

**UPDATED @ September, 2022**



**KIRINYAGA UNIVERSITY**

**UNIVERSITY LIBRARY**

**STAFF MANUAL FOR THE UNIVERSITY LIBRARY OPERATIONS**

A guide to the use of the Library facilities, Services, Information Sources and Resources

**The University Librarian**

**@ September, 2022**

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# TABLE OF CONTENT

1.0 LIBRARY CONTACTS: .....	2
2.0 LIBRARY VISION .....	3
3.0 LIBRARY MISSION .....	3
4.0 LIBRARY CORE VALUES .....	3
5.0 LIBRARY GOAL.....	3
6.0 LIBRARY STAFF CONDUCT IN THE WORKPLACE.....	3
7.0 LIBRARIANS PROFESSIONAL ETHICAL ISSUES.....	5
8.0 LIBRARY RULES AND REGULATIONS.....	5
9.0 ACCESS TO LIBRARY RESOURCES.....	11
10.0 ACCESS TO PRINT RESOURCES.....	12
11.0 LIBRARY CATALOGUE.....	12
12.0 ACCESS TO E-RESOURCES .....	13
13.0 SUBSCRIBED AND FREE ERESOURCES.....	13
14.0 OFF-CAMPUS ACCESS.....	20
15.0 INSTITUTIONAL REPOSITORY (DSpace).....	20
16.0 LIBRARY SERVICE POINTS.....	21
17.0 INTERNAL ORGANIZATION STRUCTURE .....	23

## **1.0 LIBRARY CONTACTS:**

### **Phone Extensions:**

University librarian	<b>1022</b>
Deputy librarian	<b>1132</b>
Circulation Desk	<b>1056</b>
Technical section	<b>1222</b>
Library ICT	<b>1156</b>

**EMAIL:** [library@kyu.ac.ke](mailto:library@kyu.ac.ke)

**FACEBOOK:** Kirinyaga University Library

## **2.0 LIBRARY VISION**

To be a leading user centered information hub committed to providing quality and timely information services to KyU fraternity.

## **3.0 LIBRARY MISSION**

To provide an environment conducive for learning, research, innovation and teaching through provision of diverse up to-date information to help in achieving KyU core objectives.

## **4.0 LIBRARY CORE VALUES**

The library core values are Collaboration, Innovation, Teamwork, Intellectual freedom and Professionalism.

## **5.0 LIBRARY GOAL**

Our goal is to excel as the core to the academic, ethical, and cultural growth of the University community and a strong comprehensive academic presence in its research, teaching, and learning activities and to provide a space for interaction of scholarly minds in addition to contributing to the university in pursuit of its vision, mission and philosophy, thereby enabling the University deliver its mandate.

## **6.0 LIBRARY STAFF CONDUCT IN THE WORKPLACE**

### **NEW EMPLOYEES**

Congratulation on your new job at KyU Library! We are excited that you are joining our team in serving students, faculty, and other authorized users.

The University Library plays a crucial role in the University mission and your contribution will be essential.

The University Library offers new staff a comprehensive introduction to the Library work requirements.

On the first day of work, new staff will meet with the University librarian and other team members to initiate onboarding, followed by a library-specific orientation with various library sections.

Library staff are expected to be trained in information science profession. They are responsible for a vast amount of information, from the classic management of books and periodicals to more modern responsibilities involving audio and video recordings, as well as electronic resources.

In order for all Library employees to work together productively, it is necessary for us to have a common understanding of expected behaviors. The Library has guidelines to help staff, faculty, and students better understand rules, and expectations when it comes to conduct. The following are examples of Library expectations for employee conduct:

- The Library follows the library staff Ethical Values and Standards.
- For KyU library to render effective and efficient services to its users, the phenomenon of shift work culture is quite significant and all staff members are expected to work on shift duty.
- For the preservation of library materials and equipment, eating and drinking is prohibited in the Library, except in locations authorized as appropriate by the University librarian. Such areas include the designated Staff Room or other locations away from heavily used work areas or public access areas as your section /unit head indicates.
- To maintain an environment most conducive to our users' desire for quiet concentration, and to assure staff attentiveness to the needs of users and colleagues, library employees will not use personal audio or video devices during library open hours.
- The abuse of legal and illegal substances, including alcohol, prescription drugs, or other controlled substances impairs an individual's ability to perform his/her work satisfactorily. Employees who abuse alcohol or drugs in the workplace, or whose job performance is impaired by such abuse, may be subject to corrective action as stipulated in the University terms and conditions of service.
- There is no smoking in the library at any time.
- Use of library equipment or services for personal or commercial purposes is not permitted. All work related documents are the property of the University library and are not to be copied, used, distributed, or removed without University library approval.
- Physical violence or threat, and verbal abuse constitute unacceptable behaviour in the workplace. Violent or disorderly behaviour by library staff toward co-workers, library users or others will not be tolerated and may result in disciplinary action as stipulated in the University terms and conditions of service.
- KyU library employees are caretakers and guardians of one of the available collections of information and knowledge. Mutilation or theft of library materials or other University property is prohibited.

## 7.0 LIBRARIANS PROFESSIONAL ETHICAL ISSUES

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. They are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. Librarians have a special obligation to ensure the free flow of information and ideas to present and future generations. The following are Ethical issues in the profession:

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Stephen Maina Librarian

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*KyU is ISO 9001: 2015 Certified*  
*KyU is Zero Tolerant to Corruption*



## 8.0 LIBRARY RULES AND REGULATIONS

## **PREAMBLE**

All University library users are advised to read and understand the Library Rules and Regulations stated herein. Ignorance of these will not be a defense. These rules have been approved by the University management.

## **MEMBERSHIP**

Membership of the library is open to registered students, staff and authorized non KyU persons.

- Student details will be extracted from Erp to Library system (Koha)
- Staff will produce staff Id and will be registered through the Library system (Koha)
- External applicants shall be granted access to KyU library upon payment of the following daily fees:

Students Kshs. 50

Non-students Kshs. 100

## **ADMISSION**

University Librarian reserves the right to demand identification from registered members and may deny access into the library.

University identification cards must be shown to library staff at the entrance.

External users shall produce National Identification Cards.

## **WORKING HOURS**

Monday – Friday: 8.00am-9.00pm: (Issue Desk-8.30am-8.40pm)

Saturday: 8.00am -6.00pm: (Issue Desk-8.30am-5.40pm)

Library shall be closed on Sunday & Public Holidays

## **DISCIPLINE**

1. Users shall observe silence in the library and its environs at all times.
2. Unauthorized removal of library property is an offence and appropriate disciplinary action shall be taken against offenders.
3. Bags, cases, caps, hats folders etc. shall be left in the designated luggage area of the library at owner's risk.
4. Users shall not be allowed to leave their baggage overnight in the library.
5. The library shall not take responsibility for loss of personal property or books already signed out to users.
6. Users shall be required to show all items in their possession to the security officer before leaving the library.
7. Anyone caught marking, defacing or mutilating books or any other library material shall pay for the material from the most current edition of the same.
8. Order shall be observed in the library at all times. For example, placing of feet on the furniture, eating and drinking, smoking, sleeping etc. shall not be allowed.
9. Use of sound equipment like radios, cell phones etc. is strictly prohibited in the library and its environs.
10. Seats in the library shall not be reserved.
11. Users shall not be allowed to re-shelf books once retrieved from the shelf.
12. No library equipment shall be moved, modified or tampered with.



13. Library staff shall reserve the right to inspect bags or other personal property when users enter or leave the library.
14. Users who do not follow library rules and regulations shall be asked to leave and may lose membership to the library.

#### **BORROWING OF INFORMATION MATERIALS HELD IN THE LIBRARY**

1. Borrowing shall be restricted to registered members only.
2. Information materials shall not to be taken out of the library unless they are properly issued.
3. Users shall be held responsible for any damage or loss of library materials in their possession and shall be required to meet the cost of replacement.
4. Users shall ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books.
5. Lost library books that are recovered, shall be handed to the librarian as they remain the property of the University library.
6. Users with overdue book shall be blocked from the library system.

#### **LOAN PERIODS**

Registered members shall be allowed to keep borrowed items for the period indicated below;

1. University Staff: 2 books for one Month
2. Post Graduate Students: 2 books for a period of one Month
3. Undergraduate/ Diploma: 2 books for a period of one week

## **PENALTIES**

Borrowed Library materials not returned after the due-date shall attract penalties as indicated below:

### a). Students

Long loan Kshs 5 per day and Kshs 5 per hour for short loan. b).

### Staff

Long loan Kshs 10 per day and Kshs 10 per hour for short loan.

### c). Library Luggage tag

Lost Library luggage tag shall be replaced at a cost of Kshs 100.00.

## **RULES ON THE USE OF ELECTRONIC RESOURCES**

1. Booking or reserving computers shall not be allowed.
2. Engagement on Facebook and other social networking media shall not be allowed.
3. Use of internet (including transmission or receiving of any material) in violation of the copyright law is prohibited.
4. Users shall not interfere with or disrupt network uses, services, or equipment.
5. Internet equipment and software shall be used as installed on respectable workstations of the library.
6. Users shall not add, delete or modify installed hardware or software, or change settings.

7. Library computers are strictly for learning and research purposes. Anyone found surfing non educational sites (e.g. pornographic sites) shall lose his/her right to use the library.
8. The internet is a global electronic network and the KyU library department shall not be responsible for accuracy, validity, legality or usefulness of information available. Users of such Information shall be at liberty to seek guidance on the use of such information.
9. Users shall shut down the computers after use.

## **COPYRIGHT**

There is a copyright protection law on most of the library materials (displayed in library reference section). Deliberate infringement on this law e.g. unauthorized copying, is a criminal offence. All users of electronic information resources shall abide by the terms of appropriate licenses. However, permissible copying limits as per Copyright Act may be made for academic purposes. All users of library materials shall observe these limits in the library premises or elsewhere.

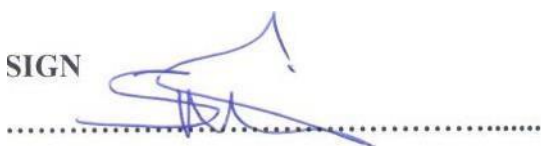
## **CLEARANCE**

All registered members of the library shall clear with the University library at the expiry of their membership.

UNIVERSITY LIBRARIAN

VICE CHANCELLOR

SIGN



## 9.0 ACCESS TO LIBRARY RESOURCES

### **Library Collections**

The Library collection comprises a hybrid of print and non-print resources including books, government publications, research reports, newspapers, magazines and journals. There are also e-resources from several publishers, subscribed through Kenya Library and Information Services Consortium (KLISC) or Open Access content.

The stock is divided into general collection (general lending materials) and special collection (short loan and reference). Books in the Library system are classified using the Library of Congress Classification Scheme.

### **SPECIAL COLLECTION:**

#### **Reserve /Short Loan materials**

This includes collection on high demand specially recommended by lecturers for use by students. These books are on closed-access and maintained within the circulation section. These books can be borrowed for use within or outside the Library for a limited period of three (3) hours; or overnight borrowing and returned the following morning of working day.

#### **Reference Collection:**

Information resources in this collection are for reference purposes and used within the Library only (i.e. not for borrowing). These include Dictionaries, Atlases, Maps, Encyclopedias, current newspapers, government publications, rare materials, etc.

In addition, reference section also maintains other special collection on closed access including educational reports, theses and dissertations, internal projects, publications containing institutional memory, and press cuttings.

## **Serials**

These materials are housed and used only within the serials section including journals, magazines, bound newspapers, business plans, projects and past exam papers.

## **10.0 ACCESS TO PRINT RESOURCES**

The **Library of Congress Classification (LCC)** is a system of library classification developed by the Library of Congress. It is used by most research and academic libraries. KyU Library adopts the same professional standard in classifying its holdings. The following is the Library of Congress outline:

- Class A – General Works
- Class B – Philosophy. Psychology. Religion
- Class C – Auxiliary Sciences of History
- Class D – World History and History of Europe, Asia, Africa, Australia, New Zealand, etc.
- Class E – History of America
- Class F – Local History of the Americas
- Class G – Geography, Anthropology, Recreation
- Class H – Social Sciences
- Class J – Political Science
- Class K – Law
- Class L – Education
- Class M – Music
- Class N – Fine Arts
- Class P – Language and Literature
- Class Q – Science
- Class R – Medicine
- Class S – Agriculture
- Class T – Technology
- Class U – Military Science
- Class V – Naval Science
- Class Z – Bibliography, Library Science

## **11.0 LIBRARY CATALOGUE**

### **Online Public Access Catalog (OPAC)**





The Library has an Online Public Access Catalogue (OPAC) to facilitate browsing and retrieving of Library print materials available within KyU.

When searching the collection, the standard search allows users to enter **keywords** such as 'Subject'; 'Title'; or 'Author'. The number of results returned is displayed at the bottom of the screen. Boolean operators such as AND, OR, and NOT; (?) and phrase searches ("") can be used in narrowing or broadening searches.

## 12.0 ACCESS TO E-RESOURCES

Kirinyaga University Library subscribes to peer reviewed full text electronic journals and books to support teaching, learning and research activities of the University. The available electronic databases cover all subject areas. The major databases and their subject coverage are summarized below. Kindly access the databases for more information.







## 13.0 SUBSCRIBED AND FREE ERESOURCES




	Journals, databases and mixed packages	SUBJECT COVERAGE	URL LINK
1.	<a href="http://www.cochranelibrary.com/">Cochrane Library</a> 	The Cochrane Library is a collection of six databases that contain different types of highquality, independent evidence to inform healthcare decision-making	<a href="http://www.cochranelibrary.com/">http://www.cochranelibrary.com/</a>
2.	<a href="http://search.epnet.com/">EBSCO Host Research Databases</a> 	The databases provide access to just over 16,500 abstracted and indexed journals from all branches of science, technology, medicine, social sciences and humanities.	<a href="http://search.epnet.com/">http://search.epnet.com/</a>
3.	<a href="https://www.eupublishing.com/">Edinburgh University Press</a> 	Publish books and journals across a range of subject areas in the humanities and social sciences.	<a href="https://www.eupublishing.com/">https://www.eupublishing.com/</a>
4.	<a href="https://www.emerald.com/insight/">Emerald insight</a> 	Management and library & information services journals. The service also provides access to leading titles in marketing, business disciplines, engineering and materials science.	<a href="https://www.emerald.com/insight/">https://www.emerald.com/insight/</a>

5.	<a href="https://www.geolsoc.org.uk/">Geological Society</a>  The Geological Society	Covers the geosciences e-resources. It shares the courtyard with the <a href="#">Royal Academy of Arts</a> , the <a href="#">Royal Astronomical Society</a> , the <a href="#">Society of Antiquaries of London</a> , the <a href="#">Royal</a>	<a href="https://www.geolsoc.org.uk/">https://www.geolsoc.org.uk/</a>
6.	<a href="https://www.elibrary.imf.org/">International Monetary Fund (IMF)</a> 	<a href="#">Society of Chemistry</a> and the <a href="#">Linnean Society of London</a> . Access to information and perspective on macroeconomics, globalization, development, trade and aid, technical assistance, demographics, emerging markets, policy advice, poverty reduction, and so much more.	<a href="https://www.elibrary.imf.org/">https://www.elibrary.imf.org/</a>
7.	<a href="https://www.jstor.org/">JSTOR</a> 	Covers Economics, History, Political science, Archeology, African Studies, Music, Art & Art History, Business, Ecology & Botany, Language & Literature, Mathematics & Statistics	<a href="https://www.jstor.org/">https://www.jstor.org/</a>
8.	<a href="https://royalsociety.org/">Royal Society</a> 	Subject strength: biochemistry, immunology, bioinformatics, ecology, microbiology and many more	<a href="https://royalsociety.org/">https://royalsociety.org/</a>
9.	<a href="https://methods.sagepub.com/">Sage Research Methods</a> 	Subject Strengths: research Methods, Qualitative and Quantitative, cases, videos, datasets	<a href="https://methods.sagepub.com/">https://methods.sagepub.com/</a>
10.	<a href="https://www.tandfonline.com/">Taylor &amp; Francis Journals</a> 	Information Science, Interdisciplinary Studies, Language & Literature, Law, Mathematics & Statistics, Medicine, Dentistry, Nursing & Allied Health, Museum, Heritage Studies & Visual Arts, Physical Sciences, Social Sciences, Sports, Leisure, Travel & Tourism and Urban Studies	<a href="https://www.tandfonline.com/">https://www.tandfonline.com/</a>
11.	<a href="https://www.journals.uchicago.edu/">University of Chicago Press</a> 	The journals present original research from international scholars in the Social Sciences, Humanities, Education, Biological and Medical Sciences, and Physical Sciences.	<a href="https://www.journals.uchicago.edu/">https://www.journals.uchicago.edu/</a>



12.	<a href="#">Wiley Online Library Full collection (1,360 titles)</a> <b>Wiley Online Library</b>	Business, Chemistry, Computer Science, Earth and Environmental Science, Education Engineering, Law Life Sciences, Mathematics and Statistics, Medicine and Healthcare, Physics and Astronomy, Polymers and Materials Science, Psychology, Social Sciences	<a href="https://onlinelibrary.wiley.com/">https://onlinelibrary.wiley.com/</a>
13.	<a href="#">Henry Stewart Talks Ltd</a> 	Subject Strength: Biomedicine, Life Sciences, Marketing and Management collection	<a href="https://hstalks.com/">https://hstalks.com/</a>
14.	<a href="#">HST - The Biomedical and Life Sciences Collection (TBLSC)</a> 	Subject Strength: agriculture & environment, biochemistry, cancer, cell biology, clinical medicine, disease disorders & treatment, methods, immunology, metabolism & nutrition, microbiology, neuroscience, omics & systems biology, pharmaceutical sciences, reproduction & development	<a href="https://hstalks.com/biosci/">https://hstalks.com/biosci/</a>
15.	<a href="#">IEEE</a> 	IEEE/IET Electronic Library Electrical Engineering, Telecommunications, Computer Science; Architecture, Imaging Science & Photographic Technology, Robotics, Biomedical Engineering, Computer Science Information Systems, Software Engineering, Remote Sensing and Artificial Intelligence.	<a href="https://ieeexplore.ieee.org/Xplore/home.jsp">https://ieeexplore.ieee.org/Xplore/home.jsp</a>
16.	<a href="#">Lexis Nexis Legal Library</a> 	Lexis Library delivers thousands of trusted legal, tax and regulatory sources, such as: Butterworths, Halsbury's Laws, Tolley's, Harvey on Industrial Relations and Employment Law and Civil Court Practice. Plus, wide-ranging primary source materials including all England Law Reports, Encyclopaedia of Forms and Precedents, Atkins Court Forms among others.	<a href="https://www.lexisnexis.com/uk/legal/">https://www.lexisnexis.com/uk/legal/</a>



17.	<p><a href="#">PROQUEST Academic complete &amp; Library Thing Book cover widget</a></p> 	<p>ProQuest preserves rich, vast and varied information – whether historical archives or today’s scientific breakthroughs – and packages it with digital technologies that enhance its discovery, sharing and management.</p>	<p><a href="https://ebookcentral.proquest.com/lib/">https://ebookcentral.proquest.com/lib/</a></p>
18.	<p><a href="#">OECD</a></p> 	<p>OECD iLibrary is the online library of the Organisation for Economic Cooperation and Development (OECD) featuring its books, papers and statistics and is the gateway to OECD's analysis and data.</p>	<p><a href="https://www.oecdilibrary.org/">https://www.oecdilibrary.org/</a></p>
19.	<p><a href="#">Project Muse</a></p> 	<p>Project MUSE is your trusted source for the highest quality books and journals in the humanities and social sciences from over 200 of the world’s most distinguished</p>	<p><a href="https://muse.jhu.edu/browse">https://muse.jhu.edu/browse</a></p>
		<p>university presses and scholarly societies.</p>	
20.	<p><a href="#">E-duke journals scholarly collection</a></p> 	<p>African studies, anthropology, art &amp; art history, asian studies, criticism &amp; theory, cultural studies, economics, education, environmental humanities, ethnography, european studies, fiction &amp; poetry, film &amp; media studies, gender &amp; sexuality studies, literary studies,</p>	<p><a href="https://read.dukeupress.edu/">https://read.dukeupress.edu/</a></p>
21.	<p><a href="#">Edward Elgar publishing</a></p> 	<p>Business management, Education, Economic and finance, Geography, Innovation, Research methods, Social and sociology, Teaching methods, Urban &amp; regional, Development studies, Environment</p>	<p><a href="https://www.e-elgar.com/">https://www.e-elgar.com/</a></p>
22.	<p><a href="#">Euclid Prime Collection</a></p> 	<p>Applied mathematics, statistics, theoretical mathematics</p>	<p><a href="https://projecteuclid.org/">https://projecteuclid.org/</a></p>

23.	<a href="https://home.heinonline.org/">Heinonline</a> 	HeinOnline Core Package for EIFL contains the constitutional histories for 170+ countries, a large collection of historic books and monographs on legal history. <b>Subject coverage:</b> Law	<a href="https://home.heinonline.org/">https://home.heinonline.org/</a>
24.	<a href="https://msp.org/publications/journals/">Mathematical Sciences Publishers Journal</a> 	Provides free access to MSP's journals, open to libraries in these 29 countries: Subject coverage: Mathematics, mechanics & engineering	<a href="https://msp.org/publications/journals/">https://msp.org/publications/journals/</a>
25.	<a href="https://journals.openedition.org/?lang=en">OpenEdition Journals</a> 	Is a bundle of 175 journals in the Humanities and Social Sciences, published by university presses and small academic publishers.	<a href="https://journals.openedition.org/?lang=en">https://journals.openedition.org/?lang=en</a>

### Open Access Resources

1.	<a href="https://virtualuni.ac.ug/library/">Virtual University of Uganda Open Access Library</a> 	Universal content	<a href="https://virtualuni.ac.ug/library/">https://virtualuni.ac.ug/library/</a>
2.		Subjects covered: biological science, business and economics, development policy, engineering, medical and health science, physical science, social science	<a href="https://carijournals.org/">https://carijournals.org/</a>

3.		Is a community-curated online directory that indexes and provides access to high quality, open access, peer-reviewed journals. . Subjects covered: science, technology, medicine, social science and humanities	<a href="http://doaj.org/">http://doaj.org/</a>
4.		Subjects covered: agricultural and food chemistry, natural products , environmental science etc.	<a href="http://pubs.acs.org/">http://pubs.acs.org/</a>
5.		Is a non-profit offering public access to titles in science and medicine. Since 2003 they have published a variety of journals, including <i>PLOS Biology</i> and <i>PLOS Medicine</i> , which rival existing elite titles such as <i>Science</i> and <i>Nature</i> .	<a href="https://www.plos.org/">https://www.plos.org/</a>
6.		PubMed comprises approximately 20 million citations for biomedical literature from MEDLINE, life science journals, and online books. PubMed citations and abstracts include the fields of medicine,	<a href="https://www.ncbi.nlm.nih.gov/pubmed/">https://www.ncbi.nlm.nih.gov/pubmed/</a>
		nursing, dentistry, veterinary medicine, the health care system, and preclinical sciences.	
7.		Is an international and crossdisciplinary scholarly and scientific open access journal on the science of cultivating the soil, growing, harvesting crops, and raising livestock.	<a href="http://www.mdpi.com/journal/agriculture">http://www.mdpi.com/journal/agriculture</a>

8.	<b>academicJournals</b>	is a broad-based publisher of peerreviewed open access journals. Academic Journals currently publishes 111 open access journals covering art and humanities, engineering, medical science, social sciences, biological sciences, physical sciences and agricultural sciences	<a href="http://www.academicjournals.org/">http://www.academicjournals.org/</a>
9.		Publishes a number of peerreviewed, open access journals. These free-to-view online journals cover all major disciplines of science, medicine, technology and social sciences. BENTHAM Open provides researchers a platform to rapidly publish their research in a good-quality peer-reviewed journal. All peer-reviewed accepted submissions meeting high research and ethical standards are published with free access to all.	<a href="https://benthamopen.com/">https://benthamopen.com/</a>
10.		physical sciences, engineering and technology, life sciences, health sciences, social sciences and humanities	<a href="https://www.intechopen.com/">https://www.intechopen.com/</a>
11.	<a href="https://www.ncbi.nlm.nih.gov/biotechnology-information/">National Center for Biotechnology Information</a> 	NCBI bookshelf provides free online access to books and documents in Life Science and Healthcare.	<a href="https://www.ncbi.nlm.nih.gov/books/">https://www.ncbi.nlm.nih.gov/books/</a>
12.		Biomedical & Life Sciences, Business & Economics, Chemistry & Materials Science, Computer Science & Communications. Earth & Environmental Sciences, Engineering, Medicine & Healthcare, Physics & Mathematics.	<a href="http://www.scirp.org/journal/">http://www.scirp.org/journal/</a>

## **14.0 OFF-CAMPUS ACCESS**

Kirinyaga University procured RemoteXs which is a software service through which one can access the scholarly content subscribed by the University Library from a location other than within the Campus. It provides users' with a single window access to all the digital assets of the Library from a remote location - anywhere, anytime. All a user need is a working Internet connection. If a user requires to browse electronic resources (e.g. journals, databases, etc.) provided by Kirinyaga University Library from off-campus, please use the 'remotely accessible URL' link that has been sent to your email where you will create your password and profile.

## **15.0 INSTITUTIONAL REPOSITORY (DSpace)**

Kirinyaga has an institutional repository (DSpace), which is a digital service that collects, preserves, and distributes digital material on intellectual works by our University community. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

### **Communities in DSpace include:**

- Articles and Book Chapters
- Conference/ Workshop/ Seminar/ Proceedings
- Journal
- Lectures and Speeches
- Library Service
- Policies/ Reports/ Newsletters
- Research Papers

- Theses and Dissertations
- Undergraduate Projects

## **16.0 LIBRARY SERVICE POINTS**

### **UNIVERSITY LIBRARIAN'S OFFICE**

The office of the University Librarian is charged with the responsibility of managing, administering and supervising library operations and services. It serves as a link between the University Management and the library. It operates on an open door policy whereby users can walk in anytime to consult.

### **SECURITY DESK & CLOAKROOM**

The security desk is located at the point of entry to the library. Security personnel ensure that the library is safe and conducive for learning. They are also charged with the responsibility of counterchecking whether information materials have been borrowed legally. They capture users' daily attendance statistics and issue luggage tags for users leaving their items in the luggage area.

### **CIRCULATION SECTION**

The circulation desk is charged with the responsibility of charging and discharging library materials. Within the circulation section is the short loan collection which has information resources that are on high demand.

### **TECHNICAL SECTION**

The section is responsible for the acquisition of library materials through purchase, exchange and gift methods. The department acquires library materials in collaboration with faculty and process the acquired information materials (cataloguing, classification, barcoding, etc). Technical section organizes the entire library collection in a systematic order to enable easy and quick retrieval of information. The library uses the Library of Congress classification scheme in classifying and cataloging information resources. The processed bibliographic data is then stored in an automated system (KOHA), to enable library users access them via the Online Public Access Catalog (OPAC).

### **REFERENCE SERVICES**

This is a section where library users are assisted in the use of reference resources, library materials and in development of research strategies.

### **MULTIMEDIA SECTION/COMPUTERS SECTION**

Multimedia Section manages and provides access to computers, collections of audio, visual and audiovisual materials various formats such as CDs, VCDs, DVDs.

### **RESEARCH ROOM**

Research study room is assigned to faculty and other University staff for research and other scholarly activities that require extensive use of library materials.

### **LIBRARY DISPLAY**

The library displays newly acquired information resources for a period of one week. During this period books cannot be borrowed.

### **BINDERY SECTION**

This is a section where damaged information resources will be repaired.

### **INFORMATION LITERACY**

Library Users will continually be trained on information literacy skills by library staff. The training is done formally and informally. This equips them with lifelong skills on how to search for knowledge independently.

## 17.0 INTERNAL ORGANIZATION STRUCTURE

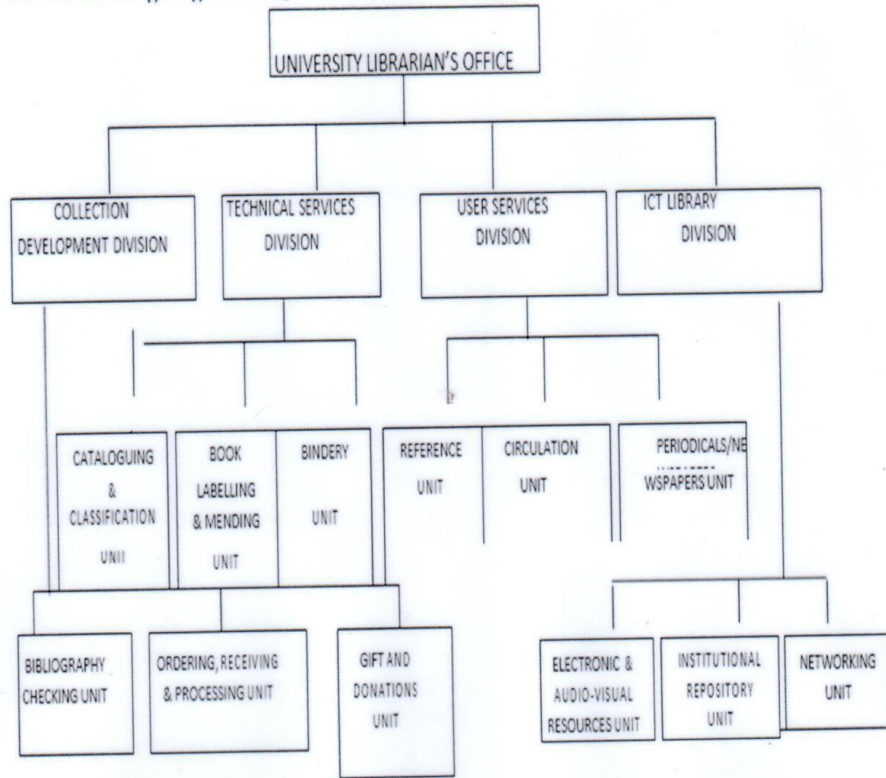
To achieve its stated objectives, KyU library is presently organized into four (4) divisions. These are the University Librarian's Office; the Technical Services Division; the Users' Services Division; and the ICT Library Division.

1. **The University Librarian's Office:** responsible for the more important management functions such as planning, organizing, staffing, budget preparation, controlling & supervision, measurement and evaluation of activities.
2. **The Technical Services/ Collection Development Division:** comprising the Bibliographic Checking Unit, the Ordering, Receiving and Invoice Processing Unit and the Donations Unit. The Division handles all the activities relating to library acquisitions, Cataloguing and Classification Unit, the Book Labelling and Mending Unit and the Bindery Unit. The Division is responsible for the processing of library materials.
3. **The Circulation/ User Services Division:** comprised of the Reference Services Unit, the Circulation and Reserve Collection Unit, the Serials/Newspapers Unit and the Special Collections Unit. The Division takes charge of the user services of the Library.
4. **The ICT/ Information Literacy Division:** responsible for the development, organization and handling of the Library's electronic & audio-visual resources services, digitization and library networks. It consists of the Electronic /Audio-Visual Resources unit, Institutional Repository unit and ICT unit



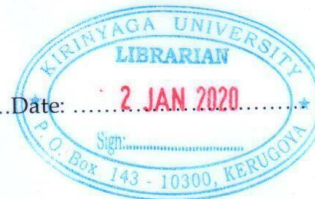
**KIRINYAGA UNIVERSITY  
UNIVERSITY LIBRARY**

The Internal Organogram of KyU Library is as follows:



Approved by:  .....  
University Librarian

Date: **2 JAN 2020**  
Sign: .....



*KyU is ISO 9001: 2015 Certified  
KyU is Zero Tolerant to Corruption*



Staff Manual for the University Library Operations, March 2020