

K.U POST-MODERN LIBRARY: POLICY ON USE OF CARRELS

1. PURPOSE

Carrels are intended for research that requires extensive use of library resources. Carrels are NOT intended to be used as office space, lockers or for discussions.

2. ELIGIBILITY

The library has a limited number of study carrels. Priority is given to graduate students and faculty. Carrels are wired for electrical and data outlets. Visit subject service counters on all the floors to obtain an application.

3. APPLICATIONS

Application forms are available at the Subject Service Counters.

4. ASSIGNMENT

(a) Carrels assignment will be on first come, first served basis for completed applications.

(b) Carrels will be opened between **8.00 a.m** to **9.00 p.m** from Monday to Friday.

(c) Each carrel will attract payment as follows:

- From 8:00am to 2pm => Kshs 50.00
- From 2:00pm to 9pm => Kshs 50.00
- A full day - 8:00am to 9pm => Kshs 100.00

(d) The patron will be notified if a carrel is available. If one is not available, the patron will be kept on a waiting list for the next available carrel.

(e) A patron will be issued with a key upon production of a receipt from the library cashier.

(f) Keys are to be returned at 10.00 p.m to the circulation counter. Failure to return the key or if the key is lost, the patron will be charged Kshs.2,500.00 for the cost of replacing the lock. A library hold will be placed on the patron's account until such payment is made.

5. GENERAL REGULATIONS

1. Carrels must be used only by the person to whom it is assigned.
2. Do not install any software into the computers
3. Do not deface carrels.
4. Patrons are free to use laptops in carrels
5. Smoking, eating, taking of beverages in carrels is prohibited.
6. The library will not be responsible for any stolen personal property and library borrowed resources left in a carrel. The user will be responsible for fines and replacement cost of such items.
7. Library materials left in carrels by 10.00 p.m will be removed by the library staff and re-shelved.

NB: DO NOT LEAVE ANY VALUABLE ITEMS OR PAPERS IN CARRELS

VIOLATION OF ANY OF THE ABOVE REGULATIONS WILL RESULT IN PATRON FORFEITING THE RIGHT TO THE USE OF CARRELS

KENYATTA UNIVERSITY POST-MODERN LIBRARY APPLICATION FORM FOR CARREL

CHECK ONE: STAFF GRADUATE STUDENTS

OTHERS SPECIFY _____

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

ADDRESS _____ DEPARTMENT _____

PHONE NO.: _____ CELL: _____ WORK: _____

REG. NO. / PF.NO.: _____

Email Address: _____

NOTE: Please bring your I.D when submitting this form

Declaration:

I have read the carrel policy and agreed to comply with ALL regulations stated therein.

Applicants Signature: _____ Date: _____

FOR OFFICIAL USE

Allocation: _____

Officers Name: _____ Signature: _____ Date: _____

Return: _____

Officers Name: _____ Signature: _____ Date: _____