

Catholic University of Zimbabwe Library



Policies, Rules & Regulations

General Library Policies, Rules & Regulations

Admission

Admission to the Library and use of materials is conditional upon the strict observance of Library Regulations. The following persons are entitled to use library facilities to the extent specified and subject to the Rules.

Members of the Catholic University of Zimbabwe (CUZ)

These constitute Council members, members of teaching and research staff, registered students of the University, authorized research workers and members of the University administrative staff and their spouses

Approved Readers

Persons who are not members of the University community may be admitted to use the library for Reference and Research purposes only as Approved Readers. An application stating the subject of their studies is to be submitted to the library accompanied by a satisfactory recommendation. Approved Readers' I.D. is issued upon payment of a subscription fee for a specified period.

Institutions/Corporates

Institutions or Corporate are accorded the use of the Library by virtue of an "Agreement" between the University and their institution. Such Institutions / Corporations shall conform to the rules of the library. An Institutional / Corporate membership fee shall be levied for a specified period.

Patron Identity

Entrance into the Library by ALL the above categories is strictly on production of a valid CUZ University I.D. In the absence of a valid CUZ University I.D a student must produce a confirmation letter from the Admissions office supported by a national I.D card. NO ID, NO ENTRY.

Discipline

Personal conduct and security considerations

1. Silence shall be observed in the Library for a quiet study environment.
2. Smoking, consumption of foodstuffs and use of mobile-phones in any part of the Library is forbidden.
3. Cell phones shall be switched off before entering the Library.
4. No bags, cases, files or parcels shall be brought into the library. Patrons shall utilize the baggage facility at the entrance of the library.
5. Bags or parcels are left at owner's risk
6. Do not exchange I.D cards. Exchange of I.Ds is a punishable offence.
7. Overalls, work suits and heavy jackets may not be allowed in the library.

8. The library stock is protected by a book detector and/or security guards at the exit and entrance points. Library users shall ensure that all materials are properly issued before leaving the Library.

Theft of, damage to and loss of library materials

A user found guilty of theft, attempted theft or mutilation of library property shall be subject to the disciplinary procedures laid down in the rules of student discipline.

1. No reader shall write in the book or otherwise mark, cut or deface materials belonging to the library.
2. Readers shall be held responsible for any loss of books or damage occurring to books while in their charge and shall be required to pay the full replacement value of lost or damaged books plus administrative costs.
3. Any user relinquishing use of the library must return all outstanding materials or pay outstanding fines and obtain library clearance.

Avoid disciplinary action and loss of Library privileges by observing Library regulations. It is your responsibility to acquaint yourself with these regulations and due penalties.

REMEMBER: Ignorance of the Rules on your part does not absolve you from the consequences of their infringement!

Circulation

Students

1. It is mandatory for each student to register with the library in order to borrow books. A valid CUZ Identity Card or confirmation letter from the registry must be produced before one's account is activated.
2. A valid CUZ Identity Card must be presented to the library staff at the Circulation counter when borrowing items. I.D. Cards shall be for the exclusive use of the owner only and should not be swapped among friends. **NO I.D – NO SERVICE!**
3. Are entitled to four (4) books at a time inclusive of one (1) from the reserve section.
4. The loan period for each ordinary issue shall be two weeks (14days).
5. Books on reserve shall be loaned for one (1) day.
6. Books may be renewed up to two (2) times as the library does not have adequate stock for students.
7. Reserve items can be borrowed for overnight after three 3pm and returned the following day at 0900hrs. Reserve books to be borrowed for weekend shall be borrowed on Friday after 3pm and returned on Monday at 0900hrs.
8. Borrowers must observe the hours of issue/return of Reserve items in accordance with the approved overnight and weekend loan periods.
9. Reserve items in great demand shall be restricted to one hour loan.

10. Fines for overdue Reserve items are charged per hour.
11. Upon return, every library book lent to student and staff shall be inspected and any damage or loss shall be made good in terms of the library Regulations.
12. Members relinquishing use of the library must return all outstanding materials and pay fines if any beforehand and obtain Library clearance.
13. All students shall be required to acquaint themselves with penalties likely to be imposed for infringement of library rules.
14. All books may be subject to recall by The Librarian.

Staff and Researchers

Members of teaching and researching staff shall be entitled to borrow a total of five books.

1. Borrowed materials shall be returned by the end of one month loan period.
2. Loan items no longer required shall be returned to the library immediately notwithstanding the loan period.
3. Loans may be renewed once after the initial period. Applications for renewal shall be made personally by presenting the items in question to library staff.
4. All books may be subject to recall by The Librarian.
5. Overdue loans shall be subject to a fine to be determined from the time to time by the Librarian in consultation with the Library committee.

Administrative Staff

1. Members of the Administrative staff shall be entitled to borrow five (5) items. Each item shall be issued for a period of one month. No renewals.
2. Administrative staff loans shall be subject to borrowing rules and regulations for students as stated above.

*Staff, that is, administrative, technical and academic who fail to return borrowed items at the end of the initial loan/ renewal period shall be debited from the salaries the full replacement value of the unreturned item plus processing fee.

Spouses of University Staff

Spouses of Academic, Administrative and Technical Staff are allowed to register with the Library and are allowed to borrow two books for a period of fourteen days.

****** All library Rules and regulations do apply to this category of users.**