

❑ **ADMISSION**

The following persons are allowed to use the library:-

- All registered students of the University.
- All members of faculty, administrative, technical and other staff.
- All alumni at an Annual charge of Ksh. 5000 for a period of one year. For short period memberships of up to three months, a fee of Kshs. 3,000/= is charged.
- There is free use of the library for registered alumni who may not want to borrow any books

Others

- | | |
|------------|-----------|
| ▪ 1year | ksh 10000 |
| ▪ 6 months | ksh 6000 |
| ▪ 3 months | ksh 4000 |
| ▪ 1 month | ksh 2000 |
| ▪ 1 day | ksh 100 |

❑ **ACCESS**

All members of the university community should gain access to the library through the biometric system.

❑ **DISCIPLINE**

- Good order and silence shall be maintained in ALL Library areas including study carrels at all times.*
- Food and drinks or any other materials that will accidentally damage library property, will not be brought into the library.*
- Use of communication devices in the library including mobile phones is prohibited*
- Discussion in the library open area is prohibited.
- Booking of seats in the library is prohibited.*
- Sleeping in the library is prohibited. *
- The marking, defacing or mutilation of any library material including audiovisual material is strictly prohibited.
- Attempted theft/theft/stealing of library materials is prohibited.
- Obtaining or using a Library card under false pretences is not allowed

- Removal of computer components including mouse, cables etc. from one computer to another is not permitted
- Behavior which adversely impacts on other individuals' use or access to Library facilities and resources is not allowed *
- Moving of seats from one table to the other is prohibited.*
- All readers leaving the library in possession of books, papers, bags and overcoats must show them to the Library security at the exit point.*
- All readers are prohibited from re-shelving reading material. Materials used should be left on the tables or un-shelved books shelves*
- Loaned items may not be transferred from one borrower to another but must be returned to the library and formally re-issued.*
- Items not returned within the loan period shall be subject to fines. *
- If a lost/damaged item has to be replaced, the cost of the item shall be double the current cost price plus V.A.T.*
- Photocopying of more than 10% of any document is punishable under the copyright law of the country.
- Time allowed for usage of the library must be observed. After the second bell every library user should be on their way out.*
- All materials leaving the library must be legally discharged by the librarian.
- No visitor will be allowed to tour, use library facilities except with express permission of the University Librarian.
- All newspapers from the periodical area must be read within the periodical section*
- Any acts that violate essence of University Library policy.

Please note that this list is not necessarily exhaustive. The University Librarian will handle the infractions marked with an asterisk (*). Violations of these regulations will attract a warning or probation level I. Repeated violations will be referred to the Disciplinary Committee.

❑ **BORROWING (GENERAL)**

- All library materials may be borrowed including audiovisual materials with the exception of reference works, periodicals, press cuttings, American Collection, Africana collections, UN collections and materials in great demand placed temporarily on short loan.
- Loaned items may not be transferred from one borrower to another but must be returned to the library and formally re-issued.
- Borrowers are held personally responsible for the safe custody of any materials on loan to them. They shall be required to pay the cost of replacement of any item, which is lost while on loan to them.
- Borrowers shall also be liable to pay compensation as may be fixed by the University Librarian for any damage on any items while on loan to them. **Please note that the damaged item SHALL BE RETAINED by the Library after payment/replacement**
- Loans of any Library material to other libraries may be allowed at the discretion of the University Librarian.
- Library material borrowed from other libraries is subject to the conditions of the lending library.
- The Senior Librarian, User Services is empowered to decline to issue any particular item or items or to restrict their circulation.

❑ **PERIOD OF LOAN**

- Faculty and doctorate students may borrow **fifteen (15)** circulating books for a month.
- Undergraduate and graduate students may borrow **ten (10)** circulating books for a period of **two (2)** weeks.
- Staff may borrow six(6) circulating books for a period of two weeks
- Alumni users may borrow two(2) circulating books for a period of two weeks

❑ **RENEWALS**

- Most items may be renewed twice, unless there are holds on them. Some high-demand items may not be renewed.

- The item is not overdue.
- The item is not on reserve or in heavy demand.
- You have not previously renewed the item or you have renewed it once.
- You have no blocks in your account.
- Items may also be renewed in person, if you do not have them with you. The same conditions as listed above apply.

❑ **PENALTIES**

- The Senior Librarian, User Services is empowered to levy a fine, in addition to recommending suspension as a result of infringing the library Regulations or any other misdemeanor relating to the library, including the removal, or attempted removal of material from the library without record at the issue desk
- Penalties according to a scale approved by the Library Management staff will apply on failure to return books and other materials promptly.
 - Those who have overdue items or lost materials shall not be allowed to borrow.
 - Library materials that are overdue for 120 days from the due date or longer will be treated as lost and a replacement fee will be charged according to the current library overdue policy.

❑ **SERVICE NOTICE**

- Any notice will be sent to the last known address registered by the university library. Failure to receive such a notice will not invalidate any subsequent action.

❑ **COPYRIGHT**

- Most library materials are protected by the Copyright Law, which makes deliberate infringements, such as unauthorized copying as a criminal offense.
- Permissible copying limits shall be less than 10% of a book made for academic purposes.
- All uses of library materials and equipment shall observe these limits, whether on library premises or elsewhere.

❑ **GENERAL**

The Library Management staff shall have power to modify these Regulations as it may seem advisable and notice of any such modification shall be posted on the library notice boards and at appropriate points in the library.

❑ **FINES**

Circulating Books

- Books required by another reader will be recalled and must be returned within (7) days. Failure to do so will necessitate fines being charged at a rate of Kshs.**30.00** per day.

- Course text books

Course text items accrue charges of ksh 50 per item after the due date.

- Short Loan Collection

- Fines of **Kshs.25.00 for every 30 minutes** shall be levied on any borrower in the case of items returned late to the Short Loan Collection.

- Fines of **Kshs.120.00 per day per audiovisual** material shall be levied on borrowers who delay with such items.

- Replacement value of a lost or damaged video shall be double the cost of the item (the replacement value will be thrice the cost of the item if returned after 120 days.).

- Replacement value for lost manual accompanying an audiovisual item shall be at double the cost of the hard copy.

❑ **INTER LIBRARY LOAN**

- Items not returned within two days of date due or recall shall be subject to fines:-

- Audio visual material 120.00 per day
- Others 100.00 per day

- If a lost or damaged item has to be replaced, the cost of the item shall be doubled.

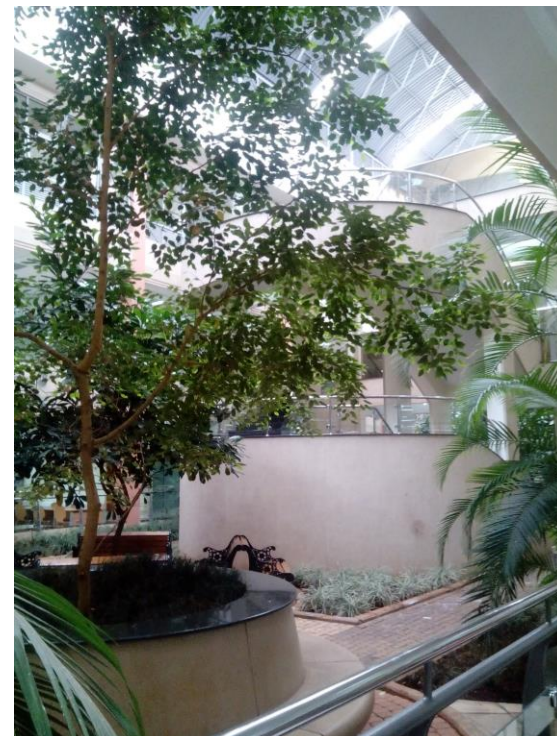
❑ **SANCTIONS**

All persons registered to use the Library are required to abide by the regulations of the Library.

The University Librarian or Designee will impose penalties for breach of any of the regulations below. In addition to this, he/she may also file formal complaints to the University Hearing Officer in accordance with student Code of Ethics and procedures in the Student Handbook.



LIBRARY & INFORMATION CENTER



RULES AND REGULATIONS