



KABARAK UNIVERSITY

Daniel T. Arap Moi Library GUIDE 2021



Gateway to knowledge

P.O. Private Bag—20157, KABARAK
Email: library@kabarak.ac.ke

You can also visit our Facebook page Kabarak University Library

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 13th 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 and to support the academic programmes offered in the campuses.

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	Nakuru Town Campus
Monday -Friday	8:00am-10:00pm	8:00am-7:30pm
Saturday	8:00am-5:00pm	8:00am-5:00pm
Sunday	2.00 - 5.00p.m.	Closed
Public holidays and Chapel times and on special occasions.	closed	closed

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

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.

Africana collection and biographies

Africana 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 two weeks. Several selected biographies are also shelved at the end of the Africana section.

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. These form part of the collection. 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. for return on the following day by 9.00 a.m. During the weekend they may be borrowed 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 are available in a room next the Circulation counter.

Reference collection

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

Electronic resources and the Internet

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 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 in the library and in other areas covered by the network within the university. The network is secured, and you need to obtain login details from the ICT department.

Online journals and databases

In addition to freely available resources, the Library subscribes to a number of online journals through the Kenya Libraries and Information Services Consortium (KLISC). The databases include Gale Thomson, Emerald, Oxford University Press, Institute of Physics, EBSCO, IEEE and JSTOR among others. Most of these resources are accessible within the university network, or remotely using off campus access. The only database that requires username and password to access is HINARI and it can be availed upon request.

A comprehensive list of the online resources is available on the library portal accessed at www.kabarak.ac.ke. They include the following:

Lexis Nexis database

LexisNexis database is accessible within the local area network. There are two categories of resources. The links are provided below:

1. LexisNexis Academic - www.lexisnexis.com/us/lnacademic This features more than 6,000 publications spanning news, legal, financial, medical and general reference information. They are useful to legal, government, and business information professionals and researchers.
2. Lexis Library - www.lexisnexis.com/uk/legal This provides access to sources covering UK legislation. These include Parliament Acts along with over 160 commentary titles covering all areas of the law, including; Halsbury's Laws of England, Harvey on Industrial Relations and Employment Law, Hill & Redman's Law of Landlord and Tenant, Rayden & Jackson on Divorce and Family Matters, Civil Court Practice, Blackstone's Criminal Practice, Butterworths Company Law Handbook.

Clinicalkey database

The database (www.clinicalkey.com) contains useful resources in medicine and health sciences. Visit the website and register using your Kabarak email address. You can also utilize the remote access feature, so long as you also use the university network within a period of 3 months.

E-Books

The library is presently subscribed to some e-book databases, such as Taylor & Francis and Project Muse (2013 and 2014).

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. It is important to visit the library catalogue when you wish to find a book on the shelf. You can find link to the catalogue in the university website www.kabarak.ac.ke

Institutional Repository (KABU Repository)

The library has developed an open access electronic archive for the collection, preservation and distribution of the University's intellectual materials. These include conference papers and proceedings, theses and dissertations, memorabilia and other selected University records.

Digital library (e-Maktaba)

The e-Maktaba contains useful resources such as past exam papers in digital form. The past exams done from December 2008 onwards are available in soft copy from the digital library.

Remote access platform

The off-campus access facility enables you to access the subscribed online resources while you are not using the University local area network. The link is available on the university website. Contact the Information Desk or library ICT office for assistance in the registration process. Once you receive the registration link on your email, ensure that you complete the registration process within a period of two weeks.

SERVICES

User registration

The university student and staff ID serve as a library card. For part-time staff, a library card is issued to them 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 (e.g. P001530 or your registration number) and a password may be necessary in using personalized services (follow the steps shown in the “how to log into your library account section below”). Please do not forget to report when you have lost your card, in order to avoid fraudulent use by others.

Circulation services

Counter 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:

User category	Normal loans	Loan period	Short loans	Renewal
Teaching staff	6 books	3 months	1book/key	Once
Non-teaching staff	4 books	1 month	1 book/key	Once
Part-time staff	2 books	1 month	1 book/key	Once
Undergraduate students	4 books	2 weeks	1 book/key	Once
Diploma students	4 books	2 weeks	1 book/key	Once
Post graduate students	4 books	1 month	1 book/key	Once
Junior Library	2 books	1 week	1 book/key	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 on the library catalogue as shown below. Those who have overdue items or are suspended from borrowing cannot be able to renew online

How to log in to your library account:

- ◆ Visit the library catalogue link on the University website www.kabarak.ac.ke
- ◆ Right click on **Log in to your Account** option on the right hand side of the catalogue, then open a new tab
- ◆ Enter your barcode or your registration no. e.g. cm/m/0014/09/2016 as username and the default password 1234
- ◆ Once you have logged in you can be able to change your password, renew books, check your fines or make a purchase suggestion

Using self-check to borrow or return books:

The library allows all users to borrow books on their own using the self-check system. The self-check machines are located on your left hand side as you enter the library

Instructions:

- ◆ Place the books on the RFID reader
- ◆ Select check out or check in depending on whether you are borrowing or returning books
- ◆ Scan your library card using the scanner provided
- ◆ Select **proceed** and pick your receipt

You do not need to have your library card when returning the items.

Reference and customer care services

A Reference and customer care desk is available to advise and assist you in accessing library materials or information. It is located on your right hand as you enter the Library. At the 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.
- ◆ 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.

For any enquiries please contact the customer care using the following e-mail: askalibrarian@kabarak.ac.ke

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 Seminar rooms have also been set aside for daily use by postgraduate students. The rooms can be booked by filling a form obtainable at the circulation counter and/or using the library card.

Study/discussion rooms and reading carrels

Study/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 study rooms and four hours for reading 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. Kindly note that if additional users are found occupying the reading carrels (located upstairs), the booking will be cancelled and the key returned to the circulation counter.

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. The section is located at the basement.

Bindery

A bindery section is located at the upper floor, next to the student conference room. 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 at the far end of the ground floor facing the main entrance. The operating schedule for the section is as follows:

Weekdays: 8.00 a.m. - 5.00 p.m.

Saturdays: Closed

LIBRARY RULES AND REGULATIONS

The following are some of the highlighted Library rules and regulations; a detailed copy is also available on the student portal, library resources link.

ADMISSION

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

BORROWING

1. Patron's ID card **MUST** be presented by the owners only when borrowing books and no patron will be allowed to borrow books on behalf of their colleagues.
2. Reference books, newspapers, magazines and all other periodicals are not allowed to be borrowed for use out of the library. Periodicals are to be read in periodicals section only.
3. 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.
4. Members who repeatedly fail to return books on due date will lose the privilege of borrowing and using books outside the library.
5. Borrowers are held responsible for and will have to make good any damage or loss of books. They should inspect them before borrowing.

6. A patron who loses the library card should report the loss to the library immediately where documentary evidence will be required for proof. The replacement fee for the library card is as per the university's student ID replacement policy. All damaged cards should be replaced immediately; patrons will not be allowed to borrow books using damaged cards.
7. 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.
8. Library fines are charged as follows:

Item category	Loan period	Overdue charges
Normal loans	As per user category	Kshs. 5 per day
Short Loans	2 hours	Kshs. 10 per hour
Thesis & dissertations	2 days	Kshs. 20 per day
Inter Library Loans	1 week	Kshs. 20 per day
Study rooms	2 hours	Kshs. 10 per hour
Study carrels	4 hours	Kshs. 10 per hour

CONDUCT

1. Silence shall be strictly observed in the library.
2. Mobile phones must be switched off or put on silent mode while in the library.
3. Wearing of caps, overcoats, heavy jackets and similar heavy wear is not allowed in the library.
4. All readers on leaving the library must show at the entrance all items they are taking out of the library.
5. Marking or defacing of books and periodicals is forbidden.
6. The reservation of desks is not allowed.
7. The library accepts no liability for loss of personal property left in the library.
8. Readers are requested not to interfere with the light switches, windows computer connections and settings, and library arrangements.
9. 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.
10. Cases of misbehavior 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.
11. Smoking, spitting, eating/chewing, hawking, sleeping and drinking are strictly prohibited in the library. No food is allowed in the Library

COMPUTER AND INTERNET SERVICES

1. Attempts to degrade, disrupt or vandalize the equipment, software or any other accessories is prohibited.
2. Users are not allowed to use the library computers for games, music, or view pornographic sites.

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 presentation of student ID.