



# UNIVERSITY OF EMBU

## Library Policy



Name:	<b>UNIVERSITY OF EMBU</b>		
Title:	LIBRARY POLICY	Reference:	<u>UoEm/DVC (ARE)/LP./008</u>
		Issue/Rev.	<u>1/0</u>

**Policy Contact Office:** Deputy Vice-Chancellor (*Academics Research & Extension*)

**Implementation Responsibility:** Head of Library

Approved:  21/12/2016  
 Vice-Chancellor Date



---

## FUNDAMENTAL STATEMENTS

### VISION

To be a dynamic epicentre of excellence in training and research for service to humanity

### MISSION

To generate, advance and disseminate knowledge through training, research and innovation for the development of humanity.

### PHILOSOPHY

Enhancing human capacity through relevant education, research and training.

### CORE VALUES

Integrity  
Professionalism  
Team work  
Innovativeness  
Customer focus

## **DEPARTMENTAL STATEMENTS**

### **VISION**

To be a globally acknowledged gateway to scholarly information.

### **MISSION**

To provide contemporary information services that will empower the University in carrying out its core activities; teaching, learning, research and extension services.

### **OBJECTIVES**

To select and acquire at least 10% of the total collection annually, up-to-date information resources in all formats that are relevant to the information needs of the University.

To organise all the information materials in the Library using internationally accepted standards to allow easy retrieval.

To enhance the quality of library services through introduction of innovative library services that will support the academic programmes of the University and encourage optimum exploitation of the resources of the library.

To train all undergraduate and post graduate students on information literacy skills by conducting proper user education through a variety of methods in order to provide guidance to the Library's collection.

## FOREWORD



**Prof. Daniel Mugendi Njiru, Ph.D**  
**VICE-CHANCELLOR**

**U**niversity of Embu library is vested with the traditional roles of acquiring, organizing and disseminating information.

The library advances the quest for intellectual discovery and lifelong learning by fostering the creation, sharing and preservation of knowledge in the University. The library is the heart of the University.

UoEm Library aspires to be a leading intellectual and learning environment that anticipates and creatively fulfils the needs of its users by acquiring, organizing and disseminating a diverse array of resources as well as providing expert assistance. It benchmarks itself with global best practice and Commission for University Education requirements.

The University Library offers a wide range of services such as information literacy, access to resources (Print & E-resources) and reprographic amongst many others. UoEm library has established various policies that define the scope, roles and responsibilities of library services. The Library Policy covers the following:- Collection Management, Weeding Criteria, Library ICT, Information Literacy Instruction, Library Use Security, Digital Repository and Plagiarism.

**VICE-CHANCELLOR**

## EXECUTIVE SUMMARY

The UoEm Library endeavours to provide information resources required for teaching, learning and research. The Library develops and preserves rare and special collections. The Library's main goals and objectives are geared towards making a contribution to the achievement of the institution's strategic goals. The Library constantly seeks ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information. Apart from building relevant library collections, the University Library builds connections to access information worldwide.

The Library policy covers the following:

- a) Collection Management
- b) Weeding Criteria
- c) Library ICT
- d) Information Literacy Instruction
- e) Library Use Security
- f) Digital Repository
- g) Plagiarism

## TABLE OF CONTENTS

<b>FUNDAMENTAL STATEMENTS</b>	i
<b>DEPARTMENTAL STATEMENTS</b>	ii
<b>FOREWORD</b>	iii
<b>EXECUTIVE SUMMARY</b>	iv
<b>ABBREVIATIONS AND ACRONYMS</b>	vii
<b>DEFINITION OF TERMS AND ACRONYMS</b>	viii
<b>INTRODUCTION</b>	1
1.1 Policy Statement	1
1.2 Purpose Policy	1
1.3 Scope	1
1.4 Policy Objectives	2
1.5 Legal and Regulatory Framework	2
<b>POLICY PRINCIPLES AND PROVISIONS</b>	4
Collection Development	4
2.1 Formats/Types of Information Resources to be Acquired	4
2.2 Responsibility of Selecting Materials	4
2.3 Languages	4
2.4 Criteria for Selection of Print Resources	5
2.5 Number of Copies of Texts to be Acquired	5
2.6 Criteria for Selecting Electronic Resources	5
2.7 Donations	6
2.8 Weeding	7

<b>LIBRARY ICT</b>	8
<b>INFORMATION LITERACY POLICY</b>	8
<b>LIBRARY USER SECURITY</b>	8
<b>DIGITAL REPOSITORY</b>	8
6.1 Types of Eligible Content	9
6.2 File Formats	10
6.3 Replacement	10
6.4 Plagiarism	10
6.5 Monitoring and Review	10

## ABBREVIATIONS AND ACRONYMS

1. **FOSS** - Free Open Source Software
2. **ICT** - Information and Communication Technology
3. **UoEm** - University of Embu



## DEFINITION OF TERMS AND ACRONYMS

Unless the context otherwise requires, the following terms used in this policy have the following meanings:

- a. **Copyright:** An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, articles, journals, software, computer programs, musical works, dramatic works, videos, multimedia products, sound recordings, paintings, pictorial, sculpture and graphical works.
- b. **Creative Commons:** It allows an author to retain their copyright while allowing others to copy and distribute the work provided they give the author credit and on the specified conditions.
- c. **Digital Repository/Open Source Software:** Free Open Source Software (FOSS) helps to preserve and enable easy and open access to digital content.
- d. **Fair use:** Includes dealing for the purposes of scientific research, private use, criticism or review, or the reporting of current events subject to acknowledgment of the source.
- e. **Depositor:** Creator of a deposited record who submits digital items and associated metadata for uploading to the repository.
- f. **Information Literacy:** The ability to know when there is need for information, to be able to identify, locate, evaluate, and effectively use that information for the issue or problem at hand.
- g. **Intellectual Property:** Any new original or useful process, machine, composition of matter, life form article of manufacture, software, literary, artistic, musical work, or tangible property including new or

improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, data sets, software, musical processes, or unique or innovative uses of existing inventions that may or may not be patentable, copyrightable, trade mark able or protectable under any other form of intellectual property.

- h. **Metadata:** is structured information that describes, explains, locates or otherwise makes it easier to retrieve, use or manage an information resource.
- i. **Plagiarism:** It is the action or practice of taking someone else's work, idea, etc. and passing it off as one's own or literary theft
- j. **Open Access:** Free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.
- k. **Open Access Journals:** Scholarly journals that are available online to the reader without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.
- l. **Scholarly Works:** Research, literary, performed, and fictional works in various formats
- m. **University Community:** Includes students, staff and stakeholders to the University

## **1.0 INTRODUCTION**

### **1.1 Policy Statement**

The UoEm Library is committed to offering effective library services that will support the University in carrying out its core mandate. The library has rules and regulations that enable fair access and use of library facilities by all users. These rules and regulations ensure that a safe and a welcoming environment for reading, learning and other Library activities is maintained.

### **1.2 Purpose of Policy**

The purpose of the UoEm Library Policy is to guide on provision of library services. As well as ensure that all library services are governed by relevant and up to date regulations and procedures that are implemented consistently and fairly.

### **1.3 Scope**

This policy applies to all library services including circulation of information materials, electronic resources, reprographics, access to electronic resources, reprographics and digital repository in the University. The Library Policy covers the following aspects:

- a) Collection Management
- b) Weeding policy
- c) Electronic resources
- d) Information Literacy Instruction
- e) Library User Security
- f) Digital Repository
- g) Plagiarism

## 1.4 Policy Objectives

The objectives of this Policy are:

- a) To establish an institutional framework through which an effective, efficient and dynamic library and information service can be provided that meets the information needs of all stakeholders.
- b) To guide Library staff in the provision of the various library facilities, services and material so that this is done, as far as possible, in a standard manner.
- c) To guide clients and Stakeholders at the University regarding expectations and use of the academic library and information service.
- d) To integrate the Library and information service with academic, research and other activities at the University to maximize the library's support of these activities.
- e) To encourage Stakeholder involvement in the Library and information service in order to promote an understanding and appreciation of the service as well as the maintenance of the best possible service.

## 1.5 Legal and Regulatory Framework

This policy shall be interpreted in accordance with the following;

- a) The Constitution of Kenya 2010;
- b) The Universities Act, 2012;
- c) The Anti-Corruption and Economic Crimes Act, 2003;
- d) The Public officer Ethics Act, 2003;
- e) The Proceeds of Crime and Anti-Money Laundering Act;
- f) The Public Universities Code of Conduct;
- g) Rules Governing the Conduct and Discipline of Students;
- h) Books and Newspapers Act;

- i) Copyright Act;
- j) Stage and Plays Act;
- k) Industrial Property Act;
- l) Information and Communications Act ;
- m) UoEm statutes and;
- n) All laws passed and applicable in the Republic of Kenya and relevant to this policy.

## 2.0 POLICY PRINCIPLES AND PROVISIONS

### Collection Development

The Collection Development Policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the library patrons.

### 2.1 Formats/Types of Information Resources to be Acquired

To meet the diverse needs of its patrons, the University Library shall acquire resources in various formats such as,

- **Print:** books, documents, magazines, newspapers, pamphlets, and maps.
- **Audiovisual Media:** videos on DVD and tape, books on CD and tape, music on compact disc.
- **Electronic Media:** databases, software, electronic books, downloadable audio books, videos and music. The library also provides access to the Internet. Selected Internet sites are cataloged and linked to the Library's website.
- **Other:** multimedia kits, microforms, framed art prints, educational toys, devices for the visually impaired, and selected audiovisual equipment.

### 2.2 Responsibility of Selecting Materials

The responsibility of selecting materials to be used in the University shall lie with the librarian, lecturers and students based on the selection criteria.

### 2.3 Languages

The library shall acquire information materials in English, Kiswahili, and any other language deemed useful to the users.

## **2.4 Criteria for Selection of Print Resources**

In selection of print resources, the University Library shall be guided by the academic and research interests of the various patrons guided by the following criteria;

- a. Popular interest
- b. Contemporary significance or permanent value
- c. Currency of information
- d. Accuracy
- e. Local emphasis
- f. Readability or ability to sustain interest
- g. Treatment of subject to age of intended audience
- h. Reputation of author, publisher, producer or illustrator
- i. Creative, literary or technical quality
- j. Critical assessments in a variety of journals
- k. Format and ease of use
- l. Circulation as monitored through the automated system
- m. Cost and availability
- n. Relationship to existing materials in collection
- o. Relationship to materials in other area libraries

## **2.5 Number of Copies of Texts to be Acquired**

The University shall acquire adequate copies of titles as guided by the recommendations from Regulatory Agencies, Professional Bodies and other University Guidelines.

## **2.6 Criteria for Selecting Electronic Resources**

The developing application of information technology in the Library has created a set of new way of packaging and disseminating information. The libraries of the 21st century are no longer simply familiar repositories for books. They have changed and expanded, been rethought and redesigned.

Libraries now provide an increasing range of different services, using a multitude of media, and reach a more diverse audience than ever before. In selection of electronic resources, the University Library shall be guided by the academic and research interests, and needs of the various patrons guided by the following criteria

- a) Currency and timeliness in relation to the usefulness and relevance of the serials context.
- b) Authors/publishers reputation and credibility in the serials field.
- c) Materials that are comprehensive and exhaustive will be preferred.
- d) Multiple uses to single use.
- e) Variety of search options.
- f) Well established publishers who can offer technical support and training from time to time.
- g) Compatibility with the existing hardware software system.
- h) Lower cost of maintenance and use.

## **2.7 Donations**

The University Library welcomes gifts of books, manuscripts, and other materials that are deemed to be within the scope of its collection. Donations that will be accepted must meet the criteria 2.4 above.

## 2.8 Weeding

Weeding is the removal of materials (books, periodicals, encyclopaedias, videos etc.) from a library collection in a planned and systematic way. The Library regularly carries out weeding of its information resources from time to time to guarantee relevance of the collection, promote use, and create space for new materials. The materials to be weeded shall among others include the following;

- a. Superseded editions whose contents are no longer relevant.
- b. Badly mutilated or damaged information resources.
- c. Duplicate copies of rarely used titles.
- d. Materials which contain obsolete information
- e. Single copies of materials that have not circulated within the last five years.
- f. Multiple copies

The weeded materials shall be disposed as per the disposal act and the library regulations

### **3.0 LIBRARY ICT**

The Library recognizes the importance of ICT as a means of dissemination of information and has put in place library ICT Policy. University of Embu ICT infrastructure has enabled the Library to provide access to the internet, email, office facilities and information sources. The University Library has also put in measures to ensure ICT resources are used efficiently. Use of ICT resources shall be subject to University ICT policy.

### **4.0 INFORMATION LITERACY POLICY**

The aim of Information Literacy Instruction Programme will support teaching and learning at University of Embu through training users on how to use the Library. Information literacy instruction will adapt to varying learning styles and changing technology. The information Literacy program shall be rolled out to new students and also old students through general orientation to the library, course-related instruction and workshops among others.

### **5.0 LIBRARY USER SECURITY**

The University of Embu Library provides safe and pleasant environment for study and research for all users. The library has put in place Library Rules and Regulations that will ensure that patrons enjoy pleasant and productive environment for study and research.

### **6.0 DIGITAL REPOSITORY OR GROUPS**

The University generates scholarly material such as theses and dissertations, conference papers, research papers and articles etc. These are printed and stored in the Library for reference by the University Community. By creating a Digital Repository Policy, the University will archive the intellectual products created by faculties, research staff,

conferences and students of the University. These materials will be made accessible to users both within and outside the institution through the University website.

### **6.1 Types of Eligible Content**

The following types of materials shall be accepted into the Repository:

- a) Theses and dissertations/research projects
- b) Scholarly Research articles (published peer reviewed and pre-prints)
- c) Open lectures
- d) Conference/workshop Proceedings
- e) Books, monographs, chapters
- f) Image collections (paintings, pictures, drawings, illustrations, etc.).
- g) Audio and audio-visual materials
- h) Technical reports and working papers
- i) Inaugural lectures, distinguished lectures, speeches
- j) Admissions lists
- k) Graduation lists
- l) University Policies
- m) Events programmes
- n) Valedictory presentations
- o) University Calendars
- p) University Magazines
- q) Forms
- r) Newsletters
- s) Literary publications
- t) Other materials as maybe approved by the University Senate and the Vice- Chancellor.

## 6.2 File Formats

Only digital or digitized items will be accepted into the repository.

## 6.3 Replacement

A depositor may request that an item is replaced by another version if an error is discovered in the content. The replacement item may use the same record as the original.

Items will be preserved indefinitely. Items may only be removed from the repository due to:

- a) Proven copyright violation or plagiarism
- b) Legal requirements and proven violations
- c) National Security
- d) Falsified research
- e) Request by author

## 6.4 Plagiarism

The University is committed to upholding the standards of academic integrity and honesty and to promoting responsible practice in research. Plagiarism lowers the level of academic integrity and will therefore not be tolerated by the University. The Library shall ensure that information is used responsibly and as per the University Plagiarism Policy.

## 6.5 Monitoring and Review

This policy derives its authority from the Universities' Act, UoEm Statutes and the responsibility rests on the Deputy Vice-Chancellor in-charge of Academics, Research and Extension. He is also responsible for monitoring and reviewing the policy after every five years.

**Website: [www.embuni.ac.ke](http://www.embuni.ac.ke)**



**UNIVERSITY OF EMBU**

P.O. Box 6 - 60100, EMBU, KENYA

Tel: (+254-20) 2444136

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

Library Policy