Student Orientation - Library

January 2023 Intake
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.
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