



LIBRARY REGULATIONS

Library Opening Hours

Period	Day	Opening Hour
September – December January - May	Monday - Friday Saturday Sunday	8:00a.m. – 10:00p.m. 8:00a.m. – 4:00p.m. Closed
June - August	Monday - Friday Saturday - Sunday	8:00a.m. – 4:00p.m. Closed

Registration of Students

All categories of users are required to register with the library. Registration takes place at the circulation desk.

Membership of the IUCG Library

The Islamic University College, Ghana (IUCG) library is open to the following categories of people:

1. Members of IUCG Council
2. Senior members
3. Students
4. IUCG workers.
5. Permission to use the library may also be granted to other categories of persons at the discretion of and upon conditions decided by the library committee or the Assistant librarian acting on behalf of the committee.

Borrowing of Books

1. Students may borrow up to two books for a week.
2. Senior members may borrow up to 5 books for a semester, subject to recall after 2 weeks if circumstances of the library so demand.
3. Administrative staff may borrow up to 2 books for a week.
4. No borrowing is allowed during vacation.

Books/Materials not for Borrowing

Any book may be borrowed except the following:

1. Books marked REFERENCE
2. Newspapers
3. Encyclopedias and Dictionaries
4. Course Manuals

Students' Behaviour Towards Library Staff

1. Readers must treat library staff with courtesy and respect.
2. Readers must not threaten (either physically or verbally), harass, shout at or abuse staff.



Library Offences and Sanctions

The following shall constitute library offences:

1. Failure to return borrowed books and related materials on date due. **Sanction:** Offender shall be liable to the payment of a fine of GH¢ 1.00 per day up to 7 days; thereafter, GH¢ 2.00 per day.
2. Loss or misplacement of books and related materials. **Sanction:** Offender will pay twice the current price of the book **plus** a Processing charge of GH¢ 2.00
3. Unlawful acquisition of library materials / stealing. **Sanction: (a)** Ordinary books: Rustication (suspension) or dismissal. In case of rustication, the user shall lose borrowing rights for one semester. **(b)** Reference books: As in (1) above, **plus** possible dismissal
4. Mutilation of books and related materials **Sanction:** A member, who commits this offence, shall pay twice the current price of the book and be denied services of the library for his or her entire stay at IUCG.

General Library Rules

1. All students should register with the library at the beginning of their programme.
2. Bags, gowns, umbrellas, raincoats, cameras, tape recorders and carriers such as large handbags, etc., are not allowed into the library. They must be **deposited** at the entrance space provided.
3. However, such items are deposited at **owner's own risk**. The library **does not accept responsibility** for any loss or damage to any item so deposited.
4. Eating and drinking are forbidden in all parts of the library. No food of any kind is allowed in any part of the library; toffees, candies, water, etc.
5. Mobile telephones must not be used for making or receiving calls whilst in the library.
6. **Mobile telephones and audible pagers must be switched off, or put on silent mode** before entering the library and must remain off while in the library.
7. Each reader must be considerate towards other readers and must behave in a way that does not disturb them. Readers should try to make as little noise as possible. In particular, talking must be kept to a minimum. Where talking is necessary it must be done quietly.
8. Firearms and other offensive weapons are not allowed into the library.
9. No seat shall be reserved by or for any reader. Any seat(s) so reserved shall be cleared by library staff or use by others.
10. Books consulted **should not be returned to the shelves**. They should be left on the tables.
11. Users cannot take library materials out of the library without passing through the right borrowing procedures.
12. Any unlawful acquisition of library materials, i.e. attempted stealing, shall be subjected to appropriate sanctions.
13. All borrowed books should be returned by the last day of each semester.
14. Smoking is forbidden in all parts of the library.
15. Failure to return all library books by the end of the academic year may result in examination results being withheld till books are returned.
16. Users must submit any material or item carried out of the library for inspection. Body searches may be conducted if deemed necessary.
17. It is an offence to write on, or cancel or remove library notices and circulars.
18. Any book on loan that is recalled shall be returned within 72 hours of the recall notice, or else, fines will be imposed thereafter.
19. A book may be borrowed for a period not exceeding one week (7 days); it could be renewed only once for another one week, after the first week has elapsed.
20. It is an offence to cut page(s), write in or cancel any print in a book.