

## **LIBRARY RULES AND REGULATIONS**

### **Introduction**

The ICE Library services intend to give the best service to users. In order to provide a conducive atmosphere for using its services and facilities, users are required to comply with the Library Rules and Regulations listed below.

### **Article One: OPENING HOURS**

The ICE Library is open to the public according to the following schedule:

- Monday to Saturday: 7:30 a.m. – 9:30 p.m.
- Sunday: 9 a.m. – 1 p.m.
- Vacation and Semester break: 8 a.m. -5 p.m.
- Public Holidays: Closed

### **Article 2: ADMISSION**

The following persons are eligible to use ICE Library:

- Registered ICE students;
- ICE staff (Academic staff, Administrative staff): full or part time;
- Registered GSI students and staff;
- ICE Board members;
- External users for an in situ consultation (consultation sur place): ID required and borrowing authorized;

### **Article 3: CONDUCT (DISCIPLINE) IN LIBRARY**

- All persons entering the library must show their IDs;
- Brief cases, handbags, heavy clothes and other suspect materials that may be used to conceal documents are not allowed in the library. Users should leave them in the place meant for that purpose within the library;

- Order and silence must be maintained at all times in the library. For authorized users, the discussions must be used for group discussion only and for academic purposes;
- Smoking, eating, drinking and sleeping in the library are prohibited;
- Stealing or attempting to steal a library document or any of the library property is considered an offense;
- Mobile phones and other devices likely to cause disturbance should not be used in the library;
- Damage of library materials, equipment, property or building is prohibited. Any one responsible for such an offense must pay for the damage;
- Computers are only provided for research and other educational endeavors;
- Abusive languages, gestures and behavior harassing or mistreating the library staff and / other users are not acceptable.

#### **Article 4: LENDING RULES**

- The books in the library may be borrowed by authorized users for use outside the library. Reference books and documents not yet cataloged should be consulted in situ (consultation sur place);
- Lending will be made against a valid student's card. Lending is not transferable;
- Borrowers must return items to a staff member at the library circulation desk and make sure that the loans are discharged at the time of return;
- A lending may be renewed unless required by another borrower. Renewals are allowed up to two times for general lending items. The librarian is entitled to recall any book before the date on which it is due;
- Students may borrow up to two books for a period of two weeks renewable only once and the academic staff may borrow up to four documents for a month renewable only once;
- CD rooms are available for the use only within the Library; there are reserved copies therefore they are not for borrowing;
- Special borrowing conditions may be applied for the interests of students if this is requested by Lecturers or Heads of Departments.

- All bags and other materials should be deposited in the bags area at the exit.
- After consulting catalog, students are granted to self service for finding out books at their choice.

### **Article 5: OVERDUE FINES AND PENALTIES**

Library materials must be returned by the date due or earlier. The borrower shall be required to pay a fine for overdue materials.

- Users who have not cleared all their previous book loans or fines will not be allowed to use any library materials;
- Where students are concerned, official documents will not be issued by ICE unless library materials are recovered or the amount due to the library in fines or penalty have been paid;
- Fines for overdue loans are calculated from the date the materials are due to the day they are returned. Weekends and holidays are included;
- For users of ICE Library, a fine of 100 RWF for each additional late date was decided;
- Any one who loses a document from this library shall buy a similar document and bring it to the library to replace the lost one, or shall be charged an updated replacement cost of the document.

Library users are required to provide their e-mail and their phone number at the library.

Your cooperation will be appreciated.

Done at Ruhango, on 30<sup>th</sup> May, 2016.

**Marie-Claudine NYIRABYENDA**

**Head of Library**

**Rutebuka BALINDA (PhD)**

**The Principal**