

LIBRARY RULES AND REGULATIONS

INTRODUCTION

1. These Rules and Regulations are intended to enable the use and fairest distribution and access to the Zimbabwe Staff College Library Resources and safeguard the common interest of all users.

GENERAL RULES

2. All current members of the College may use the Library for reference and study. Members of the Zimbabwe Defence Forces and general public may also use the library for reference and study purpose only on approval by the Commandant Zimbabwe Staff College.

3. All current members of the College, whether full or part are entitled to borrow materials from the Library. All other members of the ZDF and general public may not borrow materials unless approved by the Commandant ZSC.

4. All Library materials must be returned to the Library at the end of each course under which the student has been registered before he/she is given his/her graduation certificate.

5. At the end of their tour of duty as Directing Staff, Lectures and all members must return Library materials loaned to them.

6. For security, health and safety reasons the use of non-ZSC equipment and materials in the Library is strictly prohibited. Electrical gadgets may not be connected to our mains without consultations with Librarian. No personal computers should be connected to the Library network as a way to overcome shortages by individuals, those who wish to do so should first get permission from the Commandant through the Librarian.

7. Smoking is not permitted in the Library

8. Consumption of food and drinks is not permitted in the Library.

9. No bags, umbrellas, parcels, combat jackets overalls etc except files and books may be brought into the Library. Adequate storage facilities have been provided at the

entrance to the Library but at owner's risk.

10. On leaving the Library, all users are required to produce for inspection all books and items taken out of the Library.

11. Silence must be observed strictly in the Library by both readers and staff members.

12. Neither the Library nor the College authorities accept responsibility for the loss of any personal property left in the Library. Property left on chairs and tables by readers to reserve places in their absence may be removed by the Library staff to make room for other readers. Reservation of seats is not permitted. Books and other articles left for any length of time on chairs and tables may be removed by the Library staff.

13. Users are required to treat the Library environment with respect and the Library staff with respect and courtesy regardless of rank.

14. The Library staff on duty has the right to request a user to leave the premise if he is found to be violating any of the Library rules.

15. Official time for determining fines on overdue books and for other purposes will be read according to the time determined in the computer system at the Circulation Desk. Should the system be down, the correct time will be determined by the Library staff at the Circulation Desk.

16. The Chief Librarian is empowered to withhold Library facilities for any infringement of these rules.

17. Users must be decently dressed and conduct themselves properly in the Library.

18. The use of **Cellphones** in the Library is strictly prohibited.

GENERAL LOAN RULES

19. Only ZSC staff members can borrow Library materials.

20. No books or library materials may be brought out of the Library until the loan has been recorded. Unauthorised removal of Library materials is regarded as a very serious offence.

21. The following categories of users will be allowed to borrow the number of books per person as indicated below:

- ❖ Command Element..... 5
- ❖ Directing Staff.....5
- ❖ General College Staff.....2
- ❖ JCSC students.....4
- ❖ Academic Studies 2
- ❖ JSC.....2

22. Library materials borrowed must be returned on 0800Hrs on the due date or earlier.

23. The normal loan periods are as follows:

- ❖ Main Access Library 14 Days
- ❖ Closed Access Used within the Library
- ❖ Reference Library Over Night
- ❖ Maps..... Duration of specific exercise

24. All borrowers must settle any overdue loans before they are permitted to borrow again.

25. Library materials on loan may be renewed provided it has not been reserved by another user.

OVERDUE BOOKS

26. Books must be returned by 0800 Hrs on the due date or earlier if recalled by the librarian. Failure to return book by the date specified will be treated as a serious offence. The Librarian will endeavor to send overdue notices but will not be held responsible for non-delivery, under whatever circumstances.

FINES

27. A fine will imposed on anyone returning an overdue book. The rate will be **\$5RTGS per hour** for Reference Material, **\$5RTGS per day** for Main Collection material.

LOSS AND DAMAGE

28. Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. A borrower is allowed to either replace the book lost or damaged by purchasing it himself or requesting the library to replace it. All books replaced must be of the latest edition.

30. If the book is one of a set or series one may be called upon to replace the whole set of series.

NOTES

31. The Chief Librarian may amend the Library Rules and Regulations as and when necessary.

32. Breaking of any Library rule will attract a fine of **\$5RTGS**.