

# KENYATTA UNIVERSITY



## LIBRARY ICT POLICY

### INTRODUCTION

Kenyatta University system includes the main campus and its seven campus libraries distributed in different locations across the country. All of them have access to a wide range of ICT facilities.

This infrastructure has enabled the library to provide access to the Internet, email, office facilities and information sources.

### VISION

To become a Centre of Excellence in Kenya where the potential of ICT is harnessed to serve as an enabler for effective teaching, learning, research and enhancing distant learning.

### MISSION

To use ICT optimally with the view to increasing efficiency among staff and students and endeavor to fit into the new global information and knowledge based economies

### ICT USE IN KENYATTA UNIVERSITY LIBRARIES

**Kenyatta University Library provides the following ICT services:**

- Internet access on all the PCs within the library for both Library staff and users. The computer labs' PCs can be booked in advance and are available to all library users.
- Adequate and suitable provision of special needs equipment - the postmodern library has user friendly workstations with fully accessible PCs. These workstations are equipped with screen magnification and text to speech software for visually impaired users
- ICT equipment, software and networks for use. All libraries have access to online databases, and other necessary application software in place.
- Access to online resources, online subscription resources, web based content and online learning.
- Access to quality information via on-line services to learners and library users.
- OPACs allowing users to access the library catalogue across all libraries
- Current awareness and SDI services

## POLICY FOR ACCESSING AND USING ICT FACILITIES IN KENYATTA UNIVERSITY LIBRARY

Access to the World Wide Web is available free of charge at all Kenyatta University libraries. The access currently provided enables users to browse the Internet to access the online resources subscribed to by the Library and those available on open access.

### Using the Internet

1. By using our ICT facilities to access the Internet you are agreeing that you will not access any material which:
  - Is obscene, racist, defamatory or illegal
  - Causes harassment or gross offence to others
  - Would be a breach of copyright

In addition, you are agreeing that you will not interfere in any way with the hardware, software or general operation of the PC. Any user must stop any activity if requested to do so by a member of staff.

2. All users are expected to demonstrate a responsible approach to the use of resources made available to them, and to show consideration for other users, both using the Libraries' facilities and with whom they may come into contact on the Internet.
3. The Library does not accept responsibility for slow network responses, non availability of web sites, the content of any e-mails received by users, other users retrieving information left on open files or any loss resulting from use of a credit card over the Internet.
4. It is requested that only one person use a computer at any one time, unless assistance is required.
5. The Library has no control over the information accessed and cannot be held responsible for the content or quality of the information retrieved.
6. Appropriate filters and monitoring software are installed on computers. This has been done to restrict access to sites considered unsuitable.
7. The use of personal CD ROMs is allowed, subject to *"Using the Internet policy no.1"*
8. If a virus warning message is displayed on the computer please tell a member of staff

# INTERNET ACCEPTABLE USAGE POLICY

## 1. Introduction

The Internet enables access to valuable information resources in many different formats. The Library does not deny legitimate access to information by any library user but recognizes that such a resource may be open to misuse and abuse. This policy has been produced in order to safeguard the interests of the Library fraternity.

## 2. Responsibility of Using the Internet

While the Internet contains a wealth of valuable and interesting information, some of this information may be inaccurate, out of date, controversial, offensive and / or illegal. Kenyatta University Library accepts no responsibility for the quality, accuracy or availability of information accessed through the Internet, although we will try to signpost sites that appear to be authoritative. As a user it is your personal responsibility to ensure the accuracy of information you discover. Kenyatta University Library assumes no liability for any loss, damage or injury, direct or indirect, suffered as a result of accessing the Internet.

## 3. Conditions of Access

Access to computers in Kenyatta University Library is available for all. We ask that anyone wishing to access the computers enrolls as a library member, although those users who are not library members can be authorized to use by the Library management.

All users will need to complete a declaration form stating that they have read the '*Internet Acceptable Usage Policy*' and agree to abide by its terms and conditions.

## 4. Access Rights

The use of computers in Kenyatta University Library is free of charge. Any assistance on related services is also free subject to *Kenyatta University Service Charter*. These include laptops internet configuration and induction on usage of ICT e-resources subscribed to by the library.

## 5. Saving your Work

Users may save their work on the hard drive of the PCs they use but they **MUST** ensure they delete it before the end of their respective sessions. Backing up is entirely the user's responsibility. Downloading inappropriate information in form of text, still or motion pictures or in any other form is **NOT** allowed.

## 6. Booking a Computer Session

Library computer labs are open for session booking. Sessions may be booked in advance within the same day. Sessions can be booked in two-hour slots. No user is entitled to two consecutive slots. If the demand for computers is not high at the time, a session may be extended.

## 7. Your Session in Progress

Library staff will try whenever possible to help users in the proper /correct use of the computers. Although library staff may be able to provide some assistance on the use of the hardware and software provided for use, they are not authorized to provide any assistance with completing or advising commercial or personal transactions.

## 8. Penalties for Misuse

You should be aware that the University and/or library security systems are capable of recording all transactions, website visits and emails made on library computers. Any public access of illegal, offensive or controversial material may be subject to further action.

Kenyatta University Library reserves the right to refuse further computer access to any individuals accessing such material subject to the library rules and regulation.

## 9. Disclaimers and Copyright

Kenyatta University Library accepts no responsibility for the nature, or the accuracy of the information and data accessed or retrieved.

### **DATA BACK-UP**

Kenyatta University Library constantly backs up its data from all library interactive databases. The same is done by ICT Directorate.

**This policy is subject to both Kenyatta University Library policy and the University ICT policy.**