



**MALAWI INSTITUTE OF JOURNALISM**

**LIBRARY CIRCULATION POLICY**

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## 1.0 INTRODUCTION

Malawi Institute of Journalism (MIJ) Library Services prepares its students to be effective and efficient users of information by providing print and electronic resources that serve the educational needs of the school community, while encouraging a deep appreciation of literature and reading for personal enjoyment.

The Information Center serves students and staff members of the Institution. The library is staffed by One Librarian who offers reader's advisory, reference, and learning services that enhance the learning and research environment at M.

## 2.0 Opening Hours

	Open	Close
Monday – Friday	08:00AM	17:00PM
Saturday-Sunday	08:00 AM	14:00PM

The Library is closed on public holidays.

Opening hours may be modified at any time due to special circumstances such as: holidays, library & staff meetings, vacations, etc.

## 3.0 Acceptable

It is the responsibility of everyone (students, faculty and staff) to:

- Adhere to the policies outlined in the *HB Student Handbook*
- Hold conversations at a respectful volume - conscious that you share the space with others
- Respect the library environment; clean up garbage, push in chairs, erase writing from walls and furniture

### **3.1 Not Acceptable**

- Talking on a cell phone
- Watching videos or listening to audio without headphones
- Creating disruptive noise (speaking, videos, audio) in the library
- Leaving trash, library materials, or furniture in disarray
- Sleeping on library furniture
- Storing your belongings in the library

Users not complying with these guidelines will be kindly reminded of them and potentially asked to relocate.

### **4.0 Food and Beverage**

Nobody is allowed to bring food and any type of drink in the library. Users not complying with these guidelines will be kindly reminded of them and potentially asked to relocate if they are unwilling to comply.

## 5.0 Circulation of Materials

Library Users	Borrowed Items	Max. number of borrowed items	Period of borrowing	Renewal	Fines for Overdue
<b>Student</b>	Long Loan Materials	3	7 days	2 times	MK200.00 per day per item
	Short loan Materials (novels, non-fiction, graphic novels, biographies, and	1	1 Hour	2 times	MK200.00 per hour
	Magazines	Library use only	-	-	-
	Camera And Recorders	1	1	-	MK500.00 Per day
<b>Faculty &amp; Staff</b>	Library Materials (novels, non fiction, graphic novels and biographies,	5	Whole Semester	Not Specified	Not Specified

## 6.0 Borrowing Period and Limitations

Every patron (students or school staff) can borrow library materials for the borrowing periods outlined above. Lost or damaged books should be charged at the current list price of the book. In addition, all library materials must be returned one week before the end of the school year.

### 6.1 Renewing Materials

Long loan books can be renewed for an additional 7 days

### 6.2 Returning Materials

Library users must return items to the Librarian. Students should not put items back on the shelf. Each student is responsible for returning her items to the appropriate library. All library books should be returned one week before the end of the school year.

### 6.3 Damaged

When a patron returns a damaged book or item, library staff will assess the extent of the damage. If it is decided that the item is unusable and needs to be replaced, the patron will be charged the current list price of the book.

### 6.4 Lost and Overdue Materials

#### 6.5 Lost

When a patron loses a book or item, that patron will be charged the current list price of book.

#### 6.6 Overdue materials charges

ITEM	OVERDUE CHARGE
<b>Books (Long Loan)</b>	MK200.00 Per day
Books ( <b>Short Loan</b> )	MK200.00 Per hour
Camera	MK500.00 Per day
Recorder	MK500.00 Per day

#### 6.7 Payment

All payments must be through our Bank accounts. Get a Valid receipt from the librarian and deposit the fine into MIJ Bank account. Bring the Bank Deposit slip to the accounts department and finally get MIJ receipt confirming your payment that will be used to activate your account in the Library.

This policy has been reviewed by the librarian and The Media Training Manager and it has been communicated to the Executive Director for MIJ for a final acknowledgment and approval.

Librarian: