

CIRCULATION POLICY

A. Registration

All borrowers must be registered and must have a valid student identity card or a staff identity card to borrow library materials.

The Library users must fill out a membership form. The following statements will be printed on the registration form for the patron's information and acceptance.

I..... do hereby undertake to abide by the rules and regulations of A.R. Sibson Library Bulawayo Polytechnic and Further undertake to return all books borrowed from the said library by or before the due date. In the event of my failure to return any book or books borrowed from A.R. Sibson library. I shall pay to the Polytechnic such sums of money as may be deemed adequate to compensate for the loss of book/books. I promise to comply with all library rules and policies both present and future and to give prompt notice of change of address.

Signaturedate

Identification is required. National Registration Card or Student I.D. is preferred.

Materials cannot be checked-out until valid Polytechnic ID cards are issued.

You can only renew your membership when you do not owe anything from the library.

B. Loan period

- 7 days for short loan textbooks to all users
- 2 weeks for ordinary textbooks to students
- 4 weeks for ordinary textbooks to staff
- Generally reference books do not circulate. Upon request, some reference materials may be checked out for short period e.g. overnight.
- Interlibrary loans are due according to the date indicated by the lending library.
- One book can be borrowed from short loan section at a given time to students.
- Two books can be checked out from short loan section at a given time by staff members.
- Three books can be borrowed from ordinary shelves.

C. Reserves

Reserves may be placed by patrons. Patrons will be expected to keep on checking when the book is available. There is no charge for requesting a reserve or for interlibrary loan service.

D. Fines and charges

All library materials not returned by due date or time in terms of the specific loan period shall be subject to payment of a fine. Fines will accrue on all overdue materials.

Short loan books are charged at two dollars per book per day.

Long term books are charged at one dollar per book per day.

Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

A maximum of thirty dollars is paid for fine but this could only happen after assessment and find value of the book that was overdue.

E. Renewals

Renewals can only be done twice.

F. Damaged materials

At the time a library patron borrows materials from the library collection, the patron assumes the responsibility for the care and timely return of the material. Any damaged material attracts a fine.