4. RESEARCH, AND PUBLICATIONS

This section does the following:

- Preparing technical proposals for training and funding in the area of information management,
- Designing and maintaining the library newsletter, books and other documents review,
- Conducting research in the area of library use,
- Organizing various training for library staff and users such as Information Literacy, Library customer care,
- Editing and reviewing library documents.

THINGS TO NOTE

A. Books Handling

- Please help us preserve our books
- Photocopy the pages you need.
- Do not mutilate, tear or steal books.
- Do not write, underline or highlight on library materials.
- Food and drinks are not allowed in the library.
- Report damages such as torn or loose pages to Library staff

B. Fines and charges

- **The overdue fines** of 500 Tanzania shillings for students and 1,000 Tanzania Shillings for staff will be charged for an extended loan of materials per day.
- **Loss of Library cards**. Loss of Library card will be charged 1,000 Tanzanian Shillings each.
- **Luggage storage fine**: Luggage left overnight at cloak-room will be charged 1,000 Tanzanian Shillings per night.
- **Loss of luggage storage c**ard: Loss of luggage storage card will be charged 5,000 Tanzanian Shillings per pair.
- **Cell phon**e use and other defaults in the libra**ry**

The following behaviours are not allowed in the Library and once noted, defaulters will be charged a fine of 5,000 Tanzanian shillings: Cell phone use, bringing food and beverages, noise making, vendoring and other related behaviours.

C. Lost Books

- Lost Books must be reported immediately
- A lost book replacement fee (current price of the book) plus a processing fee of shs. 10,000/= is billed to the borrower.
- If the book is found before payment only the accumulated over-due fine is charged
- No refund if a book is found after payment

D. Procedures for Fine Payment

- A user will have to sign the form issued by the staff on duty.
- Payment will be made at NBC Bank (A/C No. 071101000196) for fine collection.
- Certification of payment will be made at the Bursar's Office.
- The user will have to submit the certified document to the Library to continue receiving Library services.

REMEMBER

- Damage inflicted on books after checking them out of the section must be reported immediately.
- The borrower is responsible for the safe keeping and return of all books issued to him/her.
- The borrower must meet the cost of any damage or loss of the library material.
- **Library policy** is available in the library at periodicals and newspapers collection

OPENING & CLOSING HOURSFOR USERS

DURING SEMESTER

Monday—Saturday::	08.30—18.30hrs
	19.30—22.00 hrs
Sunday::	14.00—18.30 hrs &
	19.30—22.00 hrs

During Vacation

Monday—Friday: 08.30—16.00 hrs

Saturday, Sundays and Public Holidays: Closed

Issued by the office of Library Director
P.O. Box 2329, Dar es Salaam, Tanzania
Tel: 022 2850982

UNIVERSITY OF DAR ES SALAAM

DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION

LIBRARY

INFORMATION MANUAL FOR STUDENTS

BACKGROUND INFORMATION ON DUCE LIBRARY

DUCE Library was established in September 2005, following the establishment of the Dar es Salaam University College of Education (DUCE). It is a Learning Resource Center which provides a diverse university community with information resources and services fundamental to learning, teaching, consultancy and the general pursuit of knowledge. Generally, the library is charged with the responsibility of providing information services needed by the teaching staff and students at Dar es Salaam University College of Education. As per the current organizational structure, the Library is under the Deputy Principal (Academic).

Vision

To become a leading university library in Tanzania and beyond that provide world-class information services

Mission

The mission of the library is to provide efficient and effective customer-driven information services for supporting teaching, learning, research and community engagement.

LIBRARY FACILITIES AND SERVICES

To facilitate your learning, the College library offers various library facilities and services to all its esteemed users. Such services include but not limited to:

- Physical Books, Dissertation and Theses, periodicals, pamphlets,
- Electronic Reading materials, i.e. e-Books, e-journals, and others,
- Online Catalogue, i.e. OPAC (Reading space,
- Inter-library Loaning,
- Current Newspapers and periodicals
- Newspapers Archive

SECTIONS WITHIN THE DUCE LIBRARY

Currently, DUCE Library has four sections each being under the head of section. Below are the sections within the College Library and their roles:

1. READERS SERVICE

This section promotes the welfare of DUCE Library users. Among others, the Section:

- Makes sure that users' information needs are met through proper shelf management, reference services, circulation of information resources, user guidance on how to use available library resources,
- Implements library rules and regulation,

Maintains different library users statistics; facilitate inter-library lending service, stocktaking, library collection evaluation and marketing of our information services and products.

Students During Orientation Programme

Service offered Under Readers Section

User Registration & Period of Membership

- The first year students are entitled to use the library provided they fill the registration form available at the Issue Desk.
- Every registered user is given two borrowing cards, each of which should be signed.
- Student's membership will cease after completion of studies or deregistration from the College

Borrowing Books

- Services are extended to all registered users.
- All users must have **valid student ID Cards**.
- Books are issued at the Issue Desk.
- Book must be stamped with the due date.
- Book borrowed from our library must be returned on or before the due date.
- Books returned after due date will be charged penalty per day.

Entrance/ exit inspection

- To curb the loss of library materials, entrance and exit control system is maintained.
- Library users should show their IDs as they enter the Library.
- For security purposes, briefcases and bags are **NOT** allowed in the library.

Library Defaulters

- Defaulters are not allowed to sit for examinations.
- Incase a defaulter is allowed to sit for examination, the results will be withheld.
- If results are not withheld, especially for finalists, the defaulter will not be given their academic transcripts until the default is cleared.

Cloak Room Services

- A demarcated cloakroom identification card will be provided to each library user representing the place where his or her bag has been kept;
- In case a Library user loses his or her demarcated cloakroom identification card, he or she must provide proof of ownership of the items in the bag;
- The Library user will be responsible to remove all valuable items including money, identity cards, laptops, etc. in the bag before placing it at the cloakroom;
- The Library will not be responsible for any loss of valuable items of the users who kept their bag in the cloakroom;
- Library users will show a demarcated cloakroom identification card to the cloakroom staff during collection of their bags;
- Luggage left in a cloakroom overnight without genuine reasons will be liable for storage charges.

2. TECHNICAL AND ACQUISITION SERVICES

The technical Section deals with:

- Selection and Acquisition of Library reading resources,
- Classification and Cataloguing of library information resources,
- Library collection development management and planning;
- Weeding of library information resources,
- Preserving and conserving library information materials by offering the technical support services such as books repair, binding of copies of newspapers and official gazettes

3. INFORMATION AND COMMUNICATION TECHNOLOGIES

The functions of this section are:

- To maintain the DUCE library Computer Network and coordinate Internet services,
- To develop, review and implement library ICTs guidelines in order to ensure related use and application of ICT facilities in the library,
- To administer the library's Online Public Access Catalogue and Bibliographical data entry into the library system,
- Selection, acquisition and installation of library software and hardware,
- Maintains library website, blog and other library web based pages available on social networks.

Use of library Computer Laboratory

- The Library will ensure that the computers are accessible to all library users during operation hours.
- The Library will ensure that the computer laboratories are well stocked and functioning
- The Library users will not be charged for using computer Laboratories.
- To allow for equitable access for users the Library shall set time restrictions of using computers in the laboratory.
- The Library will ensure that users exercise the services responsibly, ethically and lawfully