



# Kenyatta University Library Guide



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# ABOUT KENYATTA UNIVERSITY LIBRARY

## UNIVERSITY LIBRARY VISION

To be an innovative, focused, competitive and user-centred library service to the endeavours of Kenyatta University community

## UNIVERSITY LIBRARY MISSION

To provide a dynamic learning environment and quality user-centred information services that enhance teaching, learning and research while inculcating life-long learning skills and fostering human development

## OUR PURPOSE

The library brings high quality, scholarly information resources and services to the Kenyatta University community

## OUR VALUES

The Library acknowledges and is committed to the values of Kenyatta University: truth, excellence, self-reliance, innovation, professionalism, quality and relevance. In demonstrating this commitment we ensure that:

- Our clients are at the core of all we do
- We distinguish ourselves through service excellence that recognizes our clients' needs and diversity
- Our staff are a valued resource
- Together, we pride ourselves on our ability to accept challenges and deliver results that enhance quality of service

## OBJECTIVES OF THE LIBRARY

- Selecting and acquiring up-to-date information resources in all formats that are relevant to the Information needs of the university.
- Organising the collection using internationally accepted standards to allow for easy retrieval.
- Adopting information dissemination strategies- Current Awareness services and selective dissemination of information to ensure optimum utilization of available resources.
- Establishing, promoting and maintaining a wide range of services that will support the academic programmes of the University and encourage optimum exploitation of the resources of the library.
- Building the information literacy skills of its users continuously- by conducting proper user education and instruction through a variety of methods in order to provide guidance to the library's collection.
- Recruiting, developing and retaining well qualified, experienced and dedicated professional library staff in the area of library and information sciences who will offer high quality services to the users of the library.
- Adopting technologies that will make information resources accessible to the University community in an efficient and effective manner.
- Create, maintain and preserve locally produced knowledge within KUC and provide access anywhere and at any time.

# OUR SERVICES

## 1. Lending Services

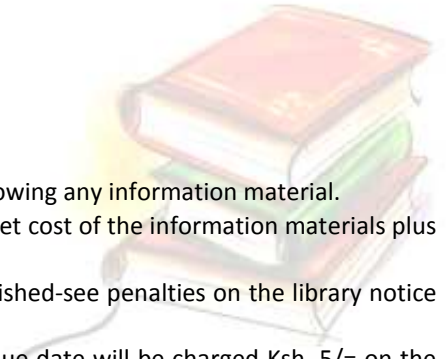
This facilitates equitable circulation of information resources among all users

### 1.1 Lending Regulations and penalties

- Only registered students of KU are entitled to borrow materials.
- All library users **MUST** produce their student identification card before borrowing any information material.
- Lost or mutilated information materials on loan will be replaced at the market cost of the information materials plus 500 kshs. processing charges.
- Users who inconvenience others in any way while in the library will be punished-see penalties on the library notice boards.
- Information materials borrowed on regular loan and not returned on the due date will be charged Ksh. 5/= on the 1st day and 2/= for the rest of the days.

### 1.2 Recall of Materials on Loan

The Librarian may recall any information material on loan from a user by notice which shall specify return of the same. If a user does not return the item as specified, he shall incur a fine of kshs. 5 per book per day.



## 2. Photocopy Services

**Photocopy services are offered at the following rates:** Photocopy— Kshs. 2/= per page

## 3. Electronic Services

The library subscribes to e-books and e-journals which can be accessed from all university computer labs. These can also be accessed from the library if a user has a laptop through wireless connectivity.

### Information resources available

- Library Catalogue
- Theses and dissertation Abstracts
- Newspaper Indexes
- Past Examination Papers

## 3. Library Catalogue Database

The library has a searchable catalogue database of all information resources held in the library. This database is updated continuously to reflect the complete library holding. One can access this on: <http://maktaba.ku.ac.ke>



# ORGANIZATION OF THE LIBRARY

## Organization of the Library Materials

The information materials in a library are arranged using a conventional classification scheme known as the Library of Congress classification scheme (LC) for ease of retrieval.

## How to access information resources

Library classification is the grouping of library materials in a library in a systematic order useful to those who use the materials and also those who manage the materials. The main essence of classification is to bring together information sources of related subjects. As follows:-

A	General works
B	Philosophy and religion
C-F	History
G	Geography and Anthropology
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Languages
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography and Library Science

## Reading Room

There is a University Library Reading Room with a seating capacity of 1000 facing school of Education. This is a facility for users to do their quiet study.

## Security

Library security system is in place to prevent theft and misuse of library resources and ensure quiet reading environment is achieved.

### Security Check

There are several security guards at the entrance/exit of the library who oversee the entry/exit of users, and also move round the library ensuring order.

# LIBRARY RULES & REGULATIONS

Library rules and regulations should be followed to enable fair access and use of library facilities by all users. Failure to do so will result in the withdrawal of library rights, suspension of library rights, or suspension from the university.

1. Students will be issued with a student ID that also serves as a library card at the admissions office. If the card is lost, **PLEASE REPORT IMMEDIATELY**. A replacement will be issued at a fee.
2. Library items should not be taken out without proper authorization. Theft or attempted theft of library items, equipment, furniture or furnishings is proscribed.
3. All communication gadgets including cell phones, pagers, radios, beepers etc should be switched off before entering the library. No call should be made or received in the library.
4. All bags, briefcases, overcoats etc should be left at the baggage store at the library entrance.
5. The library is a place for silent, private study. Consultations, discussions, group study etc should not be held in the library. The university provides many other areas on campus for this.
6. Smoking and sleeping are not allowed in the library.
7. Foods and drinks should not be taken to the library.
8. Users shall not obtain or use a library card under false pretences.
9. Use or possession of items from other libraries that are either overdue or have evidence of having been removed without proper authorization will be confiscated.
10. Reference and special collection items should not be taken out of the library.
11. Defacing, mutilating or damaging library items, facilities, equipment, furniture or furnishing or willfully altering or destroying identification marks relating to ownership or location of library items, equipment, furniture or furnishings is not allowed.
12. Users shall not obtain or use another users ID under false pretences.

## OPERATIONAL HOURS

### HOURS OF OPENING MAIN LIBRARY

<b>Monday - Friday</b>	<b>8.00 am - Midnight</b>
<b>Saturday</b>	<b>9.00 am - 10.00 pm</b>
<b>Sundays</b>	<b>9.00 a.m - 5.00 pm</b>

**Public Holidays Closed**

*"Libraries are places where imagination begins."*

By Heather Barbieri