1. **Introduction**

This policy applies subject to the overall university ICT policy. The policy will be applied alongside other JKUAT ICT related policies. These are:

- Automation Policy
- JKUAT Digital Repository Policy
- Information Security Policy.

2. **Objectives of the Policy**

The overall objective of the library ICT policy is to provide a regulatory environment and framework for the application of ICTs in the delivery of library services. Specific objectives of the policy are:

- To facilitate optimal utilisation of the available ICT resources
- To guide the department on proper management of the library ICT resources
- To provide mechanisms for security of library ICT resources and facilities
- To give direction in utilisation of ICTs for library service delivery

3. **Scope of the ICT policy**

The policy addresses aspects of:

- The use of the library ICT facilities and resources
- Management of library ICT facilities and resources
4 Guidelines to the use of ICTs and Electronic Resources

4.1 Users

The following categories of users are recognized as authorized users of library electronic resources:

- All members of JKUAT staff
- All JKUAT students

4.2 Online Collections and Services

- The library will ensure JKUAT is registered for the use of all subscribed databases
- The library will market and promote all available e-resources
- The university community will continually be updated on new resources
- Links to e-resources will be made available on the library website
- The library will maintain a database of all electronic resources
- The library will carry out training on e-resources from time to time
- Users will be sensitized on implication of using scripts to download articles from subscribed databases. The implications include temporary or permanent termination of downloading rights to JKUAT

4.3 Management of Passwords

- A database of passwords needed for the administration of ICT resources will be maintained.
- Staff will be assigned passwords and rights in line with their work requirements
- Upon departure, passwords assigned to staff will be disabled
- Staff will be responsible for passwords assigned to them
- Users will be sensitized on the need to ensure passwords availed for access to e-resources are not shared with people not authorized to use them

4.4 Digitization

One of the strategic objectives of the library is to preserve and conserve information resources for posterity. Digitization is one aspect of preserving and conserving information resources. Digitization will be guided by the JKUAT Digital Repository Policy
4.4 Communication
The ICT related channels of communication will be:

- Library Web site
- Social media
- JKUAT corporate email
- Any other approved university channels of communication

4.5 ICT Human Resources Requirements
The ICT section will consist of:

- A Systems Librarian
- An Electronic Resources Librarian
- A System Administrator
- ICT Technicians

The ICT section will be headed by a systems librarian who will report to Deputy University Librarian in charge of Technical Services.

4.6 Maintenance and repair of Library ICT equipment
The maintenance of the library ICT equipment will be carried out by the University ICT as stipulated by university regulations. The library will liaise with the ICT department for the maintenance and repair of library equipment.

4.7 Daily Maintenance
All library staff will be sensitized on the need for proper care and maintenance of the computers in their custody.

4.8 Purchase of library ICT equipment
Purchase of ICT related equipment will be guided by the regulations of the University's procurement procedures.
4.9  Security of Data
The library will work together with the ICT department to ensure security of all library
electronic data. The following guidelines will be followed in ensuring security of data:

- Back up of data shall be done on a daily basis in the server that is in the library
- The systems librarian will liaise the library ICT department to ensure there is
  continuous and consistent back up of library data
- Staff will be sensitised to consistently back up important information in external
  disks
- Administrative passwords will be changed from time to time
- All computers will be installed with anti virus software to protect them against
  malicious software

4.10 Online Public Access Catalogue (OPAC)
- The library will provide terminals for access to the OPAC

4.11 Management of Computer Laboratories
- The library computer laboratories will be open from 8.30am to 4.30pm on
  weekdays only
- The library computer laboratories will always be manned when open
- All users will be required to book for the use of computers in the labs
- Undergraduates will be allowed to occupy a terminal for a maximum of one hour
- Postgraduates will be allowed to occupy a terminal for a maximum of two hours
- An inventory of ICT equipment will be maintained

Conclusion
Accelerated application of ICTs in provision of information makes it mandatory for libraries to
come up with a regulatory framework for the proper management and utilization of ICT in
service delivery.