



## **MAASAI MARA UNIVERSITY LIBRARY LIBRARY RULES AND REGULATIONS**

### **(a) Damage and loss of library materials**

- (i) Any user who causes damage to library material or other property will be charged for replacement. Marking of books and other library material will be regarded as damage.
- (ii) Readers and borrowers will be responsible for publications lost while in their charge and will be required to pay replacement. Lost books once recovered remain library property. Replacement charges shall not be refunded.

### **(b) Borrowing from the library**

- (i) Only registered users will be allowed to borrow materials from the libraries. Some library collections are not on loan and these are appropriately marked. Materials on Reserve can only be used within the library except when overnight loan is allowed.
- (ii) No user shall take a book out of the library unless it is properly issued to him/her at the issue desk. All persons leaving the library must show all books, periodicals etc in their possessions to the members of library staff at the exit.
- (iii) Bound periodicals can only be borrowed by academic staff for 7 days. These will count against the maximum number of books allowed.

- (iv) Fines shall be charged for late return of books borrowed at a rate to be determined from time to time.
- (v) Librarian shall have the right to recall a book on loan. These shall be returned immediately and a fine shall be charged for failure to return such books within 4 days from the date of such recall.
- (vi) The librarian shall have the authority to demand the return of any or all books borrowed at time.

### **GENERAL RULES**

- Silence must be observed in the libraries.
- Smoking, eating and drinking in the library is forbidden.
- Use of mobile phones within the libraries is not allowed.
- Readers are expected to behave decently at all times while in the libraries.
- The librarian shall have the authority to withdraw or refuse library facilities due to disregard of regulations. In case of other misconduct, the user may be banned from using the library.