



KIBABII UNIVERSITY

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UNIVERSITY LIBRARY RULES AND REGULATIONS

KIBABII LIBRARY SERVICES

LIBRARY RULES AND REGULATIONS

Kibabii University 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

All students are required to register at the beginning of the semester.

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 approval from the organization they work with. On condition that they are full member of that organization .i.e. Public organizations, NGOs. Etc. Subject to approval by university librarian.
- 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 or switched off. No call should be made or received in the library under any circumstances.

- iii) Smoking, eating, drinking and any other misconduct which is a nuisance to other users is prohibited.
- iv) Library seats are not reserved.
- v) Mounting of seat in the library is not allowed
- vi) Overcoats, caps, bags, folders, briefcases and hand bags must be left at the cloakroom.
- vii) Luggage must be left at the cloak room where a user will be issued with a tag after leaving the luggage at the cloak room.
- viii) Lost tags will be replaced at a fee
- ix) Unauthorized borrowing of library information materials will be treated as theft, and disciplinary measures will be instituted against the culprit.
- x) Use or possession of items from other libraries that are either overdue or have evidence of having been removed without proper authorization will be confiscated.
- xi) User shall not obtain or use another user's ID under false pretense.
- xii) The library reserves the right to cancel membership of a user on the basis of misconduct for a whole semester.
- xiii) The library shall not be held responsible for loss or damage of personal effects left by users in any part of the library.
- xiv) 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.
- xv) No person shall enter or leave the library except via authorized entrance and exit.
- xvi) Library counter operations begin at 9.00 am, and end at 9.30pm.

6) Damage of library materials

- i) 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

- 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 ³within a period of three (3) months from the date the loss was reported.

- iv) Loss of library materials shall be reported to the library immediately in written to the librarian.
- v)

8) Borrowing Conditions:-

All students /staff must present to the Library staff the Student Identity Card or staff identity card.

Borrowing of Long Loan books

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

A. Borrowing of Short Loan books

- i) Normal library users 1 day renewable once if not reserved.
- ii) Users with Disabilities 3 days renewable if not reserved.

B. 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 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 (Ksh. 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) Once the loan material becomes overdue, the system automatically blocks the user from accessing the borrowing privileges and starts accruing an overdue fine.

10) Counter Operations

- i) Library counter operations begin at 9.00 A.M from Monday to Saturday. it begins at 8:00am and on Sunday it begins at 2:00 PM.

11) Recall

The University 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. It can be done by logging into www.library.kibu.ac.ke **My library record**. Use ADM NO/PF NO as the user name & student123/staff123 as password.
- ii. However if the period of loan has expired, the user is not legible to renew the item.

13) 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.

14) Vacation Borrowing

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. While short loan will be regarded overdue an hour immediately following the end of loan period.
- ii. Two notices will be sent to the borrower for overdue materials. The reminders will also be posted online.

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) not 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 users 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.

18) Clearance

a) Staff

All staff shall be required to obtain a Library Clearance Certificate and clear with the library before they leave the university.

b) Students

Students shall be required to clear with the library at the end of their training.

Staff, undergraduate and Post-Graduate students will pay for thesis/dissertations, reports before binding is done.

NOTE: On completion of the course for students, or termination of service of staff, they will not be allowed to borrow materials.

Opening Hours

During Semester

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

Saturday: 8.00 a.m. __ 5.00 p.m.

Sunday : 2:00 pm. __ 5:00 pm

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. 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).
7. Kenyatta University Rules and Regulations
8. Student Handbook on Rules and Regulations
9. Kibabii University CBA

For more information contact:

University Librarian

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