

## Rules and Regulations of the Library

- To enter the Library your OWN, valid University card is required.
- Lost library cards must be reported to the Circulation desk immediately.
- Users are liable for long overdue, stolen, lost and/or damaged material checked out on their records.
- Fines will be imposed on all overdue books. No service will be rendered to users with outstanding fines or long overdue books. They won't be able to:
  - Take out any material
  - Access electronic databases
  - Access examination results
  - View or print an academic record
  - Receive their graduation certificates
  - Register the following year
- Clients are responsible to provide the Library with a valid e-mail address via the Portal to receive Library courtesy notices on checked out items.
- Unauthorised removal of any Library material or equipment from the library will be treated as a disciplinary offence.
- Loud talking or ear/headphones with the volume disturbing other users, will not be tolerated.
- No notices, pamphlets, pictures or promotional material may be posted anywhere in the library without permission.
- Cell phone calls are not permitted in the library. Cell phones should be on vibrate or silent at all times.
- No food is allowed to be consumed in the library, only drinks in spill free containers or cups.
- By law the Library is a smoke- and vapour (vaping) free zone (e.g. e-cigarettes).
- Verbal abuse of library- or security staff will not be tolerated. That includes insulting language as well as provocative behaviour.
- Ethical and professional conduct is required at all times.
- Library hours must be strictly adhered to. Please leave the Library in time.
- The library is closed on Public Holidays.
- The library does not supply any stationery.
- The Library does not take responsibility for any personal belongings. Please do not leave or use personal belongings to book a seat. Staff members may remove belongings after 10 minutes.
- The following rules apply when using a computer: Students should not:
  - download or install any program
  - play computer games
  - download view or send content of sexual nature or offensive images
  - exceed time limits during peak hours
- Right of admission is reserved. Clients not adhering to the rules may be asked to leave or be removed from the Library.