



KISII UNIVERSITY

LIBRARY GENERAL RULES AND REGULATIONS

INTRODUCTION

The primary mission of the University Library is to provide quality information services that support teaching, learning and research activities of the University. The resources are organized according to the library of congress classification scheme and catalogued using AACR II (Anglo-American Cataloguing Rules). Search of materials can be done through online the public Access catalogue (OPAC).

USER ACCESS

The Library is open to registered students, faculty members and employees of the University. However, readers from outside can access the library at a fee.

OPENING HOURS

Main Campus Library

During Semester

8.00 a.m. - 10.00 p.m. (week days)

8.00 a.m. – 5.00 p.m. (Saturdays)

Branch Campus Libraries

8.00 a.m. – 6.00 p.m. (week days)

8.00 a.m. – 5.00 p.m. (Saturdays)

BORROWING

The registered members are issued borrowers' ticket corresponding to their entitlement.

The entitlements in terms of the number of books that can be borrowed by the member's at a time are as follows:

- (a) Undergraduate — 2 books for two weeks and 1 reserved short loan book for 4hours
- (b) Masters student – 2 books for 2 weeks and 1 reserved/ short loan for 4 hours.
- (c) Ph.D student - 4 books for 2 weeks (open shelf) and 1for short loan for 4 hours
- (d) Academic staff— 5 books for 1 month (open shelf) and short loan for 7 days
- (e) Non-academic staff— 2 books for 1 month (Open shelf) and short loan for 4hours

SERVICES OFFERED TO READERS

Reference Information

Librarian is available at all times to assist you search and retrieve information.

Book Reservation

Books not immediately available on the shelves but in stock, can be reserved for readers after a written request on a reservation form at the issue desk.

Book Renewals

Books on loan can be renewed for a further period. This will be done on request if they have not been reserved.

Loan Recall

The librarian may recall any material on loan if it is required for special purposes by another user.

Interlibrary Loan

Library materials not available in the library can be obtained from other libraries through this scheme. This will however depend on the availability of the materials required.

Photocopying and Printing

Limited photocopying of articles from books and periodicals will be allowed while respecting copyright laws on fair use. Downloads from internet can be printed for users at a fee.

Current Awareness Services

The Library displays all newly acquired materials before they are shelved for user awareness.

User Education

Information and instruction shall continuously be provided to the users.

Alerting Services

The library provides alerting services by E-mail to members of Faculty when new acquisitions in their areas of interest are received in the library.

Multimedia

Our Library provides information in non-book format e.g. audio cassettes and CD ROMs.

Electronic Resources

The University Library provide electronic resources through the programme of, TEEAL (The Essential Electronic Agricultural Library) a fully searchable database of full text articles from more than 200 .journals.

BINDERY SERVICES

This facility is available at the Main Campus Library. It provides the following services: Repair of Books, Spiral Binding, Hard Cover Binding, Soft Cover Binding, Binding of projects theses and Dissertations, paper trimming etc. all these services are offered at competitive prices.

LIBRARY CHARGES

- In case of loss, the borrower will be charged Three times the current cost of books in print
- Five times the cost of replacement for books out of print
- Use of mobile phones is strictly prohibited in the library. Offenders will be charged Kshs.100/=
- Replacements of loss of Borrowers ticket is 50/= per card
- Photocopying services is 5/= per page
- Printing services is 10/= per page
- Usage of library materials for non members is charged 200/= per day(subject to availability of space)
- Loss of luggage section ticket is charged 100/=

RULES AND REGULATIONS

- Order and silence must be maintained at all times in the Library.
- Briefcases, bags, overcoats, hats, umbrellas, etc., are not allowed in the library.
- All persons entering the library must show their university Identification at the entrance.
- All persons leaving the library must show all their documents to the Security staff at exit.
- The library will not take responsibility for loss or damage of personal property left in the reading and baggage areas.
- Ink bottles, paints or any item which may accidentally damage library materials are not allowed into the library.
- Damage of library materials, equipment, property, or building is prohibited and must be reported immediately to library staff. Those responsible must pay for the damage.
- The Library reserves the right to ask any person to stop using computer equipment if the library staff has reasonable grounds to believe that that person is misusing it.
- Computers are provided for the purpose of research and other educational endeavours. Misuse of these facilities e.g. game playing, personal Email, E-trade, hacking and change of PC or Network settings, online application or registration is prohibited.
- Food, drinks, edibles i.e. Chewing gum, biscuits etc wet umbrellas and any other materials that might damage library materials or property should not be brought to the library.
- Stealing and attempting to steal library property is an offence. The offenders, if caught, will pay three times the cost of the material.
- The University Librarian will suspend any user whose conduct in the library is unbecoming or disorderly or causes damage to Library Materials or Property.
- Any borrower who fails to return or renew a long-loan material is charged a fine of 10/= shillings per material per day, up to 30 days. After 30 days, the borrower is billed for the material.
- Short loan materials are issued for a maximum period of 4 hours. Any borrower who fails to return a book from the Short-loan collection or Africana at a stated time shall be charged a fine of Kshs20/= per material per hour. Note that Sundays and Public holidays are included in calculating all the fines.
- Any user with overdue materials will not be allowed to borrow any additional materials until all fines are paid.

- Users are responsible for checking that the books they borrow are not damaged before they are borrowed, otherwise, they will be held responsible for the damage.
- Every reader entering the library should deposit their belongings at the property counter
- In case of a power outage/blackout every reader **MUST** clear from the library within 15 minutes. It is an offence to be found in the library after the 15 minutes of the power outage/blackout
- Cyber Library is to be utilized for academic purpose only.
- Online chatting in the cyber-library is not allowed.
- Users are not allowed to carry eatables and drinks in the cyber Library area.
- Readers are not to share their e-mail ID and password with other students.
- Changing the setting and display of the computers kept in the cyber library/reading hall is not allowed.
- Playing games on computers is strictly prohibited in the entire library premises.
- Students should take care of their pen drives, CD/DVD ROMs, Cell Phones and wallets.
- Use of internet for any commercial purpose is prohibited.
- Users should not interfere with or disrupt network services or equipment.
- Disruptions include but are not limited to:
 - i. Distribution of unsolicited advertising
 - ii. Propagation of computer worms or viruses
 - iii. Software Piracy
 - iv. Violation of copyright law and infringement of copyrighted material