



## School of Hospitality and Tourism

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### **Rules and policies for the Library**

The Library is committed to offering an atmosphere that allows conducive use of its services and facilities, thus users are required to abide by the rules and regulations of the Library. It is hereby emphasized that ignorance of these rules and regulations will not be accepted as an excuse for their non-observance.

#### **Users of the Library**

Staff and students of SCHOTO

#### **Library entry requirements**

Students and staff must produce valid registration IDs

### **Library collection**

#### **General Textbook Collection**

The books in this collection are the main stock of the Library and may be borrowed by members. Information on procedures and regulations on borrowing materials from the Library is provided under Borrowing rules and regulations.

#### **Reference Collection (REF)**

Reference sources in this collection provide information and comprehensive research materials on particular subjects such as general and subject encyclopaedias, dictionaries, yearbooks, handbooks, directories, biographies, almanacs, college calendars and prospectuses etc. Reference materials cannot be borrowed but may only be consulted in the Library.

#### **Journals Collection (JNL)**

This is a collection of periodicals/journals which are arranged alphabetically by title and volume number. They are useful resources for reference in research.

#### **Special Reserve Collection (SRC)**

This is a collection of books and non-book materials which are put on reserve normally on the recommendations of the academic staff members of the University for their classes, or by the Librarian due to their rarity and importance.

### **Library Fines:**

A stipulated amount is charged for overdue books

### **Use of Information Communication Technologies (ICTs)**

Users are encouraged to make use of electronic services available in the Library. However, in addition to the other library rules and regulations, they are required to adhere to the following regulations governing the use of ICT resources.

#### **Patrons shall...**

- use the login information provided onsite in order to use the Library computers
- use Library computers for research purposes only
- first make a booking before using Library computers
- ask for assistance from staff at the if they have problems using the Library computers
- only use laptops upon approval by the library staff
- report any suspected "foul play" to Library staff

#### **Patrons shall not...**

- change any settings on the Library computers
- visit Internet sites that contain undesirable or unlawful material, e.g., pornography
- move any of the Library's computer equipment
- install programs on the Library's computers
- play music CDs and/or videos on the Library's computers

Any abuse of ICT facilities is regarded as a serious breach of the college's disciplinary code and will lead to action being taken against the students involved.