



## THE MARTIN ODUOR-OTIENO LIBRARY RULES

### **I. GENERAL RULES**

1. Present your students/staff ID card at the Security desk as well as at the Loan/Return desk when borrowing library materials.
2. Take care of the item you have borrowed. Marking, defacing or mutilation of any Library material is strictly prohibited. Members (herein referring both to staff and students) shall satisfy themselves about the physical condition of the books before borrowing, otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning.
3. Return borrowed materials on time to avoid incurring overdue penalties. If the amount exceeds **KES 100/=**, the user account is automatically blocked.
4. Report loss of Library books and any other Library items to the Library staff as soon as possible.
5. Comply with copyright law. The Kenya Copyright Act, CAP 130 spells out what constitutes infringement of copyright. A copy is available at the Library for reference.
6. Student's ID **MUST** be presented by the owners only.
7. Treat staff and other Library users with courtesy. Disciplinary action will be taken against members for disorderly behaviors.
8. Use or possession of items from other libraries may be allowed. However, in cases where such materials are either overdue or have evidence of having been

removed un-procedurally, then the Library shall confiscate such items and forward them to their respective Library.

## II. BORROWING RULES

1. Borrowing is limited to only registered members (and those who have paid caution fee) of the Library.
2. Every borrower must have a valid student ID card.
3. Books or other library materials will only be taken out on loan after the library staff have issued them properly.
4. All serials [periodicals] such as magazines, journals, newspapers etc. (except bound issues) are for reference only. These must not be removed from the library. Bound magazines may be borrowed.
5. The following are the borrower categories and corresponding periods for loan:

|     | BORROWER CATEGORY             | NO.O F TEMS | LOAN PERIODS |            | RENEWALS  |            |
|-----|-------------------------------|-------------|--------------|------------|-----------|------------|
|     |                               |             | MAINLON G    | SHORTLOA N | MAINLON G | SHORTLOA N |
| 1.  | Admin. staff                  | 3           | 30 days      | 14 days    | 1         | 2          |
| 2.  | Teaching staff                | 5           | 30 days      | 14 days    | 1         | 2          |
| 3.  | Postgraduate                  | 5           | 14 days      | 7 days     | 1         | 2          |
| 4.  | Undergraduate (Bcom,Bsc,Dip ) | 3           | 14 days      | 7 days     | 1         | 2          |
| 5.  | Professional                  | 1           | 14 days      | 7 days     | 1         | 2          |
| 6.  | Bridging Maths                | 3           | 14 days      | 7 days     | 1         | 2          |
| 7.  | Professors/ Doctors           | 15          | 30 days      | 14 days    | 1         | 2          |
| 8.  | Unisa                         | 2           | 3 days       | 3 days     | 1         | 2          |
| 9.  | Teaching part-time            | 3           | 30 days      | 14 days    | 1         | 2          |
| 10. | ICPAK Librarian               | 5           | 30 days      | 14 days    | 1         | 2          |
| 11  | ICPAK staff                   | 1           | 30 days      | 14 days    | 1         | 2          |

6. Reference books shall be used within the Library only. They include Encyclopedias, Dictionaries, Yearbooks and any other item designated as reference.

7. The University Librarian reserves the right to recall any material on loan and the borrower is required to return the material immediately.

### **III. PENALTIES**

1. An overdue penalty currently at **KES 5.00 per day per item** is levied on any item returned late (after due date). If a user account is blocked on the basis of an overdue penalty subject to clause I (3) above, the user must first offset the penalty for check outs to be allowed.

2. Library members who lose or vandalize materials will be expected to pay replacement costs.

### **IV. DISCIPLINE**

1. Order and silence must be maintained in the library at all times.

2. Phone calls are strictly prohibited in the Library. Please do not make or receive calls in the library.

3. Books left lying unattended at the carrels for more **than 15 minutes** will be withdrawn and held at the **Issue desk**, as they inconvenience other users due to the limited space.

4. Lifting and carrying library furniture in the library is prohibited.

5. Smoking, eating, drinking, littering, or loitering in the library is prohibited.