

LIBRARY REGULATIONS

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- Avoid re-shelve books after use. Leave them on the available trolleys
- Reference materials are NOT allowed to leave the library
- Patrons who damage/loose materials are required to repair/replace.
- Avoid fold corners of pages or use bookmarks.
- Kindly avoid placing heavy objects on open books.
- Avoid should be removed from library material.
- A fee of Ksh.5/= will be levied to overdue materials per day including weekends and holidays
- Patrons who keep materials for more than a month overdue will not be allowed to borrow until the overdue fines are cleared.
- Payment for lost items will be at the current cost of the book plus 500/= processing fee.
- Silence in the library should be observed by patrons at all times. Speaking on cell phones in the library is prohibited.
- Bags, foodstuffs, drinks should be left at the security desk.
- Use your Student ID card all the time when borrowing books
- In case of any grievance; talk to the person responsible, if the problem persists please see the librarian
- Avoid reserve or heaping of books on the reading table. A breach of any of the above may injure your relation with the library administration and may lead to cancellation of your membership.