

HUBERT KAIRUKI MEMORIAL UNIVERSITY (HKMU)

The Library Department Brief Guide and Regulations 2017/2018

1.0 INTRODUCTION

The Hubert Kairuki Memorial University (HKMU) Library is located on the 7th floor of the main University building on your left hand side as you walk out of the elevator or steps. The HKMU Library Department has three sections notably; the Main library, Book Bank and ICT Laboratory. The library provides assistance to clientele the better ways of using the library information resources. For this purpose, this HKMU Library brief guide and regulations is in place to help users for utilization of library information resources ethically. Besides, library staff will be glad to assist or help any library user in the appropriate manner on how to use the library information resources professionally.

2.0 ACCESS AND USE OF INFORMATION RESOURCES

Besides the physical information materials accessed and borrowed from the library, HKMU library is currently facilitating students to access and use e-resources (electronic information) resources available and searchable on subscribed and free worldwide internet based databases and programmes. For instance, HKMU library is licensed through COTUL's cooperation and subscriptions to access and use INASP negotiated databases as shown on COTUL's separate brochure. Additionally, access and use of variety of e-resources specifically on Medical and allied Sciences available through annual registration of resources available on the major WHO databases and programmes notably; HINARI and others like AGORA, ARDI and OARE. Similarly open access sources can be utilized effectively and sufficiently to supplement print information. For further information about searching, access and use of such resources, the library through user education (information literacy) guides users on techniques on how to search find and evaluate electronic information and use it ethically. For this reason do not hesitate to see the library staff for assistance.

3.0 GENERAL LIBRARY USER GUIDE AND REGULATIONS

In this brief user guide, the HKMU library has put in place rules and regulations that encompass the judicial and predictable access and use of information resources available in the library for the benefit of users. Therefore, HKMU library brief guide and regulations has concise descriptions that govern the use of the library facilities and services available to ensure equitable, reliable and comfort in the services envisaged. Basically the HKMU library cares for the academic needs of its users and in order to meet this important commitment, it is essential for the users to cooperate.

3.1 HKMU LIBRARY OPENING HOURS

During University's term and vacation, the HKMU Main library and the Book bank are opened and closed as clearly shown on the following tables bellow.

LIBRARY OPENING HOURS

(a) Main Library

DAYS DURING TERM	TIME	DAYS DURING VACATION	TIME HRS
MONDAY - FRIDAY	08.00 - 21.45 HRS	MONDAY - FRIDAY	08.00 - 17.00
SATURDAY	10.00 - 15.45 HRS	SATURDAY	CLOSED
SUNDAY & PUBLIC HOLIDAY	CLOSED	Sunday & Public Holiday	CLOSED

Table 1

(b) Book Bank

DAYS DURING TERM	TIME	DAYS DURING VACATION	TIME HRS
MONDAY - FRIDAY	10.00 - 11.00 HRS	MONDAY - FRIDAY	10.00 - 11.00
SATURDAY	CLOSED	SATURDAY	CLOSED
SUNDAY & PUBLIC HOLIDAY	CLOSED	Sunday & Public Holiday	CLOSED

Table 2

3.2 RULES AND REGULATIONS

In principle all members of HKMU are entitled to use the library as readers, but the right way to access and use of HKMU library goes with the following obligations:

1. All members of HKMU are entitled to use the library as readers;
2. Each library users shall be registered to be allowed to access and use the library information resources and facilities;
3. It is the responsibility of the user to ensure that he/she is registered subject to admission;
4. Once a user is registered he/she can borrow books from the University library system;
5. Each member of the academic staff is allowed to borrow up to 5 books at a time;
6. Each student is allowed to borrow up to 3 books at a time from Main Library and 2 textbooks from the Book Bank;
7. HKMU library book borrowing period is 14 days (2weeks) for the Main Library and this period is renewable; whereas the borrowing period for Book-Bank is a Semester;
8. Books marked Reference or Special Reserve shall not be loaned out;
9. Silence shall be observed while using the library in all places at all times;
10. Mobile phones and audios shall be switched off or set to silent mode while in library premises;
11. Briefcase and bags shall not be allowed into the library;
12. Briefcase and bags shall be left at the racks provided at the entrance of the library;
13. Wearing of coat, pullover, jacket and hanging shall not be allowed in the library;
14. Coats, pullovers and jackets shall be left at the racks provided at the entrance of the library;
15. Smoking and consumption of food or drinks, the use of razor blades and matches shall be prohibited at all times in all parts of the library;
16. The HKMU Library Head may admit any reader from other institutions to use the library under specified known cooperation procedures;
17. Every reader or user shall be required to show his/her books at the issue desk or checkpoint when walking out the library;
18. The borrower name in which a book is issued shall be solely responsible for returning the same to the library system;
19. Every library book shall be returned to the library system at the end of each academic semester;
20. Anyone who fails to return any book borrowed at the end of every semester may not be allowed to register in the following semester as directed in the university prospectus.
21. Replacement for lost book shall be the actual price of the particular book plus 50% of the actual price to cover administrative costs encored;
22. Any book borrowed from Special Reserve Collection for use within the library shall be returned at the issue desk or circulation after use;

23. Photocopying by individual for personal academic use of library materials is permissible strictly under fair use and fair dealing as provided by the Copyright Act of Tanzania and its amendments.

4.0 CONTACTS:

The Library Department Telephone EXTENSION is 267; Email Address: hkmulib@hkmu.ac.tz

THE HUBERT KAIRUKI MEMORIAL UNIVERSITY LIBRARY (HKMU)
Dar es Salaam