RULES AND REGULATIONS

1 INTRODUCTION

1.1 The Copperbelt University Library consists of the Main Library in Kitwe and Branch Libraries (e.g. School of Medicine Branch Library in Ndola)

1.2 The key objectives of the Copperbelt University are to teach, undertake appropriate research and to render services to the public. The main function of the University Library is to provide facilities that enable the University to accomplish these three basic objectives. For this reason, therefore, the University Library is designed primarily to serve the learning, teaching and research needs of its students, teaching staff, research affiliates and researchers.

1.3 The University Library facilities may also be used for reference or borrowing purposes by members of the public on whatever terms and conditions the Library deems necessary. Among the members of the public who may use the University Library are; spouses of academic and non-academic staff of the University and individual bona fide residents of Zambia (external members) including part-time lecturers.

1.4 The use of the University Library for reference purposes is not free. External members have an option of choosing the types of membership that they want to enjoy. Currently there are three options available to external members and these are:

- K50.00 membership. Non-borrowing category for six months
- K100.00 membership. Non-borrowing category for one year
- K300.00 membership. This category carries full borrowing facilities, broken down as follows:
  - K150.00 membership Fee which is renewable annually and non-refundable; and
  - K150.00 deposit fee, which is refundable upon ceasing to be a member.

External Membership is not automatic, but it is granted at the discretion of the Librarian.

2 OPENING HOURS

2.1 Term Time

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<tr>
<th>Day</th>
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<tr>
<td>Monday to Friday</td>
<td>09.00 – 22.00</td>
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<tr>
<td>Saturday</td>
<td>09.00 – 13.00</td>
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<tr>
<td>Sunday</td>
<td>14.00 – 1800</td>
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<tr>
<td>Public Holidays</td>
<td>Special notices</td>
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NOTES: Borrowing and lending facilities are available only up to 17.00 hours from Monday to Friday.

2.2 Vacation Time/Recess

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3 GENERAL RULES

3.1. General

3.1.1. Access to the Library is on production of the official University ID card which should be presented to the Security Officers at the checkpoint. The IDs are not transferable and cannot therefore be used by other persons other than the official holder.

External members of the Library are allowed access to use Library services on production of a valid Library membership card.

3.1.2. No Library materials shall be borrowed without a University ID card nor may a reader use another person’s ID to gain access to the Library.

3.1.3. A user will not be allowed to borrow materials on another person’s ID card.

3.1.4. It is the responsibility of every borrower to report loss of the ID card to the Library as soon as possible, otherwise such users will be held responsible for any materials borrowed in their name.

3.1.5. Borrowers are advised to examine materials in their possession to ensure that they are rightly borrowed before approaching the checkpoint.

3.1.6. All Library users will be required, when leaving the Library, to present all the materials in their possession to the security officers on duty for inspection.

3.1.7. No Library material may be removed from the Library, unless it has been correctly issued to the borrower.

3.1.8. Smoking is not allowed in the Library.

3.1.9. Silence must be observed at all times in the Library.

3.1.10. Cell phones must be put on silent or vibration and answered outside the Library.

3.1.11. Library users should not take bags, briefcases, coats, food or drinks into the Library.

In exceptional cases, however, bags and briefcases may be taken into the Library provided the University Librarian has granted special permission. In such cases the bags or briefcases will be liable for inspection when the reader leaves the Library.
3.1.12. Personal items (such as pens, textbooks, exercise books, calculators, cell phones, etc.) should not be left in the Library unattended to. The Librarian will not accept responsibility for loss of such items resulting from the abandonment in the Library.

3.1.13. Reservation of reading space is not allowed. Readers are, therefore, not allowed to leave books on the tables for long periods. Books left on the tables for long periods will be removed by the Security Officers or Library Staff.

3.1.14. Users who observe that reading space has been unoccupied for a long time but there are personal items deposited, should notify either the security officers or the Library staff on duty.

3.1.15. All registered users of the Library are required to clear with the University Library when terminating their membership. This includes Staff Development Fellows, Special Research Fellows, Research Affiliates and Part-Time Lecturers.

3.1.16. The Librarian reserves the right to recall any book or periodical from any reader at any time either by general notice or by individual request notwithstanding the date due of the item. Such items must be returned promptly.

3.1.17. Books suspected to belong to other institutions and not correctly issued shall be confiscated and returned to the rightful owner(s) at the cost of the bearer of such books.

3.2. Reservations

Book Reservations – Main Collection

3.2.1. Books that are out on Loan can be reserved at the circulation desk. The following information is required in effecting the reservation:

- Author
- Title
- Edition

The user will be informed when the book is returned and due for collection. It is important that borrowers should provide valid contact addresses e.g. email address.

3.2.2. Reserved materials will be kept for three days after which, if the person who reserved them does not collect the books, will be given to the next person on the reservation list.

3.3. Reference and Research Materials

3.3.1. Materials in the Reference Section of the University Library are NOT to be borrowed, except by special permission and for only three (3) days,
provided no such materials are required in connection with teaching/research purposes. Special borrowing shall be transacted during normal hours between 09.00 hours and 16.45 hours. Undergraduates and external borrowers may not borrow materials on special loan.

4 BORROWING RIGHTS FOR EACH USER CATEGORY

4.1. Academic Members of Staff of the University

This category of members shall include teaching and research staff, research affiliates, postgraduate students who are Staff Development Fellows, and other University members of staff on academic conditions of service.

4.1.1. Members of the academic staff may borrow eight (8) books from the Circulation Section of the University Library for a period of two (2) months. The number of books may be increased to twelve (12) upon request.

4.1.2. Members of the academic staff may borrow two (2) current periodicals and two (2) non-current periodicals from the Serials Section of the University Library for three (3) days.

4.2. Postgraduate Students

4.2.1. Post-graduate students of the University may borrow eight (8) books from the Circulation Section of the Library for a period of one (1) month.

4.2.2. Post-graduate students may borrow two (2) current periodicals and two (2) non-current periodicals from the Serials Section of the University Library for three (3) days.

4.3. Undergraduate Students

4.3.1 Undergraduate students may borrow four (4) books from the Circulation Section of the University Library for a period of two (2) weeks. The number of books may be increased to six (6) upon request. This is however applicable only to students in senior classes.

4.3.2 Undergraduate students may borrow one (1) periodical from the Serials section of the University Library for 3 hours for use in the Library after depositing their ID cards.

4.3.3 Undergraduate students may borrow one periodical for one (1) day.

4.4. Non-Academic Members of Staff of The University
4.4.1. Non-academic members of staff may borrow four (4) books from the Circulation Section of the University Library for a period of two (2) weeks. The number of books may be increased to six (6) upon request.

4.5. Other Users

4.5.1. External borrowers may borrow three (3) books from the Circulation Section of the University Library for two (2) weeks.

4.5.2. Other libraries and organisations may use the University Library as institutional members. Institutional membership is free. For details consult the Head of the Public Services Department.

4.6. Library materials may be renewed for a further period provided that other readers have not reserved them. Overdue books will not be renewed.

4.7. A borrower will always be held responsible for ensuring that the loan of the materials borrowed is cancelled on return.

5 BORROWING AND RETURNING OF MATERIALS (Main Open Access)

5.1 Registered Library Users can borrow materials from any Branch Library

5.2 Borrowed library materials can be returned to any branch library provided such materials are not overdue.

5.3 Overdue materials can only be returned to the branch where they were borrowed.

5.4 A borrower can effect a self-renewal of borrowed items online provided this is done three (3) days before the item’s due date.

5.5 Self-renewal can only be done once on each item borrowed.

Self-renewal implies a borrower being able to renew borrowed items online without necessarily physically visiting the library.

6 SHORT LOAN COLLECTION

6.1. General Rules

6.1.1. The Short Loan Collection (SLC) is a closed access area where readers select reading materials relating to specific courses offered in the University by completing a request slip.

6.1.2. Borrowers are required to present their ID cards at the counter for every item they borrow.

6.1.3. All materials from the Short Loan Collection should be consulted within the Library except for those borrowed on overnight or weekend loan periods.

6.1.4. Materials may be borrowed for the overnight loan period from 20.00 hours. They may also be read within the Library and be exchanged for
others on overnight loan, provided this is done before 21.30 hours and also, provided no other reader has made a written request for the item to be reserved for him/her.

6.1.5. Books for weekend loans may be borrowed on Saturday after 11.00 hours.

6.1.6. Materials in the Short Loan Collection CANNOT be borrowed on special loan.

6.2. Return of Materials

6.2.1. Materials borrowed on the overnight loan period must be returned to the Short Loan Collection by 10.00 hours on the following day.

6.2.2. Materials borrowed for weekend loan period must be returned to the Short Loan Collection by 10.00 hours on Monday morning (or the next working day if the Library is closed on Monday.)

6.3. Reservation

6.3.1. All reservations for overnight borrowing must be transacted before 17.00 hours on the day required.

6.3.2. Materials for weekend loans may be reserved on Friday before 17.00 hours provided the reader who makes such a reservation collects the materials after 11.00 hours on Saturday morning. Such reserved items not collected by 12.00 hours will be issued to other readers.

6.4. Short-Loan Collection Operational Hours

6.4.1. Term Time

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6.4.2. Vacation Time

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7 SERIALS SECTION

7.1. Access to the Section is reserved strictly for periodical users only upon production of an ID card.
7.2. Users should not remove boxes or take them to the carrels unless with the express permission from staff.

7.3. Undergraduate students will be allowed to select one periodical at a time and borrow it by filling a periodical loan form available at the staff desk.

7.4. Opening Hours

- Monday to Friday: 09.00 hours to 17.00 hours
- Saturdays: Closed
- Sundays: Closed
- Public Holidays: Closed

8 CYBRARY RULES

8.1. Opening Hours

- Monday to Friday: 09.00 hours to 17.00 hours
- Saturdays: Closed
- Sundays: Closed
- Public Holiday: Closed

8.2. The Library will only accept the University ID card for accessing the Cybrary services. Users are therefore required to present their ID cards at the Cybrary entrance.

8.3. Use of computers in the Cybrary is based on a daily booking arrangement prior to using the facility. Booking of computers shall be done in the mornings between 09.00 hours and 10.00 hours.

8.4. Each user may have a reservation for a total of one (1) hour per day. Reservations may be requested for the same day and those reservations will be cancelled after ten minutes if the reserving user does not turn up.

8.5. Cybrary computers shall be used strictly for academic purposes only.

8.6. E-mails and any other non-academic use of the Cybrary shall not be entertained.

8.7. No equipment, material, nor other property shall be removed from the Cybrary without authority.

8.8. Only one user shall be allowed to use a computer at any given time. No group searches will be allowed. Silence should be observed at all times.

8.9. The Cybrary work area should be kept clean and uncluttered. Absolutely NO drinking, smoking, nor eating is allowed in the Cybrary.

8.10. Cellular phones must be turned off.

8.11. Playing games on Cybrary computers is forbidden. Surfing of unpalatable sites such as pornographic sites is NOT permitted. Any user found accessing such sites shall be removed from the Cybrary and shall be blacklisted in addition to a disciplinary action.
8.12. Do NOT attempt to install any outside software or games on the Cybrary computers.

8.13. Report all system problems to Cybrary staff. Do NOT attempt to repair or tamper with equipment. Do NOT remove, rearrange, disconnect or deface any equipment.

8.14. Do NOT save any work or downloads on the Cybrary computers. Downloads must be saved on personal data storage devices (flash disks.) Personal flash disks should be surrendered to staff for virus scan before being used on the Cybrary computers.

8.15. Users violating the requirements for the use of the Cybrary shall be suspended from using the Cybrary services and/or further appropriate disciplinary action taken against them.

9 THE SPECIAL COLLECTIONS

9.1. Opening Hours
Monday to Friday - 09.00 hours to 17.00 hours
Saturday - Closed
Sunday - Closed
Public Holiday - Closed

The Special Collections is a semi-closed area specifically developed for research purposes and not as a reading or study area.

9.2. Materials in the Special Collections Division are NOT to be borrowed except as in 3.3.1

9.3. Entry to the Special Collections Division by registered University students and researchers may be granted on the basis of a researcher justifying his/her need for the use of the Special Collections material.

9.4. Undergraduate students are not allowed to borrow any documents.

9.5. Researcher’s ID card must be presented to the Special Collections Division Staff on entry into the Division.

9.6. Books from other Sections of the Library, files, folders, bags etc., are not allowed in the Special Collections Division. Where permission to use these items has been granted, they must be surrendered for inspection upon leaving the place.

9.7. Special Collections staff is empowered to order any reader reading notes to give room for users using the Special Collections materials.

10 FINES AND OTHER PENALTIES

10.1. Fines
10.1.1. A fine of five Kwacha (K5.00) per day is payable on each overdue book.
10.1.2. A fine of five Kwacha (K5.00) per hour, or part thereof, is payable on each overdue book borrowed from the Short Loan Collection on the 3 hour overnight and weekend loan periods.

10.1.3. A fine of five Kwacha (K5.00) per hour, or part thereof, is payable on each overdue current periodical borrowed for use within the Library.

10.1.4. A fine of five Kwacha (K5.00) per day is payable on each overdue non-current periodical borrowed for use outside the Library.

10.1.5. A fine of five Kwacha (K5.00) per day is payable on each overdue book borrowed on Special loan, e.g. Reference Materials.

10.1.6. The University Librarian shall recommend to the Registrar to have the fines of consistently uncooperative members deducted from their salaries after they have been sent reminders but have failed to respond to such.

10.2. Other Penalties

10.2.1. In the event of loss of a Library material, the borrower will be charged the current market price of replacing the material(s) plus a fee of twenty percent (20%) of the calculated cost as handling charges.

10.2.2. Library materials must not be marked in any way. Borrowers are advised to examine the materials before taking them from the Library. Marking, damaging or mutilating any Library material is considered willful damage to University property and offenders are liable for repair or replacement of materials so damaged, marked or mutilated plus 20% of the calculated cost as handling charges.

10.2.3. Any Library user found removing materials without having them properly issued will be liable for disciplinary action. The following are some of the penalties that shall apply.

10.2.3.1. Concealing any document will constitute outright theft and the penalty is dismissal/expulsion from the University.

10.2.3.2. Tampering with official stamps and identification marks, tearing pages and removing date due slips from a library book and document, shall constitute an offence of theft and the penalty for the offence shall be dismissal/expulsion from the University.

10.2.3.3. Taking official documents without being properly borrowed under the pretext of being mixed or confused with personal documents or books shall constitute an offence and the penalty is suspension from the University for one academic year.

10.2.3.4. A member of staff caught stealing books from the Library shall be liable for theft and the penalty is dismissal from the University.
10.2.3.5. A Library user found in possession of a stolen CBU Library material shall be charged with theft and if found guilty shall be dismissed/expelled from the University.

10.2.3.6. Materials suspected to have been stolen from other institutions shall be confiscated and returned to where they belong at the cost of the person in possession of such materials. The owners of the recovered materials shall be at liberty to institute legal proceedings against the culprit.

10.2.3.7. Anyone whose phone rings or found talking on the phone in the Library shall have their IDs confiscated for a period of two weeks and fined K25.00, before the ID is released. Persistent offenders shall have their Library membership withdrawn.

10.3. The Librarian or the Library Committee reserves the right to withdraw facilities from any person who neglects Library rules or whose general conduct impairs the value of the Library to other users.

11 NOTICES AND ANNOUNCEMENTS

11.1. The Librarian will from time to time wish to make announcements on developments taking place in the Library. These will be posted at various Notice Boards around the campus and on the Library Notice Board.

11.2. Anyone wishing to post any notice or advertisement on the Library Notice Board must obtain the Librarian’s permission to do so.