JOMOKENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

LIBRARY DEPARTMENT

JKUAT LIBRARY USER GUIDE

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1. Introduction:

This User Guide is aimed at enlightening all categories of information seekers on how to retrieve the required information from the Library. Users of a university library usually have specific information needs. For example:

- Students may need to refer to the library to complete their continuous assignments
- Lecturers may need to use the library for research work and compilation of reading lists for their students
- The general university staff may need to use the library to develop their professional skills
- All users may need to browse the internet resources
- All the above categories can also be interested in leisure reading of newspapers, magazines.

The Library houses both print and electronic information resources.

2. The Online Catalogue:

A catalogue is basically a list of items. A library catalogue is a list of books held in the library. Give preference to the OPAC as it is the most up to date.

The library has a card and an automated catalogue also called the OPAC–Online Public Access Catalogue. The manual catalogue cards are stored in catalogue cabinets located to the left of the library’s main entrance. The library has three types of card catalogues, all arranged or filed alphabetically by author, by title or by subject. The OPAC is the online version of the card catalogue and is available on this link http://library.jkuat.ac.ke and also on dedicated terminals within the library.

3. Print Information Resources:

The library collects and houses printers our cesin form of books, journals, magazines, reports, newspapers, government publications, theses and dissertations, exam past papers and JKUAT publications.

4. Electronic Information Resources:

In addition to the print collection of about 100,000 volumes the library also has access to over 30 databases of electronic books and journals. The links to online resources are
available on the library website at http://www.jkuat.ac.ke/departments/library/. The past papers are also available online at www.googlesites@students.jkuat.ac.ke/student. Students need to activate their student’s emails at www.jkuat.ac.ke/studentemail/ before accessing the past papers. Further, the JKUAT Digital Repository which houses theses and dissertations and other JKUAT publications are available at http://ir.jkuat.ac.ke

5. Classification of Books:

(i) The library uses the Library of Congress Classification Scheme to organize its collection. This scheme divides all knowledge into 21 major classes of subjects as shown in appendix A.

(a) Each major subject is designated a letter from the English alphabet excluding “I” and “O” e.g. Science general is a major subject area and is classified as “Q”.
(b) Specific subjects within each major subject area are classified by using a combination of two letters to indicate that it is a subdivision of the major subject e.g. Mathematics is a subject within science and it is classified under “QA”. Physics is a subject within science and is classified under “QC”.

(c) Topics under specific subjects are classified by addition of Arabic numbers to the two letters e.g.

1. Matrices-a topic in mathematics is classified under “QA188”.
2. Statistical physics–a topic in physics is classified under “QC 21.2”

(ii) In summary the Library of Congress Classification Scheme consists of the following components:

<table>
<thead>
<tr>
<th>Subject area</th>
<th>Major class</th>
<th>Sub-class</th>
<th>Class No.</th>
<th>Call No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>Q</td>
<td>Specific subject</td>
<td>Specific topic</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>QA</td>
<td></td>
<td>QA188</td>
<td>QA188.F56</td>
</tr>
</tbody>
</table>

The above subject is taken as an example of the major class, sub class and class numbers within the Library of Congress Classification Scheme. See the outline of all subjects in Appendix A.

(iii) Call Number:
This is the number marked on the book spine to identify and show position of the book on the shelves. It is the number by which a reader locates a book. It is a combination of the class number and book number as shown the last column of the table above. Different titles of a book on the same topics have the same class numbers. For example, below are two samples of catalogue book records.

<table>
<thead>
<tr>
<th>Call number</th>
<th>QA</th>
<th>Specific topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>154.2 .W74</td>
<td>Wright, D.F.</td>
<td>1. Algebra I. New, Bill D. II. Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Call number</th>
<th>QA</th>
<th>Specific topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>154.2 .S96</td>
<td>Stokowski, E. W.</td>
<td>1. Algebra I. Cole, Jeffrey A. II. Title</td>
</tr>
</tbody>
</table>

As shown above Franklin D. Wright and Earl W. Swokowski are only two authors among many who have written books on algebra? The call number is available on the card catalogue and the OPAC record.

6. **Shelf Arrangement:**

Each book has its call number marked on its spine to assist in its location as shown here.
Accession number: This is a number or code allocated to a newly acquired book. This number is useful for reservations, stocktaking and borrowing purposes.

7. Functional Structure:

(i). Office of the University Librarian (Services)  library@jkuat.ac.ke
(ii). Office of University Librarian (Academic Programmes) ggatero@jkuat.ac.ke
(iii). Deputy University Librarian-Administration library@jkuat.ac.ke
(iv). Deputy University Librarian-Technical Services library@jkuat.ac.ke
(v). Acquisitions Services Section acquisitions@library.jkuat.ac.ke
(vi). Processing Section
(vii). Reference and Instructional Services reference@library.jkuat.ac.ke
(viii). Circulation Services Section circulation@library.jkuat.ac.ke
(ix). Digital Services Section digital.library@jkuat.ac.ke
(x). Library Systems digital.library@jkuat.ac.ke
(xi). Bindery Unit bindery@library.jkuat.ac.ke
(xii). Photocopying Unit bindery@library.jkuat.ac.ke
(xiii). Special Collection (Research) and Postgraduate Studies
       Located at NSC 2nd Floor ir@library.jkuat.ac.ke
(xiv). Library Security Unit library@jkuat.ac.ke
(xv). Special Needs Section library@jkuat.ac.ke

8. Appendices:

Appendix A: Abridged version of Library of Congress Classifications Scheme –main classes
Appendix B: List of Staff and their respective sections’

Appendix A
The Library print resources are organized using the library of congress classification scheme as outlined in the main classes below:

A-General Works
B-Philosophy. Psychology. Religion
C-Auxiliary Sciences of History
D-World History and History of Europe, Asia, Africa, Australia, New Zealand, etc
E-History of Americas
F-History of Americas
G- Geography. Anthropology. Recreation
H- Social Sciences J-Political Science K-Law
L-Education
M- Music and Books on Music
Appendix B

LIBRARY STAFF MAY 2016

Office of the University Librarian (Services)

- Dr. Roselyne Mangira - University Librarian
- Mr. Jamleck Ngugi - Ag. Deputy University Librarian (T)
- Ms. Susan Motanya - Secretary
- Ms. Maureen Oywer - Office Clerk

Office of the University Librarian (Academic Programmes - AP)

- Dr. George M. Gatero - University Librarian (Academic Programmes)
- Ms. Dorcas Mbaria - Secretary

Acquisition Services Section

- Mr. Solomon Maleche - Ag. Head of Section
- Ms. Lucy Nduati
- Mr. Joshua Mwangi

Processing Section

- Ms. E.N. Mwangi - Ag. Head of Section
- Ms. J. Orangi
Reference and Instructional Services

- Ms. Joyce Mwagiru - Ag. Head of Section
- Mr. Peter Kimani

Special Collection (Research) and Postgraduate Studies

- Mrs. Mary Wachira - Ag. Head of Section
- Mr. Lameck Ondiek
- Ms. Jane Kamangu

Circulation Services

- Ms. Alice Mwanza - Ag. Head of Section
- Ms. Fracia Mwangi
- Mr. Henry Wanjoji
- Mr. Stephen Munyao
- Mr. Nicholas Mweu

Digital Services Section

- Ms. Miriam W. Ndungu – Ag. Head of Section

Systems Section

- Mr. Richard O. Midigo - Ag. Head of Section
- Mr. Harrison Gachuhi

Library Security Unit

- Mr. George K. Ngugi

Bindery Services Unit

- Mrs. Jane Ndungu – In-Charge
- Mr. Joel Mbugua
- Mrs. Alice Kariuki
- Ms. Nancy Kamau
- Mr. Richard Njogu
Special Needs Section

- Ms. Lucy Nduati
- Ms. Maureen Oywer
- Mr. Stephen Munyao

Photocopying Unit

- Mr. Dominick Mburu – Machine Operator