LIBRARY POLICY | 2020

KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA (KIUT)

LIBRARY SERVICES POLICY

FOREWORD

KIUT Library services (KIUT LS) serves as one of the main support services of the University. It is the intellectual hub of the University and treasure house of human knowledge that supports learning, teaching, research and social information needs. It is directed with obtaining worldwide information resources that suit the primary information needs of the University. Thus, the KIUT LS strives to facilitate effective teaching and learning environment, research and knowledge exchange at the University through the provision of quality, flexible, and varied services to its users.

KIUT Library services also has the responsibility of assisting the University in developing well rounded students by availing information that satisfy the secondary information needs of clients such as recreational, social, economic (entrepreneurial), emotional, environmental, political and spiritual needs of library clients. It further serves as a collector and preserver of typical and special collections. It is the intent of KIUT LS to provide access to information in different formats, viz. print (books, newspapers, magazines, and journals), non-print (compact disks, digital video disks) and electronic/virtual (e-books, e-journals).

In responding to the technological developments that enhance service delivery, KIUT LS intends to revive its resources, products, services and physical infrastructure to encompass its virtual presence and thus an increased access to relevant services distantly. KIUT LS still entrenches in the fundamental principles of collection, organization and dissemination of information, seeks to embrace the following: become a lively centre of information/knowledge centre; be client centred; create information commons with internet portals; provide adequacy of access and immediate services to clients, and create up social interaction networks.

Prof. Jamidu H.Y. Katima
Vice Chancellor
December 2020

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ABBREVIATIONS

KIUT   Kampala International University in Tanzania

KIUT LS   Kampala International University in Tanzania Library Services

COTUL   Consortium of Tanzania University and Research Libraries

MDG   Millennium Development Goals

ICT   Information and Communication Technology

CD Rom   Compact Disc Read-only-memory

KIUT ID   Kampala International University in Tanzania Identity Card

OPP   Operational Policy and Procedures

DEFINITIONS OF KEY TERMS

Term	Definition
Accessions List	A list of new books that have been acquired by the library. The list contains the title of the book, year and place of publication, publisher, International Standard Book Number and Classification number.
Book Selection	A process in which library materials and resources like books, journals and CD ROMS are selected for the purpose of inclusion in the library acquisition list. The process includes bibliographic search from various catalogues, databases, journals, book trade sites etc. In view of this, the library must regularly provide key and current catalogues to stakeholders to enhance effective and relevant book selection.
Collection Development	A process of adding new reading materials e.g. books, journals (including e-resources) and removing less suitable materials to meet current needs and demands. In this way, acquisition and weeding of materials become critical in collection development.
Digital Repository	An online, searchable, web-accessible database containing works of research deposited by scholars
Donations	In libraries, the term is used synonymously with gift, where gift is one or more books or other items donated to a library, usually by an individual but sometimes by a group, organization, estate, or other library. Most gifts of materials are unsolicited and arrive unexpectedly. Donated items are usually evaluated in accordance with the library's collection development guidelines and either added to the collection or disposed of.
Electronic Information Resources and/or e–Resources	This refers to the information that is accessed electronically like CD ROMS, Databases, microfiches, e-books, e-journals etc.
External Library Members	These are registered library users from outside the KIUT University, who can access both University and other resource centres owned by academic units of KIUT under special University sanctioned arrangements.
Inter–Library Loan	An arrangement agreed upon between two or more libraries in allowing their members to borrow library materials from a partner library through the subject library.

Internal Library Members	Registered library users including staff, students or any other person authorized by the University as a permanent or temporary user.
Library Materials	All the items purchased by a library or library system to satisfy the information needs of its users, including books, newspapers and periodicals, reference materials, music scores, maps, microforms, and non-print media, as distinct from equipment and supplies.
Stock Count	An exercise of library whereby the physical reading materials are counted to establish the existing total number of the same at a particular date.
Stock Taking or Stocktaking	A periodical process of checking to verify the actual existence and availability of library reading materials against catalogue or stock records of the materials, to establish the physical presence or loss of the same.
Weeding	A process of identifying library reading materials that are by far less used or no longer frequently consulted, which are thereafter removed from open library shelves.

1. INTRODUCTION

1. The library of Kampala International University in Tanzania is user-centred information services and resources. The library strives to facilitate effective teaching and learning environment, research and knowledge exchange at the University through the provision of quality, flexible, and varied services to its users. The library is gifted with highly qualified academic and professional staffs who work hard to satisfy users' needs. This is attained by being sympathetic and innovative, efficient management focused on continuing to the improvement of the library resources as well as facilities.

2. The library services also serve information needs of about 400 users at one sitting. In response to the widening of the University's needs, it has necessitated to develop the Library's Operational Policy and Procedures (OPP) to maximize growing judicious access and use of library resources. Therefore, this document is vital in meeting the library goals and the challenges of diversify behaviour in library resource usage.

3. The KIUT Library Services shall encourage scholarly research by maintaining an environment conducive to study in all units/sections of the libraries system. Library users are expected to act responsibly, appropriately, and courteously to preserve the libraries' facilities, environment, and collections. Persons who violate any of these policies may lose their privileges to use KIUT Library services, be subject to University-imposed discipline, and/or be subject to criminal prosecution or other legal action, as appropriate.

1.1 Vision

4. KIUT library Services aspires to be "a world class state of art Information Resource Centre of Excellence" which is integral to KIUT teaching, learning and research.

1.2 Mission

5. To make the future bright for KIUT Library users by getting them where they want to be through Information, Inspirations and Imaginations! The Library is user-centred and delivers the most up-to-date and appropriate information and services on and offline.

6. University KIUT Library Services shall become an ICT Compliant State of Art Resource Centre that provides information resources and services; and access to the resources and services essential to the academic programmes and the University community. In fulfilling its mission, the library system provides:

   i. An organized and readily accessible collection of materials and technology that meets information needs of students, University staff and the rest of the University community.

   ii. Space for study, research and use of information resources.

   iii. ICT compliant, qualified staff to assist library users with all their information needs.

   iv. Opportunities for the University Faculties to participate on collection development in partnership with the library.

   v. Instructions/training in the use of information resources and services as an integral part of the instructional programme.

   vi. Opportunities for students, staff and the University community to develop skills for lifelong learning and further self-education.

   vii. For the implementation of technological developments appropriate for the goals and objectives of the University in general and the library in particular.

1.3 Purpose
7. The purpose of this policy is to document the fundamental mandate of KIUT LS and provide overarching rules and regulations for the proper administration and management thereof.

1.4 Scope
8. The policy applies to all the internal and external clients of KIUT LS.

1.3 Objectives
9. The objectives of the policy are:

a. To meet the information needs of its users. The Library aims to provide the required information in the best formats, at the best place and at the best appropriate time that is very beneficial to the users, within the requirements of the University. This means continuing the provision, in the most efficient manner possible, of both traditional and digital library services.

b. To support all members of KIUT staff and students in their pursuit of life-long learning, self-fulfilment and entertainment. The library provides information materials that represent and reflect diverse viewpoints and opinions.

c. To develop, publicize and offer, in an efficient manner, new information services and facilities appropriate to changing circumstances. These will be offered increasingly and collaboratively with other organs of the University and with appropriate external agencies.

d. The library's digital initiatives aim at providing better service to all KIUT library system's patrons.

1.4 Library Opening Hours

10. KIUT Library Services is Open for Six Days a Week only.

Days of the Week	Opening Time	Closing Time
Mondays to Friday	8.00 a.m.	10.00 p.m.
Saturday	9.00 a.m.	15.00 p.m.
Sundays and Public Holidays	Closed	closed

1.5. Membership

11. Membership of Kampala International University in Tanzania Library System is open to all staff and students of KIUT as defined in the University Statutes and to such other persons as may be determined by the Senate in consultation with the University Council.

12. All library users must obtain a library card before being allowed to use the library.

13. The Library Cards and any other cards issued by KIUT Library are not transferable. The Library Card must be shown to the Librarian on request. All KIUT library users

are required always to have their library cards handy when using the library services.

1.6. Library Board

14. There shall be a Library Board of:-
    a) Head of Library - Chairperson
    b) Director of Quality Assurance
    c) Director of Open and Distance Learning
    d) Director of Information Technology
    e) Associate Deans of all Faculties
    f) KIUTSO – Minister for Education

15. Responsibilities of the Library Board are:
    a) To formulate general library policies and regulations for efficient use of the library resources.
    b) To provide proper documentation services and updating the library collection.
    c) To adopt measures to enhance readership.
    d) To function as a communication link between the library and academic community.
    e) To prepare budget and proposal for the development of the library.
    f) To recommend the authorities the fees and other charges for the use of the library.
    g) To seek feedback on library function from readers.
    h) To provide strategic guidance and goals – to advice the head of library/director of library regarding general library development.
    i) To assist the head of library (Director of Library) in recruitment of staff.
    j) To submit the annual report on the functioning of the library.
    k) To take measures to increase the membership of the library beyond the boundaries of the college.

2.0 COLLECTION DEVELOPMENT

2.1. Selection Responsibilities

16. The collection development policy along with the educational goals of the University and the instructional goals of each subject area will serve as a guide for acquiring the library information resources. In addition, the Acquisitions Librarian will have the responsibility of supervising the collection development process and coordinating the work of the library collection development team.

17. Acquisition of library information resources will be determined by the Collection Development Policy, the educational goals of the University and the instructional goals of each subject area.

18. Each faculty member is responsible for communication with the Acquisitions Librarian regarding resources students need to complete assignments for their classes. Identifying the appropriate print, electronic and media materials required for purchase to fill these needs will be a cooperative venture of faculty members, the Acquisitions Librarian, the collection management team with the University Library Board having the final responsibility. In each faculty, a designated faculty member will be asked to serve as the library liaison to route review services and "bet items" lists to faculty in that area. When a focused assessment is being done of a given academic area, the faculty liaison will be asked to work with members of the Library Collection Development team in assessing and enhancing the library's resources in that subject area of specialty.   The subject area representative should not only consider the effect of the added resource on the continuity of his or her subject area but also consider the contribution of the resource to the general library collection and interdisciplinary areas. With input from the Library Collection Development team and other faculty library liaison officers, the Acquisitions Librarian will be ultimately responsible for collecting materials in general and interdisciplinary areas and will make special use of the University stated goals of general education.

19. The Acquisitions librarian and the Serials Services Librarian/ Electronic Resources Services will send relevant catalogues, brochures and material reviews to the appropriate faculty who in turn will circulate these items to other faculty

members. Other librarians with some responsibilities in collection development include; the Reference Librarian, the Serials/E-Resources Services Librarian and the Readers Services Librarian. The Library Board or its chairperson on behalf of the committee will make the final decision on acquiring a particular item if such a decision is warranted.

2.2. General Selection

20. The primary responsibility of KIUT Library Services is to acquire and make accessible library information resources that reflect the goals and objectives of the University to support the University curriculum, and provide for various information needs of faculty, students and staff. In selecting library materials to support the above, consideration is given to authority of the author, reputation of the publisher, cost, timeliness, intellectual level, purpose and scope, format, language and subject. Collection Development Guidelines in specific subject areas will help implement this general policy for material additions.

21. Print, non-print and electronic resources will be provided as appropriate to the guidelines developed for each academic subject area.

22. In addition to the above guidelines, attention will also be given to the handling of special categories of material. These materials are as follows: Internet resources, textbooks, duplicates, gifts, paper backs, replacements of out of print items, withdrawals, media materials, serials, archival materials and rare books.

2.2.1. Selection of Online Resources

23. To facilitate the efficient identification and use of quality knowledge resources available via the Internet for the students and faculty, librarians will prepare links on the library home page to selected sites and resources.

24. Links will be prepared leading to basic reference works and resources related to specific classes offered by the University.

25. By the use of selection list, recommendations in professional journals and list services and faculty recommendations, an attempt will be made to select resources with appropriate quality controls as to content and proper updating.

26. Links will be reviewed on a regular basis to ensure relevance and usefulness to the current programmes.

27. Faculty-Library liaison officers will collaborate in the selection and review of sites, with one member responsible for setting up necessary links.

28. Though care is taken to select the best sites available, the appearance of sites on the library home page in no way signifies official endorsement by the library faculty of all ideas and presentations contained in each.

2.2.2. Selection of Textbooks

29. Textbooks used in University courses will be purchased for the library's book collection and recognized as a reference source that provides the best available information on topic within the scope of a department's collection guidelines. Such textbooks will be kept in Reserve Book Section for safety reasons. Textbooks received as gifts may also be added to the Reserve Book Collection if the newer editions are not already available and that edition has not been superseded and conform to the appropriate department guidelines.

2.2.3. Duplicates

30. Generally, only two copies of any library item will be purchased for the collection. However, more duplicate copies of library materials may be acquired if heavy use of such items is anticipated. Duplicate copies of the materials received as a gift will be added to the collection only if usage warrants that.

2.2.4. Gifts

31. The resources of Kampala International University in Tanzania Library services have been greatly enhanced by gifts made to the Library. Gifts of both money and materials, such as books, journals and periodicals are welcome as they contribute to the development and support of the academic programs of the University.

Material Gifts

1. It is the policy of the University Library services that gifts of materials can be accepted with the understanding that upon receipt they are **OWNED** by the

University and become part of the library without any strings attached. As such, the library administration reserves the right to determine their retention, location, cataloguing treatment, and other considerations related to their use or disposition.

Money Gifts

32. The library welcomes gifts of money, and is prepared to allow the donor some latitude in specifying how this money should be spent. The donor may suggest certain titles, which will be bought if the University Library does not already own them, and if they fit into the library's collection development policy. The donor may also suggest certain areas within the teaching fields of the University, allowing the library to select books in those areas. The gift may be given in honour or memory of a particular person.

Identifying Gifts

33. The donating body or individual who so desires is free to identify such a donation by way of appropriate   stamp such as: "Donated by ……………….." before the materials are placed in the other library collections. The library will not have the responsibility of identification.

Conditions of Gifts

34. Materials donated to the library that present a hazard to workers or the collection, such as mold, insect infestation and water damage, will be disposed of immediately.

Acknowledgement of Gifts

35. All gifts of materials will be acknowledged by a letter from the University Library Services (unless the library is unable to identify the donor). In the case of gifts of money, the University Advancement Office will issue an acknowledgement useful for income tax purposes.

2.2.5. Replacement of Lost Materials

36. Library materials classified as "lost" will be replaced as follows: (i) Materials not located after one year will become a candidate for replacement. (ii) The item to be replaced will be evaluated using the library's selection guidelines state in the collection development policy. (iii) If the lost material is a heavily used item

currently needed for instruction or research, an attempt will be made to replace it as soon as possible.

Out of Print Items

37. Because of the extra expense often involved, the library will not routinely purchase materials that are out of print. However, if those materials provide unique coverage of a topic related to current instruction and coverage is not available in other sources, an attempt will be made to acquire them.

Withdraw/Weeding

38. Weeding/withdrawal of library materials is a continuous process. Some general guidelines for weeding material include: physical condition, level of use, currency of subject treatment, relevance to current curriculum, and appropriateness to specific guidelines for collection development in that subject area. Collection assessment guidelines developed for the specific subject areas will include criteria for weeding materials in those areas.

2.2.6. Media Materials

39. Audio-visual materials may be added to the library's collection on request by a member of the faculty. These materials are as follows: videotapes, videodiscs, audiocassettes, compact discs and computer software. All audio-visual materials requests will be assessed using the selection criteria set forth in the collection development policy before acquiring, provided funding is available. Faculty requests should include pertinent brochures or ordering information to help the acquisition process to go smoothly.

40. Another option available to add media materials is by the Media Service department to produce them. These materials generally become the property of the faculty member, but with permission some may be added to the library media collection. Video and audiotape copies of the University concerts, plays, recitals, and other important events are added on regular basis to the archival media collection.

2.2.7. Serials/Journals Collection

41. The University Library will purchase or provide electronic access periodicals (magazines, journals and newspapers) as needed. These materials contribute current information and also provide information not available in any other form.

42. A faculty member may request a particular periodical title to be added to the library's collection. Each request will be evaluated by selection criteria stated in the collection development policy before acquiring the title. Other criteria considered include the accessibility of its contents through library-owned indexes. Careful consideration of such additions must be given due to the continued commitment the library must make through yearly subscription payments or on-line fees.

2.2.8. Archival Materials

43. Though housed in the library, archival materials will be collected and managed as a separate entity. Guidelines for the acquisition of these special materials should be in a separate document approved by KIUT Management Committee.

2.2.9. Rare Books

44. The library will not as general practice, collect rare books. If, however, items are identified in gifts or in the regular collection that are rare, these will be placed in a special collection. These materials would generally be out of print items whose age or physical condition would warrant special treatment and whose subject matter or significance is relevant to the mission of the University.

45. If identified as a rare collection, such an item will be treated as such and kept separately from the other collections. Only identified researchers will be allowed to access rare collections with special permission from the University Library Board.

2.2.10. Co-operation with other libraries/Resource Sharing

46. It is understood that since the first priority for purchasing materials is to support instructional programmes and related subject areas, leisure reading materials of the type provided by public libraries (such as popular fiction) will not be purchased on regular basis.

47. Since no library can provide all the materials that might be needed for teaching and research, KIUT Library Services will participate in cooperative lending programmes with other regional, state, and national libraries and library consortiums. Through interlibrary loan, the library will be able to make available to its users materials not found in its collection.

48. Reciprocal borrowing agreements will be established and maintained with area libraries allowing KIUT faculty and students the use of those libraries. A current list of libraries, with which KIUT Library Services maintains borrowing agreements, will be placed at the information desk for quick access.

3.0 CIRCULATION POLICY FOR STUDENTS

3.1. The Purpose of Library Collections

49. Library collects a variety of materials to better fulfill its mission: The mission of KIUT Library is to support and enhance the academic programs by providing the customized learning and teaching resources needed by the students, faculty, and staff.

3.2 Library Account Access

50. Library users may access their account records online by logging into the library system by using their Library Username and Password.

3.3. Notifications

51. KIUT Library sends overdue notices as a courtesy to the library users. The Library holds all its users ultimately responsible for being aware of the due dates of loaned items and for their prompt return.

52. The Library complies with KIUT general office guidelines by upholding email as its official form of communication. As such, courtesy notifications will be emailed to the official KIUT email addresses of Staff, Student, and Faculty. Bills for lost items may be sent via email, phone, hand or other registered postal services.

53. Community and Emeritus Patrons: Courtesy notification of overdue items and fees will be delivered by email, phone, hand or other registered postal services where necessary.

3.4. Overdue Fines

54. While items from the main collection do not incur overdue fines, other collections enumerated in the Rules and Regulations (see Appendix 1) may have overdue fines associated with them.

55. The Library will bill the users who have lost or damaged materials beyond repair at the standard replacement charge or the cost of the item (whichever is greater). In addition, each item will incur a non-refundable TZS 10,000.00 handling fee.

56. Any unpaid handling/replacement costs will result in a restriction being placed on a user's account with the University. Official documents, including transcripts, may not be available until all accounts have been settled. Unpaid accounts may also result in a student's inability to register for future courses.

57. Items that have been declared lost and for which the replacement cost and handling fee have been paid, will not receive a refund if returned to the library at a later date unless arrangements are made with the Library Director.

3.4.1. Fines at the End of the Semester

58. Patrons with outstanding fines will receive a courtesy notice concerning fines owing at least two weeks prior to the end of the semester. If the fines are not paid within one week of receiving the courtesy notice, outstanding fines and fees will be submitted to the KIUT Finance Department at the close of the semester. A TZS 10,000.00 handling fee will be added to any outstanding charges to recover the costs of staff hours and processing time. All borrowed items not returned by the close of the semester will be declared lost, and the borrower will be billed the replacement fee for the item as well as a TZS. 5,000.00 processing fee. The user will be unable to check out Library items until the account is settled.

3.4.2. Lost Interlibrary Loan Items

59. Lost Interlibrary Loan Items: the lending library determines the cost of the lost item and the handling charges; the KIUT User will be billed for costs by the KIUT Library on behalf of the lending library. Unpaid bills will be turned over to the KIUT Finance Department for collection.

3.4.3. Loss of Circulation Privileges

60. A student's failure to pay for books declared lost after submission to the KIUT Finance Department for collection will result in the loss of circulation privileges until the account is settled. Community patrons will be billed directly by the Library.

3.4.4. Recalling Items from Students

61. Library Staff may occasionally recall an item from circulation. KIUT students, faculty, and staff may request a recall of a book after the book has been checked out for a minimum of fourteen (14) days. Recalls may be requested at any time for books to be placed on reserve for a class and must be returned immediately. Notification for recalls will be sent to the user's official KIUT email account. After notification of the recall, the user has seven (7) days to return the book that has been recalled. Fines on recalled books will be TZS 1000.00 per day per item after the recall due date.

3.4.5. Circulation Policy for Faculty & Staff

62. Faculty and staff must have a KIUT Faculty/Staff ID card to check out materials. Extended loan periods are given to faculty and teaching staff. Most items can be renewed two times unless a hold exists for the item. When faculty are checking out materials for personal and not instructional use, they are encouraged to ask for a shortened (four-week) circulation period it order to make popular materials more accessible to others.

3.4.6. Recalling Items from Faculty and Staff

63. Library staff may occasionally recall an item from circulation. Faculty and staff loans must be returned after three weeks if recalled. One week is given for the return of the item. Once the item is returned to circulation, the faculty or staff member may again borrow the item.

3.4.7. Overdue & Lost Item Fees

64. Faculty and staff are not charged overdue fines, but faculty and staff are billed for lost materials. Items that have been overdue for over three months are considered lost. They are billed at the standard replacement charge or the cost of the item, whichever is greater and will incur a TZS. 10,000.00 handling fee per item. Bills will be submitted to the KIUT Finance Department for collection if not paid within one week of a billing notice from the Library Office.

3.4.8. Lost Interlibrary Loan Items (Faculty and Staff)

65. The lending library determines the cost of the lost item and the handling charges. The KIUT patron will be billed for costs by the KIUT Library on behalf

of the lending library. Unpaid bills will be turned over to the KIUT Finance Department for collection.

3.4.9. Loss of Circulation Privileges

66. Failure to pay for books declared lost after submission to the KIUT Finance Department for collection will result in the loss of circulation privileges until the account is settled.

For and on behalf of the KIUT Council

Dr. Mouhamad Mpezamihigo
Ag. Chairman of the Council
Date: 07th December 2020

APPENDIX 1

RULES AND REGULATIONS GOVERNING THE USE OF THE LIBRARY

1.0 Introduction

1. These Rules and Regulations apply to all users of Kampala International University in Tanzania Library Services (Internal and external library users). The KIUT Library services management Committee makes decisions that are changed from time to time, with regular up-dates made available on the Library Website.

2. In these Rules and Regulations, the word "items" covers all types of library materials unless the context specifically limits the type of material. The word "Librarian" includes "Librarian on Duty" that is acting on behalf of the Head of Library to supervise all services and activities in the library at that time. The word "borrowing" is deemed to include all circulation transactions, i.e. borrowing, renewing and reserving of books, pamphlets, CD/ROMs and any other library item.

2.0 General Rules & Regulations

3. To avoid any embarrassment library users must wear KIUT identity card and must bring with them their library card when coming to use the library.

4. The library deserves the right to refuse entry to an intending library user in the interest of other library users. Examples of these are drunkards and extremely shabbily dressed people.

5. Maximum silence/order must be observed in and around the library. Sitting arrangement in the library must be respected.

6. Smoking and use of matches or lighters are strictly prohibited in any part of the library.

7. No food may be brought to the library including all types of drinks and fruits.

8. Handbags, paper bags, personal textbooks and other similar personal items **MUST BE TAGGED WITH A PERSONAL KIUT ID** and left in the cloak room at the entrance of the library. Permission must be sought especially for specialized

dictionaries such as Arabic Dictionaries which are not available in the library collections.

9. Though tagged, the library does not accept responsibility for any loss or misplaced personal belongings left in the cloak room. Valuable items are left there at owner's risk.

10. Provision is made at the entrance of the library for lockable drawers for users willing to pay a fee.

11. Heavy coats, laboratory coats and sleepers are not to be worn in the library. These must be taken off and left in the cloak room at the entrance of the library. Exception to this rule is given to library users with health problems after presenting their cases to the University Librarian.

12. Care must be taken for all items and materials in the library. No user is allowed to mark or mutilate any library item. Any mark or damage found in any library item must be reported to the library staff on duty.

13.   Discussion rooms must be used strictly for group discussion.

14. The Library is considered a research environment where users expect to work undisturbed; therefore the audible use of personal radios, cassettes and CD players and cell telephones and pagers is not permitted in any part of the library to avoid disturbance to other library users. Mobile cell phones must be switched off, or made mute while in the library. Library users should be aware of the cell phone guidelines for specific libraries.

15.   The use of laptops in the library is permitted, provided they are not a nuisance to other users and not a responsibility of the library.

16.   Misuse of library facilities, abuse of staff, or conduct prejudicial to the proper use of the library by others, particularly as a quiet place for study and reading is forbidden. Any person behaving inconsiderately or inappropriately in the Library premises may be required to leave immediately by the Library security personnel.

17. Library users are not allowed to enter locked restricted area (such as Closed Access Areas) without prior permission of the University Librarian.

18. Sitting arrangement must be respected and not disrupted by library users.

19. Personal files, laptops and study notes should not be left unattended to reserve seats. The Library staff may remove any unattended items from any part of the library.

20. On leaving the library, all users including staff are required to produce for inspection all books and items being taken out of the library.

21. No one is allowed to take any library material out of the library without going through proper borrowing procedures. If caught taking library item/s out of the library, such a person will be charged with stealing the item/s.

22. A warning bell is rang twenty minutes before closing time and all users must start the process of vacating the library premises, more especially those who borrowed books from Closed Access Points (Reserve Section and Law Sections).

23. Maximum cooperation with the library staff is expected at all times. The Librarian on duty has the right to request a user to leave the premises if he/she is found to be violating any of the library rules.

24. Users must comply with the provision of relevant statutes; for example, laws related to: (a) Intellectual property rights including copyright laws, (b) Data protection.

25. Users must observe the current regulations regarding the use of computer facilities.

26. Animals and all types of pets are completely prohibited in the library.

2.1. Procedures for Library Registration

27. Library Cards are issued at the Reference & Circulation Desk in the Library.

28. The cards are issued out on Mondays to Friday between 8:00 a.m. and 9.30 p.m. and on Saturday between 9:00 a.m and 9:30 p.m

2.1.1. Requirements for Registration

29. For purposes of registration bring:

    • One passport size photograph,

- Proof of registration as KIUT staff or student; and
- For students, proof of payment of tuition fees is a must.

30. Worn out cards are replaced free of charge. Lost cards are replaced after payment of 5,000/-, providing police loss report and one has to bring along one passport size photograph.

31. At the end of a student's study period, one must clear with the library before graduation. During the clearance exercise, one is required to hand over his/her library card. No student will be cleared with outstanding replacement of library lost book/item.

2.1.2. Borrowing Library Materials/Items

32. For the time being, students are not allowed to take library books out of the library. The books are read within the library only.
33. Special textbooks which are on high demand are kept in the Closed Access Sections (Law Closed Access & Reserve Section) and are issued out on submission of a library card for 3 hours at a time. Such books are read within the library and returned immediately after use. Emphasis is put on loan period of 3 hours because in many cases such books are available in single or just a few copies.

34. Only KIUT senior members of staff are allowed to borrow items from the library. The number of books to be loaned to staff at any given time is determined from time to time by the University Library Board.

35. All library users are not allowed to take any item out of the library without completing an appropriate authorization form. They will be required to certify to the Security Personnel at the exit that the items being taken out of the library has been duly borrowed.

36. No library item may be borrowed on behalf of another user without the presentation of a written request signed by the user in whose name the item is to be borrowed.

37. The University Library Board will from time to time determine the loan period.

38. Any item on loan may be recalled, if required by another user, or is required

for teaching purposes. Recalled items should be returned to the section
of the
library where they were borrowed.

39. Any user who fails to return a book will be required to pay the current price
of the book/item.

2.2. Schedule of Fines/Penalties

40. The schedule below outlines the maximum fines and penalties that may be
imposed by the University for certain Offences by library users.

No.	OFFENCE	FINE/PENALTY FOR STUDENTS
1	Theft or attempted theft of library items, equipment, furniture or furnishings	1. Twice the replacement cost of item. 2. Administrative fee of shillings 20,000/- 3. Suspension from the library for a maximum period of one term/semester
2.	Defacing, mutilating or damaging library items, facilities, equipment, furniture or furnishing or wilfully altering or destroying identification marks relating to the ownership or location of library items, equipment, furniture or furnishings	1.Replacement cost of item 2.Administrative fee of shillings 20,000/- 3. Suspension from the library for a maximum period of one term/semester.
3.	Failure to return borrowed information resources within stipulated time framework	Administrative fee of shillings 5,000 per day
4.	Obtaining or using a library card under false pretence	Suspension from the library for a maximum period of one term/semester.
5.	Violating a suspension that is in effect	Suspension from the library for a maximum period of one term/semester on top of current suspension.
6.	Smoking, eating or drinking in library buildings (including staircases, lifts, and decks) and sleeping in the library	Suspension from the library for a maximum period of one term/semester.
7.	Use of computers in a manner contravening University regulation	Suspension from the library for a maximum period of one term/semester.
8.	Rudeness to library staff, including University library security personnel.	The University Librarian/the deputy will (determine whether it should be heard at the student disciplinary committee) hear the case and determine appropriate punishment.
9.	Use of communication devices including cell phones, pages,	Suspension from the library for a maximum period of two week and admission will be upon payment of Tanzania shillings 20,000/-.

No.	OFFENCE	FINE/PENALTY FOR STUDENTS
	beepers, radios, walkie talkies, earphones, etc.	
10.	Noise making, discussions, consultations in reading areas, staircases and cloakrooms.	Suspension from the library for a maximum period of two weeks.
11.	Contravention of intellectual property stipulations of the University such as photocopying limits.	Suspension from the library for a maximum period of one month.
12.	Bringing unauthorized items such overcoats, big bags, briefcases and sleepers.	Suspension from the library for a maximum period of two weeks.
13.	Behaviour which adversely impacts on other individuals' use or access to library facilities and resources	Suspension from the library for a maximum period of one month.
14.	Disruption of sitting arrangement	Suspension from using the library for seven days (a week).
15.	Possession of items from other libraries that are either overdue or have evidence of having been removed without proper authorization	The item will be confiscated, awaiting consultations with the concerned library
16.	Misuse of library electrical appliances	Suspension from using the library for one semester and confiscation of the property in use.
17.	Failure to comply with guidelines for use of computers in the library.	Loss of the privileges to use library computers for one term/semester.

2.3. Library Computers

41. Computers in the library are intended primarily for the use of current students and staff, to conduct research and do work required to complete course assignments.

42. Individuals may be asked to vacate a computer at any time, as necessary, in order to make the equipment or software available to other students.

43. Playing computer games and conducting online chat sessions are not allowed at library computers.

44. Students should not use computers for activities such as non-course related internet "surfing," extended personal e-mail sessions, and other personal or "entertainment" activities, particularly during times of heavy

demand for the computers. Anybody engaged in these activities may be asked to vacate a computer at any time, in order to make the equipment or software available to other users.

45. Text handling services like word processing, type-setting and such related use are strictly prohibited.

46. Users may not download files, install, remove, or alter software or in any way alter the configuration of the computers. This includes downloading/installation of browser plug-in, instant messenger clients, etc. Student requests to install programs/software not currently available on the computers should be directed to the University Librarian or the network administrator

47. Internet services in the library system are not for personal projects, political or commercial purposes.

48. While accessing information from the Internet, library users must adhere to intellectual property laws and security restrictions.

49. All computer users are expected to maintain a quiet, research/study environment in the library. In this regard, it is not advised to work in a group on one computer in the main part of the library.

50. Individuals who do not comply with these guidelines will be asked to leave the computer and/or the library. Repeated failure to follow these guidelines will result in loss of computer and/or library privileges.

2.3.1. Internet Access

51. Internet offers access to many valuable sources of information. However, not all Internet sources provide accurate or complete information. Some of the information may be offensive, inaccurate, or controversial. Library users are responsible for their own use of such information found on the Internet.

52. It is the policy of KIUT Library services to:
  a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

b) Prevent unauthorized access and other unlawful online activity; and

c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

2.3.2. Access to Inappropriate Material

53. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications and access to inappropriate information.

54. Specifically, blocking shall be applied to visual depictions of material deemed obscene or pornography, or to any material deemed harmful.

2.3.3. Inappropriate Network Usage

55. To the extent practical, steps shall be taken to promote the safety and security of users of the Library System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

56. Any person found tampering or circumventing the filtering technology will be subject to appropriate library action.

2.3.4. Supervision and Monitoring

57. It shall be the responsibility of all members of the University Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy.

2.4. Services for the disabled

58. To facilitate the needs of users with disabilities, the Library shall comply with appropriate National Council for Higher Education, Country and City policies, legislation, and regulations. To ensure participation of users with disabilities in services, activities, or employment, the Library will provide reasonable facilities. Provision of some services may be on a case-by-case basis, depending on the individual's specified needs.

59. This policy will help to:

- Ensure accessibility of library resources to all library patrons.
- Provide guidance for the staff that provides customer service to disabled patrons.
- Staffs members will read, write, or print a reasonable number of entries from the online catalog, periodical indexes (in print or electronic format),

Web-based resources, or other information sources for persons unable to do so by themselves.

2.5. Library Security

60. The Library Security Staff will take all reasonable measures to protect the library collections and other property from loss, theft, or mutilation and to protect its building from unauthorized intrusion. The Library security staff control all entrances and exits of the library, as they are positioned at all public exits.

2.5.1. Guarding Library Property

61. The University Library Board will ensure that all members of the library staff and security are:
    - Aware of the library security policies and procedures.
    - Trained to implement these policies and procedures.

62. All persons who exit the library building may be subjected to search and detention for a reasonable time by library security staff designated to do so in case of need.

63. In consultation with the University Security Department, the University Library Board and the legal counsel, the University Council shall determine the type of circumstances required for conducting searches.

64. The Library shall monitor theft and loss of its collections and property through regular audit.
    - An inventory of University collections shall be ongoing.
    - If there is evidence of substantial theft and loss in particular portions of the collection, and if there has been no recent general audit, an immediate inventory of the portion of the collection in question shall be conducted.
    - If an audit reveals a high theft rate, necessary measures to reduce the theft rate shall be taken, which will include disciplinary action against a suspected members of library staff.

65. The Libraries shall notify the nearest Police Unit concerning any suspected criminal behaviour by library users. Areas in which the Libraries will be particularly vigilant and pursue legal remedies are:
    - Theft or destruction of library materials and equipment ;
    - Property damage, including, but is not limited to, defacing or deliberate misuse of buildings, materials, or equipment;

- Disorderly conduct;
- Vandalism;
- Indecent exposure;
- Illegal pornography; and
- Assault and harassment, including verbal threats.

2.5.2. Disruptive Behaviour

66. Staff shall take appropriate action to remedy disruptive behaviour and to maintain a quiet, pleasant environment conducive to serious study as well as casual use. Disruptive behaviour is any activity which endangers the perpetrator or others, interferes with the library business of other patrons or staff, or is illegal. This may include any activity which results in harm to library equipment or services.

2.5.3. Personal Property

67. The library shall not be responsible for theft, damage or loss of personal property. Library users should take every precaution to ensure the security of personal belongings especially purses, wallets, backpacks, books, portable computers, and other electronic devices.

2.5.4. Lost and Found.

68. Personal items found by library staff and patrons shall be handled in accordance with KIUT Library Policy.

69. The lost and found items shall be handed over to the head of library who will notify patrons about the items. The item will then be kept for 90 days. If the item is not claimed within the 90 days after notification, the items will be handed to the University Administration and declared property of KIUT. Such properties include lap tops, jewellery, books, calculators and other related items.

70. Reasonable attempt will be made to contact the owner of items such as ATM cards, ID cards, Driving License and the likes.

71. Any unattended personal item which may be a health, safely or security concern will be discarded immediately.

2.6. Intellectual Property

72. Majority of the information materials in the library holdings are copyrighted. That is to say, the recorded information is owned by the person who recorded/wrote (author) it. That person has the exclusive rights to the work. No person what so ever is allowed to photocopy the

entire work without the permission of the owner/author. Students wishing to photocopy are limited to "**FAIR USE**"; which means that only one third of the work can be photocopied.

73. And when using information from other academic sources, such sources are acknowledged by means of referencing. Copying other scholars' works (plagiarism) in academic institutions is completely discouraged and can lead to cancellation of degrees of certificates obtained under such force pretence.

2.7. Emergency Evacuation

74. Both the Library Security officers and the Library staff are responsible for directing users to exit the library building in case of any general emergency, such as fire, earthquake, or any other threat to the building or the people in it.

75. In an emergency, the security staff will be responsible for:
   - Notifying the Facilities Manager in the event of a building emergency.
   - Notifying an Administrator in event of non-building emergency.

76. The chain of command is as follows:
   - Head of Library
   - Assistant to head of library
   - Librarian on Duty at that time.
   - Coordinating the appropriate emergency response, including reminding library staff of the procedures to follow during any emergency.
   - Stay with the person involved.
   - Send someone to notify security of the location.

2.8. Emergencies

77. Users must leave the library premises immediately in case of emergencies and when requested to do so by the Librarian.

78. In case of fire, there are several exit points to be used to leave the library building.