

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE AND PLANNING



LIBRARY RULES AND REGULATIONS

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# **LIBRARY RULES AND REGULATIONS**

## **1.0 Introduction**

These rules shall be cited as MoFP library rules and regulations 2021. The aim of this rules is to guide the MoFP Library user on how to use library resource by following rules and regulations that have been formulated to create a conducive and comfortable reading environment for library users. Therefore, each of the library users will be required to abide by these rules and regulations, any attempt to violate them will not be tolerated. Similarly, ignorance of these will not be accepted as an excuse for their non-observance.

## **1.1 Authorized User**

The Library will serve all the MoFP staff and its stakeholders who wish to use its services. The library users are all stakeholders identified in the Ministry's strategic plan. The library will not discriminate any person based on religious association, economic, or political status; or because of mental, emotional, or physical conditions, or disability, nationality, age, and gender.

## **1.2 Identification Cards**

Every MoFP Library User shall hold a recognized identification card (National ID, Employee ID, Passport, Driving License) when entering the library.

## **1.3 Library rules**

### **1.3.1 Entering the Library**

- i. Any person entering the library shall produce evidence of identification when requested to do so by a librarian.
- ii. A library user shall not take a handbag, briefcase or heavy coat into the library. In case any of these items is by chance taken into the library, the library staff on duty shall examine it thoroughly at the exit door.

### **1.3.2 Eating, drinking, and smoking**

No food or drink of any description may be brought into the library. Smoking of any kind and vaping are also prohibited in the library.

### **1.3.3 Opening and closing hours**

Hours of opening shall be from 09:00 am to 03:30 pm Monday to Friday, Weekend and Public Holidays library shall not be opened. All users must prepare to leave the library 10 minutes prior to the closure time and must vacate the library by closing time. Announcements shall be made before closure. Any person leaving the library shall present him/herself for inspection at the library exit.

#### **1.3.4 Seats**

Seats, whether at study desks, computers or public catalogues shall neither be reserved nor moved.

#### **1.3.5 Behavior**

- i. Users must not behave in a way that threatens, harasses or disturbs the members of staff or other users.
- ii. Users must not damage Library property or the property of other users.
- iii. Users must respect the beliefs and dignity of others and must not behave in a way, which offends others.
- iv. Abuse of staff or other users will not be tolerated.
- v. A Library user shall not dress and behave in a manner that distracts the concentration of other users. Wearing of slippers, high hilled shoes, gumboots and placing feet on furniture is not allowed.

#### **1.3.6 Photography and filming**

The taking of photographs and the making of visual or sound recordings within the library is not allowed. Any application for photography and filming should be directed in the first instance to the Management of the library.

#### **1.3.7 Silent zone**

All users must respect the silent zone in the library. Mobile phones and other devices which might cause disturbance must be in silent modes.

#### **1.3.8 Personal property**

Personal property should not be left unattended, as the library accepts no responsibility for any loss or damage. The library staff members reserve the right to remove any item, which obstruct the library or inhibit other users from accessing Library facilities.

#### **1.3.9 Fire alarms**

Users must immediately leave the library when the fire alarm sounds, proceeding to the nearest available emergence exit calmly.

#### **1.3.10 Use of Library materials**

- i. The members must not in any way damage or mark any book belonging to the library, including erasing any note or mark;
- ii. Books which are found damaged or marked should be reported Without delay to the library staff;

- iii. Pencils or laptops only may be used when making notes or copying from archives, manuscripts and rare books.
- iv. Ball-point pens or any other form of ink-pens are forbidden to prevent accidental damage to the library reading material.
- v. To prevent misplacement of books on shelves, books should not be re-shelved by readers. They should leave them on the reading tables for re-shelving by library staff.

#### **1.3.11 Borrowing**

- i. Only MoFP staff are entitled to borrow library reading materials. Other external users are only allowed to use reading materials within the library.
- ii. All borrowed materials must be returned on or before the due date;
- iii. Users are not allowed to borrow books on behalf of others or transfer borrowed materials to other library users.
- iv. Borrowers are responsible for the safekeeping and return of all library materials issued to them;
- v. The loan term for borrowed Library material may be extended by the MoFP librarian if there is no outstanding request for that material by any other User;
- vi. MoFP Librarian reserves the right to recall any book and any other library materials before the date on which it is due, the borrower must comply with the recall notice.
- vii. Library records concerning the borrowing of Library materials, loan terms and recall notices sent out, shall be deemed correct unless the contrary is proved.
- viii. Any user who causes damage to or loss of any library material or other library property will be charged for replacement costs at the current market value
- ix. Marking of books and other library materials will be regarded as damage. The compensation shall be the value of the item of the library material as assessed by the library management, which value may be the replacement cost of the item lost or damaged.
- x. Any item of the library borrowed shall be deemed lost if not returned within 14 days after the due date of its return. The person who borrowed the said material shall be required to compensate such loss to the tune assessed by the Library Management.
- xi. Lost books must be reported to the librarian immediately and replaced or paid for within 30 days.

- xii. Staff ID card(s) should not be lent to another person, strict measures will be taken against intruders.
- xiii. Items issued to an individual must be returned in good condition without evidence of any damage.
- xiii. Any user may not borrow any library reading material if:
  - a) has not returned overdue library reading materials.
  - b) has for any reason been suspended from using library reading materials; and
  - c) Is otherwise in breach of the above borrowing procedures.

#### **1.3.12 Clearance**

Any MoFP staff who has retired, suspended from work, resignation or transferred shall be required to clear with the librarian before leaving the Ministry.

#### **1.3.13 Reserve Materials**

There shall be a reserved reading materials which shall be kept in the special reserve. In case the user wants to use such materials they will follow laid down procedures for using such materials. Library material under special reserve are not available for long term loan.

#### **1.3.14 Library Material Not Available for Loan**

The librarian may prescribe certain library material as not being available for loan or only available for loan on a restricted basis.

#### **1.3.15 Exclusion from the use of the library**

- i. The library management shall have the power to suspend or exclude from the use of the library, any user who violates the library rules and regulations.
- ii. The librarian have the right to order user(s) to leave the library if they are behaving inappropriately or causing disturbance to other users.

#### **1.3.16 Withdraw of Materials not belonging to the MoFP Library**

Materials left by users in the MoFP Library which do not belong to the library shall be removed from the library and be handled to Office Supervisor.

#### **1.3.17 Use of ICT resources**

- i. Library users are not required to share username and passwords of the subscribed e-resources to an authorized person.
- ii. Librarian shall always remind users to exercise fair use of materials in the subscribed databases responsibility for consequences of copyright

infringement lies with the users; the MoFP Library expressly disclaims any liability or responsibility resulting from such use.

- iii. Under no circumstance, library users are allowed to perform illegal activities like surfing or accessing unethical contents, downloading or watching movies, and other obscene materials in the library.

#### **1.3.17 Preservation of Research Documents:**

- i. Every employee who has the Education opportunity sponsored by the Ministry of Finance and Planning is required to submit a final report only after he or she has completed his / her studies and reported to work. The staff member will be required to submit a softcopy and hardcopy of the relevant report to the training officer in the Department of Human Resource Management and submit it to the director of Administration and Human Resource Management for approval and approval to be sent to the library for safekeeping.

#### **1.4 Failure to comply with the guides, rules and regulations**

- i. Failure to comply with the Rules of the Library disciplinary measures will be taken by any Librarian who witnesses the misconduct. They will take necessary action to secure the library facilities and to ensure the safety of Library staff and other users.
- ii. Failure to comply with the Rules of the Library will be reported to the Senior Management Team who will take appropriate action. Such action may include fines, removal of access to electronic resources, requiring users to repay the cost of any damage or loss of property. In cases where there has been a serious breach of Library rules, access to the library room, facilities, services will be denied.