

THE INSTITUTE OF FINANCE MANAGEMENT



Library Rules and Regulations

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LIST OF ACRONYMS

DLS	-	Director of Library Services
ID	-	Identification Card
IFM	-	Institute of Finance Management

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1. INTRODUCTION

1.1. IFM's Statutory Objectives

The Institute of Finance Management (IFM) is a higher learning institution established by the Act No. 3 of 1972 as a corporate body. IFM has the following objectives:

- i) To provide facilities for the study and training in principles, procedures and techniques of Banking, Insurance, Finance Management and such other related subjects as the Governing Council of the IFM may from time to time decide;
- ii) To conduct training programmes leading to professional qualifications in Banking, Insurance, Finance Management and other related subjects;
- iii) To conduct examinations and grant degrees, diplomas, certificates and other awards of the IFM;
- iv) To sponsor, arrange and provide facilities for conference and seminars; and;
- v) To arrange for the publication and general dissemination of materials produced in connection with the work and activities of the IFM.

1.2. Vision

The Vision of the Institute is to become a world class center of academic and professional excellence and an agent for change in financial studies and related disciplines.

1.3. Mission

The IFM will endeavor to provide quality academic and professional training that nurture creativity and innovation through integrated training, research and consultancy in financial studies and related disciplines.

1.4. Core Values

To achieve its Vision and fulfill its Mission, IFM will continue to adhere to the following core values:

- **Academic freedom** - In an atmosphere of intellectual rigor made possible by academic freedom, the IFM is positioned to develop and teach courses innovatively while producing scholarly and creative work that serves the interests of the Institute and the community at large.
- **Customer Focus** - IFM believes the customer is the foundation of its existence. Customer focus means the IFM will be sensitive and responsive to customer and stakeholder needs, customer-driven in all endeavours, committed to customer care, satisfaction and social responsibility.
- **Integrity** - High fidelity, Honest, faithful and trustworthy; professional, credible and dependable; diligent in duty and responsibility; committed to the IFM, its vision, mission and goals and having the Institute's best interest at heart.

- **Fairness** - It is in the interest of the IFM to creating equal opportunity for all, treating people equally; demonstrating objectivity; observing, upholding and practicing justice in all matters; avoiding bias, prejudice and discrimination; as well as applying uniform rules and standards.
- **Accountability** - Responsible, diligent and ethical in decision making, transactions, dealings and performances are key principles to the IFM's daily operations.
- **Teamwork** - Promoting the culture of team spirit and compassion in order to create synergy in operations, commonality of purpose and unity of direction; avoiding conflicts and divisiveness at the place of work and acting like a family.
- **Diversity and Gender equity** - High heights of excellence cannot be achieved without embracing diversity and gender equity to create excellence. The IFM will take great pride in embracing diversity and promoting gender equity.
- **Competence** - Knowledgeable, resourceful, research-oriented and professional in conduct; relentless and continuous quest for the highest frontiers of knowledge, experience, skills and best practice.
- **Excellence** - The IFM is committed to attaining excellence. This means but not limited to delivering prompt and exemplary service to all and at all times; striving towards effective and efficient in performance; being professional, diligent; and business-oriented in attitude, communication, appearance and action.

1.5. Rationale for Library Rules and Regulations

Academic libraries across the world are acknowledged as the heart of all academic activities attracting a wide range of users ranging from teaching and non-teaching faculty, students and researchers. Libraries as social institutions, their management have a special responsibility to see that the use of their resources, facilities and services are regulated and handled properly so that there is no room for misuse, discrimination or scope for obtaining any special favors to an individual or group. In the context of general practice applied to all academic libraries, the IFM library lays down rules and regulations in the use of the library applicable equally to all categories of users without any discrimination. In line with this purpose the rules and regulations intend to address the following:

- i) To provide guidance and direction to users aiding them in the use of library resources, facilities and services;
- ii) To protect documents and other properties of the library and facilities from damage and misuse;
- iii) To inform users of their privileges and limitations in the use of the library; and
- iv) To empower library staff with authority to enforce the rules and regulations.

1.6. The Scope of the Rules and Regulations

The rules and regulations shall be applicable to the IFM main campus library, as well as the libraries in the Institute's teaching centres. Interpretation of these rules and regulations to the library users will be done by professional librarians. Moreover, the rules and regulations will be made available to all library users and other key stakeholders. Contextually any variations in these rules and regulations in such areas as working hours and holidays, eligibility criteria, reading space facilities and lending facilities and materials or any other similar variation, shall be timely communicated to the library users. All Users are expected to familiarize themselves with these Rules for use of the Library and with the ensuing obligations.

2. OPENING HOURS

The Library opens at 8:00am-10:00pm in weekdays, at 9:00am-5:00pm on Saturday, at 9:00am-1:00pm on Sunday and remains closed on Public Holidays.

3. ADMISSION TO THE LIBRARY

Admission to the Library and use of the resources available is conditional upon observance of the following general rules:

- i) All IFM staff and registered students are entitled to use Library services subject to present a valid Identification Card (ID).
- ii) The general public is allowed to use Library services subject to permission granted by the Director of Library Services (DLS).
- iii) All readers shall wear their valid ID all the time while using the library.
- iv) Entry and exit into the library is subject to inspection /clearance by the library's security personnel at the checkpoint
- v) Silence must be observed in the Library, cell phones are not permitted.
- vi) Smoking is not permitted in the Library.
- vii) Dispatch, handbags, attaché cases, and overcoats should not be brought into the Library; they should be left in the cloakroom.
- viii) All Library users must dress and behave in a manner that will cause neither offense nor damage.
- ix) Readers and borrowers will be held responsible for any damage to book(s) while in their charge. If any damage occurs, the user will be required to pay up the full value of such book(s).
- x) The marking of books will be regarded as damage, and the persons responsible will be required to pay the cost of replacement.
- xi) Bottles of ink should not be brought into the Library.
- xii) Food and drinks are not allowed in the Library.
- xiii) For complaints, users shall initially contact the staff at the reception desk, the help desk, the e-help desk or send an email to the DLS.

4. RULES OF BORROWING

4.1. General Rules

- i) Borrowing shall be undertaken and monitored electronically through the use of the library management system in place. Readers identity and contacts information shall be recorded to facilitate borrowing process, sending reminders / notifications and for library clearance purposes.
- ii) The librarian shall reserve the right, subject to the approval of the IFM Library Management, to prohibit or restrict the borrowing of certain classes of books and individual works. All prohibited resources will be clearly indicated.
- iii) No book shall be removed from the Library until it has been officially issued to the borrower at the issue desk.
- iv) Borrowing of books will be limited to three weeks. Postal borrowing will extend to four weeks.
- v) The librarian reserves the right to recall any book before the date on which it is due. The librarian may require that all books be returned when a stock inspection is to take place.
- vi) Books taken from the shelves for consultation must not be re-shelved by readers. They should be left on the tables.
- vii) A library user against whom any overdue or other charge is outstanding shall not be allowed to borrow books until the person has paid the amount due.
- viii) If a book is not returned to the library when due, an overdue charge shall be levied.

4.2. Borrowing by Students

- i) The number of volumes which a student may have on loan at one time should not exceed five (5).
- ii) All books must be returned to the library at the end of each semester.
- iii) Borrowing for vacation will be sanctioned by the librarian after consultation with the teaching staff. Issues may be renewed for some further period if the books are not reserved by other readers.
- iv) Books may be reserved by students. They will be returned to the shelves if not claimed within three days after a notice has been sent to the person reserving them.

4.3. Borrowing by Staff

- i) The number of volumes, which a member of staff may have on loan at one time, should not exceed seven (7).
- ii) Books on restricted loan may be borrowed only for the period prescribed.
- iii) Any staff that terminates his/her contract with the Institute or goes for sabbatical leave, or further studies must return the borrowed books to the Library with immediate effect.

4.4. Borrowing by Others

- i) Non-IFM readers who have been accorded borrowing privileges may not borrow more than two (2) volumes at one time. This also applies to Post borrowing and interlibrary lending.
- ii) The period of loan shall be the same as that for members of the Institute.
- iii) Latest issues of periodicals shall not be borrowed.
- iv) Current or bound periodicals may not be borrowed. Any borrowing must have a special permission from the librarian.

4.5. Borrowing Renewal

Loan may be renewed provided:

- i) Renewal application reaches the circulation section not less than three and not more than five clear days before the date on which the book is due.
- ii) No other reader has applied for the book during that time.
- iii) Not more than three consecutive renewals have been allowed for the same book without its production to the library for inspection.
- iv) Borrower demonstrates good habit and conduct while using library resources.

5. COMPUTER RULES

- i) Each student is accorded one hour only to use the computer. This time may be negotiated if there are no students waiting to use computers; but if there is a cue; one will have to vacate when time is up.
- ii) Connecting personal computers in undesignated connection points or areas within the library is strictly prohibited
- iii) Do not use the computers' extension cables to charge your mobile phone, laptops or any other device. Any student caught doing this; his/her phone/device will be seized and a fine will be charged.
- iv) Do not bring your books to read at the computer area. A student is allowed to come with a notebook and pen to jot down important information obtained through browsing recommended electronic information resources.
- v) Accessing socio-media sites and videos is not allowed
- vi) Readers are restricted to use the computers for processing their course works or any other word processing task.
- vii) In case of any technical difficulties, please consult the Librarian. Do not attempt to fix the problem without the guidance of the library staff.

6. FINES AND PENALTIES

- i) Any infringement of the library rules and regulations will render the privilege of admission to and of borrowing books from the library liable to forfeiture.
- ii) The following charges will be imposed to library users upon infringement of borrowing rules
 - a) Special Reserve charges on delayed items: an amount of TZS.1,000/= is charged on hourly basis.

- b) Lost book charge: This amounts to the current value of the lost book.
- c) Damaged/lost computer accessory: This amounts to the current value of the lost or damaged accessory.
- d) Overdue loans: an amount of TZS 5,000/= is charged per day.

In effecting all costs, the Institute payment procedures shall be adhered to and evidence of payment to the Institute must be produced to the Library for clearance purposes.

7. IMPLEMENTATION

The implementation of these rules and regulations requires collaborative efforts between various stakeholders including library staff, management, library users and other collaborative partners.

- i) The management shall ensure that the implementation of the rules and regulations obtain required approval of human and financial resources.
- ii) The library staff shall translate the rules and regulations into tangible targets and demonstrate commitment towards monitoring the implementation of these rules and regulations.
- iii) The Director of Library Services shall reserve the right subject to the IFM management, to exclude from all use of the Library any person who disregards library rules and regulations.