



ST. FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES (SFUCHAS)

LIBRARY POLICY

2023

TABLE OF CONTENTS

| | |
|--|-----------|
| LIST OF ABBREVIATION | 2 |
| DEFINITION OF KEY TERMS | 3 |
| INTRODUCTION..... | 4 |
| SFUCHAS LIBRARY COLLECTION..... | 4 |
| 2.1 General Description and Collection Emphasis..... | 4 |
| 2.2 Selection Criteria and Levels of Collecting..... | 4 |
| 3. FORMATS OF RESOURCE MATERIALS COLLECTED | 5 |
| 3.1 Print Materials | 5 |
| 3.2 Audio-visual Materials..... | 6 |
| 3.3 Electronic Resources..... | 7 |
| 3.5 Links to Electronic Resources..... | 8 |
| 3.6 Remote Access | 8 |
| 3.7 Leisure Materials..... | 9 |
| 3.VISION AND MSSION OF SFUCHAS LIBRARY..... | 9 |
| 4.AIM AND PURPOSE OF THE POLICY..... | 9 |
| 5. POLICY OBJECTIVE AND GUIDING PRINCIPLES | |
| 6. SCOPE OF POLICY..... | 9 |
| 7. POLICY ISSUES, STATEMENTS AND IMPLEMENTATION STRATEGIES..... | 10 |
| 7.1 Library Membership..... | 11 |
| 7.2. Circulation/Loan of Information Resources..... | 11 |
| 7.3 Interlibrary Loan Services..... | 12 |
| 7.4 Collection Development | 13 |
| 7.5 Acquisition of Information Resources..... | 14 |
| 7.6 Language of Information Resources..... | 14 |

| | |
|---|-----------|
| 7.7 Recentness of Collections..... | 15 |
| 7.8 Gifts and Donations..... | 15 |
| 7.9 Safety of Library Collections and Resources..... | 16 |
| 7.10 De-selection and Replacement of Materials..... | 16 |
| 7.11 Sustainability of the Library..... | 17 |
| 7.12 Policy Custodian and Review..... | 18 |
| Appendix 1..... | 20 |
| Appendix 2. LIBRARY ADMINISTRATIVE STRUCTURE | 23 |

LIST OF ABBREVIATION

SFUCHAS - St Francis University College of Health and Allied Science

TTCIH- Tanzanian Training Centre for International Health

TCU- Tanzania Commission for Universities

SAUT- St. Augustine University of Tanzania

CUHAS- Catholic University of Health and Allied Sciences

CD ROM- Compact Disc Read-Only Memory

DVD- Digital Video Disc

HOL- Head of the Library

ISBN- International Standard Book Number

ISSN- International Standard Serial Number

ALA- American Library Association

MUHAS - Muhimbili College of Health and Allied Sciences

DEFINITION OF KEY TERMS

The following terms are defined in the context of this policy document

Academic Library is a **library** that is attached to a higher education institution which serves two complementary purposes to support the institution's curricula, research and other activities within the Mission of the of the institution.

Electronic Resources refer to information materials that are in **electronic** form (e-books, e-newspapers; e-journal) as well as internet **resources**. They also include databases, magazines, archives, theses, conference papers, government papers, scripts and monographs in an **electronic** form.

Special Reserve/Collection is a collection of learning materials with higher demand to support staff, students, researchers and consultants. They are to be used only within the library and not borrowed or taken out of the library.

Stock taking refers to the process of periodically establishing records of existing library materials on shelves or on loan. This helps in understanding the physically present materials as well as losses.

Weeding is the process of identifying library materials which are not frequently used and removing them from the open shelves.

Departmental libraries refer to mini libraries of the various departments of an institution

1. INTRODUCTION

This document shall be cited as the SFUCHAS Library Policy (2022).

SFUCHAS was founded in 2010 as a College affiliated with SAUT and currently is seeking for accreditation by TCU. The College offers a Bachelors' degrees in Medicine (MD) and two Diploma level qualifications in Health Allied Sciences (Medical Laboratory Science and Pharmacy). While the Library is accessible, first and foremost, to its primary users (SFUCHAS students, faculty and staff) individuals from outside the College can also be served as secondary beneficiaries.

The SFUCHAS's clearing house is located at the College main campus, Iteka Complex, and can serve about 100 users at any one moment. SFUCHAS Library supplements its collection, whenever necessary, through the use of interlibrary loan system. Likewise, the library shares its resources through the same system with peer institutions. Current cooperative loan arrangements with SFUCHAS include Libraries of TTCIH, CUHAS and SAUT . Budget considerations, space limitations, and the ways that users access information all contribute to the shape of the library collection are ever-changing, therefore, necessitate the creation of a flexible policy that can respond and adapt to the needs of users but also serve as a guide to facilitate the decision-making processes.

The Library provides information to meet the needs of educators, clinicians, researchers, and staff affiliated with SFUCHAS, including easy access to print, digital, audio-visual and electronic facilities, as well as studying and training space. Training sessions are offered to enable the optimal use of all databases as well as on information management procedures.

While collection management is a shared task amongst the professional librarians, faculty and students of the SFUCHAS community, the ultimate responsibility for collection management decisions rests with the Librarians for the general stacks. The ultimate responsibility for the materials budget rests with the Head of the Library (HOL) who makes selections for purchase based upon their knowledge of the collection and curriculum, faculty recommendations, and by consulting reviews from faculty members.

2. SFUCHAS LIBRARY COLLECTION

2.1 General Description and Collection Emphasis

SFUCHAS Library collects materials in diverse formats. Printed materials include books, magazines, newspapers and journals, while non-printed items

include audiovisual materials, and electronic resources appropriate to undergraduate and allied sciences curricula, or at the graduate level if the material is specifically recommended to support a graduate program. Priority is given to support on going programs, however, other requests submitted to the library for a purchase are considered Special Collections. The library recognizes the value of providing recreational materials for the enjoyment and the enrichment of SFUCHAS community. These materials are purchased if budgets allow.

2.2 Selection Criteria and Levels of Collecting

In selecting Library information resources, the following general criteria are considered:

- i) Perceived level of usefulness to the primary users.
- ii) Appropriateness of content in terms of educational merit.
- iii) Usefulness of the item to the College curricula.
- iv) Reputation of the author or publisher
- v) Cost of the item.
- vi) Recentness of the materials.
- vii) Appropriateness of format.
- viii) Added value to the collection of materials for that subject.
- ix) Appropriateness for leisure reading, listening or viewing.

3. FORMATS OF RESOURCE MATERIALS COLLECTED

3.1 Print materials

Print materials are collected in either hardcover or paperback format, based on expected use, cost, anticipated long-term value and whether it is a new edition of a critical work. Paperback books with suspected heavy usage are best bound before they are added to the collection and textbooks shall generally not be collected unless they are regarded as classic or critical works in a particular field.

Because subscriptions to print serials entail a long-term commitment of resources, greater selectivity is applied to these items. Cost and importance to

the subject field are critical factors in this decision. Other factors include the number of interlibrary loan requests for the title and the strength of titles already held in that subject area.

In an effort to alleviate the budgetary impact of adding new serial titles, faculty recommending print serial titles for addition to the collection must submit a written justification for the title under consideration, following Departmental approval. Librarians have the discretion to accept or deny a recommendation.

It not being a national Depository, the SFUCHAS Library keeps only selected government publications which are incorporated into the general collection.

3.2 Audio-visual Materials

Non-print materials such as audio and video cassettes, CDs and DVDs are purchased to support curriculum needs. Specific formats are selected based on usability and durability. These materials are previewed by faculty for quality and appropriateness before acquisition. Audiovisual materials are kept in a locked storage room in the library, accessible only by library staff.

3.3 Electronic Resources

Continuing evolution of new technologies and formats provides new opportunities for information access. Many electronic resources are not physically acquired in the same sense that a book or video is added to the collection. The Internet, electronic serial subscriptions and databases are examples of electronic resources that are accessed rather than physically added to the collection.

The user community, consisting of students, faculty and staff, requires multiple access points both on and off campus. While the library serves as a central access point, classrooms, computer laboratories, dorm rooms and remote access from off-campus are all viable options. This policy shall evolve to reflect the needs of users and adapt to changes in technology and access, as the capabilities for e-learning continue to grow.

Whenever possible, SFUCHAS Library will strive to share the costs and benefits of electronic access with cooperating institutions. Such cooperating relationships must continue to be pursued and evaluated in order to maximize electronic information access for users.

The evaluation of electronic resources must include such factors as relevance, quality, and recentness, frequency of updating, scope, language and

geographic coverage. Others are provision of features that enhance the accessibility of information such as linking capabilities, advanced indexing and search capabilities.

Favorable consideration will be given to publishers or vendors that demonstrate stability and provide excellent technical support, training, and documentation to facilitate the use of their product. Whenever possible, trial subscriptions will be utilized to evaluate an electronic subscription service before it is purchased.

Favorable consideration will also be given to licenses that facilitate remote user access, by increasing access points and decreasing the amount of passwords and other limitations via the use of a proxy server.

Many electronic resources are offered only in groups of collected database services, therefore, they must be carefully evaluated in order to ensure a minimum of overlapping or repetitions services. Preference will be given to electronic services that feature archival capabilities.

Electronic resources will not automatically replace print collections that are integral to the educational goals or mission of SFUCHAS. The continued utility of such print sources will be weighed against the needs of the collection in all cases. Electronic resources that have print counterparts should provide access to all of the necessary information available in the print counterpart, including illustrations.

Favorable consideration will be given to electronic resources that benefit the greatest population of users. As with traditional resources, however, expensive requests must be justified.

3.5 Links to electronic resources

The SFUCHAS Library will use the same criteria for adding links to the library online catalog as it does for adding similar paper, audiovisual or electronic resource materials.

3.6 Remote Access

The SFUCHAS Library supports the Guidelines for Distance Learning Library Services, which state that "access to adequate library services and resources is essential for the attainment of superior academic skills in post-secondary education, regardless of where students and faculty, and programs are located." To this end, the Library will negotiate licensing agreements,

whenever possible, that provide access to e - resources for all authorized users regardless of their location.

3.7 Leisure Materials

SFUCHAS Library will strive to make available some leisure or popular reading and viewing materials, including current best-selling books, music or movies. Leisure materials purchased or rented with funds from the Library budget shall be in SFUCHAS Library and made available to all SFUCHAS students, faculty, staff, and Library Society members. The SFUCHAS Library maintains the right to determine which materials are housed in open or restricted shelving areas.

3.VISION AND MSSION OF SFUCHAS LIBRARY

The Vision of SFUCHAS Library is to become a world class information resource center specializing in comprehensive medical and health related information through media that cater for higher learning institution users.

The Mission is to provide quality and comprehensive health information services that enhance student centered learning, facilitate teaching and research, and delivery of quality services to communities in Tanzania and beyond. In this sense the Library Mission echoes that of the College, namely to improve the health of all people in our communities, with quality and compassion by responds swiftly, accurately, to all requests for information.

4.AIM AND PURPOSE OF THE POLICY

The aim of the SFUCHAS Library Policy is to establish a framework through which effective, efficient and dynamic library and information services can be developed, managed and provided in a manner that meets learning, research and innovation and community service needs of SFUCHAS. Among others, the Policy is intended to:

- i) Guide library staff in carrying out various services in a standard manner.
- ii) Integrate the library services optimally with academic, research and other activities at the SFUCHAS.
- iii) Encourage involvement of academic staff in the Library and information services development and management in order to promote and sustain the services at the highest level.

iv) Provide direction, including requirements, standards and guidelines for consistent library operations for users.

The purpose is to govern the principles that guide decisions concerning the acquisition and management of the SFUCHAS Library collection for use by students, faculty and other stakeholders.

5. POLICY OBJECTIVE AND GUIDING PRINCIPLES

The primary objective of SFUCHAS Library is, therefore, to provide the resources that meet the information needs of students, faculty and staff. Resources provided will support the mission of SFUCHAS community, particularly, by inspiring the scholarship and leadership in each student, while at the same time fostering commitment to a lifetime of learning and service."

This Policy is committed to uphold the following guiding principles for the SFUCHAS Library:

i) Accessibility by providing 16hrs/day access to library resources for physical library users and deliver digital(electronic), video, audio and print resources for optimal usability

ii) Efficiency by promoting awareness of library resources and services within SFUCHAS, resource sharing nationwide with medical and health sciences libraries , as well as seeking professional development in order to learn about, promote and support current best practices of library resource delivery.

iii) Service by troubleshooting access problems using on-site and remote library tools, performing professional literature searches for students and staff, maintaining resources and services relevant to support researchers and educators, as well as digitizing archive materials and scholarly output in order to establish a dependable College repository

iii) Fair Use by supporting intellectual freedom through resource development and delivery, providing authorized access to resources restricted by copyright and/or license agreements, as well as counseling library users in methods of adhering to the Fair Use doctrine. SFUCHAS Library abides by the law governing copyright in Tanzania, namely the Copyright and Neighboring Rights Act, [CAP 218 R.E 2002] which came into force on 31st December 1999. Copyright protects authors of literary and artistic works against unauthorized copying and piracy of their work.

Professionalism by adhering to the professional standards of the Tanzania Library Services, having highly qualified College library staff and participating in stakeholder workshops and professional seminars to enhance competence and perfection of services.

6. SCOPE OF THE POLICY

- i) The Library policy applies to students, academic and non-academic staff of the SFUCHAS
- ii) External persons and institutions who may wish to benefit from of the SFUCHAS Library Services.

Emphasis shall be on education, research, and clinical-level materials in medicine, the health allied sciences and related subject areas.

7. POLICY ISSUES, STATEMENTS AND IMPLEMENTATION STRATEGIES

This policy focuses on important areas of library activities. These areas have been identified and policy procedures have been formulated in each of these areas to achieve the objectives of library policy.

7.1 Issue: Library Membership

7.1.1 Policy statement

Right to Library membership shall be granted to all full-time and part-time students registered at the University as well as permanent, temporary and contractual employees of the University. Membership will be offered, also, to specific external individuals who in one way or other contribute to SFUCHAS development, including: i) Council members, Higher Education Institutional Members, ii) Research staff and enrolled Masters and Doctoral students from higher education institutions in Tanzania, iii) Guest Lecturers, visiting Research Staff, Post-Doctoral Fellows and Professors Emeriti, iv) Professors and Lecturers or researchers/students under exchange program, v) Private Members i.e individuals in a private or personal capacity at the discretion of the Head of the Library.

7.1.1.1 Implementation Strategies

- i) Prospective members shall be required to present their identity or introductory letter from their institutions

ii) Members shall be issued with Library/membership, indicating its period of validity and shall be assigned a default PIN to protect the users' records.

iii). All permanent, temporary and contractual employees of the College shall be required to fill membership forms and submit two passport size pictures.

iv) All full time and part time students who are registered at SFUCHAS shall be required to complete application forms and submit one passport size pictures

v) External Members shall be provided with temporary membership, however, they shall be required to pay a service charge.

7.2. Issue: Circulation/Loan of Information Resources

7.2.1 Policy Statement

All staff, students and persons holding valid SFUCHAS identification cards shall be granted privileges to borrow information resources available in the Library.

7.2.1.1 Implementation Strategies

i) SFUCHAS identification cards must be produced at the circulation and reserve counters of the Library before any information resources can be checked out

ii) To check-in information resources, clients must return the resources to the Circulation and Reserve counters where they were checked out

iii) Borrowers intending to renew the period of retaining information resources must contact Circulation and Reserve counters of the Library, in person, to request an extension of the loan period of the resource in their possession.

iv) In situations where users request for information materials which are not found within the SFUCHAS Library, the Library shall assist in obtaining such materials from outside through interlibrary loan or other feasible means.

7.3 Issue: Interlibrary loan services

The borrowing of library materials by library users is an inevitable and important component of the services offered by any library. For this to happen smoothly and sustainably, the Library service delivery system must

have a mechanism which ensures that borrowed materials are used wisely and are returned to the library within a prescribed period of time.

7.3.1 Policy Statement

Interlibrary loan services shall be provided to staff, students and other library members that are engaged in learning/training, research and other academic activities in situations where the sought information resources are not readily available at the College Library.

7.3.1.1 Implementation Strategies

- i) Library clients who wish to borrow information resources from other libraries must provide the SFUCHAS librarian with the necessary details of the information resources to be borrowed by completing an interlibrary loan application Form
- ii) SFUCHAS interlibrary loans staff shall contact the library client within the shortest possible time when a borrowed information resource has arrived
- iii) When necessary, the interlibrary loans staff will request loan renewals from the supplying libraries and communicate the results to the library clients;
- iv) Library clients must produce valid College identification cards and sign the interlibrary loans receiving form before information resources can be released to them
- v) Borrowed information resources that are not collected within the loan period shall be sent back to the supplying library. In such cases, the library clients concerned shall be responsible for the costs incurred.

7.4 Issue: Collection Development

The College Library is established with a view to pooling necessary materials that meet the demands of library users. In this regard, there must be a strategic identification of the changing needs of library users and this will become the thrust for the acquisition of new resources in a sustainable and cost effective manner. The Library is charged with the responsibility of receiving, initiating and seeking new ways of acquiring library resources in order to maintain and enhance the relevancy and credibility of the library.

7.4.1 Policy Statement

It shall be the responsibility of HOL to build a well-balanced and up to date collection of various information resources in various forms so as to meet the ever-changing information needs of SFUCHAS.

7.4.1.1 Implementation Strategies

- i) Requester shall be required to complete purchase recommendation by providing as much information as available, for the Library staff to identify the information resource wanted, eg. author, title, edition, publisher and year of publication, ISBN/ ISSN if known...
- ii) The requester's departmental Head shall approve the recommendation by signing the purchase recommendation form before being submitted to the Library, which in return shall apprise the requester when the order has been placed and when it is received.
- iii) Multiple copies of materials shall be acquired only under exceptional circumstances.

7.5 Issue: Acquisition of Information Resources

7.5.1 Policy Statement

The Library shall be the unit ultimately responsible for the selection and acquisition of information resources in line with the needs of SFUCHAS.

7.5.1.1 Implementation strategies

- i) The requester/user shall be required to complete a purchase requisition (order) form providing vital and as much detailed information as possible to enable Library staff identify the information resource needed, e.g. author, title, edition, year of publication and if known, ISBN/ISSN
- ii) The requester's departmental Head shall approve the request by signing the purchase recommendation form, which shall be submitted for further action; and HOL shall inform the requester when the order has been placed and resources received.

7.6 Issue: Language of Information Resources

7.6.1 Policy statement:

Acquisition of Library resources shall take into consideration the media (language) of instruction at the College.

7.6.1.1 Implementation strategies

i) The SFUCHAS Library shall collect resources in print, video, sound or otherwise primarily in the English language.

ii) Materials in Kiswahili, foreign or classical languages (eg. Latin) shall be acquired by the Library only if they support the curriculum and shall be in the Special Collection section.

7.7 Issue: Recentness of Collections

7.7.1 Policy Statement

In order to move with the rapid developments in the sciences and related research findings, it is important to have access to the most recent editions of information resources

7.7.1.1 Implementation strategy

The Library shall acquire the most current information resources available that meet the selection criteria. Older editions may be required to complete a gap in the collection or to replace a valuable item that is deemed lost or damaged beyond repair

7.8 Issue: Gifts and Donations

Gifts and donations are common ways through which the library can acquire new sources of information. This, however, should not be an automatic process. It is therefore necessary for the Library to ensure that gifts and donations do not prejudice SFUCHAS in any manner, nor should they come with conditions that may interfere with the autonomy of the College. In terms of Quality Assurance, the library should also ensure that donated materials are relevant and are not in conflict with National laws.

7.8.1 Policy Statement

The Library shall welcome and accept gifts/donations of materials, or funds, which shall be subject to the same criteria of selection that applies to purchasing of materials. The gifts and donations shall have no attachments and conditions which the College cannot fulfill, or which undermine the independence of the Institution.

7.8.1.1 Implementation Strategies

- i) All gifts and donations of library materials shall be assessed by the Library Committee to determine usability and relevance, in consultation with the user departments. If acceptable, the materials shall be processed as per normal procedures and their inclusion and/or disposal will be at the librarian's discretion
- ii) Library staff may remove donations from the collection at any time and without notification to the donor
- iii) The Library shall reserve the right to refuse any donation or return donated items, if not needed, but taking into consideration eventual cost implications

7.9 Issue: Safety of Library Collections and Resources

Physical destruction of the Library information resources can happen as a result of acts of nature, misuse or negligence on the part of library users and or the Management. Moreover, digital information is susceptible to destruction and sabotage and thus the need to ensure the security of library digital information systems.

7.9.1 Policy Statement

SFUCHAS library shall introduce, deploy, assist and ensure that all libraries and resource centers are properly protected against loss, theft, vandalism and destruction. The library shall educate and sensitize all library users on the importance of collective responsibility in protecting and safeguarding library resources. The Library shall institute harsh punishment for Library resource abusers, which may include withdrawal of membership.

7.9.1.1 Implementation Strategies

- i) SFUCHAS Library shall station its staff and security personnel at all established entry and exit points to physically monitor, inspect and check incoming and outgoing users
- ii) SFUCHAS Library shall enforce Library Rules and Regulations and oversee Use- Ethics for Library materials and internet facilities, as stipulated in the Library Rules and Regulations
- iii) SFUCHAS Library shall install, CCTV-video, alarms and automatic anti-fire water hoses in strategic areas within the building.

7.10 Issue: De-selection and Replacement of Materials

7.10.1 Policy Statement

In an effort to remove materials that are deemed obsolete, duplicate, beyond repair, or inappropriate to the Mission of SFUCHAS, the Library collection will be continually audited

7.10. 1.1 Implementation strategies

- i) SFUCHAS librarians and faculty members shall together appraise outdated or unused materials so that more useful materials can replace these.
- ii) Materials that are damaged beyond repair but are still deemed valuable by librarians and faculty members shall be replaced, whenever feasible with more recent editions.

7.11 Issue: Sustainability of the Library

Libraries require financial support to maintain the resources in their hands and to get more resources. The competition for funding is stiff, and more often than not, librarians end up losing out on allocated monies. Furthermore, It is necessary that the Library receives the support required to publicize any changes made to the library to users and stakeholders.

With the fast pace at which technology is taking over the world, libraries need to get equipped appropriately. On-the-job training of staff is not an adequate way of ensuring sustained competitiveness of any library. **For example,** Librarians need help to develop digital libraries to make books more accessible. Such training can only be achieved through proper training. Librarians, also, require understanding of the current trends in research so that they can assist help users in that sector.

7.11.1 Policy statement

SFUCHAS Library must strive to sustain financially, infrastructurally and technologically

7.11.1.1 Implementation strategies:

- i) SFUCHAS Library shall seek financial resources from within the College, and outside, to perpetually improve its resources qualitatively, quantitatively and in diversity

ii) The Library shall participate as consultant in all matters pertaining to innovative infrastructural design and development of its physical and virtual resources

iii) The SFUCHAS Library shall put in place a human resource development strategy to guarantee the performance of library staff and, along with it, also a staff succession plan for the medium and long terms

7.12 Policy Custodian and Review

7.12.1 Policy statement

The SFUCHAS Library shall be the custodian of this policy, and this policy shall be reviewed after a period of five years, or earlier, should the need arise.

Appendix 1

ST FRANCIS UNIVERSITY COLLEGE OF HEALTH AND ALLIED SCIENCES

(A Constituent college of St. Augustine University of Tanzania)

LIBRARY SERVICES, RULES AND REGULATIONS

Library regulations are designed to create a conducive and comfortable learning environment for all library users and ignorance of these shall not be accepted as an excuse for their non-observance.

The Library Opening Hours

The library working days:

Monday to Friday, 08:00am to 10:00pm.

Saturday and Public holidays, 08:00am to 01:00pm.

Sunday, closed.

LOAN RULES

Borrowing

- Books can only be borrowed using a current student card and library materials should not be taken out of the library unless properly issued.
- All borrowers shall be required to present their identity cards at the issue desk every time they visit the library.
- Library materials borrowed must be returned on or before the due date.
- Student cards should not be loaned/transferred to other readers.
- Lost cards should be reported immediately to the library.

Overdue Books

- **Books must be returned by the due date or earlier if recalled by the Librarians. Failure to return a book by the date specified shall be treated as a serious offence. The Librarians shall endeavour to send overdue notices but shall not be held responsible for no delivery under whatever circumstances.**
- **Any borrower, including a member of the academic staff, who fails to return/renew a book on due date shall be liable to a fine of 1000/- per book per day until the book has been returned**

Renewal

- **At the end of the loan period books borrowed must be either returned or renewed. A book may only be renewed once and provided that another reader has not requested it.**

Loss and Damage of library materials

- **Damaged books shall be charged as a lost book or the re-binding costs whichever is appropriate.**
- **Lost book shall incur a cost. The cost shall be calculated by the replacement value of the book, which may exceed the original cost of the item, plus an administrative charge. If the title is not in print, it shall be replaced by something similar in content and price.**
- **Readers must not damage or deface library property. The cost of replacement shall be charged if an item on loan is found to be damaged on return.**

Fines

- **Any staff member who refuses to pay the fines or replacement cost of lost books shall be liable to have these costs recovered from her/his salary through the Bursar's office. In case of students costs shall be recovered from their caution monies.**

General Rules

- **Library users shall show a valid ID when entering the library.**

- **Library clearance involves all students before leaving the University. In the case of members of staff clearance maintains when her/his employment with the University terminates or when she/he leaves the University for more than one academic year for any reasons such as studies, secondment, leave without pay, medical treatment etc.**
- **Books may not be transferred from one reader to another without being returned to the Library for re-issue. If any such unofficial transfer takes place, the original borrower shall be held responsible for the books in question.**
- **Library staff may examine personal property being brought into the library and bags on leaving.**
- **Readers must not write in, mark, or otherwise deface or damage library material or equipment in any way.**
- **The library is a quiet area of study; even quiet conversation can disrupt the work of other readers. All conversations should take place outside the library.**
- **An accident in the library should be reported immediately to library staff.**
- **The Library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the Library rules and regulations.**
- **In order to prevent misplacement of books on shelves, books should not be re-shelved by readers. They should leave them on the reading tables or trolleys for re-shelving by library staff.**

Self conduct in the Library

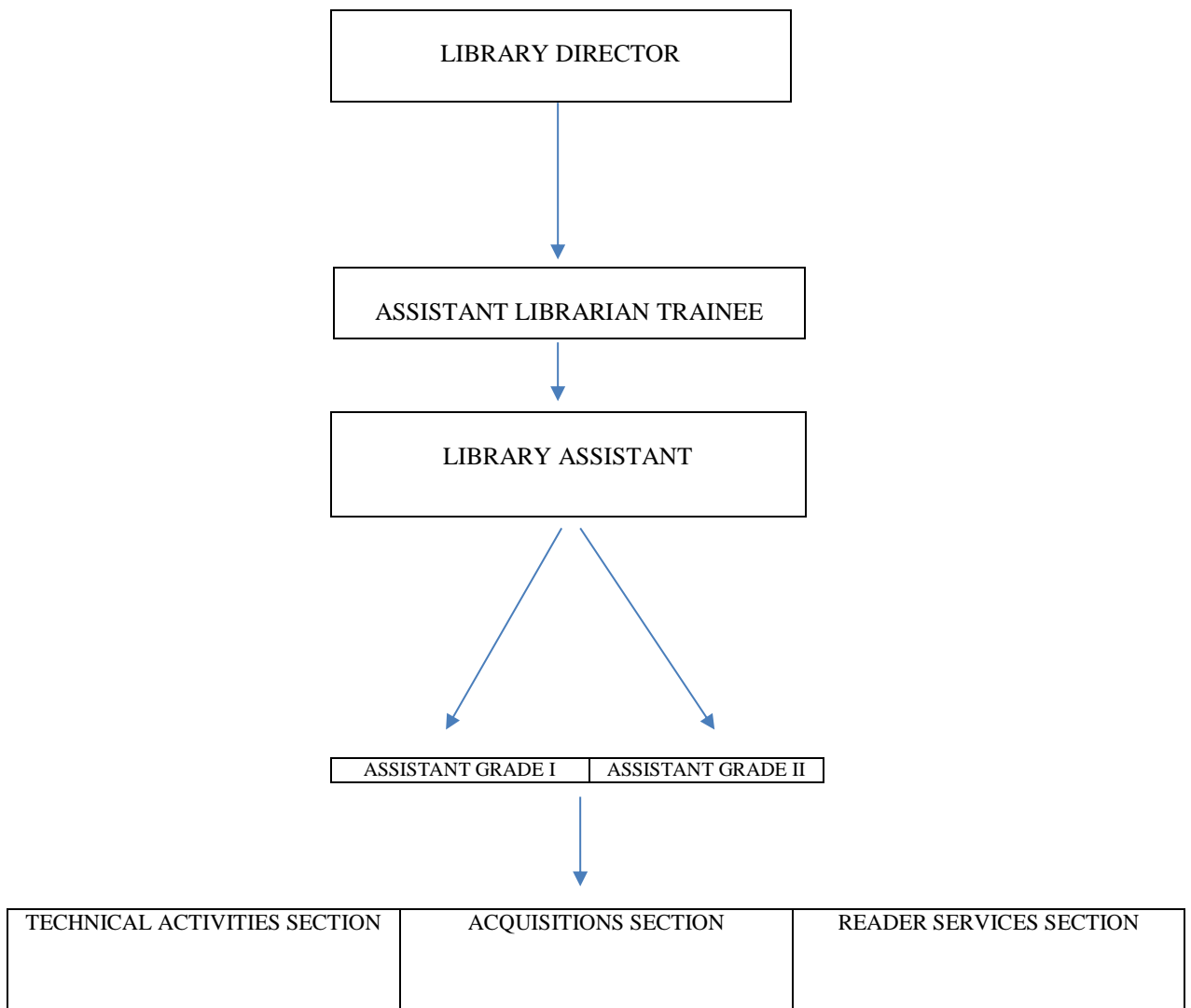
- **One should not enter the library with any kind of bags, coats, cases, umbrellas, raincoats and similar personal belongings.**
- **Placing of feet on furniture and sitting on tables are not allowed.**
- **Seats may not be reserved by placing personal effects on seats or reading tables.**
- **Mobile phones must be switched onto silent mode before entering the library. Readers found talking on a mobile shall be asked to leave the library.**

- **Library books shall not be taken out of the country, except with the special permission from the Director of Library Services.**
- **Foods and drinks should not be brought into the library.**
- **Keeping books on the floor is not allowed.**
- **Readers must not engage in the harassment of any other readers or library staff members.**
- **Readers must not smoke in any part of a library.**
- **The use of portable computer or stereo is permitted in the Library provided there are no complaints from other users.**
- **All users must follow the dress code of the University while visiting the library.**
- **Sitting on the stairs/ corridors/ lobby areas is strictly prohibited.**

Email: principal@sfuchas.ac.tz | Website: www.sfuchas.ac.tz

Appendix 2

ADMINISTRATIVE STRUCTURE OF SFUCHAS LIBRARY



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