



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY**

**LIBRARY POLICY**

**2016**



**JKUAT IS ISO 9001:2008 and 14001:2004 Certified**



## **VISION**

A University of Global Excellence in Training, Research and Innovation for Development

## **MISSION**

To offer accessible quality training, research, and innovation in order to produce leaders in the fields of Agriculture, Engineering, Technology, Enterprise Development, Built Environment, Health and other Applied Sciences to suit the needs of a dynamic world.

## **Core Values**

Quality

Teamwork

Professionalism

Innovation

Dynamism

Accountability

Integrity

Transparency

## FOREWORD

The world at large is faced with lots of complex challenges brought about by technological advancements. The Libraries have not been left out due to shrinking resource support due to scarcity of resources worldwide; Competition from other information providers like cybercafés; a shift in service orientation from “just-in-case” to “just-in-time” and to ‘just-for-you’; increased customer’s knowledge on information required, where and how to find it and how to use it; among others. To survive, and to remain vibrant, Libraries which are sensitive to the changes in the environment should be ready to adjust.

In spite of these myriad challenges, Organizations and/or Institutions world over cannot avoid to establish Information System that allows simultaneous utilization of knowledge and information by an individual user or group of users since information remain a vital resource for advancement of knowledge, decision- making, economic growth, greater social mobility, etc. Academic Institutions are mandated by regulatory bodies to establish Academic Libraries to facilitate quality teaching, learning and research. In Kenya, for example, the Commission for Universities Education (CUE) which is a body that is mandated to promote, set standards and assure relevance in the quality education in accordance with section 5 (1) of the universities Act no. 42 of 2012 is operationalizing the implementation of the universities regulations, standards and guidelines that has been brought into force through legal notice no 76 of June 2014.

In an endeavor to align institutions of higher learning in Kenya with the set CUE universities standards and guidelines, Jomo Kenyatta University of Agriculture and Technology has not been left behind given her commitment to offering accessible quality training, research and innovation in order to produce leaders in fields stipulated in her mission. Since academic

libraries play a critical role in facilitating mother Institution to achieve their overall vision, mission and goal, the need to develop and publish a clear library policy cannot be overemphasized.

It is on this premise that the university has played a proactive role by revising and consolidating the already existing five (5) library policy provisions that have been available in scattered documents such as Collection Development; Circulation, Digital services and Information Systems; Reference and Instructional Services and Binding Policy. In addition, a new policy namely Information Literacy policy provision has been formulated and has been included to form part of this library policy document, hence the library policy document has got a total of six (6) library policy provisions.

I am glad that with the enactment of this policy it is envisaged that it will facilitate the achievement of the library's mission statement which is ' is to provide relevant information and offer quality services to meet quality teaching, learning and research needs of the university' which are compatible with the university's goal; address several issues highlighted in the universities standards and guidelines, fifth schedule on standards and guideline for university Libraries and also hoped that it will ease access by students, staff and JKUAT stakeholders.

I take this opportunity to sincerely thank all JKUAT Council, Senate, Committee of Deans and all Library members that participated in reviewing the existing policy provisions and formulating the new policies.



PROF. MABEL O. IMBUGA, PHD

VICE CHANCELLOR

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**ABBREVIATIONS AND ACRONYMS**

AACR2	Anglo-American Cataloguing Rules Second Edition
ALA	American Library Association
CAS	Current Awareness Services
CUE	Commission for University Education
DUL (A)	Deputy University Librarian, Administration
DUL (T)	Deputy University Librarian, Technical Services
DVC (AA)	Deputy Vice Chancellor Academic Affairs
E-resources	Electronic resources
ICT	Information Communication Technologies
ID	Identification
ILMS	Integrated Library Management System
IR	Institutional Repository
ILSS	Integrated Library Security System
JKUAT	Jomo Kenyatta University of Agriculture and Technology
LC	Library of Congress Classification System

OPAC	Online Public Access Catalogue
SCONUL	Society of College, National and University Libraries
SDI	Selective Dissemination of Information
UL (AP)	University Librarian Academic Programmes
UL(S)	University Librarian Services
VC	Vice Chancellor

## DEFINITION OF TERMS

- Book:*** Any lendable information resource held by the library
- Circulation Desk:*** The area in the library in which the staff handle the loans procedure
- Circulation:*** The total issue of library books over a specified period
- Collection:*** Any information media regardless of format that is acquired by the JKUAT library
- Conserve:*** The provision of adequate care and maintenance facilities to ensure the long survival of library stock or archives
- Consortium:*** Group of University libraries, research institutions and Colleges who have signed a memorandum to negotiate prices of Electronic resources jointly
- Faculty*** Means teaching staff
- Fair use:*** It is the limitation and exception to the exclusive right granted by the copyright law to the author of a creative work
- Information Literate:*** A person who has the ability to know when information is needed, know how to locate and critically evaluate and use that information in an ethical manner

***Institutional Repository:*** A digital collection that captures and preserves the intellectual output of a university community

***Inter-library loan:*** Lending of materials between libraries.

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

***Library Committee:*** A standing committee to the body responsible for Academic affairs in the University

***Library Management Committee:*** A committee composed of the Senior Librarians charged with management

***Plagiarism:*** It is the presentation of someone else's ideas, word, or artistic/scientific technical work as one's own creation

***Preservation:*** Same as Conservation

***Reference Services:*** Reference services include answering directional and general information questions, and providing instruction in the use of library resources

***Special Collection:*** Theses and Dissertations, Non-book materials, Rare Materials, JKUAT publications

- User:*** Any person who has been admitted to use the library and/or a bonafide library user
- Checking in:*** Discharging (return) of borrowed books using and integrated library management system
- Checking out:*** Lending of books to a library user
- Customer care:*** Handling of quick reference queries and general enquiries raised by library users
- Sensitizing:*** Activating a magnetic device by passing the book through sensitizing machine after it has been checked in using an integrated library management system to allow the book to be returned to the book shelves
- Desensitizing:*** Deactivating a book by passing it through a book desensitizing machine after checking out using an integrated library management system (ILMS) so that user can carry book out of the library

## **1.0 INTRODUCTION**

### **1.1 Background Information**

During a meeting held by the Standardization Committee of the library on 25<sup>th</sup> February 2015, several sub-committees were formed and tasked to evaluate and review existing regulations or/or develop new policies that are required for governing day to day work in the library putting into considerations the current trends in libraries and regulatory bodies requirements.

### **1.2 Justification for need for a Library Policy**

For a long time, the Library has never had a consolidated policy document and much of the work being carried out has been guided primarily by information available in scattered documents. The current trends in information service delivery and changes in technology demands a clear documented policy on service provision. By consolidating these policy provisions into one policy document, it will make it clearer and well-coordinated, manageable, visible and easily accessible to staff, students and stakeholders.

### **1.3 Rationale as a CUE and ISO requirement**

CUE which has been tasked with the responsibility of regulating Kenyan University Libraries has develop Standards and Guidelines for university libraries among other to ensure quality in university libraries. One of its requirements is that university libraries should develop library policies. It is also an ISO requirement that all policies should be documented and made easily accessible by publishing them.

## **1.4 Scope of the library policy document**

This policy document consists of six (6) policy provisions which when combined form the JKUAT Library Policy and include:-

1. Collection Development Policy
2. Circulation Policy
3. Library Digital services and Information Systems Policy
4. Reference and Instructional Service Policy
5. Binding Policy and;
6. Information Literacy Policy.

## **1.5 Aim of the policy**

The aim of this policy document is therefore to:-

- i) Become a reference guide to all library staff
- ii) Promote a uniform standard of service of the highest quality possible to all library users given the available resources
- iii) Act as a guide and an information resource for the all JKUAT staff in the day to day activities
- iv) Be used as a formal document to orient new staff, students and other stakeholders on JKUAT library policy

## **1.6 Objectives of the Policy**

The specific objectives of the library are to:

- i) Acquire and provide access to information resources in all formats for teaching, learning, research and innovation;

- ii) Preserve and conserve information resources for posterity;
- iii) Enhance information literacy and competencies to maximize use of information resources;
- iv) Spearhead proactive, transparent and accountable management of human and information resources and services
- v) Provide a secure and conducive environment for library resources and users;
- vi) Strengthen collaboration and partnerships for information sharing;
- vii) Develop library and information science teaching programmes.

## **2.0 POLICY PROVISIONS**

### **2.1 COLLECTION DEVELOPMENT POLICY**

#### **2.1.1 Introduction**

JKUAT Library is committed to the University mission to support excellence in teaching, learning and research by providing collections that enable students and faculty to have access to resources and information needed for education, scholarship and research.

This policy lays out guidelines for the continuing development of a collection that provides a foundation for teaching, training, research and innovation.

#### **2.1.2 Purpose of Collection Development Policy**

The JKUAT Library's collection development goals are to:



- 2.1.2.1 Develop a coherent, flexible, and balanced collection in various formats in all curriculum-defined areas
- 2.1.2.2 Provide substantial support for a dynamic, multi-disciplinary and diverse curriculum
- 2.1.2.3 Support a changing, innovative curriculum that emphasizes student exploration and self-directed study at undergraduate and postgraduate levels
- 2.1.2.4 Collect research tools fundamental to the scholarship of each discipline

### **2.1.3 Guidelines for Collection development**

The selection of library collection is driven by three factors: the support of the curriculum, the support of research and innovation; and the support of the overall collection, including titles-that provide broad subject coverage, and course related disciplines.

Criteria for collection development include:-

- 2.1.3.1 Relevance to the actual and potential needs of the University curriculum and research programmes
- 2.1.3.2 Scope and content of materials acquired will reflect the curriculum and research requirements.
- 2.1.3.3 Currency - selections will be made from latest edition of published materials
- 2.1.3.4 Timeliness - materials requested by School will be acquired within the shortest time possible
- 2.1.3.5 When a resource exists both in micro text and digital formats, priority will be given to the digital resource when it offers significant added value over the print, including improved ability

to search and browse the contents of a database, currency, content, and accessibility via the web.

- 2.1.3.6 The library acquires a maximum of five (5) copies per title. In exceptional cases the library may acquire more copies.
- 2.1.3.7 Quality - when Hardcover/cloth and paperback editions are published simultaneously, the hard cover/cloth edition is preferred for durability.
- 2.1.3.8 Language - The selections of resources will be in English except materials either in local or foreign languages taught at the University and for posterity.

## 2.1.4 Subscription

- 2.1.4.1 Continuing commitments in the form of journal subscriptions (online or print), databases, newspapers (print, electronic, and/or microform) and other ongoing resources are a yearly commitment of funds allocated to the library..
- 2.1.4.2 The Library is committed to funding subscriptions preferably in primarily electronic format (when available).
- 2.1.4.3 When acquiring electronic resources, the Library will seek contractual assurances that JKUAT will retain perpetual archival access to the resource.
- 2.1.4.4 As far as possible the library will endeavor to subscribe to e-resources through a consortium. In exceptional circumstances the library will subscribe on individual basis.
- 2.1.4.5 Usage of e-resources will be monitored and

databases with low usage may have their subscription cancelled.

- 2.1.4.6 The library will endeavor to market all subscribed to resources and/or available information resources to library users.

### **2.1.5 Reference materials-**

To collect research tools fundamental to the scholarship of each discipline. These include major reference sets, and scholarly critical apparatus including: bibliographies, encyclopedias, research reports, government documents, subject and general dictionaries, indexes and other materials that support research.

### **2.1.6 Special collections**

The library maintains the following special collections.

- i) A final version of theses in a soft copy (pdf) deposited to the library for uploading to JKUAT institutional repository (IR) and one print copy in the library for reference.
- ii) Non- book materials
- iii) Rare materials
- iv) Materials of historical value to the university.
- v) Oversize and pictorial books

All special collections will be available in closed access.

### **2.1.7 Donations**

2.1.7.1 The library will accept donations of material provided they meet the criteria under sections

2.1.3, 2.1.4, 2.1.5 and 2.1.6

2.1.7.2 Acceptance of major donations must be approved by the

### University Librarian

- 2.1.7.3 Materials are accepted on clear understanding that the library has control over what is kept and what is discarded, and where items will be located.
- 2.1.7.4 Only items which are relevant and useful and will enhance the collection are accepted.

### **2.1.8 Replacements**

- 2.8.1 Replacement copies will be sought for titles in poor condition or otherwise missing when they meet current selection criteria and are still available in print.
- 2.8.2. Latest edition will be preferred for a replacement

### **2.1.9 Processing and access to the Library Collection**

This Policy will ensure that the university teaching, learning and research are supported by current and relevant information material on various formats. All collected materials are stamped, accessioned, catalogued and classified within the shortest time possible using the adopted internationally recognized classification systems (AACR2 and LCC scheme) and shall be made accessible through a comprehensive Catalogue (OPAC) of the Library holdings.

### **2.1.10. Security of Library resources**

Security of library materials shall be ensured through use of security tags and an integrated library security system.

### **2.1.11 Weeding**

- 2.1.11.1 Weeding of material is important to keep the library collection vibrant and useful, as well as to allow for the housing of new acquisitions. - The following criteria is used
- 2.1.11.2 Those items that have superseded secondary scholarly works,
- 2.1.11.2 Surplus copies of standard works no longer used for courses,
- 2.1.11.3 Items in poor condition, and beyond repair
- 2.1.11.4 Low- demand digital resources as indicated by user statistics
- 2.1.11.5 Frequency of use will be used to determine materials to be weeded out. This shall be done on regular basis.

### **2.1.12 Disposal**

The materials withdrawn will be dealt with according to the University's disposal policy.

### **2.1.13 Preservation**

The library will endeavor to make materials usable and durable at all times through re-binding or repair.

### **2.1.14 Digitization**

The library will undertake digitization of materials as per the Institutional Repository policy. JKUAT Digital Repository is an online Institutional Repository of JKUAT intellectual research output. JKUAT staff and students can deposit their

publications and other research materials into the repository.

## **2.2 CIRCULATION POLICY**

### **2.2.1 Introduction:**

This policy is a guide to the borrowing and returning of books in the library. As part of the Library Policy it will also serve as a training manual for new library staff. New Library users will be sensitized on this policy in conjunction with Library rules and regulations to guide their use of the Library facility. The library policy, library rules and regulations will be made accessible either on print or through JKUAT Library website.

### **2.2.2 Objectives of the policy**

- i) To act as guide to staff in offering circulation services
- ii) To guide on matters of fines and other charges applicable in circulation services
- iii) To guide on registration and clearance of library users
- iv) To act as a library user guide

### **2.2.3 Hours of operation:**

Monday - Friday: 8:00am - 10:00pm

Saturday: 9.00am – 5.00pm

Sunday and Public holiday: Library remains Closed

## **2.2.4 Functions of the Circulation Section:**

The circulation section is charged with:-

- i) Registration of users
- ii) Orientation of new library users
- iii) Clearance of exiting library users
- iv) Checking out of library information material to a registered library user
- v) Checking in of borrowed information materials
- vi) Charging overdue fines
- vii) Charging for damaged and/ or lost books
- viii) Reservation and recall of books.
- ix) Ensuring good handling of borrowed books upon return by a library user
- x) Customer care.
- xi) Ensuring that all users adhere to the library rules and regulations
- xii) Ensure security of library books by sensitizing and desensitizing information materials

### **2.2.4.1 Registration of users:**

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

- i) Produce Staff or Student Identification Card (ID) card.
- ii) Fill the library registration form obtainable from the Circulation Desk or online library registration form available in the library website or student portal.

### **2.2.4.2 Checking out (Lending) and Checking in (returning) services:**

This service refers to issuing library material to a library user for a specific period depending on the item type and receiving them back upon expiry period.

#### **2.2.4.2.1 *Checking out***

- i) Registered user will present the book(s) at the Circulation Desk together with the user's university ID card.
- ii) Reference materials are consulted within the library and are not lent out
- iii) No proxy borrowing is allowed unless prior express authorization is obtained.
- iv) The number of books that may be borrowed and their loan periods will be as stipulated in the library rules and regulations.

#### **2.2.4.2.2 *Checking in***

- i) Books being returned must be handed to circulation librarians for official checking in.
- ii) Books must be returned on and/or before the due date.

### **2.2.4.3 Categories of borrowers:**

All registered users in accordance with library rules and regulations.



#### **2.2.4. 4 Fines and other charges**

All overdue fines, damaged and lost books will be charged as stipulated in the Library Rules and Regulations which shall be revised and approved by library committee of senate from time to time.

Users who fail to adhere to library rules and regulations will be penalized as stipulated in the library rules and regulations

#### **2.2.4.5 Renewals**

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

#### **2.2.4.6 Book Reservation**

Books that have already been borrowed by other users may be reserved by putting the book on hold in KOHA ILS

#### **2.2.4.7 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.

#### **2.2.4.8 Recall**

A book may be recalled to the library under special circumstances. Such a book must be returned to the library within three (3) days of recall, failure to which will attract a fine as stipulated in Library Rules and regulations.

### **2.2.4.9 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.

### **2.2.4.10 Security of library resources**

- i. Any unusual occurrence in the Library shall be recorded in the library occurrence book
- ii. Any library user found stealing any library resources shall be reported to the library security staff for recording in the occurrence book and to hand over the case to the University security personnel for necessary action.
- iii. Any library user found making an attempt to steal any library resources, shall be reported to the University Librarian who will evaluate the case for further necessary action.

### **2.2.5 Photocopy**

- i) All users seeking photocopy services in the library must adhere to Copyright Act cap 130 laws of Kenya
- ii) Photocopy will be for fair use only
- iii) Disclaimer for fair use will be placed at the photocopying area

## **2.2.6 Plagiarism**

- i) Plagiarism violates the ethical and academic standards and library users will be held responsible for such violations
- ii) The library and the faculty staff shall guide the students on how to cite and reference both print and digital information resources according to JKUAT adopted referencing style.
- iii) Software tools for managing citation and referencing shall be made accessible through the library website.

## **2.3 LIBRARY DIGITAL SERVICES AND INFORMATION SYSTEMS POLICY**

### **2.3.1 Introduction**

This policy applies subject to the overall university ICT Policies and other related policies. The policy covers issues of ICTs in service delivery and the management of information system. Accelerated application of ICTs makes it mandatory for libraries to come up with a regulatory framework for the proper management and utilization of ICT in service delivery.

### **2.3.2 Objectives of the policy**

The overall objective of the 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:

- i) To facilitate optimal utilisation of the available digital resources
- ii) To ensure effective and efficient management of library information systems and digital resources
- iii) To provide mechanisms for security of library ICT resources and facilities
- iv) To give direction in utilisation of ICTs for library service delivery

### **2.3.3 Scope of the policy**

The policy addresses aspects of:

- i) Management and application of ICTs in delivery of library services.
- ii) Management of digital information resources and services

## **2.3.4 Electronic resources and Services**

### **2.3.4.1 Obligation of the Library**

- i) The library will ensure JKUAT is registered for the use of all subscribed databases
- ii) The library will market and promote all available e-resources
- iii) Users will continually be updated on new resources
- iv) Links to e-resources will be made available on the library website
- v) The library will maintain a database of all electronic resources
- vi) The library will carry out training on e-resources from time to time
- vii) Users will be sensitized that systematic downloading of e-resources content is prohibited
- viii) Use of download managers (e.g. internet download manager, ilivid, bitorrent etc.) on subscribed electronic resources sites is prohibited

### **2.3.5 Management of Passwords**

- i) A database of passwords needed for the administration of ICT resources will be maintained.

- ii) Staff will be assigned passwords and rights to Koha in line with their library responsibilities
- iii) Staff will be responsible for passwords assigned to them
- iv) Upon departure, Koha accounts assigned to staff will be disabled
- v) 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

### **2.3.6 Digitization**

One of the strategic objectives of the library is to preserve and conserve information resources for posterity. Digitization will be guided by the JKUAT Digital Repository Policy.

### **2.3.7 Communication**

The ICT related channels of communication shall be:-

- i) Library Website
- ii) Social media
- iii) JKUAT corporate email
- iv) JKUAT library email

Provision is made also for any other university approved channels of communication from time to time.

### **2.3.8 Library Information Systems**

The library information systems include but not limited to computers, computer networks, software, internet connectivity, telephones and all related accessories.

- i) The library will liaise with the Directorate of ICT for the maintenance and repair of ICT equipment as stipulated by university regulations.
- ii) All library staff will be sensitized on the need for proper care and maintenance of the computers in their custody.
- iii) Purchase of ICT related equipment and software will be guided by the regulations of the University's procurement procedures.

### **2.3.9 Security of Data**

The library will work together with the ICT Directorate to ensure security of all library electronic data. The following guidelines will be followed in ensuring security of data:

- i) The Library will liaise with the ICT Directorate to ensure there is continuous and consistent back up of library data.
- ii) Staff will be sensitised to consistently back-up important information in external disks or the cloud.
- iii) Administrative passwords will be changed from time to time.
- iv) University Librarian will maintain a database of administrative passwords for all library computers.
- v) The library will liaise with the Directorate of ICT to ensure that all library computers are installed with antivirus software to protect them.

### **2.3.10 Online Public Access Catalogue (OPAC)**

- i) The library will provide terminals for access to the Library holding through OPAC
- ii) The library will liaise with the ICT Directorate for the maintenance of the OPAC

### **2.3.11 Management of Computer Laboratories**

- i) The library computer laboratories will be open during the normal working hours.
- ii) The library computer laboratories will always be manned.
- iii) All users will be required to book for the use of computers in the labs.
- iv) Users will occupy a terminal for a specific period of time depending on demand and availability.
- v) University Librarian will maintain an inventory of ICT equipment.

## **2.4 REFERENCE AND INSTRUCTIONAL SERVICE POLICY**

### **2.4.1 Introduction**

Reference service at the library is one of the most vital and visible expressions of the library's purpose and mission and is key to the library's service roles.

The primary objective of this policy of the Reference & Instructional Section is to provide information resources to support academic and research needs of JKUAT students,



faculty, and staff. Reference staff assists patrons in the location of information resources while instructing in effective search techniques. Reference staff answers queries from the library patrons. By emphasizing real-time reference service, the library's goal is to offer service to information seekers *at the place where they are when they have a question*.

Reference Librarian will always aim to understand the user information needs and their seeking behavior so as to instruct on how to go about finding the relevant information to satisfy their information need. Users will be required to fill their details and their area of interest in a reference form available at the physical library and through the library website.

#### **2.4.2 Objectives of the policy**

- i) To provide the staff with a compendium of information policies that promotes a uniform standard of service of the highest possible quality consistent with available resources.
- ii) To orient new staff members and to be an information resource for more experienced staff.
- iii) To be a guide to library patron who may have a question concerning the service

#### **2.4.3 Goal of Reference Services**

The general service goal of the Department is to meet the information/research needs of library users (faculty, students, staff and other patrons) accurately, efficiently, and pleasantly. An additional goal is to provide instruction so that patrons may become more independent in their use of library resources.

#### 2.4.4 Specific Objectives of Reference Services

- i) To accord equal attention and effort to each inquiry
- ii) To maintain an up-to-date, relevant and readily accessible working collection of reference materials,
- iii) To give appropriate reference assistance to the Library's clientele in real-time via various channels e.g., telephone, e-mail, etc.
- iv) To provide instruction in Library use by providing continuous user education.
- v) To actively publicize the scope, nature, and availability of the information services by providing CAS (Current Awareness Services) and SDI (Selective Dissemination of Information).
- vi) To cooperate with other Library units by providing them with information about a library user.

#### 2.4.5 The following services will be offered

- i) Assistance in finding the answer to specific reference queries.
- ii) Assistance in developing research strategies
- iii) Instruction in the use of the Library and its resources.
- iv) Compilation and production of various instructional aids
- v) Online search service.
- vi) "*Ask A Librarian Service*" will be offered on the Library's web site, e-mail reference link, and telephone reference service.

## **2.5 BINDING POLICY**

### **2.5.1 Introduction**

The goal of library binding is to make materials available in original format for as long as needed at the lowest possible cost. This policy aims to eliminate redundant practices in bindery services and to standardize products and procedures whenever possible to achieve economies of scale.

### **2.5.2 Objectives of the policy**

- i) To guide the staff on time required to offer specific bindery service
- ii) To guide the staff on charges of various types of binding

### **2.5.3 Binding Styles and Services**

Bindery styles and services will be offered in response to the range of anticipated use and length of retention of library materials in order to minimize costs while meeting service needs. The JKUAT Bindery services will choose from among these binding styles based on foreseeable use and retention of library materials.

#### **2.5.3.1 Types of Binding**

The binding styles shall include the following types:-

- i) Hardcover Binding
- ii) Paperback Binding
- iii) Spiral Binding
- iv) Manila Cover Stitching

### **2.5.3.2 Category of Services offered in the Section**

The services offered in the bindery section shall include:-

- i) Departmental documents and reports
- ii) Library Books
- iii) Private Works
- iv) Thesis and Students projects

### **2.5.4 Materials Used in Library Binding**

Materials used in library binding shall be sufficiently permanent and durable to sustain anticipated use life of library materials.

### **2.5.6. Binding Duration**

Binding duration will be established to meet the needs of the clientele and dictated by the binding styles as follows:-

- i) Hard cover Binding - 3 days
- ii) Spiral Binding - promptly
- iii) Manila Cover Stitching - promptly
- iv) Thesis -3 days

### **2.5.7 Pricing**

- i) Prices for binding products and services will be established to cover operational costs for those products and services.
- ii) The library management will take measures to provide a stable flow of work to the bindery for optimal binding efficiency and cost control.
- iii) Prices will be reviewed periodically and as approved by Library Committee of Senate

### **2.5.8 Billing of Departmental work**

Requisition form will be required to be approved before commencing bindery service to ascertain prove of availability of funds from the requisitioning department. Billing transactions for departmental work shall be done monthly through Departmental Credit transfers. Cash will be paid and receipted upon completion of work and before releasing it for private works and thesis/project.

## **2.6 INFORMATION LITERACY POLICY**

### **2.6.1. Introduction**

There is an increasing need for our students to acquire appropriate skills to be able to successfully manage information in their studies, become independent life-long learners and operate effectively in the knowledge society. Traditional and

new types of learning resources including books, journals, wikis, blogs, podcasts, etc. require skills in finding, evaluating and using information. All students at JKUAT need to develop independent information literacy skills to enable them to seek, critically appraise and use information effectively and to communicate research results, thus maximizing their opportunities for:

- i) Academic achievement
- ii) Employability
- iii) Lifelong learning

Our organizational philosophy stipulated that: “*JKUAT shall adopt and utilize ethical standards and best practices in training, research and innovation in order to produce dynamic leaders*” (JKUAT Strategic Plan 2013-2017). Although not explicitly mentioned, being information literate is a critical attribute of dynamic leadership and ‘professionalism’.

At the national level, a number of documents e.g. the *Universities Act No. 42 of 2012* and the *Commission for University Education (CUE) - Universities Standards and Guidelines* (2014), have highlighted the need for graduates to have appropriate skills to help them manage and use information effectively.

Internationally, information literacy has matured sufficiently to have become a national and international policy issue as evidenced by President Obama’s proclamation (2009) statement and the *Prague Declaration of 2003* (UNESCO).

## 2.6.2 Information Literacy Definition

Information Literacy is the capacity of an individual to: “recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information” (American Library Association, 1989). According to the Society for College, National and University Libraries (SCONUL), it “encompasses library user education, information skills training and education, and those areas of personal transferable or ‘key’ skills relating to the use and manipulation of information in the context of learning, teaching and research issues in higher education, (SCONUL, 2004). An information literate person is, therefore, independently capable of finding good-quality information and making discriminating use of it - a set of attributes which individuals need in today’s information oriented society.

## 2.6.3 Rationale

- i) It is an essential skill for them to take with them into their working lives. Issues of ‘graduateness’ i.e. in the shift towards a Knowledge-economy, employers are placing a greater emphasis on information handling skills, as key to competitive advantage. There is a growing recognition that students are not leaving university with the high degree of information handling skills that the employers are now looking for: where once students’ : ‘read’ for a degree, they

- are now ‘clicking’ for a degree with arguably adverse results.
- ii) Information literacy creates independent students who do not have to rely on being ‘spoon fed’ by their tutors. There is an ever-increasing need for our students to acquire appropriate skills in order to successfully find and manage information in their studies and research, to become truly independent lifelong learners and to operate effectively in the knowledge economy.
  - iii) In compliance with the statutory educational requirements from the Commission for University Education (CUE) students will need to develop information literacy and competence skills, in order to maximize their opportunities for academic achievement (thereby also reducing attrition rates), employability and lifelong learning. The acquisition of these transferable information skills should therefore be seen as a fundamental aspect of the University experience for all students from undergraduate to research levels.

#### **2.6.4 Purpose of the Policy**

The purpose of the policy is to promote the vital importance of information literacy especially in the context of university learning and teaching and to formalize the development opportunities currently offered to students at all levels by the librarians and academic staff.



#### **2.6.4.1 Specific Objectives:**

- i) To ensure that all JKUAT students (on-campus and virtual) are enabled to become information literate by the provision of effective information literacy learning and teaching opportunities
- ii) To integrate the development of information literacy and competency skills into all programmes appropriately.
- iii) To ensure strategic support for the concept of information literacy and recognition by senior managers of the role that the acquisition of such skills can have in student retention and progression
- iv) To develop awareness in all staff and students of information literacy and the contribution of this to the wider retention and employability agenda.

#### **2.6.4.2 Scope and Application**

The policy applies to undergraduate and postgraduate students, and staff of the University. Central to this policy is the concept that development of information literate graduates is a shared responsibility. The primary partners in this academic enterprise are the academic faculty, members of the deans committee, the library staff, and the university students.

It is the students' responsibility to provide feedback, submit requests, and to generate open dialogue with the stakeholders about the acquisition of Information Literacy Skills.

**2.6.4.3 The library shall:**

- i) Develop, promote and deliver information literacy training programme and support to the students and staff at the university.
- ii) Provide leadership in policy formation and planning for information literacy at the University.
- iii) Research and monitor international and national trends in information literacy training, and incorporate advances into the literacy information programme at the University.
- iv) Provide the DVC (AA) with pertinent data related to information literacy, as well as evaluating the quality and effectiveness of the information literacy components in the learning processes at the university.

**2.6.4.4 The Deans Committee, inclusive of Academic Deans, Associate Deans, Directors, and Directorate of Academic Quality Assurance (DAQA) shall:**

- i) Provide oversight of the integration of information literacy skills into the university curriculum as a component of graduate attributes.
- ii) Promote the inclusion of information literacy objectives into relevant course curriculum.

### **2.6.5 Academic Staff shall:**

- i) Work with the library teaching staff to develop information literacy programmes that are relevant to course curriculum and student learning outcomes.
- ii) Where appropriate, incorporate information literacy objectives into the syllabi, in the context of graduate attributes.

### **2.6.6 Students shall:**

1. Take responsibility to monitor and record their progress in developing information literacy skills as a component of mapping their acquisition of graduate attributes.
2. Give feedback to teaching librarians and the faculty about the accessibility and support they are receiving in their efforts to develop information literacy skills at the University.

### **2.6.7 Information Literacy Programme**

- i) The programme will make use of the full range of blended learning modes to support student learning through:
  - a. One of more of lectures, presentations, seminars, online tutorials, workshops, online practice exercises.
  - b. Teaching and learning materials developed by library teaching staff

- c. Establishment of a toolkit for use by all students across all university campuses which will support them through all stages of their assignments, including reports, essays, presentations and final dissertations.
- ii) The Librarians shall develop and deliver a standard undergraduate Information literacy module which is assessed and credit bearing.
- iii) Whenever practical, the delivery of information literacy sessions should be undertaken in a computer laboratory with internet connectivity. This will help facilitate small-group teaching and encourage active learning through the inclusion of practical '*learn by doing*' exercises in searching for information.
- iv) To supplement the scheduled information literacy programme and provide individual support to students and researchers on a needs basis, the teaching librarians will continue to offer one-to-one help and support. Depending on the nature and complexity of the subject query, these individual sessions shall be booked in advance.
- v) Training programmes for university staff will be developed, to ensure a uniform knowledge of information literacy across the institution.

### **2.6.8 Pedagogical Context**

The Information Literacy framework supports and complements the University's learning, teaching and assessment strategies in its specific aims relating to optimizing student and staff learning.

Teaching librarians must therefore be able to demonstrate knowledge and understanding across a broad range of education and strategic arenas, including: Learning theories, assessment and evaluation methods, pedagogical realignment etc.

Students will be empowered to develop higher order cognitive and critical thinking skills if their instructors and librarians can effectively demonstrate specialist knowledge and applicable skills.

### **2.6.9 Training and Resources**

- i) The library staff, particularly teaching librarians, will require time and resources in order to develop and maintain their own skills and the Information Literacy resources.
- ii) Teaching librarians shall expect:
  - a. Appropriate staff development and training opportunities to be considered and offered.
  - b. Provision of appropriate resources (teaching staff, teaching spaces, media, technology)

### 2.6.10 Responsibilities

The University Management has an obligation and responsibility:

- i) To provide appropriate resources.
- ii) To establish a university-wide supporting structures for students in this area in order to ensure the implementation of the policy.
- iii) To ensure that each faculty/school holds a staff development session to reflect on the framework and its implications for them;
- iv) Ensure that all validation documentation includes explicit consideration of the Information Literacy provision

Implementation	Deputy Vice Chancellor (Academic Affairs)
Compliance	Deans/Directors Heads of Departments Academic Staff University Librarian (Academic Programmes) University librarian ( Library Services) Teaching Librarians Directorate of Academic Quality Assurance
Monitoring & Evaluation	University Librarian (Academic Programmes)
Interpretation & Advice	University Librarian (Academic Programmes)
Effective Date	2016/2017 Academic Year

## REFERENCES

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3. Jomo Kenyatta University of Agriculture and Technology Strategic Plan 2013 - 2017
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## **3.0 IMPLEMENTATION STRUCTURE**

### **3.1 Introduction**

Proper implementation of this policy will go a long way in supporting the library achieves her goal of facilitating the university fulfills its vision of being a university of global excellence in training, research and innovation for development. Responsibility line will be as outlined in the library organogram

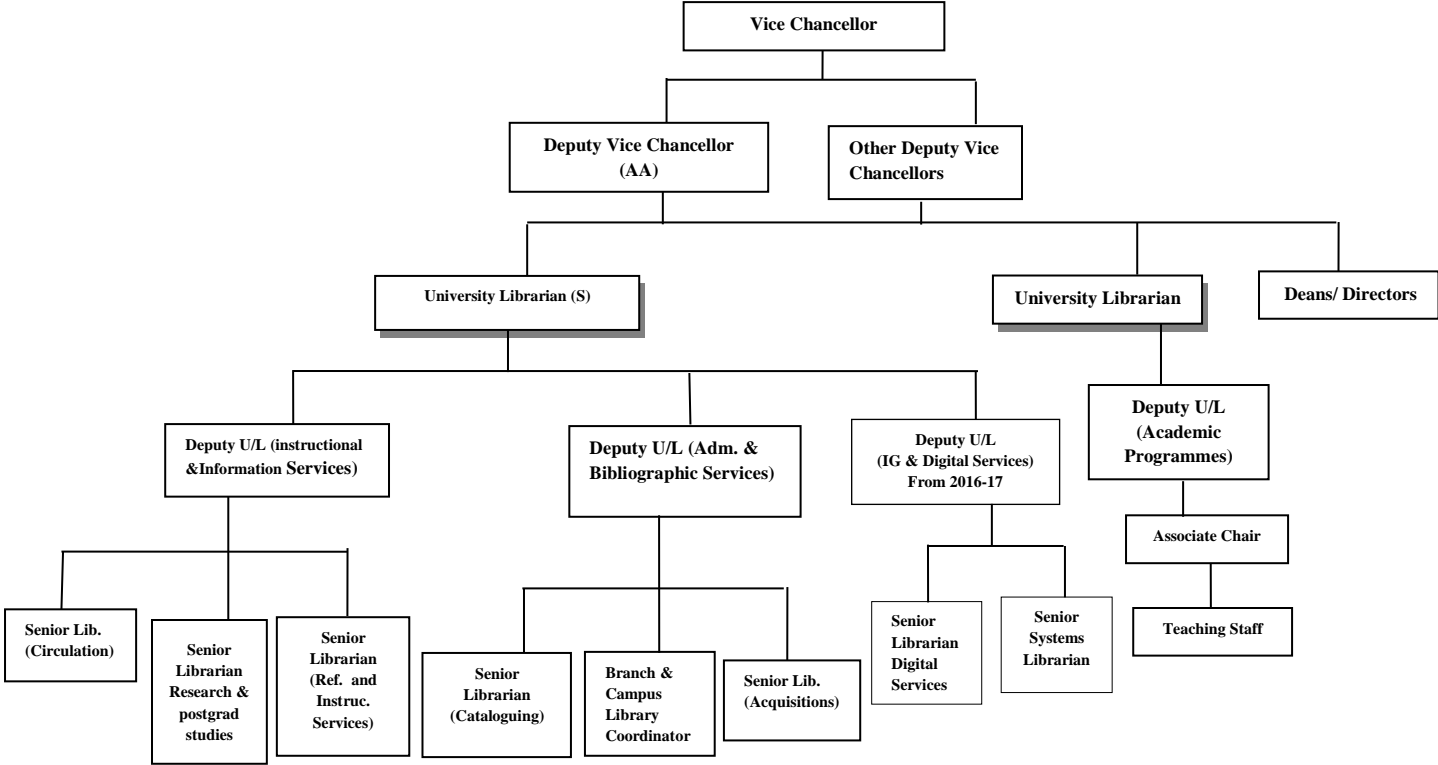
### **3.2 Monitoring and Compliance**

The success of the implementation of this policy will depend on the commitment of the university management to provide requisite support. The University Librarian (Services) and University Librarian (Academic Programmes) shall co-ordinate and oversee the implementation of the policy. They will be responsible to ensure compliancy by the library users, staff and other stakeholders.

### **3.3 Policy Review**

In keeping with the dynamic and changing nature of information environment, the University Management shall facilitate the review of this policy document from time to time but not later than five (5) years from the review of this policy. This shall ensure that it remains relevant and addresses the needs of the university community

# Library Administrative Structure Vis-a-Vis the Entire University Structure





**JOMO KENYATTA UNIVERSITY**  
**OF**  
**AGRICULTURE**  
**UNIVERSITY LIBRARY**

**SCHEDULE X**

**JKUAT LIBRARY REGULATIONS**

**REVISED BY LIBRARY COMMITTEE ON 16<sup>TH</sup>  
SEPTEMBER 2015 AND APPROVED BY SENATE  
ON 18<sup>TH</sup> FEBRUARY, 2016)**

(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, phonorecords, 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, Charter, 2013 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 sign 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.