

SUN LIBRARY SERVICES

SUMMARY OF LIBRARY USE RULES

1. Leave your bag at the counter and remove all your valuables
2. All students shall register with the library to access all services
3. First come first serve
4. Loaned items shall not be transferrable to another user
5. The user shall be responsible for all the items loaned to him/her
6. Always search the library catalogue at ([https://opac.lib.sun.ac.ug/.](https://opac.lib.sun.ac.ug/))
7. All registered users are entitled to use the library without any discrimination
8. All books may be borrowed except reference books and other reserved materials
9. Reserved books are only consulted within the library premises
10. Reservation of books through user accounts is permissible
11. A fine of 1000UGX per day shall be charged for over-due items loaned to the user
12. The user with over-due books shall not be allowed to borrow unless he/she is cleared
13. Theft/attempted theft of library resources shall be punishable accordingly
14. Impersonation of any nature shall be punishable accordingly
15. Fines and charges shall be regarded as a debt owed to SUN

Other rules and regulations

- Booking of sitting space is prohibited
- Do not remove chairs from their positions
- Do not reshelv the books but leave them on the table
- Maintain silence at all times while in the library
- No eats and drinks are allowed inside the library
- No smoking and alcohol in the library
- Reading between shelves is not allowed
- Disobedience, disrespect and rudeness are prohibited
- A bell shall be rung 30 minutes before closing time.