

Student Orientation - Library

January 2023 Intake



CAVENDISH
UNIVERSITY
ZAMBIA

*Success begins at
Cavendish University*

LIBRARY OPERATING HOURS

- Monday to Friday 08:30 hours – 18:00 hours
- Saturday 08:30 hours – 12:00 hours
- Sunday and Public holidays – **CLOSED**

DURING VACATION

- Monday to Friday 08:30 hours to 17:00 hours
- Saturday and Sunday – **CLOSED**
- A study room (Class room) is available to all students for studying after the library is closed.

BOOK LOAN/RETURNS

- No book or library material may be brought out of the library until the loan has been recorded.
- Unauthorized removal of library materials is regarded as a very serious offence.
- Library users are responsible for the safekeeping and return of library materials issued in their name.
- Any overdue item not returned after thirty (30) days shall be considered as lost. The cost of replacing the item will be notified to the student.
- Users are allowed to borrow up to Three(3) library materials for a period of three days.
- ❖ Books on short loan are to be used within the library.

E-LIBRARY ACCESS

- Go to Cavendish's website. Go to <https://www.cavendishza.org>) using your preferred browser.
- Home page of Cavendish University will appear. On the top bar of the home page of Cavendish website click on library.
- On the library section different information materials (Databases) will appear.
- Click on the material of your Interest.
- The user can download softcopy materials and information which can be used at a later time even when the user is not connected to the internet.
- ❖ The databases provided through the E-library can only be accessed when connected to Cavendish University internet.

E-GRANARY ACCESS

- Launch or click on the application on the desktop of computers provided in the library.
- E-granary browser will open then the user can search for information of their interest.
- Materials searched for on E-granary can be downloaded and used at a later time even when the user is offline.
- ❖ E-granary can only be accessed when connected to Cavendish University Internet.

RULES AND REGULATIONS

- Student **ID Cards** are compulsory for admission into the library and must be promptly displayed upon request by library staff or the officer.
- Student **ID Cards** are not transferable.
- **Silence** must be maintained in areas designated as “**Silence**” and in any event talking should be kept to **Reasonable** level and as **Appropriate** to the designated area.
- Discussions are **Not Allowed** in the library.
- **Food and Drinks**, with the exception of **Bottled Water**, may not be consumed in the Library.
- **Alcoholic drinks** are **Strictly Prohibited** in the library.
- Library users are not permitted to make or take telephone calls within the library. Mobile phones shall be switched to **Silent Mode** At all times.

RULES AND REGULATIONS CONT'D

- Moving library furniture from its designated place is strictly prohibited.
- Indecent behaviour and sleeping in the library are strictly prohibited.

Thank You



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