



LIBRARY RULES AND REGULATIONS

APPROVED ON 5TH JULY 2024

1. LIBRARY MEMBERSHIP

- a. All registered students of the Malawi University of Business and Applied Sciences, for the duration of their courses.
- b. All staff members (including part-time staff) of the Malawi University of Business and Applied Sciences, declared spouse and biological or legally adopted children.
- c. Members of the University Council.
- d. External members who make an application to the Librarian and who may be allowed to use the Library at the Librarian's discretion and who pay an annual non-refundable fee as set by the Librarian, and whose membership is supported by valid documents such as an acceptable identity card and letter from guarantor.
- e. Members of the public who, at the discretion of the University Librarian, may use the Library for reference.
- f. All persons entitled to borrow from the Library, and wishing to do so, must first complete a membership registration card.
- g. All members shall ensure that they have written correct details on membership application forms and are responsible for notifying the Library of any changes of address (physical or e-mail) or contact phone number.
- h. A University identity card shall be issued to each registered staff and student. Registered students shall pay a fee as set by the Librarian for the production of the identity card. The identity card shall be used for borrowing library materials in the library. Lost identity cards must be reported to the Library. Members will pay a replacement fee as set by the Librarian.

- i. Authorised borrowers shall be allowed to borrow library items at a time as follows:

(i) Academic and Administrative Staff	20
(ii) Part-time Staff	5
(iii) Non-academic Staff	10
(iv) PhD Students	15
(v) Masters Students	10
(vi) Undergraduate Students	8
(vii) Council members, spouses, and children	5
(viii) External	2

2. OPENING HOURS

The following shall be the opening hours of the Library:

a) During semester time

Monday – Friday	8 am-6 am the following day
Saturdays	8 am-4.30 pm
Sundays	1pm-4.30pm
Public holidays	Closed

b) During Vacation

Monday – Friday	8:00-16:30 hrs
Saturdays and Sundays	Closed
Public holidays	Closed

N.B: The opening hours may be revised as need arises.

3. BORROWING FROM THE LIBRARY

- a. Library materials shall be borrowed upon the production of a University identity card
- b. Books in general circulation shall be borrowed as follows:
- (i) Academic and Administrative Staff– for the duration of the semester
 - (ii) Non-academic staff– 30 calendar days
 - (iii) All Students– 14 calendar days
 - (iv) External members– 14 days

- (v) Council members, spouses, and children- 14 days
- c. Books placed on Reserve (Short Loan) may be borrowed:
 - (i) For two (2) hours at a time, for consultation in the Library only.
 - (ii) For overnight loan from 17:00 hours and not later than 10:00 hours after opening the Library the following day.
 - (iii) For overnight loan from 15:00 hours and not later than 10:00 hours after opening the Library the following day during vacation.
- d. Library materials in certain sections are not allowed to be removed from the Library except under special circumstances and at the discretion of the Librarian. These include: Periodicals (including newspapers), reference books, theses and dissertations, special collections, and any other materials appropriately marked "NOT TO BE TAKEN AWAY" OR "NOT TO BE REMOVED FROM THE LIBRARY".
- e. No person may borrow a publication from the Library if he has overdue Library materials in his possession.

4. E-RESOURCES ACCESS

- a. Username and passwords for e-resources shall not be shared with non-MUBAS staff and students.
- b. Members shall use the University e-mail address when registering for e-resources and e-services.

5. COPYRIGHT

- a. Use of library materials for commercial purposes is prohibited.
- b. Copying, scanning and photocopying library materials shall be in accordance with the Copyright Act of Malawi.
- c. Members shall abide by licence and copyright agreements and rules respectively of all e-resource publishers or providers.

6. GENERAL RULES

- a. All readers must enter and leave the Library through the main entrance except in cases of emergency.
- b. Identity cards are not transferable.
- c. The following shall not be taken into the Library:
 - Bags

- Briefcases
 - Top coats and umbrellas and other items as determined by the Librarian.
 - Any kind of sharp objects, for example, knives.
 - Animals, with the exception of security dogs.
- d. Children entering the Library should be accompanied by an adult.
 - e. School visits by pupils/students from outside the University are not permitted during end of semester and academic year examination periods.
 - f. The items that are not allowed in the Library must be left at the Parcel Counter and a parcel tag will be given.
 - g. Leaving items at the Parcel Counter or on the reading table is at the owners' risk. Users shall ensure that their personal equipment, such as laptop computers are safe and fit for use. Owners will be responsible for any damage arising from use of such equipment.
 - h. Members should ensure the safety and security of Library facilities and property.
 - i. Smoking, eating, drinking, and loud conversations are prohibited in the Library.
 - j. Collaborative learning rooms shall be used solely for the purpose of academic group discussions.
 - k. Library security and other Library Staff shall have the right to inspect any Library user within the Library building at any time.
 - l. All publications, including any personal books, being taken out of the Library shall be checked at the Security Counter.
 - m. Library users shall declare personal items such as computer and audiovisual accessories at the Security Counter when entering the Library.
 - n. All library users shall queue and wait for their turn at the Security Counter for inspection when exiting the library.

7. OFFENCES AND PENALTIES

- a. Failure to return borrowed material on dates due shall attract the following penalties:
 - (i) Overdue books from general circulation: K1000.00 per item per day.
 - (ii) Overdue Reserve Books: K500.00 per item per hour overdue or part thereof.

- (iii) Failure to return borrowed material on recall by the Librarian within 4 days shall attract an overdue fine of K1000.00 per item per day or part thereof.
- b. Loss of borrowed material: Any member that shall lose library material in his name shall replace the exact or current edition of the title or pay a replacement fee of the current edition plus 25% handling charge.
- c. Unlawful acquisition/theft of Library material shall attract the following charges:
 - (i) Books in Short Loan and General collections: Prohibition from use of the Library for three months.
 - (ii) Reference Books and rare books, or items for special collections– Prohibition from use of the Library for six months.
- d. Marking or disfigurement of Library material: The offender shall replace the item or pay a replacement fee equivalent to the current cost of the item including 25% handling charge.
- e. Tearing off pages from library materials: The offender shall replace the item or pay a replacement fee equivalent to the current cost of the item including 25% handling charge.
- f. Mutilation of Library material: The offender shall replace the item or pay a replacement fee equivalent to the current cost of the item including 25% handling charge.
- g. Mutilation of library property, e.g. furniture: The University shall refer the case to the Deputy Vice Chancellor for disciplinary hearing
- h. Drunken and disorderly behaviour including noise making that may lead to disruption of other library users: The offender shall be prohibited from using the library for a period of three (3) months.
- i. Loading games, music, movies, unauthorised software, or offensive material on Library computers: The user shall be barred from entering and using the Library for the whole academic year.
- j. Use of library computers for commercial or other non-academic purposes: The offender shall be barred from entering and using the Library for the whole academic year.
- k. Theft of computer equipment or accessories: The Librarian shall refer the case to the Deputy Vice Chancellor for a disciplinary hearing.

- l. Found in the Library after its closure: The Librarian shall refer the case to the Deputy Vice Chancellor for a disciplinary hearing.
- m. Sharing usernames and passwords with non-MUBAS staff or students: The offender shall be barred from accessing the University e-resources for the whole academic year.
- n. Printing, photocopying or scanning library materials (within the Library building) contrary to copyright laws or for commercial purposes: The Librarian shall refer the case, including the library staff member involved.
- o. Impersonating another library user, e.g. using someone's identity card: Based on the nature of the case, the offender shall be barred from using the Library for three (3) months or referred for disciplinary hearing.
- p. Persistent offenders (students only): These shall be referred to the Deputy Vice Chancellor for disciplinary hearing.

8. MISCELLANEOUS

- a. Examination results of any student, who owes the Library as a result of a fine imposed under these Regulations, shall be withheld until such fine is paid in full.
- b. The fines provided for under these Regulations are subject to revision by the Librarian from time to time, provided that Library users shall be notified of any such revisions through a public notice.
- c. The Librarian reserves the right to withdraw or refuse Library facilities due to disregard of the Library regulations.
- d. These Regulations supersede any other Library rules in force in MUBAS, whether general or specific.