



# Bible Institute of South Africa

## Library Usage Policy

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### 1. Opening times

Library hours during **term time** are:

Monday to Fridays                      8:00 to 21:30

Saturdays                                 9:00 to 17:00

During **recess** (student's college holidays) the Library hours will be:

Monday to Friday                      9:00 to 16:00

Sundays/ Public holidays / College closures: the Library will be closed.

### 2. Items for loan

**General collection items** may be loaned out

**Journals** are not for loan out.

**Reference** collection items are not for loan out.

**Reserve shelf** items may be reserved for 2 hour intervals only and may not be removed from the Library.

| 3. Lending privileges                    | no. of items   | Duration                 |
|--|--|--------------------------|
| <b>Faculty members (full/ part-time)</b> | 15 items allowed                                       | per course/ per semester |
| <b>Undergraduate students</b>            | 4 items (general collection)                           | 7 days                   |
| <b>BISA Distance students:</b>           | 4 items (general collection)                           | 7 days                   |
| <b>BISA past students</b>                | For In-Library use only; Apply to Librarian for access |                          |
| <b>Pastors/Christian workers:</b>        | For In-Library use only; Apply to Librarian for access |                          |

Note that the online **EBSCO lending facility** applies to all library users. Apply to Librarian for access.

Book loans made during the mid-year recess /end of year holidays apply only to those students remaining in RSA. Items are to be returned the first day of the term.

#### 4. Use of items in the library

|                      |  |
|----------------------|--|
| General collection   | No checking out needed if used in the library              |
| Reference collection | No checking out needed if used in the library              |
| Journals             | No checking out needed if used in the library              |
| Reserve shelf        | must be checked out for two hours when used in the library |

#### 5. Fines

Fines will be levied per item per day (or any part thereof) on all overdue books & Journals at a rate of R2.00 per item from the general collection. If a borrower has two or more overdue items or outstanding fines, lending privileges will be suspended until full payment is made.

Continuous infringements of library policies will lead to the borrower's lending privileges being suspended and a report will be submitted to faculty for disciplinary action. No student will be permitted to graduate with outstanding library items, fines or overdue BISA accounts.

#### 6. Photocopying and printing

Each student is given a photocopy number which automatically records the number of copies made at 40 cents per single side / 80 cents per two-sided page (price as on February 2018). The usage is automatically logged and is debited monthly to the student's BISA account. Printing is a privilege, not a right; please plan your assignment printing in advance. If the copier is temporarily unavailable (as in servicing etc.) BISA is not obligated to print student documents.

#### 7. Lost or damaged books

The user is liable for a deposit of **R 50 per item**, refundable if the book is found and returned in good condition (less any fine). The user is to pay the replacement cost of an item when invoiced by the Librarian. Loan privileges will be suspended until complete settlement of the invoice. Damaged items remain the property of the library.

#### 8. Renewal of library items

BISA Students may renew an item two times but if the item is requested out by another student, it must be returned without renewal.

#### 9. Visitors

Non- BISA users are **not permitted** to use the Library after 16:00 or on Saturdays without prior arrangement with the Head Librarian.