



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE
(A Constituent College of Tumaini University Makumira)

Directorate of Library Services Rules and Regulations

1. Designated entry and exit points should be used at all times.
2. Observe silence within the library at all times.
3. Mobile phone calls are not allowed in the library and should be on silent mode/vibration while in the library.
4. Smoking, eating, drinking, sleeping and any other behaviour which is likely to create nuisance to other users is prohibited.
5. All books leaving the library must be borrowed from the circulation counter.
6. Only those books that are in good condition shall be loaned out. Check the condition of the book to be borrowed to ensure that it is in good condition before borrowing.
7. No library materials shall be borrowed beyond the designated loan periods.
8. All borrowed library materials shall be stamped a date to indicate when the borrower is expected to return them. Users are expected to check the due date immediately after borrowing.
9. Overdue books shall attract a fine per day for long loan.
10. Users are responsible for protecting any library materials in their possession against damage and must report to the College Librarian any loss or damage.
11. It is the responsibility of the user to notify the library in case of loss of a material on loan to them.
12. Writing, defacing or damaging library materials/facilities is prohibited. Those found having done this shall be required to replace the damaged library property.
13. Any user who willfully damages library property shall face disciplinary action through the relevant College disciplinary committees.
14. Lost or mutilated books shall be charged at market rate plus administrative charges.
15. Any user caught stealing or attempting to steal a book or other library item shall be required to face disciplinary action through the relevant College disciplinary committee.
16. Library materials or personal effects left unattended in the reading area or luggage bay are left at owner's risk.
17. The College shall not be held responsible for loss or damage of personal effects left by users in any part of the library.
18. No library user is allowed to use library computers in any other way other than to access the information resources.
19. The College librarian may recall, withhold or restrict the circulation of any library materials in the library or transfer from one part of the library to another as circumstances may dictate.

20. Serious misconduct by a library user in the library may lead the library management to present the case to the relevant College disciplinary committees.
21. Any library user who consistently violates the above rules and regulations may be denied access and use of the library resources for specified period of time by the Library Management Committee.

