Kenyatta University
The Post Modern Library
Access Policy
18/8/2015

Introduction

The University Library's mission is to provide a dynamic learning environment and quality user-centered information services that enhance teaching, learning and research while inculcating life-long learning skills and fostering human development.

To realize this, all stakeholders must ensure that they play their part to maintain a conducive academic and research environment. The policy guidelines captured in this document are geared to optimize the usage of all the resources and facilities available and sustain collections integrity. Among the key features of this policy are:

Groups Allowed Access

Library users must identify themselves at all times to be able to access the library and its information services. The teaching and non-teaching staff as well as students have access to the library. The Alumni also have access upon registration and having paid the annual subscription fee. Though they have a smart card, they only access reference service since they have no borrowing privileges as stipulated in the rules and regulations. Friends of the University have limited access as long as they have introductory letters from Management, deans and heads of teaching departments. All other visitors who would want to visit the Library must seek authorization in advance from the Vice Chancellor for instance schools, institutions of higher learning and any other Government agencies. However, this does not allow them to remain in the Library or study after the guided visit.

Documents for Admittance

The following are the required documentation to access Library services and facilities:

Authorized Access

User Category	Required Documentation
Teaching Staff	Smart Card
Non-teaching Staff	Smart Card
Students	Smart Card

Restricted Access

User Category	Required Documentation
Alumni	Smart Card
Visitors	Advance Authorization Letter

Services, Resources and Facilities

The following are available to authorized users:

Services:
    a) Lending
        Different categories of Library users have different lending periods and entitlements as stipulated in the Library rules and regulations
    b) Reference and information services
        These are offered at subject libraries.
    c) Information Literacy and Competency
        Every eligible user is encouraged to register for the next available sessions at the information desk.
    d) Services to users with special needs
        These are available to the challenged users.
    e) Short-loan service
        This is available to users for information resources on high demand.
    f) Photocopy Services
        These are available at a competitive charge per page but within the copyright law.
    g) Binding Services
        These are also available for the University community
    h) Electronic information access service
        These are available to users with the necessary credentials as per policy.

Resources:
    The resources available in the Library include:
    1. Institutional Repository
    2. Newspaper databases
    3. Past Examination Papers
    4. Books – both print and electronic
    5. Journals – both print and electronic
    6. Library catalogue

Facilities:
    Other facilities available in the Library for access are:
    1. Reading Carrels available on first come first served basis
    2. Group discussion rooms also on priority basis
    3. Instruction rooms
    4. Information commons
    5. Computer labs
    6. Reading areas
    7. OPACs

Rules and Regulations

For efficient and appropriate use of the Library resources, services and facilities – please refer to Library rules and regulations available in the Library website.

Emergencies:

In case of a fire or any other emergency, the Library staff will alert users on evacuation via the exit routes.

Filming and Photography:
Individuals who intend to film or photograph any part of the Library must obtain permission from the Library management for security reasons. Such can only be accepted if they will have research or study impact.

Sticking Notices:
These will not be mounted unless in designated areas or if authorized by Library management.

Study areas:
Some areas within the library facilities serve users within specific collections and this must be adhered to all the time.

Inquiries:
Any questions regarding library facilities may be directed to several areas for responses including: Information Desk (8710901-3250/1); 'Ask a Librarian'; 'Library Chat'; University Librarian (8710901-3262) or email to maktaba@ku.ac.ke

Compliance:
Failure to comply with these policies may occasion a curtailment of the access privileges contained here or referred to like rules and regulations and other policies.