

### **Vision of the University Library**

To be a centre of excellence in the provision of library and information services to Kenyatta University and the global community.

### **Mission Statement of the University Library**

To provide a dynamic and quality user centered library and 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.

### **Values**

The library acknowledges and is committed to the values of Kenyatta University: truth, excellence, creativity, 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.
- Organizing the collection using internationally accepted standards to allow 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.
- Recruiting, developing and retaining qualified and experienced library staff to offer quality library services.
- Adopting technologies that will make information resources accessible to the University community in an efficient and effective manner.
- Preserving and providing access to KU Research output.

- Provide a secure and conducive learning environment for the use of library resources.

### **Access to the Library**

- All library users must identify themselves at all times in order to access library and information services.
- Users must register their laptops with the library.

### **Library Services**

- The library offers reference and information services at various points: Circulation; subject counters; computer labs; information desk, Special needs, etc.

### **Registration**

All users must register with the library. They are required to provide their University identification including corporate email. Users should undergo orientation before registration.

### **Provision of Information Resources**

The library provides the following information resources:

- Print books and journals.
- Institutional Repository (Theses and dissertations, conference & workshop papers, research papers, books and book chapters, journal articles.
- Online resources including e- journals, databases and e-books.
- Sample past examination papers.
- Library policies, guides and training materials.

### **Information literacy**

The library conducts information literacy sessions on how to access information resources, referencing and citation, responsible use of information and publishing.

### **Photocopying**

Photocopying services are offered at Kshs. 2/= per page.

### **Lending Services**

1. This entails the borrowing and returning of library books and other information resources available.
2. This facilitates equitable circulation of information resources among all users.
3. Books are available on:
  - Short loan basis (3hours)
  - Long loan basis

### **Lending Regulations**

- Students and staff of KU should register with the library.
- Only registered users can borrow information materials.
- They MUST produce their identification card before borrowing.

- Number of books to be borrowed:
  - Undergraduate students–6 books(for 2 weeks)
  - Postgraduate students–10 books (for 4 weeks)
  - Staff Grade I-IV - 4 books (for 4 weeks)
  - Staff Grade A-F – 6 books (for 4 weeks)
  - Academic staff – 10 books (for 4 weeks)
  - Academic staff can renew borrowed items for a maximum three times upon request.
- Information materials borrowed and not returned on the due date will be charged as follows:
  - Long loan Kshs. 5/= per book per day
  - Short loan Kshs. 5/= per hour
- Lost or mutilated information materials on loan will be replaced at the market cost of the information materials plus Kshs.500/= processing charges.

### **Recall of Materials on Loan**

The Librarian may recall any information materials on loan from a user by a notice which shall specify return of the same. If a user does not return the item as specified, He/She shall incur a fine of Kshs.5/= per book per day. Short loan incurs a fine of Kshs. 5/= per hour.

### **ICT Services**

The library is equipped with ICT infrastructure to facilitate access to information resources and services.

### **Electronic Books and Journals**

The library subscribes to e-books and e-journals which can be accessed online through the library's e-resources link.

### **Social Media**

The library provides social media interaction which includes: Ask a Librarian, online chat, Facebook and Twitter accounts.

### **Library Online Catalogue**

The library has an online catalogue to search the information resources held in the library including, print books, e-journals and e-books. This catalogue is updated continuously to reflect the complete library holding. It is accessible at: <http://maktaba.ku.ac.ke>.

### **How to Access Information Resources**

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

Library Information materials are arranged broadly by subject as follows:

<b>Broad Subject</b>	<b>Floor</b>	<b>Classification</b>
Education	G Floor	L - Education Z - Library & Information Sci.
Social Sciences	1 <sup>st</sup> Floor	BF - Psychology H-HX - Business, Commerce, Sociology GV - Recreation K - Law
Humanities	2 <sup>nd</sup> Floor	B- Philosophy and Religion D- History G- Geography J - Political Science N- Fine Arts M-Music P- Languages, Literature V- Military Science
Science & Tech.	3 <sup>rd</sup> Floor	Q-Science General QA-QD – Mathematics, Physics, Chemistry QH-QL- Biology, Botany, Zoology T-TX-Technology, Engineering, Home Economics
Health Sciences	4 <sup>th</sup> Floor	QM-QR – Human Anatomy, Physiology, Microbiology R- RZ - Medicine, Pharmacy, Nursing
Research & Special	4 <sup>th</sup> Floor	Thesis, Kenyatta University Publications and Africana Collection

### Reading Areas

The library has ample reading and conducive environment for study and research. These include: General reading area, study carrels, computer labs, discussion and meeting rooms, Research commons, Africana section, etc.

### Security

- Library security system is in place to ensure a secure environment and to prevent theft and misuse of library resources.
- Security personnel are stationed at the entrance/exit of the library.

- The security personnel perform surveillance within the library.

### Library Rules and Regulations

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

- All persons entering the library must show their University ID.
- Students University ID serves as a Library card. If the ID is lost, PLEASE REPORT IMMEDIATELY.
- Library items should not be taken out without proper authorization. Theft or attempted theft of library items, equipment, furniture or furnishings is proscribed. Appropriate action will be taken.
- All communication gadgets including cell phones, radios, beepers etc should be in silent mode before entering the library. No call should be made or received in the library.
- Briefcases, bags, overcoats, hats, umbrellas, water bottles etc, are not allowed in the library unless permitted by the Chief University Librarian.
- The library is a place for silent, private study. Consultations, discussions, group study etc should not be held in the library unless in the designated areas such as the discussion rooms.
- Smoking and sleeping is not allowed in the library.
- Foods and drinks should not be taken in the library.
- 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.
- Reference and special collection items should not be taken out of the library.
- Damage of library materials, equipment, property, or building is prohibited and must be reported immediately to a member of library staff.
- Users shall not obtain or use another user's ID.
- All persons leaving the library must show all their documents and be subjected to the necessary security checks.

### LIBRARY OPERATING HOURS

Monday – Friday	8.00 a.m. – 10.00 p.m.
Saturdays	8.00 a.m – 8.00 p.m
Sundays	8.00 a.m – 5.00 p.m.
Public Holidays	Closed

### CAMPUS LIBRARIES

*For Campus libraries, please see their respective brochure*

Website: [www.ku.ac.ke/library](http://www.ku.ac.ke/library)

Tel: +254 20 870300 Ext. 3250/3251

P. O. BOX 43844 -00100  
NAIROBI

E-mail : [library@ku.ac.ke](mailto:library@ku.ac.ke)

# KENYATTA UNIVERSITY POST MODERN LIBRARY



Kenyatta University is ISO 9001: 2015 Certified

