

**UNIVERSITY OF KABIANGA**  
**ISO 9001:2015 CERTIFIED**  
**LIBRARY RULES AND REGULATIONS**

**OUR CONTACTS:**

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## **VISION OF THE LIBRARY**

To be a leading library that embraces modern information technology is user-friendly, focused, competitive, and provides sufficient and effective services.

## **MISSION**

To build a collection of print and non-print information and knowledge resource to support teaching, learning, and research programs of the University of Kabianga by provision and exploiting resources and services.

## **MEMBERSHIP**

Open to staff and students of the University as stipulated in the university statutes and the Library Rules and Regulations. Non-members may use the library with permission from the University Librarian. All registered users shall be required to obtain clearance before they leave the University. The following shall be eligible to become members of the library:

- i. All diploma, certificate, undergraduate and graduate students, academic, research, and non-teaching staff.
- ii. Visiting researchers and members of other Universities on the recommendation by a Faculty/School member and at the discretion of the University Librarian.
- iii. Non-members may use the library by permission of the University Librarian upon payment of the registration fee.

## **CONDUCT**

- i. Any University of Kabianga students may be required to produce a valid University of Kabianga ID card for identification at the main library entrance. Any other user from somewhere else will be required to produce a valid ID/National ID/Passport etc.
- ii. All new students are required to attend a library orientation program before using the library.
- iii. Smoking, eating, drinking and any misconduct which is a nuisance to other users is prohibited.
- iv. Overcoats, bulky jackets, headgears are not allowed into the library. Should somebody get into the library with the, he/she will be subjected to checking at the library entrance.

- v. No pocket files, bags, umbrellas, and personal serials/books with the exception are allowed into the library.
- vi. All users should comply with safety regulations displayed on notice boards.
- vii. Seats may not be reserved.
- viii. Library materials or personal effects unattended in the reading area may be removed by library staff.
- ix. The university shall not be held liable for loss or damage to personal effects left by users in any part of the library
- x. No person shall enter or leave the library except via authorized entrance and exit points. Every library user is subject to inspection at the main entrance when leaving the library
- xi. Any member of the library staff may require any person leaving the library to establish that library materials in his/her possession have been properly borrowed.
- xii. The library offices are out of bound to the students. In case of any, inquiries/problems consult the circulation librarian.
- xiii. Littering the library with waste papers, sweets wrappings chewed gums, etc, is prohibited.
- xiv. All library users are requested to return reading materials at the designated area after use. No user is permitted to re-shelve any reading materials.
- xv. Absolute silence is to be observed in the library.
- xvi. Library computers meant for the users in the library are only for academic purposes.
- xvii. Users are encouraged to make use of the photocopy services available in the library as they observe copyright regulations.
- xviii. Writing on or underlining in library reading materials, tearing pages or damaging library reading materials is strictly prohibited.
- xix. Drawing and writing on library tables, walls, windows or doors is strictly prohibited. No fliers, pictures or other advertisements are to be attached in any way to the walls or furniture whatsoever.
- xx. Any student, whose library conduct is unbecoming, will be reported to the library disciplinary committee for action

## **BORROWING**

- i. Application to borrow library materials must be made at the circulation desk by the borrower
- ii. The following materials may not be borrowed except under special condition as the University Librarian may determine:

- Books and Journals classified as reference.
  - Current Journals and newspapers.
  - Books in the Special Collection Department.
  - Any other materials as the university librarian may determine
- iii. The University Librarian may withhold or restrict the circulation of any library materials in the library or transfer from one part to another as circumstances may dictate.
  - iv. No library materials may be borrowed beyond the library control point unless it has been duly issued at the circulation desk.
  - v. A borrower remains responsible for any library material on loan as long as the loan remains unchanged.
  - vi. Borrowers are responsible for protecting library materials in their possession against damage and must report to the university librarian, any loss or damage of the material
  - vii. Materials borrowed overnight from the short loan collection shall be returned between 08:00hours and 09:00hours.

## **OVERDUE**

All Library Materials not returned within the required time shall attract an overdue fine of Ksh. 5:00 per day on long loan and ksh.5.00 on short loan per hour. This amount shall be paid at the circulation desk and clearance done between 8: 00 A.M. to 4: 30 P.M Monday to Friday, and a receipt issued to the payee.

## **LONG AND SHORT LOAN**

At the issued desk, users can borrow books on either long loan or short loan. Books on long loan are those materials which are lent for 7 days for all registered users.

- i. Books on short loan are those materials which are lent for overnight use.
- ii. To ensure maximum availability, the library penalizes all borrowers who do not return library materials within the prescribed loan period. The purpose of the fines is not to serve as a source of revenue, but rather an incentive for responsible behavior when using shared resources.

- iii. Returning of the borrowed items will be verified against the date indicated on the system and overdue fines shall apply for all delayed items (except for the recalled items)
- iv. If items are lost, the borrower will pay for the replacement cost, determined by the library, plus 25% of the cost for an administrative fee.

### **THE LIBRARY OPENING HOURS**

<b>SESSION</b>	<b>DAY OF THE WEEK</b>	<b>TIME</b>
<b>SEMESTER</b>	<b>MONDAY- FRIDAY</b>	<b>8:00 A.M – 10:00 P.M.</b>
	<b>SATURDAY</b>	<b>9:00 A.M – 5:00 P.M.</b>
	<b>SUNDAY</b>	<b>CLOSED</b>
<b>VACATION</b>	<b>MONDAY- FRIDAY</b>	<b>8:00 A.M – 5:00 P.M.</b>
	<b>WEEKEND</b>	<b>CLOSED</b>
<b>PUBLIC HOLIDAYS</b>		<b>CLOSED</b>

### **E-RESOURCE LAB**

- Please note that the ICT policy must be adhered to at all times while within the e-resource lab.
- Ensure you register at the enquiry desk as you get inside the room.
- Observe total silence.

- E resource lab is strictly for research purposes and access to the electronic resources.
- Kindly ensure your phone is on silent mode and mind other users while using your phone.
- No bringing into the room lecture hall seats. If the room is full kindly wait for the next available space.
- Maximum time allowed per person using the computer is 60 minutes.
- Laptops should not be used on desks with desktops.
- Do not disconnect any cables from the machines and if anyone is found doing so he/she will be penalized.
- No discussion groups inside the e-resource lab.
- No reservation of seats

### **E resource opening hours**

<b>DAY OF THE WEEK</b>	<b>TIME</b>
<b>MONDAY - FRIDAY</b>	<b>9:00 A.M – 4:00 P.M.</b>

