

## CONDUCT

- ◆ Silence shall be strictly observed in the library.
- ◆ Mobile phones must be switched off while in the library. Defaulters will have their phones confiscated for a period of 4 days.
- ◆ Wearing of caps, overcoats, heavy jackets and similar heavy wear is not allowed in the library.
- ◆ All readers on leaving the library must show at the entrance all items they are taking out of the library.
- ◆ Marking or defacing of books and periodicals is forbidden.
- ◆ The reservation of desks is not allowed.
- ◆ Personal books are strictly not allowed in the library.
- ◆ The library accepts no liability for loss of personal property left in the library.
- ◆ Readers are requested not to interfere with the light switches, windows computer connections and settings, and library arrangements.
- ◆ Materials not properly borrowed from other libraries will be confiscated and returned to the institutions of origin with particulars of the user found with them for necessary action.
- ◆ Cases of misbehaviour or dishonesty by the library staff or unwillingness to provide services shall be reported to the Librarian in Charge. The same applies to rude clientele.
- ◆ Smoking, spitting, eating/chewing, hawking, sleeping and drinking are strictly prohibited in the library.

## COMPUTER AND INTERNET SERVICES

- ◆ Attempts to degrade, disrupt or vandalize the equipment, software or any other accessories is prohibited.
- ◆ Users are not allowed to use the library computers for games, music, e-chats, e-mobile or view pornographic sites.
- ◆ Users are requested to desist from using Library computers to type their work unless permitted by the University Librarian

## REPLACEMENT FOR DAMAGED AND LOST BOOKS

- ◆ In case of loss, the borrowers will be charged:-
  - Two times the current cost for books in print.
  - Four times the cost for books out of print.
- ◆ If a user loses a CD accompanying a book, he/she will be required to replace both the CD and the book.

## CLEARANCE

- ◆ Library clearance of registered members will be based upon payment of/for :- overdue fines in full, lost library materials and return of library tickets.



# KABARAK UNIVERSITY

## Library Guide 2009



### *Gateway to knowledge*

P.O. Private Bag—20157, KABARAK

Tel: 051-343342/020-2323461

Fax: 254-51-343529

Email: [library@kabarak.ac.ke](mailto:library@kabarak.ac.ke)

Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth - *II Timothy 2:15 (KJV)*

## INTRODUCTION

### Brief history

Kabarak University Library started from the first book back in 2002 in a small classroom. In August 2003, the library moved to a more spacious area which was in use until the construction of a new ultra-modern building with a seating capacity of 1,000 users, was completed in 2006. In September, 2006, the library moved to the new building, and it was officially opened on 13<sup>th</sup> October the same year.

The library stock expanded with time, and included both print and non-print resources. The rapid expansion was aimed at meeting the information needs of the newly established academic programmes at the university.

A branch library was opened in Nakuru Town Campus in May 2006 to support the academic programmes offered in the campus.

### Vision

The vision of the library is to become an excellent information centre for academic and research activities of the University community, by providing a conducive environment for reading and learning.

### Mission

The mission of Kabarak University Library is to provide quality information services to support teaching, learning and research activities of Kabarak University. The Library endeavors to collect, organize and store relevant information materials both in print and electronic media and disseminate information to students and staff of the University. The Library believes on use of modern information technology to provide timely access to information by all users, to satisfy their present and future information needs.

### Classification and arrangement of books

The library uses Library of Congress Classification system to organize its collection. The main classes are organized using alphabetical letters (A-Z), while sub-divisions are provided using alpha-numeric methods. Resources are catalogued using the Anglo-American Cataloguing Rules (AACR2).

### Library operating hours

	Main Library	Town Campus Library
Monday -Friday	8:00am-10:00pm	8:00am-6:30pm
Saturday	8:00am-5:00pm	8:00am-5:00pm
Sunday and Public holidays	closed	closed

We inform users of temporary closing of the library through our website, the Library bulletin board, e-mail and notice boards.

## Bindery

A bindery section is located at the basement, accessible through the staircases on the right side of the entrance. Its services include the repair of books, binding and lamination of documents at affordable rates.

### Junior Readers section

The University Library has a small section that serves junior readers between the age of 5 and 16 or thereabouts. Its purpose is to promote the formulation of lifelong information seeking habits from an early age. It is housed within the main library next to the Library administration offices. The operating schedule for the section is as follows:

<i>During the school term:</i>	<i>Monday - Friday</i>	<i>2 p.m. - 4.30 p.m.</i>
<i>During the school vacations:</i>	<i>Monday - Friday</i>	<i>9 a.m. - 5 p.m.</i>
<i>Saturdays:</i>		<i>9 a.m. - 4.30 p.m.</i>

## RULES AND REGULATIONS

### ADMISSION

University identification cards must be shown at the entry of the library and all other issuing counters. For external users National IDs will be sufficient.

### BORROWING

- ◆ Books on loan and brought to Library for reading purposes must be renewed by the user before taking them out of the Library.
- ◆ Books with red labels and marked either Ref or Res, or Spec or Pam and periodicals of all kinds should not be borrowed for use out of the library.
- ◆ Files and past examination papers are also not allowed out of the library.
- ◆ The Librarian may recall a book on loan at any time should it be required for special purposes and may withhold or restrict the circulation of any book in the library.
- ◆ Members who repeatedly fail to return books on due date will lose the privilege of borrowing and using books outside the library.
- ◆ Library loans are not interchangeable but borrowers are encouraged to share borrowed materials outside the Library.
- ◆ Borrowers are held responsible for and will have to make good any damage or loss of books. They should inspect them before borrowing.
- ◆ A member who loses the Library card shall make a written report to the Librarian immediately and a copy given to the security officer not later than two (2) days after the loss. Documentary evidence in support of such cases will be required whereupon another card may be issued on payment of a fee of KSh 200. Replacement is at the discretion of the Librarian.
- ◆ Vacation borrowing is not allowed for students due to limited number of copies and the fact that some students defer studies for one or two semesters.

### LIBRARY FINES

- ◆ Overdue books and pamphlets accumulate fines at the rate of Ksh 2 per day, except on Sundays and Public holidays. Reserved materials are charged at the rate of Ksh 4 per hour.
- ◆ The Librarian reserves the right of suspending one's membership until accumulated fines are cleared.

- ◆ Selective Dissemination of Information (SDI). Users are informed of relevant or new resources and services through email, phone, personal visits, notice boards and other means.

If you have a group for which a seminar or a lecture should be given on how to search literature or how to use the Library, please contact the Reference Desk. More information is available on the site: <http://library.kabarak.ac.ke:8080>

#### Conference and Seminar rooms

The Library offers a small conference room with a capacity of about 50 people and two seminar rooms each with a capacity of 10 people. These facilities are available to small groups or individuals to conduct conferences, workshops, seminars, training programs and other activities of academic or educational value. The rooms can be booked by filling a form obtainable at the circulation counter.

#### Discussion rooms and reading carrels

Discussion rooms are available at the far left hand corner on the ground floor for up to 6 people per room. Reading carrels are located on the upper floor, and serve single users. These are only available in the main library. Users may book these rooms at the circulation counter using Library cards. The keys are issued for a period of two hours for discussion rooms and four hours for study carrels. An overdue fine of KSh. 10 per hour is charged for the rooms. The rooms may be renewed subject to reservation by other users.

#### Audio-visual (AV) services

The library collects and preserves AV materials such as still photographs, moving/motion images or pictures, video and sound recordings. They include documented events of Kabarak community and a video library on a variety of themes in the form of tapes, DVD, CD and VHS. You can also play back the materials at the selected AV section located on the upper floor. AV materials are loaned out for a period of three days.

#### Archival services

The Archives administers the non-current records of lasting (permanent) value that are created, generated and/or accumulated and received by various departments in the university. Oral archives/histories programme is in the pipeline.

Archival resources maybe used in the following ways:

- ◆ Teaching with Archives.
- ◆ Information on the collections, and the collection work.
- ◆ Exhibitions and displays.
- ◆ Personal or group research.

## INFORMATION RESOURCES

Our wide variety of materials is both in print and electronic formats. These include books, research papers, periodical titles, newspapers and magazines. The dynamic growth of the library collection is commensurate with the expansion of the University academic programs.

#### General collection

This covers a wide variety of resources in various subjects. They are situated at the upper floor on open shelves.

#### Chancellor's collection

Comprises materials authored by, or about the second President of the Republic of Kenya, H.E. Daniel T. Arap Moi, who is also the University Chancellor and sponsor. The collection is in closed access at the far end of the ground floor facing the main entrance.

#### Africana collection

The collection comprises materials authored by Africans, or of topical interest about Africa. It is situated at the ground floor, to the right from the entrance next to the Reference collection. The materials can be borrowed for a period of one week.

#### Rare collection

This is composed of resources that are out of print, cover special features or possess special values. They include stories and biographies of missionaries and explorers in East Africa, prominent historical personalities, maps, collection of photographs, etc. They are kept in closed access near the Chancellor's collection.

#### Reserve collection

Selected resources required for certain taught courses are kept on the Reserve shelf behind the circulation counter. They are usually reserved by respective lecturers for a limited period of time. Users are allowed to borrow for a period of 2 hours and use within the library. The same materials are available for overnight loan after 9.00 p.m. except on Friday night for return on the following day by 9.00 a.m. During the weekend they may be signed out after 4.00 p.m. on Saturday and returned before 9.00 a. m. on Monday.

#### Periodicals

Periodicals such as print journals, research publications, magazines and newspapers can be accessed during working hours in a room near the Circulation counter. You are required to present your library card at the Circulation counter in the evenings to read current newspapers (i.e. 5-10 pm).

#### Reference collection

A small collection of reference resources are available at the far end of the ground floor next to the Reference office. These include dictionaries, encyclopedias, atlases, bibliographies and yearbooks among others. They are used within the library.

#### Electronic resources

We provide access to relevant electronic information resources which contribute to the teaching and learning mission of the university while complementing the resources available in print form. Several computers with a 24-hour Internet connectivity have been set aside for accessing online resources. In addition, most of the library building is covered by a wireless network. Users with personal laptop computers can make use of this facility within and around the library.

### Online journals and databases

In addition to freely available resources, the Library subscribes to a number of online journals through the Programme for the Enhancement of Research Information (PERI). The databases include Gale Thomson, Emerald, Oxford University Press, Institute of Physics, EBSCO, IEEE and JSTOR among others. You require usernames and passwords to access some of these databases. Visit the 'Bulletin Board' of the library's online catalogue (see address given under *Library's online catalogue* below) for details.

### Library's online catalogue

An Online Public Access Catalogue (OPAC) is accessible to you both within and outside the university. This facility allows you to find out the information resources the library has. The following are the addresses you can use to search the catalogue:

<http://library.kabarak.ac.ke> (within the university network)

<http://mx.kabarak.net:8080> (within or outside the university network)

You can also find links to the catalogue in the university website ([www.kabarak.ac.ke](http://www.kabarak.ac.ke)).

Click the e-learning link on the home page, or visit the library page and click the link for the online catalogue.

The library has a simplified user guide to enable you to effectively use the online catalogue. You can obtain a copy from the circulation counter.

### Past examination papers

The library provides the past examination papers in print form for the period 2002 to August, 2008. They are available for your reference at the Periodicals section. The past exams done from December 2008 onwards are available on the e-learning module (Moodle). Visit the e-learning page on the university's website ([www.kabarak.ac.ke](http://www.kabarak.ac.ke)) or directly to <http://eserver.kabarak.ac.ke/> to register. You are required to have an email address provided by the university ([yourname@kabarak.ac.ke](mailto:yourname@kabarak.ac.ke)) in order to register.

### Library website

Various kinds of information are available at the Library Website. The site also contains links to various resources, such as the online catalogue, e-learning module, e-Library and other intranet services as a 'one-stop-shop'. We have also included relevant guides to commonly asked questions (FAQs) in accessing the library resources. You'll find them in the e-Library page.

## SERVICES

### User registration

A library card is issued to users of the library upon filling a registration form. You should always bring the card with you as it is necessary to enter the Library or to borrow a book. The barcode on the library card (7 digits) and a password may be necessary in utilizing Web services. Please do not forget to report when you have lost your card, in order to avoid fraudulent use by others.

## Circulation services

### Borrowing

When you want to check out books, please present your library card along with the books to the circulation counter. The borrowing limits for books on general circulation are as follows:

	borrowing	Loan period	Renewal
Teaching staff	5 books	2 months	Once
Non-teaching staff	3 books	1 month	Once
Part-time staff	2 books	1 month	Once
Bridging students	2 books	2 weeks	Once
School-based students	4 books	2 weeks	Once
Undergraduate students	4 books	2 weeks	Once
Pre-university students	4 books	2 weeks	Once
Junior members	2 books	1 week	Once
Masters students	4 books	2 weeks	Once
PhD students	4 books	1 month	Once

### Renewal

Present your Library card along with the books/items you want to renew at the circulation counter of the nearest Library (Main or Nakuru Town Campus library). You can also renew them online by using 'My account' option in the online catalogue. Visit <http://mx.kabarak.net:8080>. Items that are reserved cannot be renewed. Those who have overdue items or are suspended from borrowing cannot be able to renew.

### Reservation

A user can reserve up to 3 books (5 for the teaching staff) out on loan. Please make a reservation after confirming that the books are 'on loan' through the online catalogue. When the reserved books are returned, you will be notified through e-mail. You are strongly advised to include your email address in the registration form. Those who have overdue books or are suspended from lending cannot make a reservation

### Photocopying and printing services

Library materials can be photocopied for educational purposes within the limits of copyright laws. The copier machines are available both in the main and town campus libraries. You may copy not more than 5% or one chapter of a textbook, or one article of a journal.

### Reference services

A Reference desk is available to advise and assist you in accessing library materials or information. At the Reference desk, we provide the following services:

- ◆ Guidance in the use of library resources (including the online catalog, electronic database, etc.)
- ◆ Literature searching, both within and outside our library.
- ◆ On-demand library orientation, especially for the new users.
- ◆ InterLibrary Loan (ILL) Service. Kindly, seek assistance at the Reference desk when you wish to consult resources that are available in other libraries.