UNIVERSITY OF EMBU

LIBRARY POLICIES AND GUIDELINES

Name:	UNIVERSITY OF EMBU		
Title:	**LIBRARY POLICIES AND GUIDELINES**	**Reference:**	**UoEm/DVC (ARE)/LP./008**
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Policy Contact Office: **Deputy Vice-Chancellor** *(Academics Research & Extension)*

Implementation Responsibility: **Head of Library**

Approved: _____ _____

Chair of Council **Date**

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Fundamental Statements

Vision

A dynamic epicenter of excellence in training and research forservice 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

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Departmental Statements

Library Vision, Mission and Objectives

Vision

A globally acknowledged gateway to scholarly information.

Mission

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

Objectives

- Support teaching, learning and extension services through selecting and acquiring relevant and up-to-date information resources
- Allow easy access and retrieval of information by organising all the information materials in the Library using internationally accepted standards
- Provide guidance on the use of information resources by continuously offering information literacy and orientation to users.
- To organize, preserve and provide access to locally produced knowledge materials within the University of Embu

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

Foreword

University of Embu Library endeavors to provide information resources required for teaching, learning and research. These Library Policies outline steps followed in development, acquisition and availing of library resources and services to students, staff and other approved patrons. It is hoped that with teamwork of the various stakeholders, the University will be able to put in place library resources and services that are secure and of high quality to meet the integrity needed in higher education and by the society. In undertaking library development, acquisition and availing of library resources, the University considers various recommendations and requirements such as those in the Universities Act, 2012, Universities Regulations (2014), Universities Standards and Guidelines (2014), professional regulatory bodies' stipulations, University Statutes, professional staff available to stock resources and avail services to patrons, among other factors. These Library Policies shall be implemented by the Library Department and shall be reviewed from time-to-time to keep them abreast with changing times. The Library constantly seeks ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information.

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Executive Summary

The objective of these policies is to provide a framework for delivery of library polices. The Policies outlines responsibilities and obligations of library staff and members of the University community. The implementation of the policies lies with the Librarian and shall be monitored regularly and reviewed after every five years. However, a review can be done earlier if the need arises.

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Abbreviations and Acronyms

AACR 2	Anglo-American Cataloguing Rules Second Edition
ALA	American Library Association
CAS	Current Awareness Services
CUE	Commission for University Education
DVC (ARE)	Deputy Vice-Chancellor, Academics, Research & Extension
E-resources	Electronic resources
ICT	Information Communication Technologies
ID	Identification
ILMS	Integrated Library Management System
IR	Institutional Repository
ILSS	Integrated Library Security System
UoEm	University of Embu
LCC	Library of Congress Classification System

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OPAC	Online Public Access Catalogue
SCONUL	Society of College, National and University Libraries
SDI	Selective Dissemination of Information
VC	Vice Chancellor

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FORWARD

The University recognizes library as an important resource in supporting teaching and learning. Library policies guide in delivery of library services. The policies therefore provides guidelines on library usage, provision of information literacy, use of ICT resources, collection development, institutional repository, and integration of information communication technology in the provision of services. The Library staff have a responsibility to ensure that they perform their duties in a manner that promote responsible use of information while the users are expected to use information services and resources responsibly. This Policy provides a framework for library services and resources.

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Definition of Terms

Book: Any lendable information resource heldby the library

Circulation Desk: The area in the library in which staff handle the loans procedure and enquiries

Circulation: The total issue of library books over a specified period

Collection: Any information media regardless of format that is acquired by the UoEm library

Conserve: The provision of adequate care and maintenance facilities to ensure the long survival of library stock or archives

Consortium: Group of University libraries, research institutions and Colleges who have signed a memorandum to negotiate prices of Electronic resources jointly

Faculty Teaching staff

Fair use: The limitation and exception to the exclusive right granted by the copyrightlaw to the author of a creative work

Information Literate: A person who has the ability to know when information is needed, know how to locate and critically evaluate and use that information in an ethical manner

Institutional Repository: A digital collection that captures and

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	preserves the intellectual output of a university community
Inter-library loan:	Lending of materials between libraries.
Lending:	To give or allow the use of a book temporarily on the condition that the same will be returned.
Library Advisory Committee:	A standing committee responsible for giving guidelines on Library Services and resources.
Library Management Committee:	A committee composed of the Senior Librarians charged with management
Plagiarism:	The presentation of someone else's ideas, word, or artistic/scientific technical work as one's own creation.
Preservation:	Same as Conservation
Reference Services:	Reference services include answering directional and general information questions, and providing instruction in the use of library resources.
Special Collection:	Theses and Dissertations, Non-book materials, Rare Materials, UoEm publications.
User:	Any person who has been admitted to use the library and/or a bonafide library user.

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Checking in:	Discharging (return) of borrowed books using and integrated library management system.
Checking out:	Lending of books to a library user
Sensitizing:	Activating a magnetic device by passing he book through sensitizing machine after it has been checked in using an integrated library management system to allow the book to be returned to the book shelves
Desensitizing:	Deactivating a book by passing it through a book desensitizing machine after checking out using an integrated library management system (ILMS) so that user can carry book out of the library.

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Chapter One: Introduction

1.1 Policy Statement

Library collect and preserve knowledge for consumption by university community. Library policies and guidelines establish a standard for services and ensure equitable treatment for all library users.

1.2 Purpose of the policy

The purpose of this Policy is to guide on access and provision of library information resources and services for the library users.

1.3 Scope

This Policy applies to usage and access of all library services by members of the University community and external library users.

1.4 Objectives

The objectives of the Policy are:

i. To guide on access and usage of the University of Embu Library.
ii. To provide for adequate resourcing of the University Library
iii. To provide a framework for the acquisition, management and disposal of information resources
iv. To guide on development and implementation of information literacy programmes for library users
v. To provide for development, management and use of the University Repository

1.5 Legal framework

These policies will be guided by the following legal framework

i. Constitution of Kenya, 2010
ii. Copyright Act, 2016

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iii. Intellectual property act 2016
iv. Universities Act, 2012
v. University of Embu Charter
vi. University of Embu Statues
vii. Any other regulations applicable

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CHAPTER 2: CHAPTER TWO: POLICY CONTENT AND GUIDELINES

2.1 GUIDING PRINCIPLES

The following shall be the guiding principles in the implementation of this Policy:

i. Access and Availability ; making resources available to users
ii. Professionalism; Adhere to the professional standards of the KLA, and KLISC
iii. Integrity: Library shall perform their official duties without undue influence
iv. Availability; library staff shall ensure that information resources are available
v. Relevance:

2.2 LIBRARY ACCESS AND USAGE

The library will provide access to members and non-members of the university community. Library users shall identify themselves at all times to gain access to the library and its information services. Visitors shall seek authorization in advance from the university management to gain access to the library.

2.3 CATEGORIES OF LIBRARY MEMBERSHIP

The library users shall comprise of students, teaching staff and non-teaching staff as explained on the table below.

a. Full Access

User Category	Required Documentation
UoEm Teaching Staff	University ID
UoEm Non-teaching Staff	University ID
UoEm Students	University ID

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Limited Access

User Category	Required Documentation
Alumni	University ID
Visitors	Authorization Letter from VC's Office and approved Library External Application form
Exchange Students	Authorization Letter from Dean of Students
Visiting Faculty	Authorization Letter from Dean or Chairperson of Department

2.4. LIBRARY RESOURCES

The following services, resources and facilities shall be available to authorized users:

i. ***Lending*** **-** Different categories of Library users shall have different lending periods and entitlements as stipulated in the Library rules and regulations.

ii. ***Reference and information services*** **-** These shall be offered at subject libraries.

iii. ***Information Literacy skills*** **-** The library shall offer information literacy through variety of modes such as online sessions, organized trainings and individualized training.

iv. ***Services to users with special needs*** **-** These shall be available to all persons with special needs.

v. ***Short-loan service*** - This shall be available to users for information resources on high demand.

vi. ***Photocopy Services*** - These shall be available at a competitive charge per page but within the copyright law.

vii. ***Binding Services*** - These shall be also available to the University community.

viii. ***Electronic information access service*** - These shall be available to bonafide users On and Off-campus as per policy.

2.5. RESOURCES:

The Library resources shall include*:*

i. Institutional Repository
ii. Newspaper databases
iii. Past Examination Papers
iv. Books– both print and electronic
v. Journals – both print and electronic
vi. Library catalogue
vii. Dissertations/Theses

2.6. FACILITIES:

The following facilities shall be accessible to Library users:

i. Reading sections
ii. Research rooms
iii. Postgraduate rooms
iv. Carrels
v. Group discussion rooms
vi. Instruction rooms
vii. Information commons
viii. Computer lab
ix. OPACs
x. Library seat gardens
xi. Reprographics

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2.7. COLLECTION DEVELOPMENT

A. Role of the library in collection development

The library will build a well-balanced and up to date collection to meet the diverse needs of the University community. The University Library shall undertake the following roles in building balanced collection

i. Systematic selection, acquisition and organization of all forms of information resources.
ii. Dissemination of information to university community and other users.
iii. Provision of Information Literacy.
iv. Conservation and preservation of Information Resources.
v. Co-operation with other libraries/institutions for the benefit of the users.
vi. Provide a conducive environment for study.

B. Selection of materials

The library information resources shall include;

i. Resources for academic and curricula needs

ii. General and specialized reference materials

iii. Bibliographies, indexes and catalogues

iv. Resources for special collections e.g. artifacts

v. Materials for recreation and general interest

C. Selection criteria

Information resources selected will be selected on the following criteria:

i. The permanence and timely value of the information

ii. Currency of information
iii. The accuracy of the information
iv. The authoritativeness of the author
v. The usefulness of the information resource(s) in relation to others in the collection.
vi. The cost of information resource(s) as compared to others that equally valuable but cheaper.
vii. The form of the information resource(s) in comparison to other available forms.
viii. The reputation of the publisher.
ix. Type of binding

D. Acquisition

The Library information resources shall be acquired in the various ways in line with the collection development policy with the recommendation of the Library Committee.

i. Purchases shall depend on the library information resources budget.
ii. The library shall receive solicited and unsolicited gifts that are relevant to the University with the understanding that they shall be added to the collection only after they have been evaluated.
iii. It shall be made clear to the donor that the library reserves the right to accept or reject the gifts.

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iv. The Library shall prefer selecting from an advance list of intended gifts before accepting for shipping to avoid acquiring documents that are not relevant to programmes taught.

v. The library reserves the right to dispose of inappropriate gifts as it sees fit, by exchange, re-donation or discard with the approval of the Library Committee.

vi. The library shall enter into, and strengthen exchange of publication programmes with other institutions whenever such ventures are advantageous to the library.

vii. The library shall strive to enter into depository agreements with as many publishing bodies as possible in order to access the current research information, provided that there are no conditions attached.

viii. Library materials that may have been lost or damaged beyond repair shall be considered for replacement if they are still useful.

ix. All records of lost, paid for or replaced items must be amended to reflect the current status in the library records.

x. The Library shall endeavor to acquire current edition of information materials.

xi. Free resources available from the internet, organizations or individuals may be included to the library databases.

2.8. REPROGRAPHY

The library shall allow limited photocopying of various works in the library for research or study in line with Kenya Copyright Act and University of Embu Intellectual Property Policy as follows.

i. Users shall only be allowed to copy 3 pages of any copyrighted unless written permission has been secured from the copyright holder by the person who makes the copy or requests copying service.
ii. A user shall not be allowed to copy more than one article from a journal, periodical, or newspaper.
iii. The user shall be responsible for ensuring that all photocopying requests comply with copyright law.

2.9. SERVICES GUIDELINES FOR SPECIAL NEEDS USERS

The Library shall endeavor to offer a wide range of appropriate support services in tandem with the UoEm Disability Policy and the special needs Act with a view to fast track disability mainstreaming. The following measures have been put in place in regards to.

i. The library shall actively encourage persons with special needs to make use of assistive technology available in the Library.
ii. The staff working at the special needs section shall be given training in sign language and Braille to enable them serve special needs users effectively and efficiently.

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iii. The library shall provide diverse services to users with special needs, striving to avail such services directly according to the specific needs of these users.

iv. The library shall have an accessible entrance with a clear ramp for all special needs.

2.10. INFORMATION LITERACY

The library is responsible to provide information literacy training to all users, to equip them with the necessary skills to utilize information resources, in compliance with the commission of university education guidelines. The Information literacy will be delivered as follows:

i. Support all students at University of Embu to develop information literacy skills.
ii. Establish an integration of information literacy skills into the academic curriculum of the University.
iii. Articulate the role and responsibilities of the University's key partners in achievement of Information Literacy Objectives
iv. The development of information literate graduates shall be a shared responsibility between the Faculty and Librarians.
v. The IL program shall have clear goals and measurable outcomes and it shall have deliverable content with appropriate teaching methodologies.
vi. The mode of delivery of the program shall include interactive tutorials, presentations, workshops, web-tutorials, lectures and practical sessions.
vii. The IL program shall be integrated in selected common courses programme.

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2.11. LIBRARY ICT

Library ICT services shall be made available to library users as follows;

i. Library will provide access online databases and other necessary application software in place.

ii. Users shall not utilize ICT facilities to access obscene, racist, defamatory or illegal content; that causes harassment or gross offence to others or that would be a breach of copyright.

iii. Appropriate filters and monitoring software shall be installed on computers to restrict access to sites considered unsuitable.

2.12. CIRCULATION

The University shall establish the following circulation activities

i. Registration of users
ii. Orientation of new library users
iii. Clearance of exiting library users
iv. Checking out of library information material to a registered library user
v. Checking in of borrowed information materials
vi. Charging overdue fines
vii. Charging for damaged and/ or lost books
viii. Reservation and recall of books.
ix. Ensuring good handling of borrowed books upon return by a library user
x. Customer care.
xi. Ensuring that all users adhere to the library rules and regulations
xii. Ensure security of library books by sensitizing and desensitizing information materials

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A. Checking out

i. Registered user will present the book(s) at the Circulation Desk together with the user's university ID card/ staff ID or National ID for the Part time

ii. Reference materials are consulted within the library and are not lent out

iii. No proxy borrowing is allowed unless prior express authorization is obtained.

iv. The number of books that may be borrowed and their loan periods will be as stipulated in the library rules and regulations.

B. Checking in

i. Books being returned must be handed to circulation librarians for official checking in.

ii. Books must be returned on and/or before the due date.

C. Book Reservation

Books that have already been borrowed by other users may be reserved by putting the book on hold in KOHA ILS

D. Inter-Library Loan

Users wishing to borrow books which are not available in the library may be assisted through inter-library loan and should make their requests at the Circulation Desk.

E. Recall

A book may be recalled to the library under special circumstances. Such a book must be returned to the library within three (3) days of recall, failure to which will attract a fineas stipulated in Library Rules and regulations.

2.13. DIGITAL REPOSITORY

University shall disseminate the output of its research and scholarship globally through its institutional repository under the Creative Commons license.

i. The material in the Repository is intended to be freely accessible via the Repository's web site

ii. Each University member shall grant to the University permission, upon submission to the IR, to make available his or her scholarly works.

iii. The University shall be granted a nonexclusive, irrevocable, worldwide license to exercise all rights under copyright relating to each authors' scholarly works, and to authorize others to do the same, provided that the scholarly works are not sold for a profit.

iv. The policy shall apply to all scholarly works authored or co-authored while the person is a member of the University.

v. The policy shall not apply to scholarly works completed before and for which the University member entered into an incompatible licensing or assignment agreement before its adoption.

vi. The University shall allow an embargo to a particular scholarly work upon request by the author/creator.

vii. Scholarly works for publication shall be provided, in the final version and as an electronic copy at no charge, to the appropriate representative of the Senate in an appropriate format immediately after publication.

viii. Other scholarly works shall be provided, in the final version and as an electronic copy at no charge.

ix. All depositors shall agree to a UoEm Deposit Agreement contained in the IR Policy

x. The University may make the scholarly works available to the public in an open-access repository.

xi. The University shall reserve the right to accept or reject any scholarly works presented for repository to open access.

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CHAPTER THREE: IMPLEMENTATION STRUCTURE

3.1 UNIVERSITY COMMITMENT TO IMPLEMENTATION OF THE POLICY

The responsibility for implementation of this Policy is vested with the Librarian to ensure effective and efficient implementation.

3.1.1 POLICY COMMUNICATION

This Policy shall be communicated through the established University procedures.

3.1.2 MONITORING AND REVIEW

The implementation of the Policy shall be monitored regularly. The Policy shall be reviewed after every five years. However, a review can be done earlier if the need arises.

3.2 REFERENCES

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3.3 SCHEDULE X

3.3.1 UNIVERSITY OF EMBU LIBRARY REGULATIONS

Admission to the Library and use of the books and equipment is conditional upon strict observance of the following regulations and ignorance of these will not be excused for non-observance.

3.3.2 Definition

In these regulations unless the context otherwise requires

i. 'Book' includes all resources held by the Library, e.g. monographs, electronic information resources, journals, pictures, photographs, maps, phono- records, sound cassettes, microfilm, CDS, diskettes, etc. forming part of the library collection.

ii. 'User' is any person who has been admitted to usethe Library.

iii. 'Equipment" includes electronic machines and their accessories such as computers, scanners, projectors, photocopiers, microfilm readers, binding and audio visual machines.

3.3.3 Hours of Opening

The University Library will open at such times as may be determined by the Library Committee. The hours of opening are posted outside the Library.

3.3.4 Admission to use the Library

i. All members of the University staff, studentsand alumni as stipulated in the UoEm, Charter, are eligible for admission to the Library.

ii. Non-members of the University showing particular need may apply to the Vice Chancellor.

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iii. All eligible students should register as Library members by filling a form accessible through the UoEM, student portal and sign the declaration to abide by the rules and regulations in order to borrow library resources.

iv. All eligible staff members should register asLibrary members by filling a printed form downloadable from library website which must be sign by the relevant head of department and the University Librarian in order to borrow library resources

v. Users must ensure that the address given online is up-to-date.

vi. The university identification card must be produced whenever demanded by Library staff for the purpose of correct identification.

3.3.5 Discipline

i. Good conduct must be observed in the Library; eating, chewing, littering, spitting and sleeping in the Library, using mobile phones, improper dressing, group discussion, drunkenness, rude behaviour etc. are prohibited.

ii. Improper use of the furniture e.g. sitting on two chairs, sitting on tables, placing feet on the chair, defacing of Library furniture is prohibited.

iii. Silence must be observed at all times.

iv. Charging of electronic and electric gadgets that donot promote access to library resources is prohibited.

v. Smoking and use of open fire in any part of the Library is prohibited.

vi. Cases, parcels, overcoats, hats, umbrellas etc., are not allowed in the library.

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vii. Use of personal electronic/electric gadgets within the library will be allowed strictly for academic purposes.

viii. The library shall not take responsibility for loss or damage of personal property.

ix. All users leaving the Library carrying books or parcels must show them to the library Security Officer.

x. Stealing and/or attempting to steal a Library book or property is an offence and those caught will face disciplinary action.

xi. Photocopying, duplicating and any other form of data transfer should conform to the copyright law and appropriate licenses.

xii. Use of electronic devises and resources must conform to the following:

a) Users of laptops must maintain order and avoid distracting other users

b) Access to library networks must only be for purposes which are in line with users academic,research and/ learning programs of UoEm,

c) Systematic downloading of library subscribed electronic content is prohibited

d) Misuse and sharing of electronic resources access information with non-authorized members is prohibited

xiii. University Librarian shall suspend any user whoseconduct in the Library is found to be disorderly according to these rules. Such a person shall be reported to the University authorities for further disciplinary action.

3.3.6 Damage/Loss of Library Books and/or Library Property

(i) Users will be held responsible for any damage occurring to a book while in their possessionand will be charged for repair. If the book is damaged beyond repair, the user will be charged in accordance with rule 8 (i).

(ii) Users are responsible for ensuring that the booksthey borrow are not damaged before borrowing, otherwise they will be held responsible for the damage and will be charged.

(iii) Any defect in, or damage to a book should be reported to the Circulation Librarian. Users must report at once any loss of/or damage to books while in their possession.

(iv) The marking and defacing of any Librarymaterials is strictly forbidden.

(v) Refreshments, ink bottles and any other materials which might accidentally damageLibrary books or property must not be broughtto the Library.

(vi) Damage of the Library property will be dealt with according to rules 6 (i) and 8 (i) a.

3.3.7 Borrowing

i. The right to borrow from the Library is accorded to persons mentioned in rule 3 above who arealso registered as library users.

ii. Certain materials e.g. reference materials shallnot be borrowed for use outside the Library.

iii. No book shall be taken out of the Library unlessit has been officially lent out (checked out).

iv. Books on loan may be reserved online.

v. No reader should reserve a book he/she already has. If the behaviour is detected, borrowing privileges shall be withdrawn.

vi. Library books shall not be taken out of the country without the permission of the University Librarian.

vii. The number of books to be borrowed by each category of users shall be determined by the Library Committee of senate from time to time.

viii. The loan period shall be :-

a) Undergraduates fourteen (**14**) days for a long loan book and two hours for a short loan book.

b) Postgraduates and non-teaching staff thirty (**30**) days for a long loan book and two hours for a short loan book.

ix. a) Teaching staff (Full time 120) days for a long loan book and 2 hours for a short loan book, Part time Staff,

x. The loan for any book may be renewed but may also be recalled by the Librarian depending on the demand for the book.

xi. A loan may be renewed once unless reserved by another reader.

xii. The library may recall a book on loan if and when the need arises. The recalled book must be returned within **3** days, failure to which they shallbe fined according to rule 8 (i).

xiii. The University Librarian may permit other persons to borrow books for purpose of special study upon such conditions and for such periodas may be deem appropriate in each case. Applications for this purpose should be made to the University Librarian.

3.3.8 Fines and other Payments

i. Any borrower who fails to return or renew a book on the date due shall be charged a fine(s), as indicated below: Long loan;

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Five **5** shillings per day for a period of ninety **(90)** days thereafter the book will be assumed lost. However, the borrower shall pay for thesubsequent days at the same rate if the book is returned.

ii. Users who lose Library books will be required to pay the current replacement cost of the books plus **20** per cent of the current cost ofthe book as administrative charges. However, lost books may be replaced with latest edition of the book.

iii. All Library books remain the property of the University and replacement costs paid will not be refunded when the books are returned.

iv. All Library users are required to hand over to the library any books that they may be found misplaced.

v. Any borrower who fails to return a short loan book at the specified time shall be charged a fine of five per book per hour.

vi. The cost of Library services such as photocopying, binding, printing, scanning etc. will be determined by the Library Advisory committee from time to time.

vii. The right to borrow shall be withdrawn until all overdue books have been returned and any outstanding fines have been paid.

viii. Sundays and Public holidays are included when calculating the overdue fines charged.

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3.3.9 Clearance

i. All users are required to clear with the Library and must pay for lost books and overdue fines when their Library membership ceases.

ii. Students and staff who fail to comply with clause 9 (i) shall not be cleared by the University Librarian.

iii. All postgraduate students should deposit a softcopy in Portable Document Format (PDF) of their thesis/projects to the Library

3.4 Exclusion from Use of the Library

The Library Advisory Committee shall have power to suspend or exclude from the use of the Library, any user who persistently disregard Library regulations, or, for any other adequate cause that shall be considered to be in its opinion undesirable.

3.4.1 General Information

i. Library books removed from shelves should be left on the tables to be collected by the Library staff for re-shelving.

ii. Readers must not reserve seats by leaving personal items on them. Such items shall be removed by Library staff.

iii. The Library accepts no responsibility at all for personal property (including borrowed books) left anywhere in the Library.

iv. Library staff are charged with the duty of giving service to the users and to also ensure that Library rules and regulations are observed for the mutual benefit of the entire community.

v. A suggestion box shall be made available at a strategic location and readers are encouraged to make suggestions for the improvement of the Library service.

vi. Library Users can register their Compliments and Complaints feedback at the Circulation Information desks, library website and any other.

vii. An appeal is made to all users for cooperation for the benefit of all members of the University community.

These Rules and Regulations will be reviewed at least every three (**3**) years or as need arises.

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Library Policy

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