

## **9.0 The Library**

### **9.1 Introduction**

The Library is the Academic nerve centre of the college. It currently has more than 60,000 volume and has a seating capacity for 1000 readers.



**The front elevation of Yaba College of Technology Library**

### **9.2 Membership**

- i. Every member of the college is eligible to register as a member of the library and may use the library for lending and reference purposes.
- ii. Students must be in possession of library identity cards which they must produce for inspection by the library staff if required to do so.
- iii. Students should always show their library identity cards to the porters at the entrance at all times.

### **9.3. Discipline**

- i. Silence must be maintained in all parts of the library. Readers causing unnecessary disturbance may be suspended from the library for a period of time not less than 2 weeks.
- ii. There should be no smoking in any part of the library
- iii. Eating is not allowed in the library as crumbs from biscuits, sweets, etc. attract insects, pests and rodents which are very destructive to books.
- iv. No reservation of seats for more than thirty minutes otherwise, it may be taken by another reader.

- v. When leaving the library all books and papers must be shown to the library staff at the security check point.
- vi. Rain coats, umbrellas, attache cases, bags and razor blades are not allowed in the library cloaks room. On deposit of items, a tally is issued out to the reader. Personal effects are not allowed into the cloak room.
- vii. Students are not to enter the library before the official opening time.

#### **9.4 Opening**

- i. 9.00am - 9.00pm Monday - Friday (during session)
- ii. 9.00am - 7.00pm Saturday
- iii. 9.00am - 3.30pm Monday - Friday (during vacation)
- iv. The library closes for official public holiday.

#### **9.5 Eligibility**

All registered students are permitted to use and borrow books from the Library.

#### **9.6 Registration of Students**

- i. No student may be allowed to use the library unless he/she is duly registered with the library.
- ii. Each student must complete and sign the library registration form.
- iii. During library registration the student must procure his letter of admission, two (2) passport photographs, and evidence of payment of fees from the Bursary.
- iv. Registration is valid for one academic year only but may be renewed at the beginning of each academic year.
- v. A maximum of 3 books may be borrowed by each student at a time.
- vi. Change of address must be notified immediately.

#### **9.7 Borrowing a Book**

- i. The reader presents his library identity card at the circulation desk for verification.

- ii. He then, completes information on the borrowers book card and borrower's slip for each of the books required.
- iii. He then hands over the card, slip and the book to the library staff at the counter who will cross check and charge the books.
- iv. A book will be issued for 14 days in the first instance and may be renewed for another 14 days.
- v. A book borrowed must be returned promptly on the date due.
- vi. A fine of N1 is chargeable for a day when a book is overdue for the first 14 days thereafter the fine become N2 per day. (Fine (s) must be paid promptly by the reader as and when due.
- vii. A book not required by another reader may be renewed for further period by application to the Circulation Librarian.
- viii. Books on loans to reader and required by other reader (s) may be recalled after the first 14 days.
- ix. Lost or damaged books must be paid for by readers, administrative costs are usually added to the cost of the lost or damaged book (s) at the discretion of the College Librarian.
- x. Final year student i.e. ND II (full time), ND III (part time), HND II (full time), HND III (part time) and PD and B.Ed (part III) students are required to return all library books on loan immediately after the sessional examinations. The name of those who fail to comply with this regulation will be submitted to the Academic Board for appropriate action.
- xi. On leaving the college, any reader not indebted to the library shall be cleared by the library and should surrender the library identity card before finally departing from the college.

## **9.8 Reference Books and Periodicals**

Reference books and periodical can only be used in the Library. They are not available for borrowing.

## **9.9 Mutilation or Stealing of library materials**

Any reader caught mutilating, defacing, stealing Library books/materials i.e. taring out pages of Library books/material shall be expelled from the college without an option of fine.