

# Rules and regulations

## **Borrowing from the libraries**

- Only registered users will be allowed to borrow materials from the Libraries.
- Some Library collections are not for loan and are appropriately marked.
- Materials on Reserve can only be used within the Library except when overnight /weekend loan is allowed.
- No user shall take a book out of the Library unless it is properly issued. All persons leaving the Library must show all books in their possession at the exit.
- Fines shall be charged for late return of books at a rate to be determined from time to time.
- The Librarian shall have the right to recall a book on loan. These shall be returned immediately and a fine shall be charged for failure to return such books within 4 days from the date of such recall.

## **2. Damage and loss of Library materials**

- Any user who causes damage to library material or other property will be charged for replacement.
- Users will be held responsible for publications lost while in their charge and will be required to pay for the replacement. Lost books once recovered remain Library property. Replacement charges shall not be funded.

## **3. General rules and regulations**

- Silence must be observed at all times.
- Smoking, eating and drinking is not allowed.
- Use of mobile phones within the libraries is not allowed.
- Users are expected to **behave, dress and present themselves decently** at all times. Avoid behaviour that distracts other users.
- The Librarian shall have the authority to withdraw or refuse Library facilities due to disregard of regulations. In case of other misconduct, the user may be banned from using the Library.

**Note:** For purposes of regulations the Library includes reading areas, corridors, utilities and staircases.