

DISCIPLINE

- ◆ Users shall observe silence in the library and its environs at all times.
- ◆ Unauthorised removal of library property is an offence and appropriate disciplinary action shall be taken against offenders.
- ◆ Bags, cases, caps ,hats, folders etc. shall be left in the designated luggage area of the Library at owner's risk.
- ◆ Users shall not be allowed to leave their baggage overnight in the Library.
- ◆ The library shall not take responsibility for loss of personal property or books already signed out to users
- ◆ Users shall be required to show all items in their possession to the Security Officer on exit.
- ◆ Anyone caught marking, defacing or mutilating books or any other library material shall replace / pay for the material at the most current price.
- ◆ Order shall be observed in the library at all time for example placing feet on the furniture, eating drinking, smoking, sleeping ,etc. shall not be allowed in Library.
- ◆ Use of sound equipment like radios, walk mans, cell phones and others are prohibited in the library and its environs

CLEARANCE

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

LOAN PERIODS

Registered members shall be allowed to keep borrowed items for the periods indicated below:

- ◆ University Staff: 2 books for 2 weeks .
- ◆ University Students: 1 book for 1 week.
- ◆ Others :Not legible

PENALTIES

Borrowed Library material (s) not returned by the due-date shall attract penalties as indicated below:

◆ Students

Long Loan Kshs 5/= per day and Kshs 5 per hour for short loan books .

◆ Staff

Long Loan Kshs 10/= per day and Kshs 10/= per hour for short loan.

USE OF ELECTRONIC RESOURCES

- ◆ Booking or reserving computers shall not be allowed.
- ◆ User of internet (including transmission or receiving of any material) in violation of the copyright law is prohibited.
- ◆ Users shall not interfere with or disrupt network user services or equipment.
- ◆ Internet equipment and software shall be used as installed on respective workstations of the Library.
- ◆ Users shall not add, delete or modify installed hardware or software, or change settings.
- ◆ 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.

EXTERNAL LIBRARY CONSULTATIONS

KyU Library provides the following consultancy Services:

- ◆ Library Setup
- ◆ Library Security Systems
- ◆ Collection Development
- ◆ Library Management Systems

KIRINYAGA UNIVERSITY

UNIVERSITY LIBRARY
Product/Service Information



LIBRARY
BROCHURE



CONTACTS

Tel:- 0202146750

Cell:- +254728499650

P.O Box 143-10300, KERUGOYA

Email:- library@kyu.ac.ke

Website:- www.kyu.ac.ke/library

KyU LIBRARY

OPENING HOURS

Monday – Friday: 8:00 a.m. – 9.00 p.m

Saturday: 8.00a.m. – 6.00 p.m.

Sunday & Public Holidays: Closed

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.

VISION

To be the leading user information hub committed to providing quality and timely information service to KyU fraternity.

CORE VALUES

- ◆ Professionalism
- ◆ Integrity, transparency and accountability
- ◆ Innovation and creativity
- ◆ Excellence
- ◆ Equity

MEMBERSHIP

1. Membership to the Library is open to registered students, staff and authorized non KyU persons.
2. External applicants shall be granted access to KyU Library upon submission of national identification card and approval by KyU Library Management Committee. In addition they shall pay the following fees:
 - * Student Kshs. 50 per day
 - * Non-Students Kshs 100 per day
3. Registration of KyU students shall be done within the first month of admission to the first year of study, subject to undergoing library orientation.

ADMISSION

Library staff reserves the right to demand identification from registered members and may deny access into the Library for those who do not comply.

University Identification cards must be shown to the security staff at the Library entrance.

External users shall produce National identification cards and authorized Library access documents.

SECTIONS

- ◆ Circulation Services - Main service point for all library clientele.
- ◆ Library ICT and Innovation Section - Manages ICT services.
- ◆ Technical Services - Furthers development of print and electronic resources for the library.
- ◆ Research and User Services - Helps users meet their specific informational needs.

BORROWING OF INFORMATION MATERIALS

- ◆ Borrowing shall be restricted to registered members only.
- ◆ Information material shall not be taken out of the library, unless properly issued.
- ◆ Users shall be held responsible for any damage or loss of library material (s) in their possession and will be required to meet replacement and administrative costs .
- ◆ Users shall ensure that material (s) issued are in good condition at the time of borrowing to avoid taking responsibility for any damages noted while returning.
- ◆ Loss of Library material (s) must be reported to the Librarian no later than 48hrs and replaced or paid by the borrower within 60 days.
- ◆ Lost or mutilated information material on loan will be replaced at full cost plus 20% administrative cost.

LIBRARY SERVICES

Provision of:

- ◆ Information Resources.
- ◆ Circulation Services.
- ◆ Reference Services .
- ◆ Current Awareness Services.
- ◆ Electronic Resources .