

JKUAT LIBRARY REGULATIONS

ISSUED BY THE LIBRARY COMMITTEE ON 18TH JANUARY 1990

Admission to the library and use of the books are conditional upon strict observance of the following regulations and ignorance of these will not be an excuse for non-observance.

1. DEFINITION

In these regulations unless the context otherwise requires:

- (a) Book Includes all resources held by the library e.g. journals, pictures, photographs, maps, phono-records, sound cassettes, microfilms etc forming part of the library collection.
- (b) User is any person who has been admitted to use the library.

2. HOURS OF OPENING

The University Library will be open at such times as may be determined by the Library Committee. The hours of opening will be posted outside the Library.

3. ADMISSION TO THE USE OF THE UBRARY

- (a) All members of the University staff, students and alumni as stipulated in the JKUAT Order. July 1989.
- (b) Non-members of the University Showing particular need may apply to the University Librarian.

4. DISCIPLINE

- (a) Silence must be observed at all times. Use of mobile phones is prohibited.
- (b) Good order must be observed in the library e.g. placing of feet on furniture, removal of shirts, eating or sleeping in the library are forbidden.
- (c) Smoking and the use of open fire in any part of the library is prohibited.
- (d) Cases, parcels, overcoats, hats etc must be left in the baggage area.
- (e) All users leaving the library carrying books or parcels must show them to the security.
- (f) Stealing and attempting to steal a library book or property is an offence and those caught will be severely dealt with.
- (g) The University Librarian shall suspend any user whose conduct in the library is in his opinion disorderly. such persons shall be reported to the University authorities for further disciplinary action.

5. DAMAGE, LOSS OF LIBRARY BOOKS AND/OR LIBRARY PROPERTY

- (a) Users will be held responsible for any damage occurring to a book while in their possession, and be required to pay for the value of the book plus administrative costs.
- (b) 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 and will be charged.
- (c) Any defect in, or damage to a book should be reported to the Circulation Librarian.
- (ci) The marking and defacing of any books is strictly forbidden. Refreshments. incbottles and any other materials which might accidentally damage library books or property must not be brought to the library.
- (e) Wilful damage of the library property will be paid for by the person responsible.

6. REGISTRATION

- (a) All prospective or aspiring users must be registered as library members.
- (b) All registered users will be issued with Library borrowing tickets. The tickets must be produced whenever books are borrowed and on demand by library staff.
- (C) Library tickets must not be lent to other people and loss of any tickets should be reported immediately to the

Circulation Librarian after Which appropriate action will be taken.

- (d) The University identification card must be produced whenever demanded by Library Staff for the purpose of correct identification~

7. BORROWING

- (a) The right to borrow from the library is accorded to persons mentioned in clause 3 above who are also registered as library users.
- (b) All persons wishing to become library users must complete the registration form, which is obtained from the Circulation Librarian and must sign the declaration to abide by the regulations.
- (c) Users must ensure that the address given on the registration form is up to date.
- (d) Certain materials may not be borrowed for use outside the library.
- (a) No books shall be taken out of the library until it has been officially issued.
- (f) The user in whose name a book is issued shall be solely responsible for returning it. --
- (g) After a book has been in possession of a user for one week it may be recalled to the library. All users must ensure that books in their possession are returned to the library within three days of recall.
- (h) Books which have already been borrowed by other readers may be reserved by filing a Book Reservation. Form available at the Circulation Desk. No reader should reserve or request for a book he already has if the behaviour is detected, borrowing privileges may be withdrawn.
- (i) Library books may not be taken out of the country without the permission of the University Librarian.
- (j) Users wishing to borrow books Which are not available in the library may be assisted through inter-library loan and should make sure their requests to the Circulation Counter. Use of such books will be subject to the conditions given by the leading library.
- (k) Undergraduates may borrow up to 4 books at a time, postgraduates, teaching staff, senior administrative and senior library staff 5, staff in grades A-F (or equivalent) 3, and staff in grades I - IV 2 books. The replacement cost for a lost or damaged borrowers tickets shall be Kshs. 10.00.
- (l) The loan period for undergraduates shall be two weeks. postgraduates and all non-teaching staff one month, teaching staff, one semester.
- (m) The loan for any book may be received but may also be reduced by the University Librarian depending on the demand for the book.
- (n) The University Librarian may permit other person to borrow two books for purpose of special study upon such condition~s and for such period as may seem appropriate in each case. Applications for these purpose should be made to the University Librarian.

8. FINES AND PAYMENT FOR LOST BOOKS

- (a) Any borrower, who fails to return or renew a book on the date due. Shall be charged a fine of one shilling per book per day for the first 10 days. Thereafter two shillings per book per day up to 30 days for students and 90 days for staff after which the book will be assumed lost (Sundays and Public Holidays are included in calculating the fines charged.)
- (ii) Users who lose library books will be required to pay the current replacement cost of the books plus 20 per cent administrative charges.
- (iii) All library books remain the property of the University and replacement costs paid will not be refundable when the books are returned.
- (iv) All library users are requested to lead to the library any books or tickets that they may find misplaced.
- (v) A fine of one shilling per book per day will be charged to those who fail to return recalled books.
- (vi) Any borrower who fails to return a book to the short loan collection at the specified time shall be charged a fine of two shillings per book per hour.
- (vii) Books issued for vacations and during field attachment must be returned at the latest within the first three days of the following semester.
 - (viii) The right to borrow may be withdrawn until all the books have been returned and any outstanding fines have been paid.

9. CLEARANCE

- (a) All users are required to clear with the library and must pay lost books and overdue fines before they leave the University. All borrowing tickets must be surrendered to the Librarian when clearing.
- (b) Students who fail to comply with clause 9 (a) above shall have their examination results

withheld.

- (C) Staff who fail to comply with clause 9 (a) above will have the cost of replacement of the books plus administrative costs deducted by the Finance Officer from their terminal benefits.

10. EXCLUSION FROM USE OF THE LIBRARY

The library Committee shall have power to suspend or exclude from all use of the library. Any user who persistently disregards Library Regulations, or, of any other adequate cause, shall be considered to be, in its opinion undesirable.

II. GENERAL INFORMATION

- (a) Library books removed from shelves should be left on the desk to be collected by the Library staff for re-shelving.
- (b) As Seating in the library is limited, readers must not reserve seats by leaving personal items on them. Such items will be removed by Library staff.
- (c) The library accepts no responsibility at all for personal property including borrowed books left anywhere in the library.
- (d) Library staff are charged with the duty of giving service to users and to also ensure that library rules and regulations are observed for the mutual benefit of the entire community.
- (e) The librarian will be glad to assist in any problems that cannot be solved by other library staff.
- (f) A suggestion box is available at the entrance and readers are welcome to make suggestions for the improvement of the library service.
- (g) An appeal is made for cooperation for the benefit of all members of the university.