



# UNIVERSITY OF EMBU

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## LIBRARY

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### RULES AND REGULATIONS

#### 1. Introduction

The general objectives of the University Library are to support the University in the advancement of learning and the dissemination of knowledge. Library users should conduct their activities in a manner compatible with the educational objectives of the University Library. Library users are required to show consideration for the rights of others and should behave in a manner which does not inconvenience, offend, or limit the rights of other users to have access to library materials, services or facilities. Similarly, users should behave in a manner which does not interfere with or otherwise prevent the library staff from providing library services. Failure to observe the code of conduct described herein will result in disciplinary action being taken against the offender(s). The Library Regulations have been created with the aim of giving all Library users the opportunity to make the fullest use of one of the University's most valuable resources. Professor George Magoha library welcomes all registered users to use the library services and resources



ISO 27001:2013 Certified

*Knowledge Transforms*



ISO 9001:2015 Certified

## 2. Scope

These rules and regulations applies to Staff, students and other authorized UoEm Library users.

## 3. Registration

Use of the Library is normally permitted to registered users only and is conditional on the observance of its Regulations. All registered users are presumed to know these regulations, which are included in the Student Handbooks and available on the Library website. These Regulations may be amended from time to time by the University. All students are required to register at the beginning of the course.

## 4. Membership

The library membership shall constitute the following:

- i) All registered students of the University.
- ii) All staff of the University.
- iii) Visiting lecturers and researchers subject to recommendation by their respective faculties or departments.
- iv) Staff of other Public /Private Universities subject to recommendation by the University of Embu (UoEm) University Administration.
- v) However, temporary staffs and Casuals are not eligible to borrow books but are free to use library facilities during their period of engagement.



## 5. Conduct

Persons using the Library should at all times carry with them their student ID, which they must show to any member of Library staff when requested to do so. The users should observe the following.

- i) Silence must be maintained in the library at all times.
- ii) Mobile phones must be on silent mode.
- iii) Smoking, eating, drinking and any other misconduct which is a nuisance to other users is prohibited.
- iv) Library seats may be reserved via online booking platform.
- v) Bags, folders, briefcases brought into the library must be left at the cloakroom.
- vi) Unauthorized borrowing of library information materials will be treated as theft, and disciplinary measures will be instituted against the culprit.
- vii) The library reserves the right to cancel membership of a user on the basis of misconduct for a whole semester.
- viii) The library shall not be held responsible for loss or damage of Personal effects left by users in any part of the library.
- ix) Any member of the library staff may require any person leaving the library to establish that library materials in his/her possession have been properly borrowed.
- x) No person shall enter or leave the library except via authorized entrance and exit.



## 6. Damage of library materials

- i) Lost or mutilated information materials on loan will be replaced with full cost of the current edition of the material.
- ii) Writing, defacing or damaging library material is prohibited.

## 7. Replacement of lost books and cards

- i) The user is responsible for books in their possession.
- ii) In case of loss of library materials the user shall be held responsible for replacement costs based on current market price.
- iii) Lost library materials shall be replaced within a period of three (3) months from the date the loss was reported.
- iv) Loss of library books and borrowing cards shall be reported to the library immediately in written to the librarian.



## 8. Borrowing Matrix

The books will be borrowed as Follows:

User	Checkout Allowed	Issue/loan period	Overdue Fine	Renewals Allowed	Additional Controls
Undergraduate student	4	30	5	1	a. Suspend borrowing on 15th day, overdue status b. Notify the student that the overdue will be billed. c. Bill the student on case by case bases.
Postgraduate student	6	30	5	1	a, b , and c above
Non-academic staff	4	30	5	1	a. Suspend borrowing on 15th day, overdue status b. Notify the staff the overdue will be billed. c. Bill the staff on case by case bases
Academic staff	6	150	5	1	a. Suspend borrowing on 152nd day, overdue status b. Notify the Staff that the overdue will be billed.  c. Bill the staff on case by case bases
Part time lecturers	6	30	5	3	a. Suspend borrowing on 30th day, overdue status b. Bill the staff

### 8.1. Borrowing of Short Loan books

- i) Normal library users 2 hours renewable once if not reserved.



## 9. Fines

The University Library is empowered to levy fines upon any reader who fails to return any library material within the loan period as determined in the table above. If the user has not responded to the reminder of overdue and the materials are not returned within 2 weeks after reminder, an invoice will be generated and sent to the students. The invoice will include the cost the title and the total overdue amount. The patron will be informed that they have 10 days to resolve the matter. The cost of the book will be recovered through students finance if the user will not have resolved the issue within the 10 days.

## 10. Recall

The University Librarian may re-call any materials from a borrower without notice.

## 11. Renewals

- i) All books borrowed from the library may be renewed for a further period provided that such books have not been requested for by another reader.
- ii) Application for such renewals should be made either personally by library email.
- iii) However if the period of loan has expired, the user is not legible to renew the item.

## 12. Reservations

Readers may request for a book to be reserved if and when such required book has been borrowed by other readers. Books on reserve request will be lent on first come first served basis.



### 13. Vacation Borrowing

Books borrowed during vacation will be subject to normal borrowing regulations.

### 14. Overdue Notices

- i) Books and other materials borrowed from the library will be regarded overdue the day immediately following the end of the loan periods.
- ii) If library material is still outstanding after two notices, it may be deemed to be lost and, therefore, user will be expected to replace it.

### 15. Rules on use of digital Library Electronic Resources

- i. Use of internet (including the transmission or receiving of any material) in violation the copyright law. Including but is not limited to:
  - a. Infringement of copyrighted material, and
  - b. Transmitting or receiving threatening or obscene material, pornographic material or protected material is prohibited.
- ii. Use of internet for any commercial purpose is prohibited.
- iii. User should not interfere with or disrupt network users, services, or equipment.

Disruptions include but are not limited to:

- Distribution of unsolicited advertising,
- Propagation of computer worms or viruses,
- Software piracy,
- Violation of copyright law and infringement of copyrighted material
- Using the network to attempt to make unauthorized access to any computer or computer system or restricted data files.



- Users may not falsely represent themselves as another person
- iv. Users are not permitted to add, delete or modify the installed hardware/software, or to change preference settings.
- v. The library will not be liable for copyright or any other violations of information laws committed by internet user and users are advised to consult on the same.
- vi. Library computers are strictly for research purposes and anyone found opening non-educational sites (e.g. pornographic sites) will lose his/her rights to use the digital library.

## 16. Clearance

All users shall be required clear before they leave the university.

## 17. Embargo Guidelines

The maximum Project/Thesis embargo period permitted is 1 year and this period will start on the date on which your project/thesis was submitted. The applicants will indicate if he/she applying for a partial embargo (on the electronic copy of my project/thesis ONLY) or a full embargo (to both the electronic and print copies of my Thesis).

### 17.1. Applicant's options

The applicant will indicate the option duration for the embargo:

- i. 3 months
- ii. 6 months
- iii. One year

### 17.2. Reasons for granting the embargo

The following Reasons will be considered hen granting embargo requests

- Release of thesis would prejudice the commercial or intellectual property rights of an individual or body
- Release of thesis would put at risk the safety of an identifiable individual





- My project/thesis includes material that was obtained under a promise of confidentiality
- Project/thesis includes material which is due for publication or which I am actively seeking to publish
- Other applicable reason to be indicated.

### 17.3. Confirmation by applicants

The candidates must Confirmed that;

- a. Project/thesis embargo where there is a good reason for doing so and I must provide such evidence in support of a thesis embargo request as may be required by the University;
- b. Where my request for an embargo is denied my thesis will be made accessible in the usual way;
- c. Over an approved embargo period my thesis may nevertheless be consulted at any time by authorized sources.
- d. Project/Thesis will be made available in the normal way following the end of an approved embargo period.
- e. The metadata of the Project/Thesis will be uploaded during the period of embargo.



## 18. Guidelines for Using Turnitin Software

### 18.1. Rationale for Use of Turnitin Software in University of Embu

Following the approval of the UoEm Plagiarism policy, the TURNITIN software was introduced in University of Embu (UoEm) to facilitate the implementation of the policy. The introduction of the software at UoEm is one of the means to encourage faculty members, staff and students to abide by one of the core values of University, which is Integrity.

The use of the software is not intended to be punitive, but rather to provide faculty members, students and staff with the opportunity to identify portions of their work that can be deemed as plagiarized so they can effect the necessary corrections. It is intended to facilitate the process of ensuring academic integrity, which includes duly acknowledging the work or ideas of others. Its use will allow academic staff, students and other members of the University community to gain confidence that work which they submit as original meets the criterion of having a high level of originality.

### 18.2. Overview of the Turnitin Software

The software compares the similarities of academic or any other written material/work against a wide range of databases of published and unpublished materials of other writers that are available online, and provides a report detailing the extent of text matching as represented by the color coded similarity index.

TURNITIN is a text matching system, the report generated identifies those sections of the text that matches another text source in the TURNITIN repository. The overall total of text match will be expressed as a percentage (Similarity index) in each report.



### 18.3. Limitations of TURNITIN

There are significant gaps in its search base. For example, TURNITIN may not be able to accomplish the following:

- i. Detect plagiarized work from books or sources which are 'old' and not available on the Internet.
- ii. Detect work which is plagiarized by translating from one language to another, for example, French text translated to English.
- iii. Search all electronic journals.
- iv. Detect images, graphs, mathematical equations that may have been plagiarized.
- v. TURNITIN does not offer a ready solution to plagiarism. Its use is therefore not a substitute for good academic writing practices, for example, correct citation and referencing.

### 18.4. GUIDELINES

#### Scope

1. The guidelines are limited to the use of the TURNITIN software to check plagiarism in student work at University of Embu.
2. The guidelines address the following common sources of plagiarism.
  - i. Text matching (unacceptable percentage of text matching).
  - ii. Cut/ Copy and Paste material from the Web, textbooks or journals (lifting phrases, sentences and paragraphs of someone's work (published and unpublished) beyond an acceptable number of words).
  - iii. Quotation (Direct quotes not duly acknowledged). For example, using the APA format, present quotation in 'block form'. Also, quoting extensively from a single source (even if duly acknowledged) despite the availability of several other sources.
  - iv. Paraphrasing (paraphrased views of others without acknowledgement).
  - v. Copying the work of another student.



- vi. Copying from course material, and lecture notes.
  - vii. Copying laboratory data or other forms of data.
3. Reviewing the Originality reports of students' work e.g. graduate thesis/dissertation/long essay

### **18.5. Implementation Guidelines**

1. Overall Similarity index: Should not exceed 15% (after applicable exhaustions).
2. The following exclusions will be made when determining the final similarity index.
  - i. Exclusions of bibliographic materials from similarity Index, both the intext citations and references.
  - ii. Exclusions of small sources up to a maximum of five (5) words.
  - iii. Exclusion of self-published papers appearing in projects or theses.
  - iv. Preliminary pages such as cover page, table of content, dedication and declaration.
  - v. Abstract will not be excluded.

### **18.6. Procedures for Submission of Work**

1. To submit a paper to an assignment on Turnitin, the user must log in and upload a file to an existing assignment.
2. Assignments in Turnitin cannot accept student submissions until the assignment start date and time has passed.
3. Assignments may also reject submissions after the due date and time set by the instructor.
4. To check the start date and due date information, either click on the name of the assignment in the class portfolio page or view the start and due dates located under the assignment name.
5. This action opens a pop-up window showing assignment preference information, including start and due dates/times as well as other assignment information or special instructions.

