



THE ILPD LIBRARIES

1. Mission and Vision Statement

1.2 Vision statement

The Vision of the ILPD Library is:

- To support ILPD in promoting legal development and practices through the provision of information services and products that are innovative and sufficiently flexible to support the Institute's strategic priorities of being an e-research centre for Rwanda and the region.

1.2. Mission statement

The mission of the ILPD Library is:

- To meet the research needs of the ILPD's students by acquiring, providing and enhancing high quality information resources and collections that are appropriate. It will develop student's ability to access and utilize information in order to succeed at ILPD and beyond;
- Satisfy the demands of the ILPD curriculum and facilitate the education of its student by providing access to comprehensive and up-to-date information resources and services;
- To meet the needs of the public and to serve the legal information needs of the local community, the region and the citizens of Rwanda;

2. The ILPD Libraries Overview

The ILPD Library is a Law Library located at the Headquarters of the Institute. It has been in operation since the inception of the Institute in 2006. The ILPD Library has a branch in KIGALI which serves also ILPD students and the public.

The library provides information and library services to the students, staff, public and its alumni. However only students and staff of ILPD are members by default, other users are obliged to request official authorization from the Director of the Library.

In developing the library collections, the Library has two priority objectives: to provide a comprehensive, research level, retrospective and current collection of

Rwandan and international law materials; and to provide the classic professional texts relating to both civil and common law countries.

The Library offers, in one central location, all the resources necessary to support teaching, learning and research; making the library the intellectual hub of the Institute of Legal Practice and Development and the region.

By understanding the dynamism of a library and library services, the ILPD library lays emphasis on acquisition of relevant, authoritative, up-to-date materials and promotes quick access and delivery of information by integrating information communication technology in its functions.

3. Library Opening Hours

The Library normally opens its doors to the public according to the following schedule:

Day	Opening Time	Closing Time
Monday-Thursday	9:00am	9:00pm
Friday	9.00am	5: 00 pm
Weekends	9:30:am	4.00pm
Public holidays and Umuganda	Closed	

The Library Staff reserves the right to alter the time. Exceptions are announced before.

4. Library Membership

The following are eligible to use ILPD Library.

- ❖ Registered ILPD Students
- ❖ Academic Staff
- ❖ Administration Staff
- ❖ Outside Readers/Guest

5. Library Rules and Regulations:

Every Library frames a set of rules for regulating its services to members. Rules are framed keeping in mind the Library objectives and members interest.

5.1. Conduct of Library Patrons

5.1.2. All users must observe total silence in the Library and its environs at all the time.

5.1.3. Use of mobile phones and other devices likely to cause disturbances are prohibited on Library premises.

5.1.4. The Library management accept no responsibility for loss of personal property or books already signed out to a user

5.1.5. Anyone caught marking, defacing or mutilating books or other Library material will be expected to pay for the material with the most current edition of the same.

5.1.6. Good order must be observed in the Library at all times for example placing of feet on the furniture, eating and drinking, smoking, and sleeping etc. is not allowed.

5.1.7. Users are not allowed to re-shelve any Library materials after removing them from the shelves.

5.1.8. All bags, overcoats etc, must be left on the table near the door.

5.1.9. Abusive language or gestures, harassing or threatening behaviour to the Library staff are not acceptable.

5.2. Borrowing (Lending Rules)

5.2.1. Borrowing Library materials is restricted to registered members only.

5.2.2. Borrowers must not remove books from the Library unless the loan transactions are captured on the online system.

5.2.3. Every borrower requested to return an overdue Library item must return it immediately.

5.2.4. Fines and charges will be paid directly to the Institute bank Account opened at National Bank of Rwanda (BNR), Account Number: 100 0004096 or No.000860068177802 opened at Bank of Kigali, the proof of payment /receipts must be uploaded through ILPD MIS.

5.2.5. Fines for overdue loans are calculated from the due date to the day the book is returned. Weekend and holidays are included in the calculation.

5.2.6. Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.

5.2.7. All borrowed materials must be returned on or before the due date.

5.2.8. Borrowers having an item overdue will be notified automatically through e-mail

5.2.9. All borrowed materials must be returned in the same condition as when borrowed.

5.2.10. All members of the Library staff are empowered to inspect any book in the possession of any person leaving the Library.

5.3. Loan Period

The following table indicates the loan entitlement for each category of reader. The table also details the loan period for normal loan book according to category of leader.

User Category	Number of books	Loan Period	Renewals
Academic Staff/Lecturers	5 books	14 Days	Renewable twice
Administrative Staff	2 books	3 Days	Renewable once
Students	3 books	7 Days	Renewable once
Outside Readers/Guest	Not allowed to borrow/in situ consultation	-	-

All Library materials borrowed from the Library may be renewed only once for a further period which is depend on both user and book category provided the latter have not been reserved by another user. Every material must be renewed before the loan expires.

5.3.1. Borrowing Restrictions.

The following items may not be borrowed:

- ✓ Reference books
- ✓ Newspapers
- ✓ Journals and Magazines
- ✓ Theses

5.3.2. Lost, Damaged or Theft of Library Materials

5.3.3. All materials which have been lost, damaged or stolen should be reported immediately to the Library staff. In this case, 1 month will be given waiting for a possible recovery. After this period the document is considered as a lost and the borrower will be required to replace the lost item by presenting a new copy of the same edition. The Librarians reserves the right to determine whether a copy submitted is acceptable.

5.3.4. The library will accept replacement copies from patrons under the following stipulations:

- The item must be approved by the Director of Library
- The item must be identical to the original/same edition or current edition.
- The item must be in the same format (hardcover/paperback) as the original

5.3.5. Patrons who lose Institute Library materials have the option to purchase a replacement copy themselves (same title and author, same or newer edition and in good condition) or pay the amount equivalent to the value of the lost item.

5.3.6. Library patrons who have outstanding fines, other overdue materials, damaged materials which have not been paid for, or are otherwise in debt to the library, cannot borrow library materials.

5.3.7. Items that are damaged but not destroyed while in a patron's possession will result in fines consistent with the degree of damage.

6. Library Overdue Notices

6.1. Overdue notices are sent to patrons as a courtesy automatically through KOHA integrated Library management. The library does not assume responsibility for fines resulting from un-received or un-read email. However Library Patrons are advised to check regularly their e-mails.

6.2. Unpaid fines of overdue materials are reported to Director of Library for appropriate action.

6.3. Fines for Overdue Materials

6.3.1. Fines are charged to encourage the timely return and proper care of materials while they are checked out.

6.3.2. Fine are charged on a per-item, per day basis. Users are not exempted from fines if a notice is not received.

NB. Fines for overdue loans are calculated from the due date to the day the book is returned. Weekend and holidays are included in the calculation.

7. Computers.

The computers in the library are to be used for academic research, study, and class assignments, sending or retrieving of e-mails. Users once they have completed their works, they should log of the computers, but must also follow the proper procedure when shutting down the computer. For quick access to the Library catalogue remotely type: **10.0.130.101** in the browser and follow instructions.

8. Clearance

Students must clear with the Institute Library at the end of the program. Failure to comply with the above rules, official documents such as Certificates and other Academic documents will not be issued by ILPD unless Library materials are recovered.

For more clarification, kindly contact the Acting Director of the Library on +250788405113 or justin.rwabukwisi@ilpd.ac.rw

Done at Nyanza on 15/2/2023



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Acting Director of Library/ILPD

