



BIHC LIBRARY RULES AND REGULATIONS

REGISTRATION

Persons (Students & Staff) who wish to use the BIHC Resource Centre must register at the Registration Desk at all times.

DISCIPLINE AT THE BIHC RESOURCE CENTRE

1. No user shall take a book out of the library unless it is properly issued to him/her.
 - Borrowed items shall not be transferred from one borrower to another but shall first be returned to the library and formally re-issued
 - Borrowers are held responsible for the safe custody of any library material they borrow. They shall be required to pay the cost of replacement plus 20% administrative fee of any item lost or damaged while on loan to them
 - Borrowers are required to return borrowed materials on or before the due date. A fine of 15/= per day per book is levied on late return of circulating books and 15/= per hr. per book for late return of reserve books
 - Books once removed from the shelves should not be re-shelved. They should be left on the reading tables to be re-shelved by the library staff
 - Marking, writing on, underlining and defacing or mutilation of any library material is strictly prohibited
 - Order and good mannerisms should be observed in the library- Use the provided bins to dispose litter
2. Smoking, eating, drinking and sleeping in the Resource Centre is prohibited.
3. Briefcases, bags, overcoats, hats, umbrellas, etc., are not allowed in the Resource Centre.
4. All students entering the Resource Centre must show their Student ID.
5. All students leaving the Resource Centre must show all.
6. Stealing or attempting to steal a Resource Centre document or any of the Resource Centre property is an offense. Appropriate disciplinary action will be taken against the offender.
7. BIHC will not take responsibility for loss or damage of personal property left in the reading and baggage areas.
8. Mobile phones and other devices likely to cause disturbances should not be used in the Resource Centre unless their use is silent.
9. Ink bottles, paints etc., which may accidentally damage Resource Centre materials are not allowed.
10. Damage of Resource Centre materials, equipment, property, or building is prohibited and must be reported immediately to a member of library staff. Those responsible will/must pay for the damage.
11. The Resource Centre in-charge reserves the right to ask any person to stop using computer equipment if the Resource Centre in-charge has reasonable grounds to believe that that person is misusing it.

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12. Computers are provided for the purpose of research and other educational endeavors. Misuse of the facilities e.g. game playing, e-trade, hacking, and change of PC or Network settings is prohibited.

NOTE:

All persons registered as BIHC Resource Centre are required to abide by these regulations.

The College Librarian/Resource Centre Manager may suspend from the use of the library any person breaking these Regulations.

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