



*Knowledge Innovation and Excellence*

**LILONGWE UNIVERSITY OF AGRICULTURE AND NATURAL RESOURCES (LUANAR)**

# **LIBRARY REGULATIONS**

March 2013

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## **LIBRARY MEMBERSHIP**

- 1.1 All registered students of the Lilongwe University of Agriculture and Natural Resources (LUANAR) for the duration of their courses.
- 1.2 All Academic, Administrative, Clerical, Technical and Support staff of the LUANAR and their spouses and wards.
- 1.3 Members of the University Council.
- 1.4 Non-members of the LUANAR who make an application to the University Librarian and who may be allowed to use the Library at the University Librarian's discretion and who pay an annual non-refundable fee of Five Thousand Malawi Kwacha (MK5,000.00), and whose membership is supported by a written guarantee from their employers or head of institutions and have an acceptable identity card.
- 1.5 Members of the public who, at the discretion of the University Librarian, may use the Library only for reference.

## **2.0 BORROWING FROM THE LIBRARY**

- 2.1 All persons entitled to borrow from the Library, and wishing to do so, must first complete a membership registration card/form in Appendix 1.
- 2.2 Authorized persons are allowed to borrow the following number of books:-

CTS Staff	6
Undergraduate Students	6
Graduate Students	10
Academic and Administrative Staff	20
External users	2

- 2.3 Library materials shall be borrowed upon the production of an acceptable identification.
- 2.4 Unbound periodicals shall not be removed from the Library.
- 2.5 Bound periodicals may only be borrowed by Academic and Administrative (A & A) Staff for a maximum period of two (2) days.
- 2.6 Books placed on Reserve (Short Loan) collection may be borrowed:-
  - 2.6.1 For two (2) hours at a time, for consultation in the Library only.
  - 2.6.2 For overnight loan from two (2) hours prior to closing and up to no more than one (1) hour after opening the following day.
- 2.7 Reference books shall not be removed from the Library.
- 2.8 Some Library collections which are appropriately *marked* “**NOT TO BE TAKEN AWAY**” or “**MALAWIANA**” or “**THESIS**” shall not be removed from the Library, except under very special circumstances and at the discretion of the Librarian.

### **3.0 GENERAL RULES**

- 3.1 All readers must enter and leave the Library through the Main Entrance.
- 3.2 SILENCE or speaking in low tones must be observed at all times.
- 3.3 Entrance into the Library building shall be upon the production of an acceptable identification.
- 3.4 The following should not be taken into the Library: bags; brief cases; hats; top coats; umbrella; radios; walkman cassettes; musical equipment of any kind, and any other items as may be determined by the Librarian.
- 3.5 Smoking, eating, and drinking are prohibited. This includes entering the Library whilst drunk.
- 3.6 Library Guards and other Library Staff have the right to inspect any Library user within the Library building at any time.

- 3.7** Borrowing of library materials will be restricted to Identity card holders only.
- 3.8** Nobody is allowed to lend their Readers' identification cards/tickets to other users to borrow books from the library. Each borrower will therefore be responsible for any loss or non-return of any books issued against his/her identity card.
- 3.9** When Books are issued, users share the responsibility of checking the pages of the issued books and if any pages are found missing or defaced, users are asked to report the same to the staff before leaving the Issue Counter. The library would hold responsible the last borrower of a book if pages are found missing or defaced and shall be fined accordingly.
- 3.10** Books lost, torn or damaged will have to be either replaced by the borrower with the latest edition of the book or an amount determined by the Librarian may be paid as replacement cost.
- 3.11** Non-payment of overdue charges may lead to strict action including but not limited to withholding of exam results in case of students, as for staff deduction from source, and withdrawing their membership for external users.
- 3.12** All publications, including personal books being taken out of the Library, must be shown to the Guard on duty at the "EXIT" desk who will check the date labels of all outgoing Library books and other materials before they are taken out.
- 3.13** No person who already has any overdue material from the Library may borrow a publication or item from it.
- 3.14** Users are responsible for returning or renewing their loans on time and non-receipt of a reminder notice is not an acceptable reason to dispute any fines that may incur.
- 3.15** Leaving of personal valuable items shall be at owner's risk.
- 3.16** Booking of reading space in the Library is not accepted. Library staff are mandated to remove books and other materials used for such purposes.
- 3.17** Movement of Library stock of materials from proper areas to other areas for selfish ends will incur severe punishment, based on the Librarian's discretion.
- 3.18** All Library users will be responsible for any item appearing in their Reader's tickets/cards.

**3.19** Library Reader's tickets are not transferable, i.e. they cannot be used at any other Library apart from the home Library, and by no other user.

**3.20** The Librarian reserves the right to withdraw or refuse Library facilities to anyone who contravenes the Library Regulations.

**3.21** The Librarian reserves the right to restrict some services to certain categories of users.

#### **4.0 USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)**

**4.1** Users are not allowed to install, uninstall, delete or reconfigure any software or files in the Library computers.

**4.2** Personal computers are allowed in the Library without bags and must be used quietly.

**4.3** Accessing offensive sites such as pornographic sites; playing games and chatting on computers are strictly prohibited.

#### **5.0 OFFENCES**

**5.1** Any person who removes any Library item or any part thereof from the Library without permission shall be guilty of theft.

**5.2** Any person who receives or retains any Library material, which he or she knows, or ought to know, or has reason to believe to have been stolen from the Library, shall be guilty of an offence.

**5.3** Any person who mutilates, marks or disfigures any Library materials shall be guilty of an offence.

**5.4** Any person who makes noise in the Library or acts in any manner that disturbs Library users, shall be guilty of an offence.

#### **6.0 PENALTIES**

**6.1** If the person who is suspected to have committed offences specified in **Offences**1, 2 and 3 above is a student of the LUANAR, he/she shall be liable to penalty imposed by the Student Disciplinary Committee.

**6.2** If the person who is suspected to have committed offences specified in **Offences**1, 2 and 3 above is a member of staff of LUANAR the case shall be reported to the Disciplinary Committee for its action.

- 6.3** If the person who is suspected to have committed offence specified in **Offences** 1, 2 and 3 above is not a member of staff or a student of the **LUANAR**, he/she shall be banned from membership of the Library for such period as the Vice Chancellor, on recommendation of the Librarian, may determine.
- 6.4** Any person who is suspected to have committed offence specified in **Offence** 4 above shall be liable to suspension from the use of the Library for a minimum of three months.

## **7.0 FAILURE TO RETURN BORROWED MATERIAL ON TIMES AND DATES DUE**

- 7.1** Any person who fails to return any item in general circulation shall pay a fine of Five Hundred Malawi Kwacha (MK500.00) per item per day until the item is returned or the person indicates that he/she has lost it.
- 7.2** Any person who fails to return any item on short loan/reserve collection shall pay a fine of Five Hundred Malawi Kwacha (MK500.00) per item per hour until the item is returned or the person indicates that he/she has lost it.
- 7.3** Any person who loses any Library item shall pay the full cost of replacement of the lost item, including handling and other incidental charges.
- 7.4** Any person who fails to return to the Library any Library item, which has been duly recalled within four days from the date on which the recall is made, shall pay a fine of One Hundred Malawi Kwacha (MK100.00) per item per day.

## **8.0 LIBRARY COMMITTEE**

- 8.1** There shall be a Library Committee for formulating policies and advice. The Committee shall comprise of:
- 8.1.1** Deputy Vice Chancellor who shall be Chairperson of the Committee;
  - 8.1.2** Registrar who shall be an ex-officio and Secretary of the Committee;
  - 8.1.3** Librarian;
  - 8.1.4** One representative from each faculty elected for a period of three years; and
  - 8.1.5** Three students (two from undergraduate and one who should be a male or a female from postgraduate) elected by the students for one academic year.

**8.2** The Committee shall have at least one meeting per Semester

## **9.0 LIBRARY OPENING HOURS**

9.1 The Library will open daily during semester period and close on public holidays. During vacation the Library will not open in evening and on weekends.

## **10.0 MISCELLANEOUS**

**10.1** Any Library user who loses his/her Reader's Ticket(s) or Card may be issued with replacements, provided that he/she pays for the replacement with a new Card, at the rate of One Thousand and Five Hundred Malawi Kwacha (MK1500.00) per Card.

**10.2** Any student, who owes money to the Library as a result of a fine or fines imposed under these Regulations, shall have their examination results withheld until such fine or fines are paid in full.

**10.3** The fines provided for under these Regulations are subject to revision by the Library Committee from time to time, provided that Library users shall be notified of any such revisions through a public notice.

**10.4** The library Regulations may be revised by Library Committee and that Library users shall be notified of any such revisions through a public notice.



Appendix 1: Application for Library Membership

**Appendix 1a: Students Library Registration Form**



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Surname:.....

First Name(s).....

Nationality..... ID No.....

Permanent Address:.....

Programme:.....

Department:.....

Year/Class.....

Registration No:.....

Programme:.....

Duration.....

Starting Date:.....

Expected date of completion:.....

Email.....Mobile Phone.....

Next of Kin and Address.....

.....

***I declare that:***

I have read and understood the Library Regulations, and I will adhere to them.  
I will inform the library of any changes in my contact details.

Signature.....Date.....

**FOR OFFICIAL USE ONLY**

Barcode.....

[ ] Card Collected [ ] [ ] Not collected (Please tick)

Staff Name.....

Signature:.....Date.....

**For Postgraduate Students Only**

	<b>Year</b>	<b>Paid</b>	<b>Date</b>	<b>Not Paid</b>
Library Fees	1			
	2			
	3			
	4			

**Appendix 1b: Staff Library Registration Form**



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Name:.....

Department:.....

Position:.....

Employment No.:.....

Phone No.(s):.....

Email Address:.....

Permanent Address:.....

***I declare that:***

I have read and understood the Library Regulations, and I will adhere to them.  
I will inform the library of any changes in my contact details.

Signature:.....Date:.....

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**FOR OFFICIAL USE ONLY**

Barcode.....

[ ] Card Collected [ ] [ ] Not collected (Please tick)

.....

STAFF MEMBER'S NAME

.....

SIGNATURE

.....

DATE

.....

WITHDRAW DATE

**Appendix 1c: Library External Users Registration Form**



*Knowledge Innovation and Excellence*

Surname:.....

Other Names:.....

Profession:.....

Address:.....

Email Address.....

Tel:..... Fax.....

IDENTIFICATION:.....

I declare that:  
I have read and understood the Library Regulations, and I will adhere to them.  
I will inform the library of any changes in my contact details.

SIGNATURE:.....DATE:.....

STAFF MEMBER'S NAME:..... SIGN:.....

DATE:.....

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**FOR OFFICIAL USE ONLY**

FOLIO NUMBER:.....

AMOUNT PAID:.....RECEIPT NUMBER:.....

MEMBERSHIP EXPIRY DATE:.....

BARCODE ID.....

REMARKS:.....