



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

LIBRARY DEPARTMENT

CIRCULATION POLICY

1. Introduction:

This policy is a guide to the borrowing and returning of books in library. As part of the Library Policy it will also serve as a training manual for new library staff.

2. Definition of terms:

Book: Any lendable information resource held by the library.

User: Any person who has been admitted to use the library.

Circulation: The total issue of library books over a specified period.

Lending: To give or allow the use of a book temporarily on the condition that the same will be returned.

Inter-library loan: Lending of materials between libraries.

Circulation Desk: The area in the library in which the staff handle the loans procedure.

3. Functions of the Circulation Section:

The circulation section is charged with:

- Registration
- Orientation
- Clearance
- Lending of books
- Receiving of books
- Charging overdue fines
- Charging for damaged and/ or lost books
- Reservation and recall of books.
- Security of information resources
- Customer care.



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Registration of users:

All library users will have to be registered as a contract with the library. To be registered, a user must:

- Produce the Staff or Student ID card.
- Fill the library registration form obtainable from the Circulation Desk or downloadable from the library website.

Lending and returning services:

A. Hours of operation:

- The lending service is offered between 9.00 am and 9.00 pm from Monday to Friday and between 9.00 am and 4.00 pm on Saturdays.
- Returning however extends to 4.30 pm on Saturdays and 9.30 pm Monday to Friday.

B. Lending:

- A registered user will present the book(s) at the Circulation Desk together with the user's university ID card.
- No proxy borrowing is allowed unless prior and express authorization is obtained.
- The number of books that may be borrowed and their loan periods will be as stipulated in the *library rules and regulations*.

C. Returning:

- Books being returned must be handed to circulation staff for official checking in.
- Books must be returned on or before the due date.

D. Categories of borrowers:

All registered users in accordance with library rules and regulations.

Fines and other charges:

All overdue fines, damaged and lost books will be charged as stipulated in the Rules and Regulations.

Renewals:

The library allows limited renewals of books. Long loan books can be renewed as long as no one has reserved.



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Book Reservation:

Books that have already been borrowed by other users may be reserved by filling the book reservation form available at the Circulation Desk.

Inter-library Loan:

Users wishing to borrow books which are not available in the library may be assisted through inter-library loan and should make their requests at the Circulation Desk.

Recall:

A book may be recalled to the library under special circumstances. Such a book must be returned to the library within three days of recall.

Clearance:

A user who ceases to be a member of the university is required to clear with the library as per the university requirements and in accordance with library rules and regulations.

References:

Library Procedure Manual

Library Rules and Regulations

University Statutes



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