The Catholic University of Eastern Africa
Consecrate them in the truth

THE CUEA LIBRARY
Office of the University Librarian

LIBRARY REGULATIONS
SEPTEMBER 2012

5.1 GENERAL REGULATIONS

5.1.1   The library is open to all staff, registered students of CUEA, constituent colleges, affiliated institutions Alumni and other individuals who are duly authorized to use the library on production of a valid CUEA identity card.

5.1.2   CUEA students and staff and other authorized users are required to produce valid CUEA ID cards for identification at the main library entrance. Other individuals wishing to use the library will be required to produce valid organizational ID Cards/National ID card/Passport/Driving License and pay the stipulated subscription fee.

5.1.3   The library is open Monday through Saturday but is closed on Sundays, public holidays and other days of obligation. The opening hours of the main library are displayed on the library notice boards and the library web page on the CUEA website.

5.1.4   No overcoats, umbrellas, bags and bulky jackets and headgear are allowed in the library. Should somebody get into the library with these, he/she will be subject to thorough checking at the discretion of the guard manning the library exit. These items should be deposited temporarily in the designated area outside the Library.

5.1.5   Any item deposited in the cloakroom should not be left there for an overnight. The items should be collected when one leaves the library.

5.1.6   Students are advised not to leave valuables in the Locker Room (e.g. money, laptops, mobile phones, ATM cards, etc). The university is not liable for the loss of materials left in the Locker Room

5.1.8   Every library patron is subject to inspection at the main library entrance when leaving the facility.

5.1.9   Smoking, eating, chewing gum and drinking in the library are prohibited.

5.1.11 Absolute silence is to be observed in the library. Mobile phones must remain silent. No iPods or phone radios are to be used in the library.

5.1.12 Littering the library with waste paper, sweet wrappings, gum etc, is prohibited.

5.1.13 Library computers are strictly for research purposes.

5.1.14 All library patrons are requested to leave reading materials on the reading table. No user is permitted to re-shelve any reading material.

5.1.15 Voluminous library items must always be used on flat desks/tables.

5.1.16 Taking library materials in the following areas is prohibited: washrooms, balconies, water fountains, non-library offices/rooms

5.1.17 Those who wish to photocopy CUEA library reading materials may make use of the photocopy services available on campus as long as they observe copyright regulations. Photocopy of unpublished projects, theses, and dissertations is prohibited.

5.1.18 Writing on, underlining or marking drawings on library materials, tearing pages from books or damaging reading materials in any way is prohibited.

5.1.19 Drawing and writing on library tables, surfaces, windows, walls, windows, doors or any other library property is prohibited.

5.1.20 The Africana/Special Collection is open to all users. The materials in this section can only be used within the section.

5.1.21 All new CUEA students are required to undergo a library orientation programme before using the facility.

5.1.22 Any library patron whose conduct contravenes any of the library rules and regulations will be penalized and (or) reported to library disciplinary committee for action.

Putting Research Information at the Heart of Scholarship

5.2 BORROWING SERVICES IN CUEA LIBRARY

5.2.1   Reference books, unpublished theses, projects, dissertations, print journals, Africana reading materials, reserved reading materials and periodicals are not to be borrowed for use outside the library.

5.2.2   Library patrons may borrow books as stipulated below:
   (a)   Post-graduate students may borrow up to four books for 30 days.
   (b)   Undergraduate students may borrow up to two books for 14 days.
   (c)   Undergraduate School Focused students may borrow up to two books for 30 days.
   (d)   Constituent Colleges can borrow a maximum of 20 books for 2 weeks
   (e)   Affiliate Institutions can borrow a maximum of 10 books for 2 weeks
   (f)   Consortium Institutions can borrow a maximum of 5 books for 2 weeks
   (g) Administration staff can borrow a maximum of 2 books for 2 weeks
   (h) Academic staff can borrow a maximum of 5 books for 30 days.

5.2.3   There is no borrowing provision for the following library patrons (Alumni, individual paid up and external subscribers).

5.2.4   Using somebody's card to gain library access is prohibited or borrow library materials is prohibited

5.2.5   Borrowed materials maybe renewed once provided they have not been reserved by another user.

5.2.6   To borrow a book, the borrower must produce a valid CUEA ID Card.

5.2.7   Issuance and returning of library materials will be done in accordance with library operating procedures and work instructions.

5.2.8   Only materials in good condition will be borrowed from the library. Library patrons must ensure that the books they borrow are in good condition (e.g. It is not torn or has missing pages). Library must return materials they borrowed in good condition

5.2.9   Borrowing books from the library is allowed up to fifteen minutes before closing time.

5.2.10   Library patrons must use either the self-service stations or the circulation counter to borrow and return books. Returning borrowed materials directly to the shelves without using the self-service stations or circulation counter is prohibited.

5.2.11   A circulation librarian may call back any borrowed book (s) at any time.

5.2.12   In order to facilitate library stock taking, no borrowing will be allowed during the specified stock taking period.

5.3 PAYMENT OF FINES

5.3.1   Failure to return a borrowed book/item on time results in payment of a stipulated *fine* for each overdue day, including Sundays, other days of obligation, and public holidays, after a grace period of three days. Accrued fines will be debited to the student's /staff accounts in the Finance Department.

5.3.2   A Library patron who has been given two reminders to return borrowed book(s) but fails to do so within two months will be presumed to have lost the book(s). The library will order for the replacement copy(s) and the student's /staff account will be debited accordingly. All accrued fines are to be paid as well.

5.3.3   In case a borrower loses a library book(s), reading materials, he/she will be required to bring to the library replacement copy(s) acceptable to the University Librarian. Overdue charges will apply as per rule 5.3.1

5.3.4   No student will be cleared for graduation or for anything deemed necessary by the university unless he/she has also been cleared by the University Library.

5.3.5   No staff we be cleared on leaving CUEA employment unless he/she has also been cleared by the University Library

5.4 INTERLIBRARY LOAN REQUESTS

5.4.1   Any eligible CUEA library patron can borrow library materials through interlibrary loan request. The user should fill in loan request form and submit it to the Circulation Librarian for processing. This request will be processed according to the library work instructions and procedures within 5 working days.

5.4.2   The CUEA Library loan office does not accept responsibility for any reading materials a borrower borrows from another library unless it endorses the request.

5.4.3   Any library patron who fails to return a reading material borrowed on an interlibrary basis by its due date forfeits all his/her borrowing privileges. He/she may be required to pay a fine if this is demanded by the lending library.

5.5   USE OF ELECTRONIC DATABASES

5.5.1   The library subscribes to on-line information resources which are to be used through user names and passwords. Library patrons are advised to consult the Reference Librarian for purposes of accessing the e-resources.

5.5.2   Library patrons are prohibited from giving out passwords to people who are not CUEA students or staff.

5.6   USE OF LIBRAY ICT SYSTEMS

5.6.1   The library computers are for accessing information for research purposes only. The library computers may not be used for political or business purposes.

5.6.2   While using the computer one should not infringe upon the rights of others. Displaying any images, sound or text, leading to a situation of creating an atmosphere of discomfort or harassment of any form for others is prohibited.

5.6.3   Attempts to degrade disrupt or vandalize the equipment, software, materials or data of any other client of the computer system or in any other network connected to the system is prohibited.

5.6.4   All persons using the library computers are responsible for backing up their own data and protecting   their own information.

5.6.5   Disabling computers by disconnecting cables, removing hardware, installing software or locking workstations will be considered vandalism and treated as such.

5.6.6   The library management reserves the right to require all prospective clients to attend an orientation   session as a condition of using the computer stations. Orientation will include training in the use of   software and hardware, and guidelines for the responsible care of computer equipment.

5.6.7   Whenever the library computers have to be closed, the library staff will inform the students fifteen   minutes before closing time. Thereafter, the library staff shall shut down the machines.

5.6.8   The computers in the library all have an updated antivirus therefore students can freely use their   removable storage media.

5.6.9   All problems or assistance should be reported to the library staff on duty.

5.6.10   Printing services will be provided for by the university library at an additional cost.

5.6.11   Do not leave your personal computer unattended. If you do others are free to use the computer space

5.6.12   Don't leave your belongings unattended at a computer station.

5.6. 13 Unauthorized persons/users are not allowed to access internet facilities within the library network

5.6.12   Any user found to be sending or receiving inappropriate materials, (i.e. none educational, pornographic, instant messages and e-phone) will be subjected to disciplinary action.

5.6.13   The Internet services are not for political or commercial purposes

5.6.14   Internet services shall be monitored at all times by the ICT Department for efficiency and optimal usage by all the users.

5.6.15   Clients are prohibited from downloading files/programs such as streaming radio, DVD or video clips and playing games and music from any Internet site.

5.6.16   When accessing Internet-based information services you should adhere to intellectual property laws, and security restrictions.

5.6.17   The library shall provide all authorized users with a 4 digit personal identification number (PIN code) for accessing library systems.

5.6.18   Library patrons are expected to change this code to one that is easier for you to remember immediately.

5.6.19   Library patrons are expected to observe the following in the use of passwords:
      (a).   Never use the "Remember Password" feature of application programs such as Internet Explorer, your email program, or any other program.

(b).   Never write passwords down.
(c).   Never send a password through email.
(d).   Never tell anyone your password.
(e).   Don't use common acronyms as part of your password.
(f).   Don't use part of your login name in your password
(g).   Don't use parts of numbers easily remembered such as phone numbers and addresses.
(h).   Make sure your password is changed regularly

5.6.20 Users who violate this policy, the Library Department may revoke access to the network and initiate appropriate disciplinary procedures against the user. Disciplinary actions may include financial penalties and loss of system access for stipulated length of time.

5.7   PROPER ETIQUETTE IN THE USE OF THE LIBRARY

For efficient and effective library and information services, it is important for library patrons to practice positive library etiquette and proper use of the library system. The use of library is guided by university policies and specifically the library regulations and rules issued from time to time by the university. In implementing the same some acts are deemed to be offences against proper library etiquette and will be penalized as indicated below.   These penalties will be implemented by the university library or his/her appointee.

OFFENCES	PENALITIES
Failure to produce a valid CUEA ID card	Denial of entry into the library building
Littering the library building with waste papers, sweet wrappings, chewed gums, smoking, eating/drinking in the library	Suspension from using the library for a maximum of one trimester
Unauthorized discussions, noisemaking and making/receiving calls	The person will be send away from the library and if the offence is repeated the person will be suspended from using the library for a maximum of one trimester
Writing, highlighting, underlining, tearing, mutilating or lost of reading materials	The person will be asked to replace the Information material and pay an administrative fee of 1000/=
Theft or attempted theft of library material or ICT accessory from the library	The person will be banned from using the library until the library disciplinary committee handles the matter
Failure to return borrowed library material on time	The library patron will be suspended from borrowing until the material is returned. After two months the material will be deemed lost. The library will order a replacement copy. The cost of replacement and an administrative fee of 1000/= will be debited to the library patron account.
Entry into the library with bulky jackets, umbrellas, bicycles, pets, liquids, food stuffs and any other appropriate material	The library patron will be asked to remove them from the library. If the offence is repeated the person will be suspended from using the library for a maximum of one trimester.
Use of abusive language against library staff or other patrons	Suspension from use of the library for a maximum of one trimester. The matter will be referred to the disciplinary committee
Loss of CUEA ID	The library patron will be asked to pay a CUEA ID replacement fee of Ksh. 650/=
Taking information resources/books to non-library offices	Suspension from using the library for a maximum of one trimester
Leaving luggage overnight in the Luggage room	A penalty of 1000/= will be applied per day on the library patron
Attempted use of somebody else's CUEA ID card to enter the library or borrow books/ or giving out	Suspension from the use of the library for one trimester. A penalty fee of 1000/= will be applied

ones ID to another person for such use	to both parties
Removal/defacing of barcodes, property and other security marks from books	Suspension from using the library for one trimester and a penalty of Kshs. 1000/= will be applied
Attempted or un unauthorized access to CUEA library computers eg. hacking	The case will be heard by the University Librarian/Deputy, who will determine whether it should proceed and be handled by the library disciplinary committee. Suspension from using the library pending the discussion by the library disciplinary committee
Using the CUEA library computers for commercial purposes	Library patron computer access account will be revoked for maximum period of thirty (30) days and an penalty of Kshs. 1000 will be applied
Using the CUEA Library network for downloading, circulation, storage, or transmission in any form or medium of copyrighted material for which you do not have the author's express permission or breech of copyright law	Warning message will be sent to the student/staff with supporting document and a penalty of Kshs. 1000/= is billed to the student/staff account
Using the CUEA library network for sending inappropriate messages including those which are pornographic discriminatory, sexually harassing or offensive to others on the grounds of race, age, disability, gender or religion	Warning message will be sent to the library patron along with supporting document and a penalty of Kshs. 1000/= will be applied. Patron's computer rights will be revoked for up to one trimester.
Using the CUEA library network to circulate infected materials on-line	The library patron computers network access will be disabled until the library verifies that an up to date antivirus is installed and updated
Overloading the CUEA library network by sending inappropriate bulk messages	Penalty of Kshs. 1000/= will be applied and suspension from the library for a period of up to one trimester
A library patron who gives details of his/her personal password /PIN code to another library patron	Suspension from the library for a period of one trimester