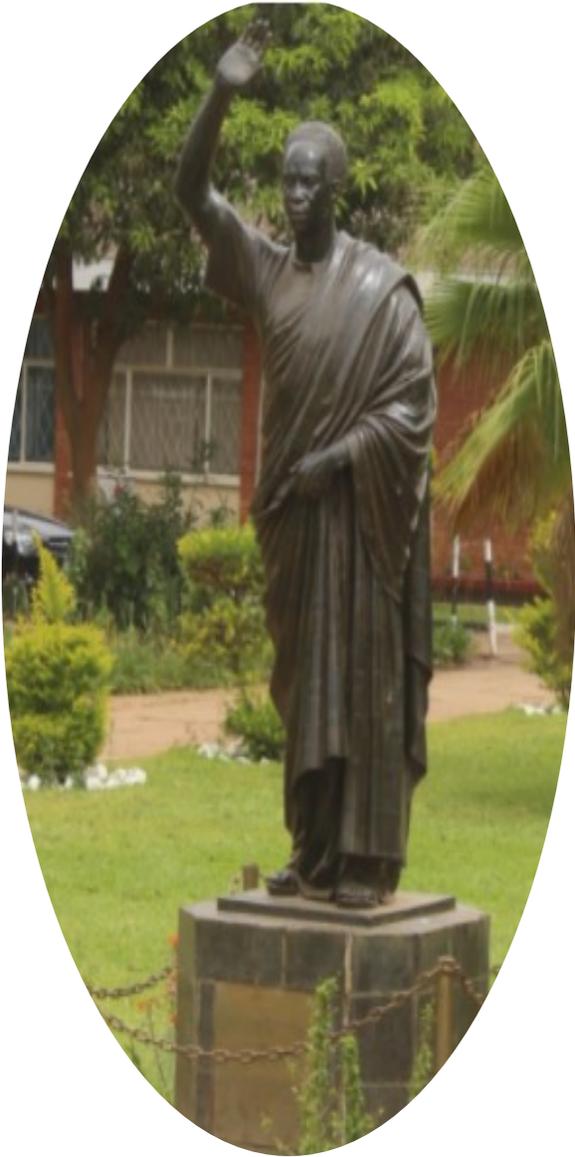
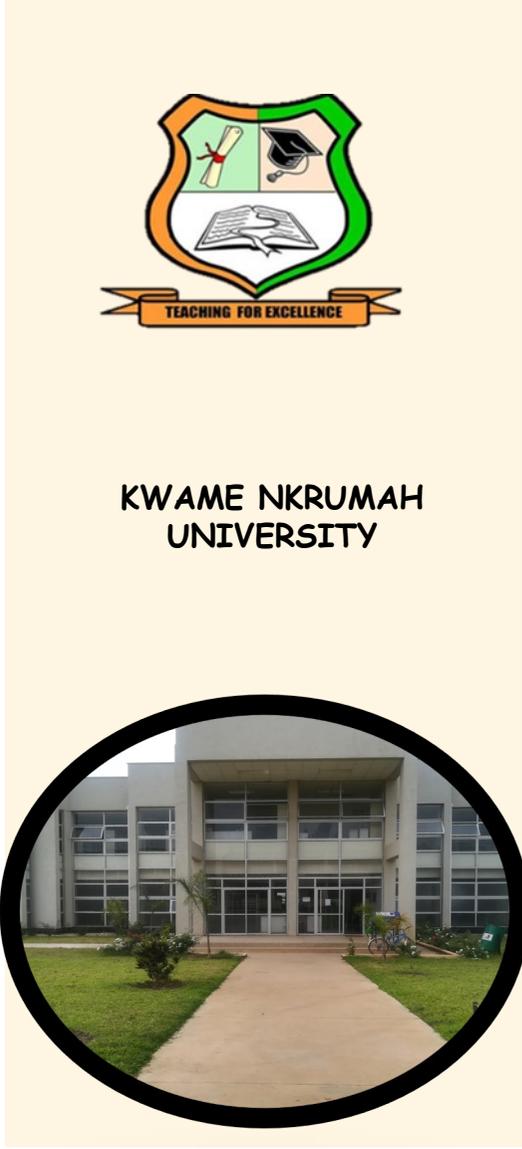


ASTRIA DIGITAL LIBRARY



KWAME NKUMAH UNIVERSITY
www.nkrumah.edu.zm



LIBRARY RULES AND REGULATIONS 2022



General shelves and study area

LIBRARY MEMBERSHIP

Membership to Kwame Nkrumah University Library is restricted to University students and members of staff.

OPERATING HOURS-TERM TIME

Day	Open Time
Monday to Friday	09:00– 22:00hrs
Saturday	09:00– 15:00hrs
Sunday /Public holiday	Closed

OPERATING HOURS-RESIDENTIAL SCHOOL(D.E)

Day	Open Time
Monday to Friday	09:00– 22:00hrs
Saturday, Sunday/Public holiday	09:00– 17:00hrs

BOOK LOANS AND RESERVATIONS

- KNU students will use a Nkrumah Identity Card to borrow books from the Library.
- KNU students will be allowed to borrow four (4) books from the open shelves for two (2) weeks and one (1) book from the reserve section for overnight only or for use within the library.
- Books marked with **REFERENCE ONLY** may not be borrowed.
- Members of staff will borrow books for one (1) month.
- A book from the open shelves may be borrowed for 2 weeks and be renewed for a further 2 weeks upon request.
- An overdue book shall not be renewed.

Returning of Books

- A Library user must return a borrowed book to the library before or on the date due.
- The library reserves the right to recall any book at any time.

Library Fines

- Fines of overdue books from the general stacks will be charged at the rate of K1 per book per day while those from the reserve section will attract a charge of K1 per hour. The charges are effective from the date after the book is due.
- A Library user who loses or damages a book will replace the book by buying a new copy with a receipt.
- A book borrowed for Over Night from Short Loan Section will be returned before or at 10:30hrs the following day.
- A fine of K1 per hour will be made on any book brought after 10:30hrs

General Regulations

- No brief cases or bags may be taken into the Library. These if brought into the Library will be left at the foyer at owner’s risk
- The security reserves the right to check Library users when exiting from the Library.
- Phones facilities are restricted in the Library, answering a phone in the Library will attract a penalty of K10.
- A Library user may be suspended from use of the Library for wrong conduct.
- No water, beverage or food is allowed in the Library.

THE CHIEF LIBRARIAN

KWAME NKUMAH UNIVERSITY

P.O BOX 80404

KABWE.



Computers for e-resource access