



KIBABII UNIVERSITY COLLEGE
A Constituent College of Masinde Muliro University of Science and Technology



University College Library
RULES AND REGULATIONS

KIBABII LIBRARY SERVICES

LIBRARY RULES AND REGULATIONS

Kibabii University College library welcomes all registered users to use the library services and resources. The following rules and regulations have been formulated to promote fair access, efficient usage of the library services and resources.

1) Scope

Any individual using library services is assumed to have undertaken to observe and is bound by the library rules and regulations as stipulated below.

2) Registration

- i) All students are required to register at the beginning of the semester.
- ii) Library cards are not transferable.

3) 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 their respective University Administration or University librarians.
- v) Students of other Public/Private Universities subject to recommendation by the University librarian.
- vi) Members of the public may register to use the library subject to being introduced and recommended by an authorized officer at the County government or the Kenya National Library services (KNLS) library on

condition that they are registered members of KNLS or public organizations, NGOs.

vii) Children of members of staff.

viii) However, temporary staffs and Casuals are not eligible to borrow books but are free to use library facilities during their period of engagement.

4) Change of address

i. Change of postal, mobile numbers and email address must be reported to the library without delay.

5) Conduct

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 not be reserved.

v) Overcoats, caps, bags, folders, briefcases and hand bags 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. In case of loss of library materials the user shall be held responsible for replacement costs based on current market price.
- ii) A surcharge of 50% of the items cover price will be added to meet the administrative charges, freight, tax and fluctuation in exchange rates of the Kenyan shilling.
- 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.
- v) Replacement of borrowing cards shall be at a fee to be determined from time to time. However the borrower shall be allowed one (1) month to look for the cards before replacement can be considered. The current charge is one hundred shillings (100) per card.
- vi) Renewal for worn out cards shall be instant at a fee of twenty (20) shillings per card.

8) Borrowing Conditions:-

All students must present to the Library staff the following items:

- i. Library cards.
- ii. Student Identity Card.

I. Borrowing of Long Loan books

- i) Undergraduate - Up to 4 books for 2 weeks.
- ii) Post graduate /researchers: Up to 6 books for 2 weeks.
- iii) Academic and Senior Administrative staff: Up to 6 books for (1) one month.
- iv) Users with disabilities 4 books for 2 weeks for long loan.
- v) Other persons - 2 books for 2 weeks.
- vi) 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.
- vii) Literature books 3 days renewal once.

II. Borrowing of Short Loan books

- i) Normal library users 2 hours renewable once if not reserved.
- ii) Users with Disabilities 2days renewable if not reserved.

III. Literature books

- i) Normal library users 3 days renewable once if not reserved.
- ii) Users with Disabilities 5 days renewable if not reserved.

9) Fines

- i) The University College Librarian is empowered to levy fines upon any reader who fails to return any library material within the loan period.
- ii) The fine for late return of long loan borrowed materials will normally be ten shilling (Kshs. 10.00) per item for each day the loan is overdue.
- iii) The fine for late return of library materials from short loan reserve collection shall be ten shilling (Ksh.10.00) per item per hour.
- iv) If, however, a fine is outstanding after a period of one month from the date when the material first became overdue, the University College librarian will institute the necessary procedure to recover the money owed.

10) Counter Operations

- i) Library counter operations begin at 9.00 am, and overnight borrowing is between 9.30pm-10.00pm at closing.
- ii) Materials borrowed overnight from the Short Loan Collection shall be returned between 08.00 hours and 09.00 hours the following day.

11) Recall

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

12) 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 post or telephone.
- iii) However if the period of loan has expired, the user is not legible to renew the item.

13) Reservations

- i) 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.

14) Vacation Borrowing

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

15) 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) Two notices will be sent to the borrower for overdue materials. The first notice shall be sent two days after the end of the loan period, followed by a final notice the following week.

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.

16) Inter-Library Loans

Materials borrowed from other libraries are subject to the conditions imposed by the lending library and by these regulations.

17) 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:

- Infringement of copyrighted material, and
- 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:

- 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 users and users are advised to consult on the same.

vi) Library computers are strictly for research purposes and any one found opening non-educational sites (e.g. Pornographic sites) will loose his/her rights to use the digital library.

18) Clearance

1) Staff

i) All staff shall be required to obtain a Library Clearance Certificate before they leave the university.

11) Students

i) Students shall be required to obtain a Library Clearance Certificate before the award of their final degree, diploma and certificate.

ii) Post-Graduate students will pay for thesis/dissertations before binding is done.

NOTE: On completion of the course for students, or termination of service of staff, library cards must be returned on clearance.

Opening Hours

During Semester

Monday - Friday: 8.00 a.m. - 10.00 p.m.

Saturday: 8.00 a.m. – 5.00 p.m.

Sunday & Public holidays: closed.

Semester breaks: Open as above

N/B

Please note that violation of library regulations will result in disciplinary action (see handbook on rules and regulations governing students conduct and disciplinary for Kibabii University College. Staff should refer to the CBA)

REFERENCES

1. MMUST Rules and Regulations.
2. Moi University Rules and Regulations.
3. The University of Nairobi Rules and Regulations.
4. Kenya Institute of Management Rules and Regulations.
5. Kenya Methodist University Rules and Regulations.
6. United States International University (Africa).

For more information contact:

University College Librarian

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