

## **Library Rules and Regulations**

Silence is to be observed in the library at all times.

Use of communication devices (such as Mobile phones, laptops, etc.) in a way that disrupts the concentration of others is prohibited in the library. A fine of 5,000/=shilling will be charged

Smoking, as well as the consumption of food and drinks, is forbidden in the library.

Bags, briefcases, metallic containers, umbrellas, and overcoats are not allowed in the library.

Students must register to use the library. You need two (2) passport photos and an Admission letter.

Registered library users can borrow books for TWO (2) weeks, renewable once. Failure to return the items borrowed on time attracts overdue fines. A fine of 1000/= a day is payable until the library user reports that the book is lost.

Books used within the library should be left on the reading tables. A library user should not reshelve the books used.

Reservation of seats in the library is not permitted. The library staff may remove books and other personal items left on chairs and tables for any length of time. The library accepts no responsibility for personal belongings left lying on reading tables.

All library users must present books, papers, folders/Box files to the library staff for checking at the point of exit.

Any acts of theft or attempted theft of library items, equipment, furniture, etc., are not tolerated in the library.

Damaging library items, facilities, equipment, furniture, and identification marks relating to the location of items/books attracts a penalty.

The library reserves the right to reject circulation, cancel reservations, loan requests, and limit or withdraw a member's privileges without prior notice for any reason deemed appropriate by the library.

A suspended library user shall reapply in writing to the University Librarian with evidence of apology to the offended party(s) for re-admission to Library membership.

Library users may replace lost library material by either paying a fee equivalent to the price of the lost item or simply buying the lost book. Any loss of library materials should be immediately reported to the library staff.

Do not leave valuables in the bags and the laptops unattended. The Library Management shall not be held responsible for the loss of any personal belongings of library users.

Final-year students are required to deposit a soft copy of their research project in the Institutional Repository. A clearance form must be obtained from the library before graduation.

The library rules and regulations apply uniformly to all library users of Karamoja Peace and Technology University. The library rules and regulations are subject to revision, whether in full or in part, at any time.

## **LIBRARY MANAGEMENT**