

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

(MUHAS)



THE DIRECTORATE OF LIBRARY SERVICES



USER GUIDE AND REGULATIONS

2011/2012

1. INTRODUCTION

Welcome to Muhimbili University of Health and Allied Sciences (MUHAS) and the Directorate of Library Services at MUHAS.

MUHAS Library is a leading biomedical and health sciences library in the country. The library is estimated to have more than 55,000 volumes of materials in different health fields such as pharmacy, medicine, dentistry, nursing, public health and social sciences, traditional medicine, and health allied sciences. These numbers are expected to triple in the next 5 years. The Library accommodates about 600 users at a time and offers both reference and borrowing services. The following brief guide intends to guide the use of MUHAS Library by the University community and outsiders.

2. MAJOR SECTIONS AND STAFFING SITUATION

The Directorate of Library Services has five major sections namely Readers Services, Periodical and Documentation, Technical Services, School Libraries and ICT Services. These sections are well managed by a professional team that is comprised of 18 staff with post graduate and undergraduate qualifications (both academic and administrative staff).

The University Library Management and the Senate Library Committee (SLC) are the policy making bodies for the library operations. The Senate Library Committee is comprised of representative staff from different schools, Directorates and Institutes. Others include students and members from outside the university community.

3. OPENING HOURS

3.1 Semester

Monday – Saturday from 08:30am – 06:30 pm and 07:30pm – 10:30pm.
Sunday and Public holidays – Library is closed.

3.2 Vacation

During vacation, the library is opened from Monday – Saturday (i.e. 8:30am – 06:30pm).

The closing bell will ring 15 minutes before the closing of the Library and will repeat 5 minutes before closing time. After that the Library shall be closed and anyone found remaining in the Library shall be considered to have been planning book theft and will be punished according to rules.

4. ADMISSIONS AND MEMBERSHIP

- (a) All members of the University are entitled to use the library as readers.
- (b) To borrow books and other library services, members of MUHAS community have to register for membership. Membership forms are available at the Library Issue Desk.
- (c) Users who are not from the MUHAS community and who may wish to use the Library may do so after applying for a monthly membership at a small cost of: -
 - Students Tshs. 5,000/=
 - Local Researcher Tshs. 10,000/=
 - Foreigner Tshs. 15 USD

5. LOCATING MATERIALS

Library materials can be located or be accessed through manual catalogue (information provided in a catalogue card) and Online Public Access Catalogue (OPAC). A catalogue card is a brief description of an information item. The Library has already entered about **16,388** bibliographic records in **ADLIB** Database. The Library catalogues are of two types, author catalogues and subject catalogues.

The author catalogues (file) lists books, pamphlets and other documents alphabetically according to author's surnames. In the case where the book has no personal authorship, the authorship will be attributed to title, society, body or institution.

On the other hand, subject catalogues are also used to locate materials in the library. A subject catalogue is an alphabetically arranged file according to the name of the subject and it shows what the library has on a particular subject, and what other documents exist on the subjects.

6. **LOANS**

A book borrowed from the library must be returned on or before the last date shown on the date label of the book. In case where the returned book is still in need by the same reader, the book can be re-issued (renewed). When a reader returns a book to the Issue Desk, his/her ticket will be returned to him. The reader must make sure that he/she gets back a ticket after returning any library book. Any person found holding books without having them properly issued will be reported to the University Authorities and shall be liable for disciplinary action, including loss of library privileges.

7. **COLLECTIONS**

7.1 **General collection**

The general collection consists of materials in various medical and health fields. Materials in this section can be borrowed for home reading and be returned after 2 weeks.



7.1 **Reference section**

Reference section is located on the ground floor of the library building. The collection provides textbooks with higher demands to support faculty members and students. Given such a high demand from the majority of students, these books, are for use within the library only, and not to be borrowed for home use.

The reference collection consists of dictionaries, encyclopedias, handbooks manual, atlases, directories, compendium, almanacs and bibliographies etc. These materials are for use within the library only and not for borrowing for home reading.

Information service desk is purposely for enquiries regarding to the library use.

7.2 **Special Reserve Collection**

Special reserve consists of books, which are on high demand. Books from this section are to be read in the special reserve room and are not to be taken outside the library special reserve.



A special reserve collection

Readers may borrow special reserve books for a maximum of 1 hour per one book. An additional 1 hour can be requested if there is no user waiting for the book. Failure to return a borrowed special reserve book after one hour will result to disciplinary action.

7.3 Periodicals and Newspapers

The library subscribes to a number of periodicals/journals in various medical fields. These periodicals are available for reading in the library and they are not to be borrowed for home reading. Currently, the library subscribes to more than 40 online journals through the joint subscription under the Consortium of Tanzania University Libraries (COTUL). The library has also subscribed to Research for Life Programme, which provides free access to over 4500 journals in health, environment, social sciences and related fields to developing countries. The Research for Life Programme includes the following databases: Access to Research in Health Programme (HINARI), Access to Global Online Research in Agriculture (AGORA), and Online Access to Research on the Environment (OARE).

The library also compiles a list of online databases that provide free access to journals, books, theses, dissertations. The list of these electronic resources is available through the library website (<http://www.muhas.ac.tz/library>), and at the Library Periodical Section. The library also subscribes to a number of local newspapers such as the Guardian, Daily news, Majira, Mwananchi and Nipashe. Newspapers are placed at the Periodical Section in the library building.

7.4 Library new wing

The wing has an ICT lab, multimedia room, discussion rooms and 24 hours reading room.

7.5 Discussion rooms

The library has four discussion rooms. Users are required to book a discussion room in advance. A room may not be reserved for less than four people and will be used for a maximum of six (6) hours per day. A fine of Tshs. 2000/= shall be paid for every additional day upon the failure to return the key of the discussion room to the library. Disciplinary action will be taken upon failure to return the key of the discussion room to the library.

8. **INFORMATION COMMUNICATION & TECHNOLOGY FACILITIES AND SERVICES**

8.1 **Photocopy Services**

The library provides photocopy services to its users. Library users who may wish to photocopy materials can do so at a very competitive and non-profit cost of 30 shillings per page. However users must remember that all books are protected by copyright laws and therefore library users are not allowed to photocopy the whole book. Only portions (not more than 15%) of a book may be photocopied. Photocopy services are available at the Special Reserve Sub-Section, within the Readers Services Section.

8.2 **Scanning Services**

Scanning services are available at the cost of Tshs.500 per image.

8.3 **Printing Services**

The library offers printing services at the cost of Tshs. 100 per page.

8.4 **CD ROM**

CD ROMs on health and allied sciences fields are available at the Reference Sub-Section, within the Readers Services Section. These CDROM are available for use at the library and they are not to be borrowed for home reading.

8.5 **Computer facilities**

Library computer facilities are intended to be used for educational purposes only. At the moment, due to limited number of computer, the maximum allocated time for each user is 30 minutes and after that a user is required to give chance to other users. Undesirable use of computers is forbidden. Undesirable use includes:

- Accessing inappropriate web sites
- Attempting to download software or otherwise alter the configuration of the library PCs
- Writing or introducing viruses
- Attaching any pc or other device without the authorization of the Director of the University Library, or Head of ICT Section
- Attempting to gain illegal access into the library system
- Watching pornographic materials

9. **LIBRARY SECURITY**

The security of library user's properties is his/her own responsibility. Users are advised not to bring any valuable items with them to the library. Library users are asked to leave all bags, folders, and coats at the Cloak/Bag Deposit Room after removing all valuable items. The library shall not be responsible for any loss of item at the Cloak/Bag Deposit Room or within the library building. To be allowed into the library, a user must show an Identity Card (ID). For users who are not members of the MUHAS community, a membership card must be presented before entering the library.

On exiting the library, users are required to pass through a single corridor entry library sanity system and show open any folders, laptops and whatever books they are carrying for inspection and everything going out of the library has been properly issued. Failure to abide by this rule may result in disciplinary action against the user.

9.1 Theft

Theft of library items is a criminal offence. The following acts shall be considered book theft and shall be punished accordingly.

- a) Any act of trying to take out unborrowed library materials shall be considered attempted a theft.
- b) Any act of hiding library materials in the book shelves, in the toilets or anywhere else for use within the library is theft.
- c) Failure to return borrowed books, 7 days after the due date and after being reminded by the library, will be considered as theft.

10. GENERAL RULES

- a) Users of the library are requested to observe silence. Idle conversation, loud laughter and other unnecessary noise disturb library users and must therefore be avoided. Discussions are strictly forbidden in the library except in rooms reserved for that purpose. Failure to observe silence will result into dismissal from the library and other disciplinary measures.
- b) Eating, smoking and sleeping are not allowed in the library. Drinking water is not allowed at the library including the 24hrs Reading Room.
- c) Improper dressing by library users, such as those users who cover their whole body including their face shall not be allowed to enter the library. This kind of dressing amounts to covering one's identity contrary to library regulations which require users be properly identified by showing their identity cards before entering. Further, wearing of long coats, jackets, caps and slippers is not allowed at the library. The library staff reserves the right to inspect any person who raises suspicion.
- d) Library books and other materials are to be handled carefully. Mutilation and damage of library materials by marking, tearing or staining should be avoided.
- e) Abusive language or gestures, harassing or threatening behavior to the library staff and/or users are not acceptable.
- f) Smoking, sexual acts, drinking, display or use of weapons is not allowed in the library.
- g) Personal hygiene is highly recommended to avoid offending other library users by odor.
- h) Use of mobile phones is strictly forbidden in the library premises. The library users who use mobile phone within the library will be charged **TShs 5000/-** only.
- i) Theft and mutilation of library materials is a criminal offence. Anyone caught attempting to steal, stealing or to have stolen library materials will be reported to relevant security (including the police) and University disciplinary organs for further actions that may include prosecution, barred from using the University library and/or suspension from studies.

10.1 LENDING RULES

- a. A proper library card must be presented to the counter whenever library material is called for. This card is **NOT TRANSFERABLE**.
- b. For any library material drawn upon it, the owner to whom it is made out will be held responsible. If presented by other person, the library card will be seized and the owner will be liable to the fine amounting **Tshs. 2,000/=**.
- c. When returning library materials to the counter make sure that, you get back your borrowing cards. The library will assume no responsibility for exchange or for loss of your library cards after you have left the counter.
- d. Torn, dirty and mutilated borrower's card is not honored and should be replaced by a new one with a fee of **Tshs. 3,000/=**.
- e. Any lost card is to be reported to the library immediately. Lost cards will be replaced at a cost of **Tshs. 3,000/=**.
- f. Replacement for lost books shall be the actual price of a particular book plus 50% of the actual price to cover administrative costs.

- g. Books borrowed from Special Reserve Collection for use within the library must be returned at the issue desk (special reserve collection) after one hour of use.
- h. No reader will be allowed to borrow books from the library's collections without proper identification including borrowing cards.
- i. Theft of library materials is criminal offence. Anyone caught attempting to steal, stealing or to have stolen library materials will be reported to relevant security (including the police) and University disciplinary organs for further actions that may include prosecution, suspension from the university and/or barred from using the University Library.
- j. The library/Director of the library reserves the right of admission.

11. FINES AND PENALTIES

The following fines and penalties shall be imposed on those who will be breaking these rules and regulations.

- a) A fine of Tshs. 500/= shall be paid for every additional day after the last day of returning a borrowed book to the library. Failure to return the book after the additional fined 7 days will be considered book theft.
- b) The penalty for any act of book theft as defined in section 9.1 shall be suspension from using library services for the whole semester. If repeated, the penalty shall be denial to access the library for 1 academic year. If same or similar mistake is repeated the user shall be denied access to the library for 5 years. All these will be accompanied by a warning letter copied to the Dean/Director or Head of the department and/or Registrar and Principal.
- c) The penalty for any act of book theft as outlined in section 9.1 shall be suspension from using library services together with legal measures including being reported to the police. Along these a warning letter copied to the Dean/Director or Head of the department will be issued. This letter will also be copied to the Registrar and Principal.

12. CONCLUSION

Please note that the library discourages any kind of favoritism and all clients shall be served and attended equally regardless of whether they have personal relations/friendship with librarians. You are therefore asked to abide to above rules knowing that breaking them will result into disciplinary measures.

For more information and current updates about Directorate of Library Services at MUHAS please visit:

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Thank you, and pleased enjoy the library facilities and services.

The End
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