



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY  
UNIVERSITY LIBRARY**

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## **SCHEDULE X**

### **JKUAT LIBRARY REGULATIONS REVISED BY LIBRARY COMMITTEE ON 16<sup>TH</sup> SEPTEMBER 2015**

(The changes have been deemed necessary due to changing trends in library service delivery. The regulations were last revised in 1994)

Admission to the Library and use of the books and equipment is conditional upon strict observance of the following regulations and ignorance of these will not be excused for non-observance.

#### **1. Definition**

In these regulations unless the context otherwise requires

- (i) 'Book' includes all resources held by the Library, e.g. monographs, electronic information resources, journals, pictures, photographs, maps, phono-records, sound cassettes, microfilm, CDS, diskettes, etc. forming part of the library collection.
- (ii) 'User' is any person who has been admitted to use the Library.
- (iii) 'Equipment' includes electronic machines and their accessories such as computers, scanners, projectors, photocopiers, microfilm readers, binding and audio visual machines.

#### **2. Hours of Opening**

The University Library will open at such times as may be determined by the Library Committee. The hours of opening are posted outside the Library.

**Monday - Friday 8.00 AM to 10.00 PM**

**Saturday - 9.00 AM to 5.00 PM**

## **Sunday and Public holidays – Library remains Closed**

### **3. Admission to use the Library**

- (i) All members of the University staff, students and alumni as stipulated in the JKUAT Act No. 8 of 1994 (Rev.2012) are eligible for admission to the Library.
- (ii) Non-members of the University showing particular need may apply to the University Librarian and may be allowed to use the library facilities in accordance with regulations approved by the Library Committee from time to time.

### **4. Registration**

- (i) All eligible students should register as Library members by filling an online form accessible through the JKUAT student portal and must sign the declaration to abide by the rules and regulations in order to borrow library resources.
- (ii) All eligible staff members should register as Library members by filling a printed form downloadable from JKUAT library website which must be signed by the relevant head of department and the University Librarian in order to borrow library resources
- (iii) Users must ensure that the address given online is up-to-date.
- (iv) The university identification card must be produced whenever demanded by Library staff for the purpose of correct identification.

### **5. Discipline**

- (i) Good conduct must be observed in the Library; eating, chewing, littering, spitting and sleeping in the Library, using mobile phones, improper dressing, group discussion, drunkenness, rude behaviour etc. are prohibited.
- (ii) Improper use of the furniture e.g. sitting on two chairs, sitting on tables, placing feet on the chair, defacing of Library furniture is prohibited.
- (iii) Silence must be observed at all times.
- (iv) Charging of electronic and electric gadgets that do not promote access to library resources is prohibited.
- (v) Smoking and use of open fire in any part of the Library is prohibited.
- (vi) Cases, parcels, overcoats, hats, umbrellas etc., are not allowed in the library.
- (vii) Use of personal electronic/electric gadgets within the library will be allowed strictly for academic purposes.
- (viii) The library shall not take responsibility for loss or damage of personal property.
- (ix) All users leaving the Library carrying books or parcels must show them to the library Security Officer.
- (x) Stealing and/or attempting to steal a Library book or property is an offence and those caught will face disciplinary action.

- (xi) Photocopying, duplicating and any other form of data transfer should conform to the copyright law and appropriate licenses.
- (xii) Use of electronic devices and resources must conform to the following:
  - a) Users of laptops must maintain order and avoid distracting other users
  - b) Access to library networks must only be for purposes which are in line with users academic, research and/ learning programs of JKUAT
  - c) Systematic downloading of library subscribed electronic content is prohibited
  - d) Misuse and sharing of electronic resources access information with non-authorized members is prohibited
- (xiii) University Librarian shall suspend any user whose conduct in the Library is found to be disorderly according to these rules. Such a person shall be reported to the University authorities for further disciplinary action.

#### **6. Damage/Loss of Library Books and/or Library Property**

- (i) Users will be held responsible for any damage occurring to a book while in their possession and will be charged for repair. If the book is damaged beyond repair, the user will be charged in accordance with rule 8 (i).
- (ii) Users are responsible for ensuring that the books they borrow are not damaged before borrowing, otherwise they will be held responsible for the damage and will be charged.
- (iii) Any defect in, or damage to a book should be reported to the Circulation Librarian.
- (iv) Users must report at once any loss of/or damage to books while in their possession.
- (v) The marking and defacing of any Library materials is strictly forbidden.
- (vi) Refreshments, ink bottles and any other materials which might accidentally damage Library books or property must not be brought to the Library.
- (vii) Damage of the Library property will be dealt with according to rules 6 (i) and 8 (i) a.

#### **7. Borrowing**

- (i) The right to borrow from the Library is accorded to persons mentioned in rule 3 above who are also registered as library users.
- (ii) Certain materials e.g. reference materials shall not be borrowed for use outside the Library.
- (iii) No book shall be taken out of the Library unless it has been officially lent out (checked out).
- (iv) Books on loan may be reserved online.
- (v) No reader should reserve a book he/she already has. If the behaviour is detected, borrowing privileges shall be withdrawn.
- (vi) Library books shall not be taken out of the country without the permission of the University Librarian.
- (vii) The number of books to be borrowed by each category of users shall be determined by the Library Committee of senate from time to time.
- (viii) The loan period shall be :-

- a) Undergraduates fourteen (**14**) days for a long loan book and twenty four (**24**) hours for a short loan book.
  - b) Postgraduates and non-teaching staff thirty (**30**) days for a long loan book and twenty four (**24**) hours for a short loan book.
  - c) Teaching staff thirty (**30**) days for a long loan book and twenty four (**24**) hours for a short loan book.
- (ix) The loan for any book may be renewed but may also be reduced by the University Librarian depending on the demand for the book.
  - (x) A loan may be renewed once unless reserved by another reader.
  - (xi) The library may recall a book on loan if and when the need arises. The recalled book must be returned within 3 days, failure to which they shall be fined according to rule 8 (i).
  - (xii) The University Librarian may permit other persons to borrow books for purpose of special study upon such conditions and for such period as may deem appropriate in each case. Applications for this purpose should be made to the University Librarian.

## 8. Fines and other Payments

- (i) Any borrower who fails to return or renew a book on the date due shall be charged a fine (s) as indicated below: Long loan- Ten (**10**) shillings per day for a period of ninety (**90**) days thereafter the book will be assumed lost. However the borrower shall pay for the subsequent days at the same rate if the book is returned.
- (iii) Users who lose Library books will be required to pay the current replacement cost of the books plus **20** per cent of the current cost of the book as administrative charges. However, lost books may be replaced with latest edition of the book.
- (iv) All Library books remain the property of the University and replacement costs paid will not be refunded when the books are returned.
- (v) All Library users are required to hand over to the library any books that they may find misplaced.
- (vi) Any borrower who fails to return a short loan book at the specified time shall be charged a fine of ten (**10**) shillings per book per hour.
- (vii) The cost of Library services such as photocopying, binding, printing, scanning etc. will be determined by the library committee from time to time.
- (viii) The right to borrow shall be withdrawn until all overdue books have been returned and any outstanding fines have been paid.
- (ix) Sundays and Public holidays are included when calculating the overdue fines charged.

## 9. Clearance

- (i) All users are required to clear with the Library and must pay for lost books and overdue fines when their Library membership ceases.
- (ii) Students and staff who fail to comply with clause 9 (i) shall not be cleared by the University Librarian.

- (iii) All postgraduate students should deposit a soft copy in Portable Document Format (PDF) of their thesis/projects to the Library

**10. Exclusion from Use of the Library**

The Library Committee shall have power to suspend or exclude from the use of the Library, any user who persistently disregard Library regulations, or, for any other adequate cause that shall be considered to be in its opinion undesirable.

**11 . General Information**

- (i) Library books removed from shelves should be left on the tables to be collected by the Library staff for re-shelving.
- (ii) Readers must not reserve seats by leaving personal items on them. Such items shall be removed by Library staff.
- (iii) The Library accepts no responsibility at all for personal property (including borrowed books) left anywhere in the Library.
- (iv) Library staff are charged with the duty of giving service to the users and to also ensure that Library rules and regulations are observed for the mutual benefit of the entire community.
- (v) A suggestion box shall be made available at a strategic location and readers are encouraged to make suggestions for the improvement of the Library service.
- (vi) Library Users can register their Compliments and Complaints feedback at the Circulation Information Services/ library website and any other.
- (vii) An appeal is made to all users for cooperation for the benefit of all members of the University community.  
These Rules and Regulations will be reviewed at least every three (3) years or as need arises.