



PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

P.O. Box 619 Butare-Rwanda - Phone: (+ 250)788310811

Web site: www.piass.ac.rw Email: fathebu@yahoo.fr

PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

LIBRARY RULES AND REGULATIONS



PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

P.O. Box 619 Butare-Rwanda - Phone: (+ 250)788310811

Web site: www.piass.ac.rw Email: fathebu@yahoo.fr

Access to the Library facilities as well as other university facilities are conditioned to the observance of the following rules and regulations. Therefore, ignorance of these will not be accepted as a defense.

1. HOURS OF OPENING

Morning session

Monday to Friday	08 : 30 a.m to 12 : 30 p.m
Saturday	08 : 00 a.m to 12 : 30 p.m
Sunday	09 : 00 a.m to 12 : 30 p.m

Evening session

Monday to Friday	05 : 00 p.m to 10: 00 p.m
Saturday	05 : 00 p.m to 10: 00 p.m
Sunday	closed

2. MEMBERSHIP

- 2.1 All full-time and part-time students including apprenticeship students are automatically member of the library.
- 2.2 All library users are given an ID card; particularly PIASS students use Student Identity Card to access to different university facilities include library.

3. BORROWING OF BOOKS

- 3.1 All full-time and part-time students will be issued student identity card which serves as library card. The cards must be showed to the librarians whenever students are in need of library services.
- 3.2 University identity card must be produced on demand by the Library for the purpose of correct identification.



PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

P.O. Box 619 Butare-Rwanda - Phone: (+ 250)788310811

Web site: www.piass.ac.rw Email: fathebu@yahoo.fr

- 3.3 Students are allowed to borrow books according to the number of borrowing cards issued to them for a period of two weeks. Books may be renewed for another two weeks, if they have not been reserved by another party.
- 3.4 Reserved books are subject to recall after seven days.
- 3.5 No book shall be taken out of the Library until it has been officially issued.
- 3.6 The students in whose name a book is issued shall be solely responsible for returning it.
- 3.7 Library books must not be taken out of the country without the permission of University Librarian.
- 3.8 Students wishing to borrow books which are not available in the University Library may be assisted by the Librarian through inter-library loan.
- 3.9 Reference materials and periodicals are not available for loan. They should not be borrowed.
- 3.10 All PIASS students are highly encouraged to use library facilities.

4. FINE AND PAYMENT FOR LOST LIBRARY MATERIALS

- 4.1 A student who fails to return or renew a book on the date due shall be charged of 100 per day. (Sundays and public holidays are included in calculating the fines charged). In case of the total fine exceeding the value of the book the student may be required to pay for its replacement as well as the fine.
- 4.2 All library books remain the property of the University and replacement costs paid will not be refunded.
- 4.3 All students must return borrowed books before proceeding on vacation.

5. DAMAGE AND / OR LOSS OF LIBRARY BOOKS

- 5.1 Students will be held responsible for any damage occurring to a book while in their possession and may be required to pay for the replacement of the book.
- 5.2 Any defect or damage to a book should be reported to the staff at the issue desk. Students must report at once any loss or damage to books while in their possession.



PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

P.O. Box 619 Butare-Rwanda - Phone: (+ 250)788310811

Web site: www.piass.ac.rw Email: fathebu@yahoo.fr

5.3 The marking and defacing of any book is strictly forbidden. Any student caught defacing Library materials shall be eligible to pay for its replacement. A repeat of this offence shall result in the suspension of the student from borrowing Library books for a period deemed necessary by the Library authorities. Material which might accidentally damage Library books such as ink bottles must not be brought to the Library.

6. DISCIPLINE IN THE LIBRARY

6.1 Good order must be observed in the Library i.e.

- Placing of feet on furniture and
- Eating or sleeping are forbidden

6.2 Smoking and the use of open fire in any part of the library is prohibited.

6.3 Silence must be observed at all times in any part of the Library. Mobile phones must not be used in the Library and must be switched off unless they are on silent or vibration modes.

6.4 Cases, parcels, overcoats, etc. must show them to staff at the security desk.

6.5 All students leaving the library carrying books or parcels must show them to staff at the security desk.

6.6 Stealing and attempting to steal a Library book or property is a serious offence and those caught will be punished by suspension.

6.7 The University Librarian in consultation with the students` Heads of Department shall suspend any Library user whose conduct is unbecoming. However, further disciplinary action may be preferred depending on the gravity of the offence.

7. CLEARANCE AND ASSISTANCE TO STUDENTS

7.1 All students are required to clear with the library and must pay for lost books and overdue fine before they leave the University. All borrowing tickets must be surrendered to the Librarian before the user is cleared.

7.2 All Library staff will be at hand to assist the students.