**SERVICES OFFERED BY UoEm LIBRARY**

1. Circulation
   - Issues, Returns, Renewals, short loan and referencing and Reservation services

2. Reprographic Services
   - The reprographic section of the library provides you with photocopying, printing and binding services at a charge.

3. Referencing Techniques
   - Learn Referencing Techniques using Zotero and Mendeley

4. Online Public Access Catalogue (OPAC)
   - Access the library catalogue from anywhere to see the available resources.

5. Periodical services
   - Access to e-newspapers and also journals from library

6. Audio visual services
   - Access audio visual resources from e-resource lab. CDs/DVDs can be borrowed to be used outside library

7. Selective Dissemination of Information Services

8. Current Awareness Services

9. E-resource Access services
   - Access over 50,000 E-books and E-journals available online

10. Knowledge management services
    - Institution repository contain journals, seminar workshop publications, theses, and book chapters from UoEm lecturers and students.

11. Reprographic Services
    - Printing, Binding, Scanning and photocopying services

**ACCESS TO E-RESOURCES**


2. From the main menu go to library dropdown menu and select library website

3. From the library webpage menu open E-RESOURCES

4. A list of electronic books databases is displayed with the subject description for each

5. Select the database that covers your subject area by clicking on it

6. This selection will take you to the homepage of the selected database

**LIBRARY GUIDELINES AND REGULATIONS**

**Guidelines**

1. Students will be issued with a Student’s ID. If lost please report to the library immediately.

2. Users shall not obtain or use a library card under false pretenses.

3. Library books removed on the shelves should be left on the desk to be collected by library staff for re-shelving. Willful mis-shelving library books is punishable.

4. Reading space is limited and readers must not reserve seats by leaving personal items on them.

5. All bags, briefcases, overcoats etc should be left at the baggage store at the library entrance.

6. Respect the borrowing guidelines for various categories of books.

7. Be courteous to library staff.

**Regulations**

1. Library items should not be taken out without proper authorization.

2. Defacing, mutilating or damaging library items, facilities, equipment, furniture or furnishing is prohibited.

3. Smoking, eating and drinking and sleeping in the library buildings is not allowed.

4. All communication gadgets should be put on silent mode before entering the library. **No call should be made or received in the library**

5. The library is a place for silent, private study. For discussions, use the Information Commons provided.

6. Use or possession of items from other libraries that have evidence of use without proper authorization will be confiscated.

Library has subscribed to over 50,000 databases and e-resources. These are a few examples. Visit UoEm Library website for more….

1. **Business & Education** - Emerald, Wiley, Sage Journals, Science Direct, JSTOR


3. **Agriculture and Nutrition** - Ebsco Host, Hinari and OARE

4. **Medical & Nursing** - Over 1000 titles from Free Books 4 Doctors, Pub Med and Medical Student databases
1. Access University of Embu website at http://www.embuni.ac.ke/
2. From the main menu go to library dropdown menu and select library catalogue
3. The catalogue home page can be accessed directly at http://catalog.embuni.ac.ke
4. In the dialogue box given type your search term (author, title or part, subject, topic, etc …)
5. Using the drop down arrow on the right you can choose to narrow your search to any of the options given (Optional)
6. Click on the word GO given in blue on the right hand side to search
7. A list of items is displayed
8. Select the item you want by clicking on it
9. Bibliographic details of selected item will be displayed indicating the location and availability of the item
10. From the option Location, take note of the item location and number on a piece of paper e.g KN94.E5 2008
11. Proceed to the appropriate floor to retrieve the item from the shelves