

## **Rules for Using the National Library**

The National Library of Namibia is not a borrowing library and items must be viewed and used within the library.

- Eating, drinking or smoking is not allowed in the library.
- Handle library materials with care.
- Mobile phones shall not be used in the library.
- Any user causing irreparable damage to a book or other item belonging to the library shall be liable for the replacement cost of the item plus the processing charge.
- Stealing library books is an offence that will be reported to authorities (Police).
- Library materials shall not be marked, damaged or deliberately misplaced.
- Bags or jackets are not allowed in the library.
- Do not bend books nor lay them facedown.
- Photocopying of bound newspapers and rare books is not allowed.
- No phone calls will be made for the public.
- Moving of furniture is prohibited.
- Users shall at all times conduct themselves in a quiet and orderly manner so as not to disturb other library users.

**Users that do not abide by these rules will not be allowed to use the facilities.**