

LIBRARY RULES

General Rules

1. The library and its facilities are available to all registered students of Hugonote Kollege, academic and administrative staff.
2. You may take out 3 books for a period of two weeks. You may renew it for another 2 weeks.
3. Books may be renewed TWICE only.
4. Upon failure to return a book after expiry of the stamped date, a fine is levied for every additional day. If items are outstanding for longer than three months, a maximum fine of up to R500.00 per item may be payable.
5. Works housed in the reference section may not be removed from the library.
6. Books must be returned in the same condition as that in which they were taken out. Books must not be defaced by **writing** in them, **underlining** or **folding** the pages. Borrowed books which are damaged or lost must be replaced by the borrower.
7. Please leave books on the tables, do not replace books on the shelves.
8. Journals may not be taken from the library.
9. Photocopying facilities are available at the library. Costs are 50c per page.

Other rules

1. **No eating** allowed.
2. Drinking of water only allowed in a water bottle.
3. **Cellphones** must be **switched off** at all times.
4. **No Smoking**
5. Cases of alleged theft or attempted theft of library items will be prosecuted.
6. Students are required to be **QUIET** in the Library as well as **OUTSIDE** the Library, to allow others to study.
7. Any deliberate damage to a book or another item will be prosecuted.
8. **No social gatherings are allowed in the library. Since there are limited space available, access are only allowed for academic purposes.**
9. **Computers and Internet are available for academic purposes only (NO FACEBOOK, YOUTUBE OR ANY OTHER SOCIAL MEDIA WEBSITES).**
10. **Moving of furniture especially chairs are forbidden.**
11. **Please take note of the LIBRARY HOURS- students must leave the library 5 minutes before closing.**

