

ESTERN AFRICA STATISTICAL TRAINING CENTRE



GENERAL LIBRARY RULES AND GUIDELINES

April 2021

Welcome to the Eastern Africa Statistical Training Centre Library

Eastern Africa Statistical Training Centre (EASTC) library share a common purpose with other libraries in the world which is the enhancement of “teaching and learning for all.” For that reason, EASTC library personnel advocate for equity of opportunity for all. EASTC Library is available for all Trainees and all members of the Staff. Please register at the Library

The Library is the place where trainees and Trainers are likely to visit frequently and regularly. It provides books and non books materials for the lectures and studying. It is essential that members of the Library should contribute to its satisfactory operation by observing the regulations which govern it with particular regards to borrowing books in the legitimate way and returning books on time. EASTC Library collection in general includes books (lending and reference), journals, periodicals and pamphlets in both printed and electronic format. Books are classified according to Dewey Decimal Classification Scheme (DDC), so all related subject are arranged together which makes ease for user to select the required books.

Admission to the use of the Library

Admission to the Library and use of its resources are conditional upon the strict observance of the following regulations and **ignorance of these will not be accepted as excuse for the non-observance.**

- **Reading:** All members of the Library, members of the teaching and administrative staff, registered students are entitled to use the library as readers. The Library Management may admit other authorized persons who are not members of the center to use the Library. The Library Management also reserve the right subject to the approval of suspension from the use of the Library any person owing to persistent disregard of the Library regulations or any other adequate cause which shall be considered to be undesirable. Suspension of student defaulters shall be effective until such time as their causes shall have been considered by Library Management.
- **Registration:** After filling in the Library registration card, the applicants will be given five borrowing tickets (in a form of the pocket) with which to borrow Library

materials. This ticket must be retained by the borrower when not in use. The Loss of the ticket must be reported to the Library at once. Replacement of the borrowing tickets will be charged 1000 shillings.

Borrowing of the Library Materials

- The right of borrowing is accorded to the member of the center who has been registered as EASTC Library member, but also, prior to the approval of the Library Management shall be necessary in the case of persons who are not member of the center. These are classified as "External Borrowers" and may be allowed to borrow upon payment of 50,000/= as Library fee per annum.
- All borrowers shall be required to present their borrowing cards when borrowing Library materials.
- Library materials borrowed must be returned on or before the due date.
- No Library material may be taken out of the library unless it has officially been issued to the user.
- The number of items for normal loan at one time shall normally not exceed five depending on the number of books available.
- Any student with overdue library materials or fine will not be able to borrow any other library material.
- There shall be an annual clearance of Library materials at the end of each academic year where by books held by a borrower shall be returned to the Library. Any student holding overdue Library materials will not be registered in the Library for the next academic year until she/he returns the materials and pays the fine. In the case of finalist, examination statement of results, transcripts and certificate will be withheld by the DR-ARC Office until all unreturned library items/fines have been recovered. For the employee who his/her employment has been transferred or terminated while holding Library materials she/he may be requested to return, in case of lost Bursary Office will be notified.
- The refund of deposit due to student whose course terminates at the end of the session and who has not returned the materials will be withheld until the material has been returned.

- Periodicals, Reference materials and journals may not be borrowed. Library materials on restricted may be borrowed only for the prescribed period. The Librarian reserves the right to recall any books before the date on which it is due.
- For all borrowers except in the case of certain specified items the loan period shall be three days for students, two weeks for administrative staff and one month for academic staff. Issue may be renewed for further period if the document is not reserve for the other user.
- Any borrower, who fails to return books from the general collection on the date due shall be liable to a fine of 1000 shillings per book in each day until the book has returned. Any staff member who refuses to pay the fines or replacement cost of lost books will be liable to have those costs recovered from his/her salary or allowances through the Bursar's Office.

Rules and Regulation

- Silence must be observed in the Library.
- Smoking is not permitted in the Library.
- Reader must dress and behave in a manner that will not cause either offence damage. Thus, for example the removal of shirts, the placing of feet on furniture, loose sheets of paper for the purpose of taking notes, etc.
- Bags are not allowed in the Library.
- All users are subject to declare all their possessions for inspection (including electronic devices).
- Mobile Phones must be switched off, and anyone who found to be using mobile phone in the library and bring disturbance to other clients will be fined three thousand shillings (5,000/=) and suspended from the use of the library for the period of one month.
- Issued books are not allowed to be brought into the Library.
- Books should be checked for missing pages or damages before issue. The student will be held responsible for any damage/missing pages found and the penalty would be at the discretion of the Librarian.

- Library books and other materials are to be handled carefully. Mutilation and damage of library materials by marking, tearing or staining will lead to the replacement of new material by the user.
- Reservation of seats is not permitted.
- Library staff on duty have the right to request a user to leave the premise if found violating any of the library rules and regulations.
- The library will not accept responsibility for loss or misplaced personal belongings.
- Suggestions for improvement of the library services and collections are always welcome.

Damages and Loss of the Library Materials.

- Readers or borrower will be held responsible for a damage occurring to books while in their charge and will be required to pay full value of such books in case of damage.
- Readers are also responsible for their tickets. Any material borrowed against a borrower ticket shall be the responsibility of the person whose name is on that borrower's ticket.
- Lost items should be promptly reported to avoid increase of overdue fines. A borrower who reported that an item has been lost is responsible for the replacement charge and processing fee (and binding charge if applicable) plus any fines accumulated prior to the time the item was reported lost.
- Books represented as lost or missing will be replaced at the borrower's expense and the borrower will be charged
 - (i) The Total overdue fine
 - (ii) The current cost of the book and processing costs
 - (iii) A penalty of TShs 10,000/=
 - (iv) The marking of the book will be regarded as damage and Person responsible will be required to pay the cost of damages
- Theft and damage of Library Materials is a Criminal Offence. Anyone caught attempting to steal or to have stolen library materials will be reported to the relevant security and center disciplinary organs for further actions. It may include prosecution, barred from using the University Library and/or suspension for not exceeding one year.

Food, Drink, and Noise Policy

- Drinks are not allowed in the Library.
- Delivery of food to the library for Library patron use is prohibited.
- Care should be taken to reduce loud or excessive noise which is detrimental to effective studying or collaboration. Please remember, conduct that disturbs users or operations, or hinders others from using the Library.
- Patrons disregarding the foods, drinks and noise policy will be asked to leave the library and will be fined three thousand shillings (5,000/=TShs).

Fines and Notice Policies

Guidelines

The following fines and penalties shall be imposed on those who will go against rules and regulations.

- Any user, including a member of the academic staff, who fails to return books from the general collection on the date due, shall be liable to a fine of 1000 shilling per book each day until the book has been returned.
- The fine for overdue Special Reserve items, however, is 500 shilling per hour
- Due materials will be considered as lost after one semester
- Failure to pay the fine/materials will result in denial to use the library and any staff member who refuses to pay the fines or replacement cost of lost books will be liable to have these costs recovered from his/her salary or allowances through the Bursar's Office.

Notices

It is the responsibility of each borrower to know when their materials are due. As a courtesy, when materials become overdue, the Library will send a reminder notice or overdue notice. The failure to receive this notice is not grounds for the cancellation of fines. All library notices will also be delivered through the President/Prime Minister of the Students Government.

