

## VISION OF THE UNIVERSITY LIBRARY

To be premier learning resource centre in provision of quality service.

## LIBRARY MISSION

To provide comprehensive resources and services in support for teaching, learning and research needs of the university college.

## CORE VALUES

KSUC library recognizes and is committed to the following stated values: **Professionalism, Teamwork, Accountability, Freedom, and Excellence.**

## SPECIFIC OBJECTIVES OF THE LIBRARY

- ❖ Provide systematic selection, acquisition and organization of information in an accepted format.
- ❖ Preserve and conserve information resources for future use.
- ❖ Improve information literacy and competencies for maximization and use of information resources.
- ❖ Promote a secure and conducive environment for the library resources and users.
- ❖ Strengthen co-operation and partnership with other libraries /institutions for information sharing.
- ❖ Organizing the collection using the internationally accepted standards to enable easy access and retrieval.

## ACCESS TO THE LIBRARY

- One must be a registered library user for him/her to use the library and borrow library information materials.
- The library is accessible to all users within Koitaleel Samoei university college community.

## LIBRARY SERVICES

The library offers reference and information services at various points: Circulation, Computer labs, Repro graphic section, Special needs and Electronic library section (e-library).

## REGISTRATION

All users must register with the library. They are supposed to fill the manual registration forms before being registered online.

Users should undergo orientation before registration

## PROVISION OF INFORMATION RESOURCES

The library provides the following information resources:-

- ❖ **Print books**
- ❖ **Institutional repository (research papers, books, workshop papers)**
- ❖ **Online resources including e-books, e-journals and databases.**
- ❖ **Past papers.**
- ❖ **Library manuals.**

## INFORMATION LITERACY

The library conducts information literacy programs on how to access information resources, Electronic resources, Referencing and citation.

The information literacy schedule is available at the library noticeboard.

## REPROGRAPHIC SERVICES

Reprographic services are offered at the following prices:-

- ✧ Photocopy- 2/= per page
- ✧ Printing - 4/= per page
- ✧ Scanning - 5/= per page

## LIBRARY BOOK LOANS SERVICES

- ❖ It is an activity that involves borrowing and returning information resources in the library.
- ❖ This helps in equitable circulation of information resources among all users.

**Books are available on loan as follows:-**

- ✧ **Short loan (3 hours)**
- ✧ **Long loan (depending on category of users).**

There are two types of Lending services: - **checking in and checking out.**

## LENDING SERVICES

All users at KSUC should register with the library.

- ❖ The registered user will present the book/s at the circulation desk together with the users' university college ID card.
- ❖ All borrowed library materials shall be stamped a due date to indicate when the user is expected to return them.
- ❖ Books must be returned on and/or before the due date.

Number of books to be borrowed:-

- ❖ **Postgraduate students - 4 books (for one month)**
- ❖ **Academic staff - 5 books (for one month)**
- ❖ **Non-Teaching staff & Undergraduate students - 3 books (for 2 weeks)**

## OVERDUE BOOKS

- Books may be returned by the due date or earlier or when recalled by the librarian. Failure you'll be fined as follows:-
- ❖ **Long loan kshs 10/= per book per day**
- ❖ **Short loan kshs 10/=per book per hour**

## RECALL OF INFORMATION RESOURCE ON LOAN

The librarian may recall a book on loan which should be returned immediately, failure to which a fine shall be charged within four days of recall.

## CLEARANCE

- All students must clear with the university library at the expiry of their course and before they can graduate.

## ELETRONIC BOOKS AND JOURNALS

- The library is well furnished with ICT facilities to help in access to information resources and services.

## ELETRONIC RESOURCES

The library has access to e-resources and journals subscribed by the University of Nairobi Library.

## HOW TO ACCESS INFORMATION RESOURCES

- KSUC Library information materials are arranged alphabetically and numerically using the library of congress classification scheme. (LCCS). Library information resources are arranged broadly by subject as follows:-