

PENALTIES

For a book whose loan period is two weeks, a fine of **K3** shall be imposed on the member for each day the book remains over-due.

A fine of **K2** per hr or part thereof shall be imposed on all books that are overdue (overnight or weekend loan), immediately after 10:30 (with the exception of books borrowed on Friday, which should be brought back by 09:30hrs on Saturday or on the following Monday, depending on the loan given)

Any person who contravenes or defaults in complying with these By-Laws shall be liable to:

Suspension from the Library membership or other disciplinary action as will be determined by the University Librarian.

Please note that the full document: “**Mulungushi University (MU) Library By-Laws**” is available in the two Mulungushi University Libraries. Please read it in addition to this short form of the By-Laws.

GCK/13/08/15

www.mu.ac.zm



The University Librarian

Mulungushi University Library

P O Box 80415 | Phone: 223751 | K A B W E

MU Library By-Laws

(For Students and Staff)



Mulungushi University Library

LIBRARY MEMBERSHIP

Full membership is restricted to academic & administrative staff as well as students of the university.

Academic Staff & students can borrow up to 5 books at a time. Administrative staff can borrow 3 books.

Members of the general public wishing to apply for Library membership may be granted non-borrowing membership at a fee.

RULES

- Library members are advised to report missing User Tickets to the Library.
- A book may be borrowed for two weeks and be renewed for a further two weeks upon request.
- An overdue book shall not be renewed.
- Students shall return all borrowed books in their custody three days before leaving the university for short and long vacations as well as upon completion of their study programs.
- Members shall return all borrowed books on or before the return date due. Any book that is not returned to the Library after a period of one month from the date of issue shall be deemed lost. A member shall replace a lost book.
- A member shall forfeit borrowing rights until fines are paid in full or lost book replaced.
- A book in the lending section of the Library may be reserved by a member upon request. Reservations shall be made in advance and the item released between **16:00 & 17:30 hrs** (Mon–Thur). Such an item will be returned to the library between **09:00 & 10:30 hrs** on the following day (Mon–Thur). Friday overnight loans shall be returned on Saturday between **9:00 & 9:30 hrs**. Books borrowed on

Library Hours

TERM TIME

DAY	OPEN TIME
MONDAY—THURSDAY	09:00—22:00hrs
FRIDAY	09:00—17:00hrs
SATURDAY	09:00—14:00hrs
SUNDAY	CLOSED

RESIDENTIAL SCH. (LONG DISTANCE EDUC STUDENTS)

DAY	OPEN TIME
MONDAY—THURSDAY	09:00—22:00hrs
FRIDAY	09:00—17:00hrs
SATURDAY	09:00—14:00hrs
SUNDAY	CLOSED

VACATION TIME

DAY	OPEN TIME
MONDAY—FRIDAY	09:00—17:00hrs
SATURDAY—SUNDAY	CLOSED

The Library is Closed During all Recognized Public Holidays.

RULES CONT....

Saturday (weekend loan) will be returned on Monday morning.

- Only one item may be borrowed from the Short Loan Collection, with the provided ticket. Books borrowed from this collection may not be renewed.
- No book may be borrowed from the Reference or Special Collections Sections of the Library.

The Library reserves the right to recall any book discharged to a member at any time.

CONDUCT

- Members shall not hold discussions in the Library.
- Library computers shall be booked for in advance.
- The use of flash disks on Library computers is prohibited. Documents shall be sent to e-mails.
- Bookcases, briefcases, baskets, other carriers & overcoats shall not be taken into the Library.
- A member shall not smoke, strike a light, eat, drink, spit, play music or sleep in any part of the Library.
- A member shall not mutilate books. Mutilating books is a grave offence. Any member found to have defaced a book, shall forfeit his/her membership. He/she shall replace the mutilated book.
- A member shall not remove a book from the Library that he/she has not been issued with by the Library.
- Phone facilities in the Library shall be restricted to Library staff only. Members shall switch off their cell/mobile phones while in the Library.