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JOMOKENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

LIBRARY DEPARTMENT

JKUAT LIBRARY USER GUIDE

Contents	Page
Introduction.....	2
Public catalogue.....	2
Print Information Resources.....	2
Electronic Information Resources.....	2
Classification of books.....	3
Shelf arrangement.....	4
Functional structure.....	5
Appendices.....	5



JKUAT IS ISO 9001:2008 AND 14001:2004 CERTIFIED
SETTING TRENDS IN HIGHER EDUCATION, RESEARCH AND INNOVATION

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 via dedicated terminals within the library.

3. Print Information Resources:

The library collects and houses printers out in 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.goglesites@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:

Subject area	Major class	Sub-class	Class No.	Call No.
	Broad subject	Specific subject	Specific topic	
Science	Q			
Mathematics		QA		
Matrices			QA188	
				QA188.F56

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.

Call number→	QA 154.2 .W74	Wright, D.F. Intermediate Algebra /by Franklin Wright and Bill D.New,Boston:Allynand Bacon, 1981. x494p.
Specific topic →		1. Algebra I. New, Bill D. II. Title
Call number→	QA 154.2 .S96	Stokowski ,E. W. Fundamentals of College Algebra/ by Earl W.Swokowski, JeffreyA.Cole.- 8 th ed. Boston: PWS, 1992. 513p.
Specific topic →		1. Algebra I.Cole, Jeffrey A. II. Title

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 2 nd 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



N-Fine Arts
 P-Language and Literature
 Q-Science
 R-Medicine
 S-Agriculture
 T-Technology
 U- Military Science
 V-Naval Science
 Z- Bibliography .Library Science. Information Resources(General)

Appendix B

LIBRARYSTAFF MAY2016

Office of the University Librarian (Services)

- Dr. Roselyne Mangira - University Librarian
- Mr.Jamleck Ngugi - Ag. Deputy University Librarian (T)
- Ms. Susan Motanya - Secretary
- Ms.MaureenOywer - 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. HeadofSection
- 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. Fraciah Mwangi
- Mr. Henry Wanjohi
- 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

