

# LIBRARY

## PROCEDURE FOR REGISTRATION

Each student will be provided with the registration forms on presentation of his/her student's identity card or letter of admission. Each student will be issued with two Library borrowing tickets which are valid for the duration of his/her course in the Polytechnic. Loss of borrower's ticket must be reported to the Librarian (Circulation Unit) immediately, and application to be made to the Librarian for replacement on payment of fifty naira fine for record purpose.

## LIBRARY GOALS & OBJECTIVES

The aim of the Library is to provide the education and reference materials that students and staff need for good and efficient performance. The Library is also aimed at contributing through its service, towards developing technical and vocational education in Nigeria. To achieve these goals, the following objectives have been established:

- (a) To acquire, organize and maintain indepth recorded knowledge in print and in non-print (audiovisual) forms in technical and vocational education.
- (b) To disseminate scientific and technical information to staff and students through various means, including reference, bibliographic and current awareness services.
- (c) To public and distribute retrospective and current bibliographies and bibliographical reviews on subjects that have high priority in the Polytechnic education, iv. To
- (d) Carry out Selective Dissemination of Information (SDI) services. These services involve notifying all faculty members and other research students of the arrival of new materials which are of value to their research efforts.

## Opening Hours

Monday to Friday	-	8.00am to 6.00pm
Saturday	-	8.00am to 1.00pm
During Vacation	-	8.00am to 4.00pm

The Library normally remains closed on Sunday and recognized public holidays.

### (a) Membership and Registration

All categories of the Polytechnic Staff as well as students are entitled to use the Library. It is also open to alumni and anyone else with serious intention to use it for instance users pursuing research. All staff willing to register in the Library will be allowed upon application in writing through their Heads of Department to the Polytechnic Librarian.

## RULES AND REGULATIONS

For pleasurable and assimilative reading, library users are expected to observe the following rules:

- (i) Bags, Cases, Umbrella, Radio, Hat etc. should not be brought into the Library. They must be kept in the pigeon holes provided for them at the entrance
- (ii) Smoking, drinking and eating (even chewing gum) are forbidden in the library.
- (iii) Orderly conduct must be observed in the library at all times. Avoid irritating other readers by moving from one table to another or sitting on the reading tables.

- (iv) All library materials including reading tables and chairs must be treated with great care. Marking and defacing library “books or willful damages to library property are forbidden.
- (v) Seats should not be RESERVED in the library.
- (vi) The use of any form of naked light (e.g bush lamp, candles etc) is prohibited in the library.
- (vii) Any borrower who fails to return library book after expiration of one month changeable notice, shall be suspended from the Library and have his/her case referred to the Polytechnic authority for necessary disciplinary action

(b) Mutilation

This is a deliberate attempt to main, to remove a material part of or to deform by splitting any library reading materials. This is viewed as a serious anti-social behavior which hinders the usefulness and effective functioning of the library especially in academic environments. A library user who is caught engaging in this kind of destructive habit shall be subjected to any or all of the following penalties:

- i shall be made to pay four times the cost of such a book; or
- ii shall be requested to supply three copies of the same book
- iii and or shall have his/her case referred to the Students’ Disciplinary Committee for disciplinary action. In addition to i & ii shall be suspended for one semester on the recommendation of the Committee.

(c) Theft

This is an act of secretly or surreptitiously removing library materials. It is viewed as barbaric intents and deemed as mutilation. Any student caught stealing or attempting to steal- which include pocketing of library materials, concealing of library books in any material or attempting in any way to escape normal checking systems shall face the following penalties:

- i. Shall be requested to make a written statement by the Porter immediately the offender is caught.
- ii. Shall be requested to face the Library Committee for interrogation at an appropriate time.
- iii. The Library Committee shall after interrogation report their findings to the Academic Board for necessary disciplinary action.

N.B Case of theft always attract expulsion from the Polytechnic. Please, do not steal Library Books.

(d) Loss of Library Book

It is expected of a borrower to take adequate care of any book borrowed from the Library. Hence, the care of any book borrowed from the Library becomes the full responsibility of the borrower the moment the book is loaned out to him/her.

A borrower who loses a book or nay Library material(s) loaned to him/her shall write to inform the circulation Library who shall in turn inform the Polytechnic Librarian.

The following penalties shall be imposed for any loss or damage done to borrowed book(s)

- i. The value of such materials as determined by the Librarian in addition to the cost of processing shall be charged on the borrower.
- Ii. Any overdue fine is referred in item (a) above is chargeable for the period the loss is reported.

- iii. Payment of all fines shall be made within seven days, failure of which shall lead to the withdrawal of Library privileges from such user and shall have;
- A. The cost of such book deducted from his or her salary through the Bursary Department (if staff)
  - B. His or Her graduation clearance withheld (if he or she is a student).

#### CARE AND USE OF LIBRARY MATERIALS

Users are advised to always handle with care any library material(s) in their possession. In case of any damage, the user shall be required to pay the full cost of repairs or procure a new one.

#### SUSPENSION

The Librarian may suspend or ban from the use of the Library after thorough investigation, any person who persistently disregards any of the Library's rules and regulations. \*HELP THE LIBRARY TO SERVE YOU BETTER!