

JAPAN INFORMATION AND CULTURE CENTRE (JICC)

LIBRARY RULES

1. General

- The library will not be used to write letters, do school work, read personal books or for sleeping.
- The name and occupation of each person entering the Centre will be written on the registration form at the reception desk at the entrance, where all types of bags, briefcases, parcels etc must be deposited.
- The Centre will not be responsible for the loss or damage of any personal belongings brought into the Centre.

2. Application for Membership

- Library membership is free
- Applicants must fill in the application card and get two references from responsible and objective persons such as employer or teacher. The referees must affix their relevant official rubber-stamps and must have a permanent day-time telephone contact. Referees should not be relatives, friends, colleagues or juniours.
- The applicant must show his ID card to the librarian. Persons under 18 years of age should come to the library accompanied by an adult who will sign the application card in the presence of the librarian.
- Applicants must reside in Nairobi and must possess easily accessible contact addresses. Membership is solely at the discretion of the librarian. *The librarian is not bound to give any reasons for a rejected application*, but such rejections usually result from improperly filled or non-eligible applications.

3. Membership Card

- Successful applicants will be contacted. Successful applicants' Membership Cards will be picked up from the reception of the Japan Information & Culture Centre.
- The card is valid for one year from the date of application.
- The card is not transferable, and care should be taken not to lose it. If lost, a replacement can only be made after a considerable period of time, not less than one month after reporting such a loss.
- The card remains the property of the library subject to cancellation at the discretion of the librarian.

4. Borrowing

- In order to borrow books, you must present your membership card at the reception
- Borrowed books are on loan for a period of two weeks and no more than two books can be borrowed at a time.
- An extension may or may not be granted for a further two weeks. If books are not returned on or before the due date the library may suspend your membership as a penalty, or cancel your membership and recommend action to recover library property. In the case of repeat offenders, the referees will be involved in an effort to recover the lost items.
- In the event of lost or damaged library property, the borrower will be held liable for the recovery and replacement of the lost or damaged item(s).
- Members are requested to take good care of library books and protect them from rain, dust, sun, children and pets.
- Do not remove pages, mark, write on the book or turn down page corners. Any reader returning a damaged book will be asked to replace it.
- Note that photocopying may infringe on copyrights, and is hence illegal.
- Borrowed items are for the borrower's private use and not for public, school or group use.

PLEASE OBSERVE SILENCE

NO SMOKING IN THE LIBRARY

NO FOOD IN THE LIBRARY