

## LIBRARY RULES AND REGULATIONS

The primary mission of the Nigeria Governors' Forum Secretariat (NGFS) library is to let staff, stakeholders and researchers have access to information and knowledge resources through physical books and electronic resources held in the library. In other to preserve, disseminate and render a first-class service to patrons of the library; the NGFS library has developed a set of rules and regulations for using the library and its collections so that they remain safe and usable by all for years to come.

Please read the following rules and regulations before entering the library.

1. All patrons must maintain quietness in the library.
2. Dispose all trash in appropriate containers so that a clean environment can be maintained in the library.
3. Do not cut out pages or pictures from the library material.
4. External patrons who wish to use the library for their personal research must be fill the external user form and
5. Group discussions in the reading section is not allowed.
6. Handle books carefully, especially when photocopying and scanning.
7. If you must connect to any virtual meeting from your personal computer or from the library desktop computer, ensure you use an earpiece device.
8. Mark your place with a bookmark; do not bend corners of pages or use tape, post – it notes, paper clips, or other objects on the library books.
9. No making or receiving of phone calls in the library. Mobile phones must be turned off or set to silent mode while in the library.
10. Please notify the librarian at the reference desk if you discover a book that needs repair.
11. Protect borrowed materials from rain, dampness, sun, heat, pets, smoking and tobacco products.
12. Remove books from the shelf by gripping on both sides of the book spine.
13. Return library materials in the same condition as you received them.
14. Take notes rather than using highlighters, underlining, or writing in the margins of the library books and periodicals.