

MINISTRY OF CONSTITUTIONAL AND LEGAL AFFAIRS LAW SCHOOL OF TANZANIA

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Library Services Section

Rules and Regulations

Preamble:

The Law School of Tanzania (LST) Library is located at Plot No. 2005/2/1 off Sum Nujoma Road. The library came into operations since the inception of the School in 2011 when the School moved to its Head Quarters.

The LST library is an integral part of the academic programs which facilitates legal practical training, research, consultancy and community outreach functions of the Law School. It has built its collections and stocking materials of both legal and professional knowledge. It also facilitates access to reading materials in form of on-line services and reference books, facilitates research and practical learning for all its users. The library operates under the following guidelines

General Rules

- 1) All library users must be current registered students of the School, academic and administration staff.
- 2) Access to the library is subject to production of a valid student School ID at all times.
- 3) Access to the library is restricted to official opening hours while any library staff is on duty.
- 4) Bags, handbags and brief-cases must be left at the luggage zone (**Cloak Room**) located at the entry/exit point of the library.

Borrowing and return of Materials / Circulation

- 1) The Library Card and Students' ID must be produced in order to borrow a resource. Borrowing using other person's card is not allowed.
- 2) Currently, books are borrowed **at first floor room number 105** and used within the library vicinity. In the near future books will be borrowed for a period of one week. The return date will be stamped on the book on borrowing.

- 3) In the future, late returns attract a fine of (Tshs. to be determined) per hour for short loans and (Tshs. to be determines) per day for normal loan books.
- 4) All borrowers must settle any overdue loans before they are permitted to borrow again.
- 5) Students with overdue fine, lost library book(s) or both will be denied clearance until the said balances are settled

Security

CCTV cameras are installed in the library building, and there are security guard that ensure security in the building;

- 1) On leaving the Library, users shall be required to produce for inspection books/items taken out of the library
- 2) On leaving the Library, users shall be frisked by the security personnel
- 3) The Library will not accept responsibility for the loss or misplacement of personal belongings.

Library Orders and Ambience

- 1) Silence must be strictly observed in the Library.
- 2) Cell phones must be switched off or mute while in the library.
- 3) All individuals seated or standing in the area from which the noise originates will be asked to leave
- 4) Bottles of ink, razor blades, water any other liquids are not allowed in the library.
- 5) Food is not allowed in the Library.

Short Loan Collection/Reserve Section

Short loan are reserve collection reference resources that are core to the nine units taught.

- 1) Are located behind the circulation desk and can only be taken out with express authority of the librarian or other library staff on duty.
- 2) Only one (1) item may be borrowed at a time for a maximum of 2 hours.

Electronic Resource Centre

- 1) Only one user per computer is allowed for a maximum of two hours in a day that shall be spread out within the day.
- 2) Reservation of computers is not allowed.
- 3) Computers shall not be used for Saving personal work, Playing games or music.
- 4) Those who may wish to listen to audio on their laptops or the computers in the Computer Lab MUST always have headphones
- 5) Do not install or uninstall any program or service in any computer. This is only a preserve of the ICT staff.
- 6) If any device of the computer is not working, do not fix it kindly report at the reference desk. Moving of mouse and/or keyboards is not allowed.

Research and Special Collection

The special collection is located (**to be slotted, 1st, 2nd floor**) of the library. The materials therein should not be removed from the room.

Media Lounge

The media lounge is located on the ground floor of the library (**still under construction**). The lounge is designed for reading newspapers, magazines and watching television for purposes of keeping up to date with current issues.

Loss and Damage

Borrowers will be responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. A borrower is allowed to either replace the book lost or damaged by purchasing it themselves or requesting the Library to replace it. All books replaced must be of the latest edition. If the book is one of a set or series they must be called upon to replace the whole set or series.

Hours of Operation

Monday to Friday 8.00 a.m - 10.00p.m.

Saturdays 9.00 a.m - 2.00 pm

Closed on Sundays and public holidays.