



LIBRARY RULES AND REGULATIONS

Introduction

The main purpose of the rules and regulations of the library is to safeguard the common interest of all Library users and to enable the library to carry out its functions efficiently and effectively.

L1 Membership

- (i) Membership of the DUT Libraries and access to its services are open to all registered DUT students and staff who are in possession of a current valid identification card issued by the Institution. The student or staff card is required for borrowing library materials.
- (ii) Other persons, who are not bone fide DUT or staff may apply for visitor membership to the Director of the library, whose decision is final and binding. Visitor members must pay the fee approved annually by the Library Committee which will entitle them to limited use of the library facilities. Visitor members will be issued with a membership card for the current year and must apply for membership each year.

L2 Borrowing

- (i) The member is responsible for all items borrowed in his/her name. The onus is therefore on the member to report lost or stolen card to the library immediately to prevent unauthorized use thereof.
- (ii) All items borrowed are subject to the loan period prescribed for that particular type of material. The onus is on the member to check the due date of the items.
- (iii) Members are advised to ensure that the item they return is given to library staff or deposited in the library book drop facility and the loan record is cancelled. Items should not be left on the counter or any other place in the library, as the library will not accept responsibility for lost items.
- (iv) Items borrowed on interlibrary loans are subject to the rules of the Interlibrary Loan network, including any costs involved.
- (v) Fines are payable on all overdue items.
- (vi) Items which have been lost or not returned will result in the member's examination results being withheld or the member being denied further use of the library until such time as the item has been returned in reasonable condition or the replacement value of the item has been paid in full and all outstanding fines settled.
- (vii) Before exiting through the library security system, all library items must be officially issued by the library staff member on duty at the circulation desk. Any person who activates the security system with items which have not been officially issued will have disciplinary proceedings instituted against them, in accordance with DUT disciplinary code.
- (viii) Disciplinary proceedings, in accordance with DUT disciplinary code may be instituted against persons who:

Attempt to leave the library with an unissued item for:

- (i) 1st time offender will be required to sign the Infringement of Library Rules form and will be given a warning with a message on the library system indicating the offence
- (ii) 2nd time offender will be fined R100.00 with a message on the library system indicating the offence
- (iii) 3rd time offender will be referred to the DUT Student Disciplinary Tribunal

Attempt to steal library property (item hidden) for:

- (i) 1st time offender will sign the Infringement of Library Rules form and will be fined R500.00 with a message on the library system indicating the offence
- (ii) Subsequent offender, will be referred to the DUT Student Disciplinary Tribunal

Cause deliberate damage to library material by attempting to mutilate material by marking, underlining, or removing pages, removing binding or electronic detection devices, maliciously accessing, altering, deleting, damaging or destroying any furniture, equipment, computer system, network, computer program or data:

- (i) 1st time offender will sign the Infringement of Library Rules form, and will be fined R500.00 with a message on the library system indicating the offence. If the price of the item exceeds R500.00, the offender will pay the replacement cost of the item
- (ii) a subsequent offender, will be referred to the DUT Student Disciplinary Tribunal

Any alleged offender who refuses to sign the Infringement of Library Rules form, pay the due fine, and / or pay replacement cost will be referred to the DUT Student Disciplinary Tribunal.

- (i) If a member returns an item that is damaged, ie. loose cover, loose pages or missing pages, the member will either be required to pay repair costs or the replacement cost of the item
- (ii) If a member returns items late three times in succession, she/he will not be allowed to borrow any items from the library for one month
- (iii) No items will be issued to the member until all outstanding fines are paid and the member's name has been cleared from the library system
- (iv) Library users may be asked to show their books, files, bags, etc to the security guard or a library staff member before leaving the library.
- (vii) Membership of a site library allows access to and borrowing from other site/campus library in DUT.

L3 Hours of Operation

The hours of operation differ between the various site libraries and during vacation periods. Use of the respective libraries is restricted to the official hours of opening as displayed outside the entrance to the libraries or on electronic notice boards/library webpage. Any changes will be advertised well in advance. The onus is on members to familiarize themselves with the correct hours of operation.

L4 Copyright

Members must ensure that material printed on library photocopiers is carried out in compliance with the current Copyright Act. Notices to this effect are posted near the photocopy machines.

Use of electronic resources in the library is governed by the Copyright Act and also by licenses signed by the library. Users of DUT library are deemed to have undertaken to abide by the license agreement when they register as members of the university/ library and that any material obtained is solely for educational use.

L5 Library Code of Conduct

In order to create an environment that is conducive to teaching, learning and research, users must to adhere to the following code of conduct:

The needs of others for a quiet study environment must be observed and noise levels kept to a minimum

No smoking, eating and/or drinking in the library (bottled water is allowed)

Cell phones must be switched to silent or off before entering the library

Bags are allowed in the library except at the Brickfield Library

Personal property should not be left unattended or kept on chairs and tables by students to reserve for others

Misuse of library computers/equipment may result in the withdrawal of the privilege to use them

The library will not accept responsibility for loss of personal property

Members must comply with copyright regulations and observe academic integrity

E-zone/ group rooms or use of library equipment and facilities rules and regulations must be adhered to as stipulated in the library notice boards/webpage.