



Kardan University library rules and policies

The purpose of the regulations is to safeguard the common interests of all Library users.

Everyone is admitted to the Library on the understanding that they have read and agreed to observe the Library regulations. Breaking of the regulations could result in membership being suspended, formal disciplinary procedures invoked or any other penalty deemed appropriate by the University Librarian.

The University Librarian has the right to amend these regulations as appropriate.

1. Membership:

1. Generally, all staff and students of Kardan University are the members of the library. Membership of staff will finish on termination of contract of employment.
2. Members must have an up to date university or library card each time when they want to enter the library.
3. The library should be notified if a card is lost or stolen.
4. Users must produce or make ID cards if requested to do so by a librarian or member of staff.

2. Code of Conduct:

1. The library is a silent place for study beside this there are zones available for grouped study. You must not disturb other library users and should obey the silent rules. If you disturb others you will be asked to leave.
2. Food, drinks, Smoking, or cell phones (with the exception of bottled water) are strictly



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prohibited. Cell phone should be switch off or switch to silent mode upon entering to the library.

3. You are not allowed to waste your time in the library by playing games, listening to music etc.
4. Anyone found damaging or stealing library equipment's will be mention to university disciplinary committee.
5. You can expect librarian to treat you with courtesy and respect. The librarian expects the users to treat librarian and the fellow users with the same consideration.
6. The library is a public or student building. Do not leave personal valuable things at any time. Library will not accept responsibility for any loss and damage and has the right to remove unaccompanied items.
7. Please note that photography and video recordings are not permitted in the library without permission of the librarian. Photographs and video recordings for commercial use must not be taken within the Library building without prior permission from the Librarian.

3. Borrowing:

1. Loans and renewals may only be possible on a valid university or library card.
2. Students can borrow two books at a time and can keep a book for ten consecutive days and if the student still needs the books they can extend for three more days.
3. Faculty and Staff members can also borrow two books at a time and can keep the books for one month, but a loan may be recalled before the due date if required by another staff member or student.
4. The borrower is responsible for items borrowed by their ID/Library card. Lost, stolen or damaged item must be paid for. ID/Library cards are not transferable and must not be used by anyone other than the registered member.



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5. Borrowed items must be returned or renewed on or before the due date or a fine will be payable. Borrowing rights will be suspended as soon as an item becomes overdue.
6. Communications will normally be sent by email. Users are expected to check their university emails (student portal) accounts for library notices. The library will not accept responsibility for the delay or failure of delivery of email.

4. Computer Labs:

7. Students must bear their ID/ Library cards.
8. Student may use the computer lab for maximum of one hour at a time.
9. Using social media sites (Face book, YouTube etc.) are strictly prohibited.

Penalty will be charged for damaging lab equipment's.

5. Group study rooms:

1. Students can reserve a room on the same day.
2. A minimum four staff members or students can reserve a room and can reserve it for maximum one hour.
3. No food, drinks, or cell phone usage in the study rooms.

6. Borrowing details.

1. When books on loan are not returned by the due date, Fines are imposed on one day after the due date of the book. There is no grace period for loans of bound periodical.
2. Fines are not imposed on days where the library is not open.
3. Members with unpaid fines and debts will have their library borrowing, renewing and reserving privileges temporarily suspended until these liabilities have been paid.



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4. Kardan University library may also impose restrictions for amounts owing to the university by restricting entry to the Exam.

7. What happens if we do not pay our fines or returns books that are overdue?

A. Graduate or about to graduate students

- a. Students who are about to graduate and choose not to settle their library fines or return book(s) that are overdue will face a delay in receiving their exam results, official and unofficial transcripts and their degree scrolls.

B. Current Students:

- a. Students who do not settle their library fines or return book(s) that are overdue will face a delay in receiving their exam results, official and unofficial transcripts. In addition, their **My Kardan account** access and borrowing privileges will also be suspended if the library book(s) are not returned and/or library fines are not settled.
- b. As such, please be reminded to settle all your library fines and return the library books as soon as possible. You can check if you have any library fines or unreturned books online.



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C. Alumni Students:

- a) Kardan university Alumni students' needs to have an Alumni ID card to borrow books.
- b) They need to submit their national identification card/ (Tizkera) to borrow books from the library.
- c) It is mandatory for Alumni students to Deposit 3000Afs in order to borrow books
- d) Alumni students can loan one book at a time.
- e) Based on the renewal policy, if the student wants to keep the book for more days they have the right to renew/ update.

D. The students who freeze their semester:

- a. Overall, the students who freeze their semesters are not allowed to borrow books from the library.
- b. If the book is urgent or necessary for him/her, then he/she must take the approval of their Academic Administrator.
- c. Student, who has decided to freeze their semester and have books with themselves, must clear their account from the library before freezing their studies. Otherwise, 50Afs fine per day will be charged on student and student will need to settle the fine before he/she rejoin.

d. 8. What if you lost the book!

1. You can report your loss or theft to the librarian. Please note the following conditions:
 1. on the date the report is made, student will be given one-week time to search for the book. In the meantime, the book that is reported lost will be temporarily removed from



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the students account. The Library will also assist by searching the book shelves for the lost book.

2. If the lost book is already overdue on the date it was reported lost, the calculation for overdue fines will stop on the report date. From loans rules : "Fines will be calculated, according to the prevailing fines rate, from the date due to the date when the Library material was reported lost or, if subsequently found, till the date the Library material is returned."
3. After the one week period is over and the book is still not found, the student will be billed for the book. The student is liable to pay for the current cost of the books. In addition to the bill, the students also need to pay overdue fines accruing to the book.

9. Notifying student and staff members for the overdue books.

1. Faculties, Staff members and students who have books overdue will be notified through email and text messages. Notification will contain that the student is responsible to return their books as soon as possible.
2. The notification, through email and messages will be two times for every person and each in a separate day. First notification will be sent one day before the due date second notification after the due date.
3. One day after the notification deadline, the library book holder will be charged 50Af per day.