



LIBRARY RULES AND REGULATIONS

OPENING HOURS

Monday – Friday	8:00AM to 10:00PM
Saturday	9:00Am to 6:00PM
Interterm	8:00AM to 5:00PM

The library is closed on Sundays and all public holidays

ADMISSION:

The following people are allowed to use the library:

- All registered students of the University
 - Faculty and other staff in the University
 - Spouses and children of staff and students
 - Known members of the community and those with a genuine need
- have limited access to the library e.g. Alumni and External users

Students will be issued with a library card at the admissions office. If the card is lost, PLEASE REPORT IMMEDIATELY. A replacement will be issued at a fee.

DISCIPLINE

- ❖ **All users must observe total silence in the library and its environs at all times**
- ❖ **All users are required to show their School or Staff IDs to the security officer upon entrance to the library**
- ❖ **Use of mobile phones is strictly prohibited in the library: All communication gadgets including cell phones, pagers, radios, beepers etc should be put on silent mode before entering the library. No call should be made or received in the library.**
- ❖ **All bags, cases, folders etc, must be left in the luggage area outside the library.**
- ❖ **Users are not allowed to leave their baggage overnight within the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user**
- ❖ **Users are not allowed to log in using their personal passwords at the search computers or to access the internet from there. Do not shut down the KOHA program after you are through with your search.**
- ❖ **All users are required to show all items to the security officer before leaving the library**
- ❖ **No student is allowed to enter the circulation area without the consent of the library staff**
- ❖ **Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same**

- ❖ **Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed**
- ❖ **Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library**
- ❖ **Use of sound equipments like radios, walkmans, cell phones etc. is strictly prohibited in the library and its environs**

- ❖ **Seats in the library may not be reserved**
- ❖ **Users are not allowed to reshelv books after removing them from the shelf. Leave the books on the table or on the trolley near the door**
- ❖ **Library equipment may be moved, modified or tampered with without permission from the librarian**
- ❖ **Users shall not obtain or use a library card under false pretences. No student is supposed to check-out or check-in a book using someone else's id.**
- ❖ **Foods and drinks should not be taken to the library.**
- ❖ **Sleeping is not allowed in the library**

BORROWING PROCEDURE

- ❖ **Borrowing period is strictly between 8:00am and 9:00pm on weekdays and 9:00am and 5:00pm on Saturdays**
- ❖ **A user must be a registered student in the current term to be able to**

use the library services

- ❖ **All students must present their college ID before borrowing any library materials**
- ❖ **Library materials may not be removed from the library unless the library staff has properly issued them out**
- ❖ **Students are allowed to borrow a maximum of Ten books for a period of two weeks**
- ❖ **All borrowed materials must be returned on or before the due date**
- ❖ **Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students**
- ❖ **All reserve materials must be returned at the specified time**

The following materials can only be used within the library

- ❖ **Reference books**
- ❖ **Newspapers**
- ❖ **Journals and magazines**

DAMAGE/ LOSS OF LIBRARY MATERIALS

- ❖ **All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing**
- ❖ **Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books**
- ❖ **Lost books must be reported to the librarian immediately and replaced or paid for within 30 days**
- ❖ **If any book is not returned for 30 days after it is due, the borrower**

concerned will be charged its replacement value and an additional of Kshs 500 as processing fee. (But if it is then returned and the appropriate fine paid such charges shall be withdrawn).

- ❖ Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library
- ❖ It is the responsibility of the borrower to see to that a book is in good order when borrowed and if a book is returned in a damaged condition it will be assumed it has been damaged whilst in the possession of the last borrower
- ❖ Damage and loss of library materials: Any user who causes damage to or loss of any library materials or other library property will be charged for replacement costs. Marking of books and other library materials will be regarded as damage.

NB: These rules and regulations are subject to review by the library committee from time to time

OVERDUE CHARGES/ FINES

- | | |
|---------------------------------------------|------------------|
| ❖ General collection books | Ksh.10 per day |
| ❖ Reserve material | Ksh.10 per hour |
| ❖ Books not returned at the end of the term | Ksh.500 per book |

EXCLUSION FROM THE USE OF THE LIBRARY

- ❖ **The library committee shall have the power to suspend or exclude from use of the library any user who disregards the library rules and regulations**

- ❖ **The library staff have the right to ask students to leave the library if they are behaving inappropriately or causing disturbance to other users**

WITHDRAWAL OF FACILITIES

- ❖ **The University Librarian may withdraw Library facilities from any Library user who in his/her opinion disregards Library regulations. The matter shall further be referred to the University Library Committee, for confirmation or otherwise, at its next meeting.**

- ❖ **The University Librarian may temporarily withdraw such facilities from any member who in his/her opinion disregards Library regulations.**

- ❖ **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**

USE OF ELECTRONIC RESOURCES

- ❖ **Library users are to safeguard access to e-resources by not sharing their user name and password;**
- ❖ **The Library will limit the use of the e-books and e-journals acquired on subscription basis to non-commercial, educational and research purposes;**
- ❖ **Users may download or quote limited amount of information with proper attribution;**
- ❖ **Users may copy an article for their own learning or research;**
- ❖ **Users may not copy or systematically download large amounts of information;**
- ❖ **Users may not distribute copies of materials to individuals or groups**