

Library Rules and Regulations

1. Cellular phones must be on SILENT when inside UNAM Libraries. There are designated phone booths available at Oshakati and HP branch libraries for making and receiving of calls.
2. All library users are required to leave bags at designated bag storage area except if indicated otherwise.
3. For Hifikepunye Pohamba, Hage Geingob, José Eduardo dos Santos and Southern Campus libraries where access with bags is allowed, users must be prepared to have their bags searched by the Security officers on exit.
4. No person should cause any disturbance or inconvenience to other library users.
5. Silence must be maintained in the library at all times. There are designated rooms/areas for conversations/group discussions.
6. It is prohibited to smoke, eat or drink in all areas of the building, EXCEPT when drinking water from a sipping bottle.
7. It is strictly prohibited to rearrange or damage library furniture. Persons who damage university property will be held responsible.
8. All students, staff and other library users must carry their cards or national identity documents and present them on request when using all UNAM libraries in order to identify himself or herself to staff or security personal on duty.
9. Library resources may only be issued upon presentation of a valid student, staff or user card. These cards are not transferable, and you will be held responsible for items issued on your card. In the absence of a student, staff or library card the users must provide a positive national identification document or proof registration.
10. Users who have lost their student/staff cards/ library cards must report loss of cards immediately at the Circulation / Reference desk to prevent unauthorized transactions.
11. Renewals of loan period may be granted on request for two further periods of two weeks for undergraduate students and Special users, thirty days for postgraduate

students, administrative, academic and research staff, provided the item has not been reserved by another user. Renewals can be done telephonically, via e-mail, or online self- services. Requests for extensions must be made before the loan period lapses if such item is not put on hold by another user.

12. Laptops, tablets, eBook readers, etc. may be brought into the Libraries. The Library does not take responsibility for any loss or damage to personal devices.

13. Reservations may be made for items on loan to other users or place holds on available items. The prospective user will be notified when the item is returned via email or SMS. However, reserved items will be returned to the shelf if not collected within five days of the user being notified.

14. To ensure the availability of information sources, users must return material urgently when RECALLED by the authorized Library staff within five days.

15. A user is held responsible for the loss or damage of all items issued to him/her and is obliged to reimburse the Library at the prevailing replacement cost. Where the price cannot be established, the user must pay a minimum replacement cost of N\$851.00. The user also has the option to replace the item with an identical copy.

16. Fines and administrative fees are charged for late returns of material. Accrued fines above N\$20.00 result in suspension of borrowing privileges.

17. Overdue reminders are sent daily via email and after a third and final reminder, the replacement costs of the item will be billed on the user's library account. Failing to settle accounts after the final reminder, the user's borrowing privileges will be suspended. Student will not receive their qualification after graduation until all outstanding fees to the University is paid in full.

18. Student fines accrued on the Library system and billed items will be transferred to the student account for payment at the end of each semester. Staff defaulters will be referred to the Human Capital for all outstanding amounts to be deducted from their salaries and or other benefits once a year.

19. Electronic security systems and security staff are in place to detect unauthorized removal or mutilation of Library materials.

20. Anyone found attempting to remove Library materials not issued to them will be charged an on the spot fine of N\$800.00 If the user fail to pay the fine, further disciplinary action will be instituted.

21. Anyone found to mutilate library materials will be charged. If the user fails to pay the fine, further disciplinary action will be instituted.

22. Visiting groups must make prior arrangements with the Reference Desk OR Circulation Desk of each Campus Library.

23. Unless otherwise stipulated, a person who violates any of the rules above will be charged a spot fine of N\$50.00 in addition to any other penalty/penalties that may be imposed on such offender.

24. Library users are not allowed to attempt to fix or disconnect any electrical or computer equipment within the library.

25. Library users who bring their own devices must make use of the designated open spaces.

26. Library users are not allowed to remove any computer peripherals (mouse, keyboards, etc.)

27. Computers in the library are primarily meant for educational, research and scholarly communication purposes, (including data processing, researching for assignments, communication between students and lecturers through the portal, official e-mail, printing, etc.)

27.1. Library staff has the prerogative to remove anyone misusing the Library computer equipment.

27.2. Security staff may be called upon in cases where applicable.

28. Dedicated WebPAC terminals are accessible across UNAM Libraries for use to interrogate library holdings and no other usage outside that is permitted.

29. Express printing terminals across UNAM Libraries are available for printing only. Allowing maximum of five (5) minutes to each user.

30. Library users are not allowed to fix photocopiers or any equipment and are encouraged to report any malfunction to library personnel.

31. The library cannot be held responsible for loss of any digital files and personal equipment while using Library spaces. Users are encouraged to make use of backup best practices to safeguard their digital files.

32. The allocation of computer equipment is on a first come first serve basis.

33. Library users are not allowed to sit on tables.

34. The use of earphones in the Library is allowed, but must not in any way disturb other library users.

35. Violations outside the jurisdiction of the University Librarian will be referred to the relevant authorities for appropriate action.

36. All library materials must be returned and fines paid before graduations.

37. Copyright