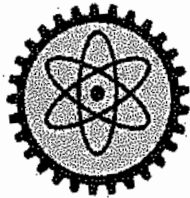




**BUSITEMA  
UNIVERSITY**  
*Pursuing Excellence*

**LIBRARY RULES AND  
REGULATIONS (LRR)**





**BUSITEMA  
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**BUSITEMA UNIVERSITY**  
**Library Department**

**LIBRARY RULES AND REGULATIONS (LRR)**

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**(A) General Regulations**

1. Admission to the University Library is done on condition that library Rules and Regulations (LRR) will be observed. All users of the library are presumed to know its Rules and Regulations, copies of which are available in the library as well as branch or campus libraries containing University library books.
2. Throughout the LRR, the term "book" refers to any type of information resource owned, held or accessed by the library. The term "service" implies any system whereby the library, provides access to information, whether within the library building or remotely. The term "loan" refers to any document legally borrowed from the library.
3. All members of the library staff are empowered to enforce library Rules and Regulations.
4. Library rules concerning hours and times when the library will be open, borrowing arrangements and changes effecting use of the library shall be publicly displaced on library notice board. Complaints shall be deposited in the suggestion box or addressed to the University Libraries.

5. Bags, cases, outdoor clothes (overcoats, jackets) parcels, umbrellas and other personal property which may be brought into the library MUST be presented for inspection on request by the Library Security Assistants and deposited at the cloak rooms. The Library accepts no responsibility for such personal property left undeclared. The library reserves the right of excluding or removing any item that might obstruct the library.
6. The marking , defacing, mutilating, reshelving of books in the Library, damaging or unauthorized removal or movement of library fittings, furniture and equipment is strictly forbidden.
7. Ink pots must not be brought in the library.
8. The consumption of food and drinks, smoking and use of matches and open lighters are forbidden.
9. All readers using the library must on request produce their identification to enter the library building.
10. All library staff members are empowered to inspect any book in possession of any person leaving the library.

11. Anyone found attempting to remove a book without complying with the approved library borrowing procedures should be reported to the university librarian. Removal of the books contrary to the LRR is a serious offence that will be referred to the university council's welfare and disciplinary committee.
12. Any external user who wishes to access the library contacts the Librarian first.

#### **(B) Admission to the University Library**

13. Members of the University Council, teaching and non-teaching staff and registered students of the University are entitled to use the library subject to the observance of its rules and regulations. Other persons may be admitted individually at the discretion of the library and its service as set in LRR.
14. The librarian is empowered to refuse or withhold the right of admission to any library building/ service, such cases shall be reported to the senate academic affairs and library committee (SAALC)

#### **(C) Use of Library Facilities**

15. The librarian at all times has the authority to maintain good order in the library with a view to safe guarding the common interest of all users.
16. No book may be removed from the library without authorization of the library staff.
17. The librarian shall have the discretionary power to refuse to lend, or to restrict the circulation of any book at any time.
18. A borrower is responsible for the return of any book that is recorded as borrowed by him/her in the library issue file. This responsibility ends only when the library loan is officially cancelled, and those who fail to return books will be required to pay for the cost of the replacement.
19. The senate academic affairs and library committee (SAALC) on the advice of the University Librarian, has the power to authorize the rates or fines or other charges in the university library. The university librarian is empowered to propose the rates for such fines and charges as authorized by SAALC shall be displayed at the Library issue Desk/Counter.

20. Failure to pay fines levied in accordance with the LRR may lead to suspension of borrowing privileges and withholding of results/ certificate in case of finalists. Cases involving university staff will be handled by deputy vice chancellor (academic affairs) or as prescribed by senate from time to time.
21. bookany library user may be required to make good cost of any damage to or loss of books and loan to or being used by him/her in the library, or any other damages to other library property.
22. If a book is reported as lost or not returned when requested by the library staff, it may be re-ordered and the borrower will be required to pay the cost of the book so re-ordered. If the book is lost or damaged was part of a set, the user may be required to pay the cost of a new set if this is the only way to replace the lost part.
23. Any student who fails to fulfill obligations, in respect of library fines or replacement costs of library books, will be regarded as being in debt to the University.
24. The rights of any user failing to observe the LRR may be limited or withdrawn at the

- discretion of the university librarian who will report such cases to SAALC.
25. A warning bell will be rung fifteen (15) minutes to closing time. No book shall be borrowed within 15 minutes to closing time.
26. All readers may be required to produce a valid identity card or other identification acceptance to the university, at any time when requested.
27. No book may be borrowed from the library without first having the loan properly recorded.
28. Notwithstanding, anything contained in these rules and regulations, the SAALC and the Vice Chancellor will have the powers to cancel in full or in part or to notify suitable any or all the approval of Senate and Council.

#### **(D) Computer Use**

29. Computer in the library will specifically be used for research and academic purposes ONLY.
30. Library patrons shall not be allowed to create personal passwords on library computers.
31. Unplugging of computer accessories is strictly prohibited.

### **(E) Electronic Resource Usage**

32. All e-resource subscribed to by Busitema University shall be accessed by library registered users.
33. At no time shall a registered library user share passwords of e-resources with unregistered users.
34. The passwords to e-resources shall not be used outside Uganda.
35. E-resource that use internet protocols (IP) provided by internet services providers (ISPA) shall only be accessed at Busitema university campuses.

### **(F) Borrowing and users Rules**

#### **36. Number of books**

- I. Students of the university may borrow up to two (2) volumes at a time, for a period of two (2) weeks.
- II. Teaching staff of the university may borrow up to four (4) volumes at a time for a period of two (2) weeks.
- III. Non teaching staff may borrow only one (1) volume at any time for a period of two (2) weeks.

### **37. Books on reserve**

- I. Books placed on reserve shelves during semester time are for use by students following a particular course of study.
- II. Students must leave their valid identity cards behind when borrowing reserve books.
- III. If a requested book is in use, a reservation may be made on the borrowing slip for the next period for a loan only. The borrower should return this category of books to the reserve book desk and must ensure that the loan is cancelled on the form.

### **38. External Borrowers**

- I. An external borrower is required to pay a user fee \$20 per month.
- II. An external borrower may have up to two (2) volumes at any one time for a period of four (4) weeks from the date of issue.

### **39. Borrowing procedures**

- I. A book to be borrowed must be presented together with the borrower's card, at the circulation/issue desk/counters. The borrower will be required to fill in a borrower's slip/form and sign it correctly. The signature must be similar to that on the borrower's

card, after verification, the due date label will be stamped with the return date.

- II. No book will be issued in the name of another borrower. Any variation of this procedure will require the approval of the university librarian.
- III. Any borrower discovered using another borrower's borrowing card would be charged with fraud.
- IV. Books marked "ref" or "not" to be "borrowed" shall not be taken out of the library.

#### 40. Reserves and Recalls

- I. Borrowers may reserve or cause a recall of books on loan.
- II. The number of reserves or recalls that may be submitted each day by any one borrower will be at the discretion of the university librarian.
- III. A book required simultaneously by a number of borrowers shall not be loaned out.

#### 41. Recall note and fines

- I. All books subject to recall at any time must be returned to the library by the date shown on the recall notice. Failure to respond after this date an additional fine for each subsequent day shall be effected.
- II. The library is not obliged to notify a borrower when a book is overdue, and a fine will automatically be charged for each book which is retained after the date stamped on the date label, whether or not a notice has been sent.
- III. Where fines or invoice remain unpaid, the penalties for non-payment, as set out in the LRR library services may also be with held.

#### FINES AND CHARGES

1. Overdue (fine) -UG Shs. 500/= per day.
2. Lost book, replace with new book.
3. Mobile phone use in library when found talking UG Shs. 5000/=
4. Loss of borrowing card - UG Shs. 2500/=
5. Late registration with the library shall attract a fine of UG Shs. 2000/= per week after the stipulated time.



6. Mutilation/defacing of a book shall result into buying a new one.
7. Foods & drinks - UG Shs. 5000/=

**NB: All fines and charges are strictly payable to the authorized University Bank Account.**

### **LIBRARY OPENING HOURS**

#### **A. During semester**

Mon - Fri: 8am - 11pm  
Sat - Sun: 8am - 6pm

#### **B. Public Holidays - CLOSED**

#### **C. During examination period**

Mon - Fri: 8am - 11pm  
Sat - Sun: 8am - 6pm

**NB: Where demand arises, an official request can be made to extend the hours, say up to 8 or 9 pm.**