

**AGA KHAN UNIVERSITY****Guidelines, Policies and Procedures**

<b>Policy Name</b>	Library Rules and Regulations
<b>Policy Number</b>	AKU-K/LIB/PL/RL – 001
<b>Approved by</b>	Associate Vice Provost & University Librarian
<b>Date of Approval</b>	23 <sup>rd</sup> September 2021
<b>Contact Office</b>	Office of the University Registrar

**1.0 PURPOSE / INTRODUCTION:**

- 1.1 This policy outlines the rules and regulations governing the day-to-day administration of the library resources

**2.0 POLICY STATEMENT:**

- 2.1 This policy outlines how the library applies rules and regulations to maintain a safe and welcoming environment for all library users.

**3.0 DEFINITIONS (WHERE APPLICABLE):**

- 3.1 Not Applicable

**4.0 SCOPE / RESPONSIBILITIES:**

- 4.1 This policy applies to all eligible users of the AKU library

**5.0 PROCEDURE:****5.1 Membership**

- 5.1.1 Membership to Aga Khan University Library is open to all registered university students, faculty and staff of the university
- 5.1.2 All users must register with the library to be able to borrow.

- 5.1.3 Application forms will be completed and submitted with a passport-size photograph.
- 5.1.4 Registered members will be issued a library user card which must be presented at all times when visiting the library.
- 5.1.5 User cards are not transferable.
- 5.1.6 Such cards must be surrendered to the librarian when the holder ceases to have membership privileges.
- 5.1.7 A lost card will be replaced at a fee.

## 5.2 Membership Categories and Privileges

The following user categories have been identified:

**Faculty and students:** individuals engaged in training and learning in the main courses offered at the AKU, Kenya.

- 5.2.1 **Part-time Faculty and Students:** individuals training and learning courses/programmes running consecutively beyond three months to one year.
- 5.2.2 **Staff of AKU:** individuals employed full-time in AKU.
- 5.2.3 **Alumni of the university:** participants taking the main university course/s will be given Alumni access where they can continue to use the library perpetually. However, they will not borrow library materials for use outside the premises but are welcome to do their research and studies from within the campus.
- 5.2.4 **External Users:** External Members may use library resources by identifying themselves for temporary registration at the Library counter at the time of each visit. At their discretion, the Library Staff at the circulation desk may require identification to be left at the counter for collection when the External Members leave.

## 5.3 Services include:

- 5.3.1 Information literacy
- 5.3.2 Circulation services
- 5.3.3 Reference services
- 5.3.4 Copyright services
- 5.3.5 Audio Visual services
- 5.3.6 Inter-library loan services
- 5.3.7 Document delivery services
- 5.3.8 Academic writing services
- 5.3.9 Reprographic services

Alumni of the university, external users, interns and volunteers have access to the above services except borrowing.

#### **5.4 General Rules and Regulations**

- 5.4.1 Only authorized registered users will be allowed to use the library.
- 5.4.2 Unauthorized borrowing will be treated as theft.
- 5.4.3 The library reserves the right to cancel membership based on misconduct.
- 5.4.4 Smoking and eating are not allowed in the library.
- 5.4.5 Do not inconvenience other library users in any way.
- 5.4.6 All library materials must be handled with care.
- 5.4.7 Loss or damage to materials will be charged at the current market price plus 10% administrative cost.
- 5.4.8 Loss of library material should be reported immediately.
- 5.4.9 Non-book material like CD-ROMS accompanying some books must not be tampered with or removed from the books.
- 5.4.10 Briefcases, large bags, and parcels are not allowed in the stacks area.
- 5.4.11 Silence must be maintained within the library.
- 5.4.12 Users must wear their student/staff identification badges when entering the library.
- 5.4.13 Resource Centre materials are not to be re-shelved by the user.

#### **5.5 SERVICES**

##### **5.5.1 Information literacy**

The library will provide training services to equip users with skills that enable them to identify, find, access, retrieve and use information effectively and efficiently and thereby better meet their personal, professional and social information and decision-making needs.

##### **5.5.2 Circulation**

- 5.5.2.1 Faculty may borrow at most ten (10) books for four (4) weeks.
- 5.5.2.2 Students and staff may borrow four (4) books at a time for a period of two (2) weeks.
- 5.5.2.3 All loans are renewable once, subject to demand.
- 5.5.2.4 Books on reserve / short loan may be lent out overnight or for a few hours' subject to demand.
- 5.5.2.5 Books for overnight loans will be lent out one hour before the closing of the library and must be returned by 9 a.m. the following morning.
- 5.5.2.6 Books designated reference collections are for use within the library only.
- 5.5.2.7 The library reserves the right to recall material on loan and may restrict the circulation of any book in the library.
- 5.5.2.8 Overdue charges will be levied on books not returned on time. These are payable on demand and are currently Kshs. 50 per book per day for normal borrowing and Kshs.100/- per day for books in high demand.
- 5.5.2.9 Declared public holidays or notified closure of the library will be discounted.

## **5.6 Reservation**

- 5.6.1 Members may reserve information resources that are already in circulation. Material so reserved will be lent out on a first-come-first-serve basis.
- 5.6.2 Members will be informed when reserved material becomes available and must collect them within 24 hours of the notice.

## **5.7 Inter-Library Cooperation**

- 5.7.1 The library is part of the AKU library network and enjoys all the privileges available to the other libraries in the network. The AKU library is a member of the Kenya Libraries and Information Services Consortium (KLISC) and the Kenya Library Association (KLA).
- 5.7.2 Through the networks, the library has interlibrary arrangements with several libraries. Details of the service are available on request.
- 5.7.3 The library coordinates its services with the sister institutions in Uganda, Kenya, Karachi and London.

## **5.8 Library Opening Hours**

Monday to Friday: 7:30 a.m. to 8:00 p.m.

Saturday: 8:30 a.m. to 5:00 p.m.

Sundays & public holidays, the library will remain closed.