
- Bags must be deposited at the entrance

## **Computers**

- It is not allowed to save files on the desktop
- Do not shut down the computers

## **Eating / Drinking**

- It is forbidden to eat or to drink in the library

## **Journals / Reports**

- Journals and reports can only be consulted in the library

## **Talking**

- Please talk quietly

## **Sound**

- Do not use the computer audio boxes for playing any audio (-visual) media, use headphones

## **Workspace**

- Please keep your workspace clean, do not leave any notes or paper on the desk