

The U.S.I.U Library and Information Center provides accommodation for the university library on four floors.

Ground Floor

The library entrance leads to the exhibition area and an open lounge. The services located on this floor include:-

Information and control desk check in/ checkout counter, periodical collection, reference collection, course text section, Online Public Access Catalogs (OPACS), conference room, courtyards and reading space. The University Librarian and Senior Librarian User services offices are also on this floor.

First Floor

This floor houses circulating collection from A to R. The Short- loan section /Media Centre, Liaison's office, Instructional Room, Reference/Instruction Librarian's office, Online Public Access Catalogs(OPAC'S), Doctorate study Carrels, audio visual booths and information desk are also on this floor.

Second Floor

This floor houses circulating collection from RA-Z. It also houses the Special collections comprising of Africana, American Studies and U.N collections. This floor has the E-resource center which has been set up for the purpose of research. More study carrels and reading space. Information desk, Online Public Access Catalogs (OPACS), card operated copiers and additional photocopying facility are also available on this floor.

Study carrels

A mixture of small and large study rooms destined to promote collaborative learning are available on the first and second floors of the library. Six carrels on the first floor are designated for doctorate students while the other three carrels are fitted with video viewing workstations. Head phones are provided to ensure quiet listening. Ten study carrels on the second floor are designated for graduate students, while four are reserved for faculty members.

Online Public Access Catalogs (OPACs)

This facility is used to locate library information resources including books, AV materials, and journal titles. OPAC searches provide information on what is in stock in the USIU library. **Always** start here to find out whether your information needs are provided for @ your library. The OPACs accept any keywords, subject headings, author names and titles .Library PIN number is used for managing a user's account online (i.e. renewing items you have checked out, reserving items, reading online newspapers etc.)See information on BookMyne on how to optimize the usage of My Account.

Serials

Journals are arranged alphabetically by title. Current serials are displayed on the special periodical shelves on the ground floor and the bound copies of back issues are arranged on adjacent shelves to the current ones also on the ground floor next to the Course text section.

Reference Collection

Encyclopaedias, dictionaries, bibliographies, handbooks, yearbooks and other reference books are shelved on the ground floor, overlooking the **Check in/ checkout counter**.

Short Loan Collection

Recommended books, periodical articles, high demand magazines, journals and newspapers are placed in the Short Loan Collection. Also in this collection are staff papers and graduate students projects. These are loaned for a limited period of time ranging between 30 minutes and 2 hours.

Audio – visual collection

The library has a variety of different types of audio visual materials which can be used in the library or borrowed for a limited period of time. These materials may be viewed in the audio-visual booths located on first floor.

Course Texts

Course texts are issued to students to meet their core readings needs in their specific areas of study. These resources are loaned to students and faculty for an entire semester. They are issued at the beginning of each semester and must be returned at the end of the semester.

Note:

The section opens from 8.15 a.m -7.00 p.m (Monday – Friday) for the first four weeks of the semester and from 9.00 a.m to 6.00 p.m. for the first four Saturdays of the Semester. Thereafter, the section remains open from 8.15 a.m. – 5.00 p.m. (Monday to Friday).

Africana Collection;

This is a collection of works by African authors as well as works about Africa. This collection provides readership and research content for those patrons who have an appreciation for this collection. These books are used within the library

American Studies Collection

This collection promotes a thorough understanding of the United States of America. It is open to the academic and research community in the East and Central African Region. These books are used within the library.

U.N. Collection.

This collection includes documentations of and about the UN and the role by the global body in all aspects of humanity as are available at the USIU library and Information center. This collection gives a broader appreciation of the role of the UN in the international arena. These books are used within the library.

Web-based databases

Web-based databases such as EBSCOhost, Keesings Online, PsycARTICLES, JSTOR, Gale etc. are used for locating articles in journals, magazines and newspapers. These e-resources are accessible from the various workstations in the e-Resource Center on the second floor and off campus via V.P.N (Virtual Private Network).

Institutional Repository

USIU Library hosts an institutional repository that supports open access to information. The repository which has been hyperlinked for direct access through our library portal and University website is available at erepo.usiu.ac.ke. The repository hosts a range of resources including Journal articles by faculty and researchers; theses and dissertations; Podcasts by Journalism class; conference proceedings and Newsletters to Case study reports and Publications.

Membership

Open to all registered students of the university, members of staff and faculty. Registered alumni may use and borrow library materials

at a fee of Kshs.5, 000 per year, and Kshs. 3,000 membership fee is charged for a short period of up to three months. Access to the library for other registered alumni is free.

Others:

1year	kshs.10, 000
6 months	kshs.6, 000
3 months	kshs.4, 000
1 month	kshs.2, 000
1 day	kshs.100

Borrowing

Most books may be borrowed. Periodicals, reference, short loan materials and American studies collection, Africana and UN collections are for use in the library only. **All items for loan must be taken to the Check out Desk.** Issuing of library materials stops 15 minutes prior to the library's closing.

Loan period:

Note: - Issuing of short loan and circulating materials on Sundays begins at 11.00 a.m to 4.30 p.m.

Faculty	15 books for a month
Staff	6 books for 2 weeks
Doctorate	15 books for a month
Students	10 books for 2 weeks
Alumni	2 books for 2 weeks
Others	No borrowing

All registered members of the library may borrow audio visual materials for a period of two (2) days.

Reservation/Recall Service

Reservation of library materials that are on loan can be done at the check/out counter. As soon as an item is returned, that awaiting user will be notified. Users should keep constant checks at the check in/out counter. Items placed on reserve/hold will be held for 3 days, after which they may be returned to the shelves or given to the next person on the waiting list. Items required by another reader may be recalled and must be returned within 7 days.

Bookmyne

Bookmyne, a mobile app by incorporated on the library OPAC to smart phone users to access **My Account** services by browsing eBooks from remote locations., Some features accessible through BookMyne include renewal of books, searching of OPAC, changing User credentials and access to e-resources links through their smartphones, including the full text Daily Nation subscribed by the library.

Inter-library Loan

Materials not available in the library can be obtained through an inter-library loan service from other local libraries. Requests should be handed to the Senior Librarian, User Services. A charge may be made to meet photocopying expenses, if any. Users who wish to use

another library may request for a letter of introduction from the Senior Librarian, User Services.

Recommending Materials for Purchase

Recommendations are made through the Acquisition Librarian or through “**Recommend a book**” on the USIU Website

Information Service

Assistance with general inquiries and more detailed subject and bibliographical work may be obtained at the Reference/ Instructional Services Librarians Office located on the first floor or information desks on the first and second Floor and liaison office located on the first floor. Research inquiry forms are provided at these desks.

Ask a librarian

The library hosts a chat service on the OPAC (library.usiu.ac.ke), where a user can get assistance in real time, through chatting With a librarian. This service is also available through email by sending an email to askalibrarian@usiu.ac.ke. This email link is also available on the USIU library web page.

Instructional Services.

One can book for library instructional classes to learn how to use library resources. The Classes are held in the library instructional room located on the first floor. For more information, consult Reference /Instructional Services Librarian

Liaison Services

The Library Liaison office is on the first floor, within the Short Loan section. The librarian in charge provides a link between the library and the user community specifically faculty and the postgraduate students to ensure library and information needs are understood and met.

Current Awareness Service

Subject classified lists of new books and journals are sent out to the university community through e-mail monthly.

E-Notice Board

The e-Notice Board keeps you informed of the latest developments in the library and within the university through the announcements/screensavers.

Photocopying/Printing

The student multi-purpose identity card will be used on the card-operated photocopier/printer, which is located on the second floor next to the MFI office. A cash photocopying service is also provided on this floor, provided the cash payments are made at the finance office. Photocopying services strictly observe the copyright laws.

The hours of service are:-

Monday – Thursday	8.15 – 6.00 p.m.
Friday	8.15 – 5.00 p.m.
Saturday	9.00 – 1.00 p.m.

Reader Places

More than 1200 reader places are provided on Ground, First and second floors.

Laptop Registration

Laptops are registered by the library staff to ensure convenience of entry and exit of users within the library

Conference room

The library has a conference room on the ground floor for the official use by the university community. Booking must be done through Ext. 429 or 253 several days before the date of use.

Security

A library security system is in use to prevent theft. Loan procedures must be completed before items are taken from the library.

Fines

Fines are charged for all overdue items:

Circulating books - Kshs30.00 per day

Course Text - Kshs. 50.00 per day

Short Loan - Kshs. 25.00 every 30 minutes

Audio visual - Kshs. 50.00 per day

Those items borrowed through inter-library loan are charged as follows:

Audio visual material - Kshs.120.00 per day

Others - Kshs.100.00 per day

Note: All fines must be paid in the finance office.

Staff and faculty/adjunct should pay for the library fines in finance office.

Address

USIU Library & Information Center

P. O. Box 14634-00800

NAIROBI, Kenya

Tel: 3606000

Fax. 803764 / 862017

E-Mail: library@usiu.ac.ke/askalibrarian@usiu.ac.ke

 @USIUlibrary

Opening Hours

Monday – Friday 8.15 a.m. – 9.00 p.m.

Saturday 9.00 a.m. – 6.00 p.m.

Sunday 11.00 a.m. – 5.00 p.m.

Public Holidays CLOSED

During Semester Breaks:

Monday to Friday 8.15 a.m. – 5.00 p.m.

Saturday - CLOSED

Sunday and Public Holidays - CLOSED

- **NOTE:** Issuing of library materials stops 15 minutes prior to the library's closing



USIU LIBRARY & INFORMATION CENTER



LIBRARY GUIDE