

LIBRARY RULES AND REGULATIONS

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Introduction

The NUR Library services (Main Library and its branches) intend to give better service to its users. In order to provide conducive atmosphere for using of its services and facilities, users are required to comply with the Library rules and regulations listed below.

Users of the NUR Library services must respect the rights and privileges of all other users. Library users are therefore expected to abide by the following rules and regulations.

NUR- LIBRARIES
UNR-Bibliothèques

University Avenue
B.P 117, Butare
Rwanda

Tel:+250 530 920
Fax:+250 530 210

Email: nurlibrary@nur.ac.rw
Website: www.lib.nur.ac.rw

Art.1. Opening hours

The Main Library normally opens its doors to the public according to the following schedule:

- Monday to Friday: 8:00am- 10.00pm
- Saturday and Sunday: 8:00am-1:00pm
- Vacation and semester break: 8:00am-5:00pm.
- Public holidays: Closed.

The library branches may operate within the schedule.

N.B. A specific NUR library may be closed or opened on decision of the NUR authorities' decision for the users or NUR interests.

Art.2. Admission

The following persons are eligible to use a NUR Library:

1. Registered NUR University students
2. NUR staff (academic and research staff, administrative and technical staff), full or part-time
3. NUR Board Members.
4. External users for an in situ consultation (consultation sur place): ID required and no borrowing authorized

Art.3. Discipline (Conduct in the library)

1. All persons entering the library must show their (university) ID
2. All persons leaving the library must show all their documents to the (security) staff at exit.
3. Briefcases, handbags, heavy clothes and other suspect materials that may be used to conceal documents are not allowed in the library. They must be left at the entrance but the library is not liable for any loss or damage that may occur.
4. Order and silence must be maintained at all times in the Library. For authorized users, the discussion rooms must be used strictly for group discussion only and for academic purpose.
5. Smoking, eating, drinking and sleeping in the Library is prohibited.
6. Stealing or attempting to steal a library document or any of the library property is an offense.

Appropriate disciplinary action will be taken against the offender which may include suspension/exclusion from the University.

7. Mobile phones and other devices likely to cause disturbances should not be used in the library unless their use is silent.
8. Ink bottles, paints and other materials which may accidentally damage library materials are not allowed into the library.
9. Damage of library materials, equipment, property, or building is prohibited and must be reported immediately to a member of library staff. Those responsible must pay for the damage.

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10. The Library reserves the right to ask any person to stop using computer equipment if the library staff has reasonable grounds to believe that that person is misusing it.

11. Computers are provided for the purpose of research and other educational endeavors. Misuse of these facilities e.g. game playing, personal email, e-trade, hacking, and change of PC or Network settings, online application or registration is prohibited.

12. Reservation of seats is not permitted. The library staff may remove books and other articles left for any length of time on chairs and tables.

13. Users must be decently dressed and conduct themselves properly in the library.

14. Abusive language or gestures, harassing or threatening behavior to the library staff and/or users are not acceptable. They are punishable.

15. An acceptable standard of personal hygiene is expected of all individuals. Unpleasant body odor, which may offend other individuals in the library, is considered unacceptable. An individual with an unacceptable standard of personal hygiene will be advised of the rule.

Art.4. Consultation of the Online Catalogue

Before requesting a document, users are advised to consult the online library catalogue to get bibliographical references to such document. If a patron has difficulties to find out the information, he may contact librarians for help.

Art.5. Borrowing (Lending rules)

1. Most books in the library may be borrowed by authorized users for use outside the library. Reference books, Current periodicals, Rwandan Collection materials, Documents not yet cataloged and those put on reserve, should be consulted in situ (consultation sur place). Item for loan is borrowed at the Circulation Desk.

2. Loans will be made against a valid Student university Card or Staff university Card with photograph. The university ID must be produced when borrowing and returning library items. Loans are nontransferable; the person in whose name an item is borrowed is responsible for its return.

3. No library materials may be borrowed beyond the library control point unless it has been duly issued at the Circulation Desk.

4. Borrowers are responsible for protecting any library material in their possession against damage and must report to the Librarians at the Circulation desk any loss or damage of materials.

5. Returns: Borrowers must return items to a staff member at the Library circulation desk and satisfy themselves that loans are discharged at the time of return.

6. Renewals: A loan may be renewed unless required by another borrower. Renewals are allowed: up to 2 times for general loan items.

7. Recalls. The Librarian at the Main Library or at the library branch reserves the right to recall any books before the date on which it is due. He may require that all books be returned when stock taking is to take place: When a general loan item is recalled, it must be returned within a week of the notice.

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8. Reservations may be done by users for documents which are out on loan. No one cannot place a request on a document which is currently on loan to him. On notification, the borrower has to collect the document reserved within 2 days from the date indicated on the notice. If not it will be returned to the shelf or given to the next person who has reserved the same item.

9. Loaned items may not be transferred from one borrower to another but must be returned to the library for reissuing.

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Loan entitlement and loan periods

10. Students may borrow up to 3 books for a period of 3 weeks renewable once and the academic

/research staff may borrow up to 10 documents once for one month; renewable once. The administrative staff may borrow up to 2 books for a month renewable once.

11. Special borrowing conditions may be applied for the interests of students or lecturers if this is requested by a Dean or a Head of Department.

Art.6. Overdue Fines and Penalties

The following fines and penalties shall be imposed on those who will be breaking these rules and regulations.

Library materials must be returned by the due date or earlier. Failure to do this will be treated as a serious offense. The borrower will be required to pay fine for overdue.

1. Users who have not cleared all their previous loans of books or fines will not be allowed to use any library materials.

2. In the case of students, official documents such as transcripts and degree certificate will not be issued by NUR unless library materials are recovered, or the amount due to the library in fines, the value of materials and penalty have been paid by the borrower.

Fine imposed on borrowers for late return, loss or damage of library materials is as followed:

3. Fines for overdue loans are calculated from the due date to the day the book is returned. Weekends and holidays are included in the calculation.

4. For students, a fine of RWF.100 each additional late day for general collection and RWF200 for in-situ document and short loan for each late day.

5. For other category of users, a fine of RWF200 for general collection and RWF300 in-situ document and short loan for each late day

6. A fine may be calculated up to 200% the cost of the document ('document cost'+ 2 times the cost of the cost).

N.B. Failure to pay the fine will result to denial to use the library.

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By

[Signature]

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Art.7. Lost, Damaged or Theft of library materials

- For a lost document, the borrower should report immediately to the Circulation Desk before the due date. In this case, 3 months will be given waiting for a possible recovery. After this period the document is considered as lost and the borrower will be required to pay 200% of the replacement cost.
- For a document declared after the due date, the borrower will be required to pay 200% of the replacement cost plus the fines for delays as stipulated in the Art.6
- In the case a price a document is not known or established, the library management will set the price to apply.
- For a damaged document, a borrower will be required to support the mending cost of the damaged material. A minimum of RFW5, 000 will be required.
- Mutilation, misuse, or theft of library resources are serious offenses inconsistent with the standards of integrity and professionalism established for users and staff to use NUR library resources. Disciplinary actions including suspension, exclusion or any other measure will be taken by the competent NUR authorities.

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Art.8. Overdue Notices

- 1st Notice issued within 7 days after due date.
- 2nd Notice issued within 15 days after due date.
- Billing Notice issued within 30 days after due date.

Unpaid fines for overdue, damaged, or lost materials should be reported to Senior Management and Finance for appropriate action.

Library users are advised to check regularly their e-mail and to provide their phone number at the Library

Art.9. Clearance

All NUR Library users must clear with the University Libraries at the end of the Academic year or when required before they are permitted to borrow library materials again.

Art.10. Copyright

There is a copyright protection law on most of the library materials. Deliberate infringement on this law, e.g. unauthorized copying, is a criminal offense. All users of electronic information resources must abide by the terms of the appropriate licenses. However, permissible copying limits may be made for academic purposes (creative commons). All users of library materials must observe these limits in the Library premises or elsewhere.

Art.11. Use of Laptops to access the Library Wireless Network

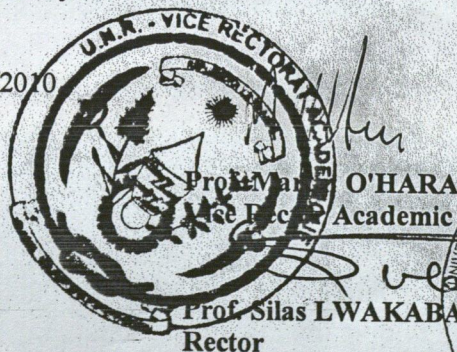
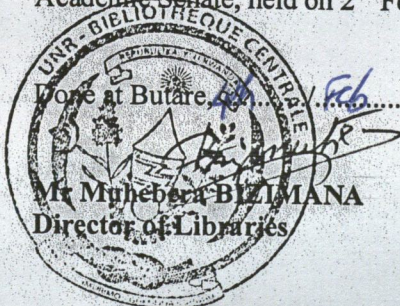
1. Laptops should only be used in designated areas.
2. Users of Laptops must maintain order and avoid distracting other users.
3. The Library declines any responsibility for loss of laptop, data or software therein.
4. Laptops can be used to access the Library wireless facility with prior approval.
5. Access must only be for purposes declared which are in line with the users' academic, research and/or learning programs of the NUR.
6. Users should not use NUR desktops to access email, play games, watching movies, play music, and other no research/learning activities, except where it is allowed.
7. If any abuse/non compliance are discovered/detected, the connection privileges will be terminated with immediate effect and disciplinary action taken.

Art.12. Document Delivery via the Interlibrary Loan.

In addition to the general rules governing the loan of library materials, items borrowed from other libraries may also be subject to special conditions imposed by the library which owns them.

Art.13. Final provisions

1. If necessary, the Library Rules & Regulations shall be modified by the Academic Senate and the modified Library rules and regulations shall be binding on all concerned.
2. The competent library authority is vested with all powers to ensure and enforce proper discipline, upkeep and observance of rules and regulations. He/she may take necessary action to the extent of imposing penalties demanding compensation for lost or damaged items belonging to the library, suspend/terminate the privileges of the library membership or deal with any issue which is in the interest of the library.
3. All previous provisions contrary to this order are hereby repealed.
4. These rules and regulations come into force 10(ten) days after their approval by the Academic Senate, held on 2nd February /2010.



Prof. Silas LWAKABAMA
Rector

