



THE EAST AFRICAN UNIVERSITY

TEAU Library Rules & Regulations

All library clients are supposed to abide by the rules of the library in order to ensure efficiency in service delivery within the library and provide a conducive environment for reading, learning and research. All library users are expected to observe the following:

1. Order and silence must be maintained at all times in the Library.
2. Smoking, eating, drinking and sleeping in the Library is prohibited.
3. Briefcases, bags, overcoats, hats, umbrellas, etc, are not allowed in the library.
4. All persons entering the library must show their university ID.
5. All persons leaving the library must show all their documents to the Security staff at exit.
6. Stealing or attempting to steal a library document or any of the library property is an offense. Appropriate disciplinary action will be taken against the offender.
7. The library will not take responsibility for loss or damage of personal property left in the reading and baggage areas.
8. Mobile phones and other devices likely to cause disturbances should not be used in the library unless their use is silent.
9. Ink bottles, paints etc, which may accidentally damage library materials are not allowed into the library.
10. Damage of library materials, equipment, property, or building is prohibited and must be reported immediately to a member of library staff. Those responsible must pay for the dam