



MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST) LIBRARY REGULATIONS

A. LIBRARY MEMBERSHIP

1. All registered students of Malawi University of Science and Technology (MUST) hereafter referred to as the University Students for the duration of their courses.
2. All Senior Staff of the University and their immediate family members.
3. Members of the University Council.
4. Members of the Support Staff of the University who have a valid University Identity Card.
5. External members who shall make an application to the University Librarian and upon being accepted shall be subjected to the following:
 - a) Registration shall be upon production of a valid identification such as
 - i. Passport,
 - ii. Driver's License.
 - b) Clear condition for guarantor
 - c) A membership that shall be renewed at the beginning of every financial year
 - d) Categorization of external members shall be:
 - a. High school students
 - b. Undergraduate students
 - c. Postgraduate students
 - d. Researchers
 - e. General (for reading only)

- e) The fees shall be determined by the University Librarian depending on the type of use and categorization of the external member.
- f) The type of library use by external members shall be the following:
 - a. Reference
 - b. Access to books but not borrowing
 - c. Borrowing books and other items
 - d. Access to Electronic Library

B. BORROWING FROM THE LIBRARY

1. All persons entitled to borrow from the Library, and wishing to do so, must first complete a membership registration card.

2. Authorized borrowers are allowed to borrow books as follows:

Support Staff	5
Undergraduate Students	7
Graduate Students	7
Part- Time Students	5
Senior Staff	10
External	3
Part- Time Lecturers	5

3. Library materials shall be borrowed upon the production of an acceptable identification.

4. Unbound periodicals shall not be removed from the Library.

5. Bound periodicals may only be borrowed by Senior Staff for a period of two (2) days.

6. Books placed on Reserve (Short Loan) may be borrowed:-
 - (a) For two (2) hours at a time, for consultation in the Library only.
 - (b) For overnight loan from two (2) hours prior to closing and up to no more than two (2) hours after opening the following day.
7. Reference books shall not be removed from the Library.
8. Some Library collections which are appropriately marked NOT TO BE TAKEN AWAY” or “MALAWIANA” or “THESIS” shall not be removed from the Library, except under very special circumstances and at the discretion of the Librarian.

C. GENERAL RULES

1. All readers must enter and leave the Library through the Main Entrance.
2. Entrance into the Library building shall be upon the production of a valid University Identity Card.
3. The following should not be taken into the Library: bags, brief cases, hats, top coats, umbrella, radios and other electronic devices that can disturb library users and any other items as may be determined by the Librarian.
4. Smoking, eating, and drinking are prohibited in the Library.
5. All multimedia electronic devices should be put in silent mode. Calling or taking of calls in the Library is prohibited.
6. Library Staff have the right to check and search any Library user any time.
7. All hardcopy publications being taken out of the Library must be shown to the Guard on duty at the ‘EXIT’ desk.
8. No person who already has any overdue materials from the Library may borrow another library item from it.
9. Leaving of personal valuable items such as electronic devices, money, watches etc. shall be at the owner’s risk.

10. Booking of reading spaces in the Library is not accepted. Library staff is mandated to remove books and other materials used for such purposes.
11. Movement of Library stock from designated areas to other areas for selfish ends will incur punishment based on the stipulated penalties.
12. All Library users will be responsible for any item appearing in their reader's ticket and/or Library Account.
13. Library Reader's tickets are not transferable, i.e. they cannot be used at any other Library apart from the home Library, nor by any other users.
14. The Librarian reserves the right to withdraw or refuse Library facilities to anyone who contravenes the Library Regulations.
15. The Librarian reserves the right to restrict some services to certain categories of users.

D. OFFENCES

Offences and penalties under Library Rules and Regulations are as follows:

OFFENCE	OFFENCE TYPE	MEMBER TYPE	PENALTY
1. Removing any library material or part thereof from the library without permission.	Theft	University Student	Dismissal from the University in addition to any other penalty imposed by the University Disciplinary Committee.
		University Staff Member	University Disciplinary Committee will determine course of action.
		External	Membership ban for a period determined by the Vice-Chancellor on recommendation from the University Librarian.
2. Receiving or retaining any library material which one knows, or ought to know, or has reason to believe to have been stolen from the library.	Theft	University Student	Dismissal from the University in addition to any other penalty imposed by the University Disciplinary Committee.
		University Staff Member	University Disciplinary Committee will determine course of action.
		External	Membership ban for a period determined by the Vice-Chancellor on recommendation from the University Librarian

3. Mutilating, marking or disfiguring any library material	Destruction	University Student	Dismissal in addition to paying full replacement cost and handling charges. The Vice-Chancellor may determine lesser penalty depending on the facts on the ground.
		University Staff Member	University Disciplinary Committee will determine course of action
		External	Membership ban for a period determined by the Vice-Chancellor on recommendation from the University Librarian.
4. Making noise in the library or acting in any manner that disturbs other library users.	Disturbance	All types	Suspension from use of the library for a minimum of three months in addition to other penalties as determined by the Vice-Chancellor.
5. Moving library stock from designated areas to other areas for selfish ends	Disorganization	All types	Serious warning for the first offender; and suspension from library use for a minimum of three months in addition to other penalties as determined by the Vice-Chancellor for the subsequent offence of the same nature.
6. Abusing ICT equipment, making, distributing, or watching pornography	Pornographic Offence	All types	Suspension from use of the library for a minimum of three months in addition to other penalties as determined by the Vice-Chancellor.

E. FAILURE TO RETURN BORROWED MATERIALS ON TIMES AND DATES DUE

1. Any person who fails to return any item in general circulation shall pay a fine of one thousand kwacha (K1,000.00), or as determined by the University Library Committee, per item per day until the item is returned or the person indicates that he or she has lost it.
2. Any person who loses any library item shall pay for the full cost of replacement of the lost item, including 25% for handling and other incidental charges.
3. Any person who fails to return to the Library any Library item which has been duly recalled within four days from the date in which the recall is made shall pay a fine of one thousand kwacha (MK1, 000.00) or as determined by the University Library Committee per day per item.

4. Any person who fails to return any short loan/reserve item shall be required to pay one thousand Kwacha (K1, 000.00) or as determined by the University Library Committee per hour per item.

G. MISCELLANEOUS

1. Any Library user who loses his or her Identity Card or Readers Ticket may be issued with replacement card once for students and external library user provided that he or she pays for the replacement.
2. Examination results of any student, who owes money to the University as a result of a fine or fines imposed under these Regulations, shall be withheld until such fine or fines are paid in full.
3. The fines provided for under these Regulations are subject to revision by the University Library Committee from time to time, provided that Library users shall be notified of any such revisions through a public notice.
4. Subsequent Revisions of Regulations will automatically supersede any other Library rules in force in the University, whether general or specific.