



LIBRARY
REGULATIONS

LIBRARY REGULATIONS

A. LIBRARY MEMBERSHIP

1. All registered students of the University of Malawi, and Pre-Medical students for the duration of their courses.
2. All Senior Staff and their spouses of the University of Malawi.
3. Members of the University Council.
4. Members of the Clerical, Technical and Support Staff of the University of Malawi who have been recommended in writing by the Registrar's Department.
5. Non-members of the University of Malawi who make an application to the College Librarian and who may be allowed to use the Library at the College Librarian's discretion and who pay an annual non-refundable fee of one thousand and five hundred Kwacha (K1,500.00), and whose membership is supported by a written guarantee from their employers and have an acceptable identity card.
6. Members of the public who, at the discretion of the College Librarian, may use the Library for reference.

B. BORROWING FROM THE LIBRARY

1. All persons entitled to borrow from the Library, and wishing to do so, must first complete a membership registration card.
2. Authorised borrowers are allowed to borrow as follows:

(a) Bunda College

CTS Staff	4
Undergraduate Students	6
Graduate Students	10
Senior Staff	10
External	2

(b) Chancellor College

CTS Staff	6
Undergraduate Students	10
Graduate Students	10

Senior Staff	20
External	2

(c) College of Medicine

CTS Staff	4
Pre-Medical Students	6
Undergraduate Students	6
Elective Students	2
Graduate Students	10
Interns	2
Senior Staff	20
External	2

(d) Kamuzu College of Nursing

CTS Staff	4
Undergraduate Students	6
Part-time Students	6
Senior Staff	20
External	2

(e) Polytechnic

CTS Staff	5
Undergraduate Students	7
Graduate Students	7
Part-time Students	5
Senior Staff	20
External	3
Part-time Lecturers	10

- Library materials shall be borrowed upon the production of an acceptable identification.
- Unbound periodicals shall not be removed from the Library.
- Bound periodicals may only be borrowed by Senior Staff for a period of two (2) days.
- Books placed on Reserve (Short Loan) may be borrowed:-

- (a) For two (2) hours at a time, for consultation in the Library only.
 - (b) For overnight loan from two (2) hours prior to closing and up to no more than two (2) hours after opening the following day.
7. Reference books shall not be removed from the Library.
 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 College Librarian.

C. GENERAL RULES

1. All readers must enter and leave the Library through the Main Entrance.
2. Entrance into the Library building shall be upon the production of an acceptable identification.
3. The following should not be taken into the Library: bags, brief cases, hats, top coats, umbrella, radios, walkman cassette players, cellular phones, musical equipment of any kind, and any other items as may be determined by the Librarian.
4. Use of cell phones, smoking, eating, and drinking are prohibited. This includes entering the Library whilst drunk.
5. Library Guards and other Library Staff have the right to inspect any Library user within the Library building at any time.
6. 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.
7. No person who already has any overdue material from the Library may borrow a publication or item from it.
8. Leaving of personal valuable items such as calculators, money purses, watches etc. shall be at the owner's risk.
9. Booking of reading space in the Library is not accepted. Library staff are mandated to remove books and other materials used for such purposes.

10. 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.
11. All Library users will be responsible for any item appearing in their Reader's tickets.
12. Library Reader's tickets are not transferable, i.e. they cannot be used at any other Library apart from the home Library, nor by any other users.
13. The Librarian reserves the right to withdraw or refuse Library facilities to any one who contravenes the Library Regulations.
14. The Librarian reserves the right to restrict some services to certain categories of users.

D. OFFENCES

1. Any person who removes any Library item or any part thereof from the Library without permission shall be guilty of theft.
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.
3. Any person who mutilates, marks or disfigures and Library materials shall be guilty of an offence.
4. Any person who makes noise in the Library or acts in any manner that disturbs Library users shall be guilty of an offence.

E. PENALTIES

- (a) If the person who is guilty of the offences specified in paragraphs 1 and 2 above is a student of the University of Malawi, he or she shall be liable to dismissal from the University in addition to any other penalty which may be imposed by the College Disciplinary Committee.
- (b) If the person who is guilty of the offences specified in paragraphs 1 and 2 above is a member of staff of the University of Malawi, the case shall be reported to the College Disciplinary Committee for its action.
- (c) If the person who is guilty of the offence specified in paragraph 2 above is not a member of staff or a student of the University of

Malawi, he or she shall be banned from membership of the Library for such period as the College Principal, on recommendation of the College Librarian, may determine.

- (d) If the person who is guilty of the offence specified in paragraph 3 above is a student of the University of Malawi, he or she will be liable to dismissal, in addition to payment for full cost of the item, including handling charges. However, the Principal may impose a lesser penalty depending on facts of the case.
- (e) If the person who is guilty of the offence specified in paragraph 3 above is a member of staff of the University of Malawi, the matter will be referred to the College Disciplinary Committee for appropriate disciplinary action.
- (f) If the person who is guilty of the offence specified in paragraph 3 is an outsider, the Principal of the College shall impose an appropriate penalty on recommendation of the College Librarian.
- (g) Any person who is guilty of the offence in paragraph 4 above, shall be liable to suspension from the use of the Library for a minimum of three months in addition to any other penalties which may be imposed by the Principal.

F. FAILURE TO RETURN BORROWED MATERIALS ON TIMES AND DATES DUE

1. Any person who fails to return any item in general circulation shall pay a fine of Twenty Kwacha (MK 20.00) per item per day until the item is returned or the person indicates that he or she has lost it.
2. Any person who loses any Library item shall pay for the full cost of replacement of the lost item, including 25% for handling and other incidental charges.
3. Any person who fails to return to the Library and Library item which has been duly recalled within four days from the date on which the recall is made shall pay a fine of Twenty Kwacha (MK 20.00) per item per day.

4. Any person who fails to return any short loan/reserve item shall be required to pay Twenty Kwacha (MK 20.00) per item per hour.

G. MISCELLANEOUS

1. Any Library user who loses his or her Reader's Ticket(s) may be issued with replacement Ticket(s) provided that he or she pays for the replacement Ticket(s) at the rate of Forty Malawi Kwacha (MK40.00) per Ticket.
2. Examination results of any student, who owes money to the University of Malawi as a result of a fine or fines imposed under these Regulations, shall be withheld until such fine or fines are paid in full.
3. The fines provided for under these Regulations are subject to revision by the University of Malawi Library Committee from time to time, provided that Library users shall be notified of any such revisions through a public notice.
4. These Regulations supersede any other Library rules in force in the University of Malawi, whether general or specific.