EGERTON UNIVERSITY

LIBRARY POLICY

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"Transforming Lives through Quality Education"

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PREAMBLE

During the past decade, libraries have sought to balance traditional responsibilities with a variety of new roles. While continuing to maintain paper and place-based collections and services, libraries must now also function in a much broader virtual environment. Egerton University Library adheres to these policies in support of its mission to provide a conducive environment, information resources and services of the highest quality to sustain and enhance the University's teaching, research, information and professional needs.

The library shall endeavor to provide a setting conducive for independent learning and resources for users both within the library and throughout the University and broader scholarly communities. Additionally, the library will continue to position itself as a partner in the teaching, learning and research endeavors and the general pursuit of knowledge. The success of the library of the future will be a result of the user-centered services it provides. These services will need to be responsive to user needs, using appropriate technologies as necessary, and must be flexible in order to address inevitable changes in the way information is used and delivered. This document affirms Egerton University Library System's commitment to its user community of users by observing a relationship of reciprocal rights and responsibilities, while upholding the rights of due process.

LIST OF ABBREVIATIONS

AACR2: Anglo American Cataloguing Rules 2nd Edition

AMLIB: Aide and Murphy Librarians System

FASS: Faculty of Arts and Social Sciences

FEDCOS: Faculty of Education and Community Studies

IL: Information Literacy

JAWS: Job Access with Speech

L.C.: Library of Congress

LIS: Library and Information Science

OPAC: Online Public Access Catalogue

RMAC: Records Management and Archives Centre

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DEFINITION OF TERMS

Binding: The process of securing the leaves, sections, or issues of a publication so as to keep them in proper order and to protect them; also, the finished work produced by this process

Branch Library: A major library unit located outside the Main Library established to offer library and information services on behalf of the Main Library.

Branch Library Collection: These are books, journals and any other information materials housed in the branch library.

Catalogue: A list of all the books or resources of a library

Collection development: The acquisition of print and electronic information resources for use by the library clientele acquired to meet the University curriculum, research, cultural and social needs of the user community.

Consortium: A group of individuals or institutions formed to undertake an enterprise or activity that would be beyond the capabilities of the individual members.

Disaster: For the purpose of this policy, a disaster shall be defined as a sudden accident or a natural catastrophe that causes great damage or loss of information resources, structures, equipment and or human life.

Disposal: Removal of information resources no longer in use in the library.

Emeritus: One who is retired but retaining an honorary title corresponding to that held immediately before retirement.

Ephemeral materials: any items that will be regularly replaced or superseded by a more current, complete, or timely version

Hardbound: A book bound with rigid protective covers.

Information literacy: A set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.

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Interlibrary loan: Books borrowed by one library from another library

Librarian: A person trained in library and information science (LIS) and engaged in library service.

Library Collection: The books, journals and any other information materials.

Outreach Program: A marketing program or a public relations program.

Patron: A bona fide library user.

Serials: Any publication issued in successive parts, usually (though not always) at regular intervals, and intended to be continued indefinitely

Virtual Environment: A setting in which the user of the technology perceives themselves to be and within which interaction takes place.

Weeding: The selection and removal from the library collection, of information materials that are no longer needed.

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1. THE HISTORY OF EGERTON UNIVERSITY LIBRARY

The History of Egerton University Library dates back to 1939 when Lord Egerton of Tatton donated 400 hectares of his farm to the government of Kenya for a farmers' training school. The Library opened its doors in 1939 with the objective of providing information services to the students in the farm school. At its inception, the library served only (3) students who were admitted to the farm school. The library started as a resource centre in a small room and had a small collection of books kept in a cupboard. In March 1946 a nine-month certificate course was started the Library user population increased to 45 students.

In 1950, the school was upgraded to an Agricultural College offering two year diploma programmes and consequently, the school library became a College Library. Thereafter the first College Library building with a sitting capacity of about 100 was constructed and opened in 1967.

Due to the high demand for the diploma programmes, the student numbers increased and consequently the demand of the library services, a proposal for a larger library was made. The construction of an extension of the library was done to accommodate between 25,000 and 30,000 volumes of books and journals and additional sitting capacity of 200 readers. As the College grew in terms of programmes and students, there was need for a larger library. Construction of a one storied new library building (the current University Library) started in 1980. This library was designed to seat about 600 users and hold about 50,000 volumes of books. The building was completed and officially opened for use in 1983. In the same year, the library registered users grew to 360. In 1987, the College was upgraded to a University and the Library became a University Library. As the University grew from the first three students in 1939 to the current registered student population of about 24,000, the library too grew in terms of book volumes, library staff as well as the library services. Today, the library collection has grown to 362,952 comprising of 134,136 print resources and 227,816 e-resources. The registered users have also grown from the 360 in 1983 to 15,053 currently. The Library has a staff population of 92.

The Egerton University Library System currently comprises of one Centre and nine (9) libraries in various locations in Njoro, Nakuru and Nairobi. Below is a list of the 10 libraries that comprise the Egerton University Library System, indicating the year of establishment, location, sizes, and sitting capacities.

The Library has grown to the present status through the able leadership of the following University Librarians:

i. Mrs. Barret   1960 - 1965

ii. Mrs. Ruth Thomas   1965 - 1970

iii. Mr. Mutuku Nzioki   1970 - 1993

iv. Mrs. Salome Munavu   1993 - 1994

v. Mr. Sylvester O. Otenya   1994 - 2010

vi. Mrs Janegrace K. Kinyanjui   2011 – to date

Table 1. Establishment of the Library System

Sn	Year of esta.	Library Name	Location	Sitting Capacity
1.	1939	Main Library	Njoro	711
2.	1994	FASS	Njoro	300
3.	2000	J.D.Rockefeller Library	Njoro	40
4.	2001	NTCC Library	Nakuru	354
5.	2007	FHS Library	Nakuru	40
6.	2011	NTCC Centre Library	Nakuru	140
7.	2011	Nairobi City Campus	Nairobi	150
8.	2012	RMAC	Njoro	3
9.	2012	FEDCOS	Njoro	180
10.	2014	Baringo Campus Library	Kabarnet	60
11.	2015	Law Library	Nakuru	40
	TOTAL			**2018**

2. VISION, MISSION AND OBJECTIVES

2.1   Vision

The vision of the library is to become an excellent information center for academic and research activities in Egerton University community, by providing a conducive environment for reading and learning.

2.2   Mission

The Library's mission is to support teaching, learning and research activities of the university community by providing timely access to information resources, disseminating relevant information resources and giving quality user centered services.

2.3   Objectives

The specific objectives of the library are**:**

i.   To select and acquire as economically and as expeditiously as possible materials which are pertinent to the university's present and future teaching and research Programmes

ii. To organize the resulting collection in such a way that any member of the university may have easy access to them.

iii. To provide access to information resources regardless of location or format

iv. To preserve and protect the collections for the benefit of future users.

v.   To foster and maintain effective working relationship between the University library and other university departments.

vi. To instruct patrons in the effective utilization of information resources through use of modern information technologies.

vii. To use modern information technology by providing timely access to information by all users to satisfy their present and future information needs.

viii.   To market information resources and services to all our library patrons.

ix. To disseminate research information to the University community.

x.   To participate in relevant community outreach Programmes and products for enhancement of humanity.

3. LIBRARY MEMBERSHIP AND ELIGIBILITY

Egerton University Library System (EULS) shall serve diverse information needs of the university community. All library branches shall be open to bonafide students and staff of the university to use any services and facilities in the library.

Library shall not be directly or indirectly deny services to any user because of their religious, racial, social, economic, or political status; or because of mental, emotional, or physical challenges. However, the use of the library may be denied due to contravention of library rules and regulations in place.

The following categories of persons are eligible to register and use library services.

i. All registered students and staff of Egerton University.

ii. All staff recruited on permanent and contract basis

iii. Part-time lecturers on recommendation of the Chairman of the Department.

iv. Visiting researchers.

v. Junior readers from the university Community. These may be staff children in Nursery, Primary and Secondary schools and may be in the age of 4 to 16 years.

vi. Visitors to Egerton University may be allowed to use the library but not borrow any reading materials. Visitors must provide letters of introduction from the host department or may be refereed by a university staff.

vii. Other institutional libraries may enter into collaborative partnership with Egerton University Library. The institutions may be issued institution library borrower numbers upon the written approval of the University librarian.

viii. Emeritus membership shall be open to Egerton University staff who honorably retired or resigned from duty. Such a member shall present a recommendation letter from his/her former department and a copy of his/her National ID card.

ix. Walk in community members may also be allowed to use the library at the cost to be determined by the Library Management from time to time.

x. Any other category of users who do not fall in the categories above may be granted membership upon production of a letter from the local chief or employer, and a copy of the National Identification or passport or a student ID for those studying in recognized institutions. This category of users shall be required to pay a non-refundable registration fee of Ksh. 500/= and/or an annual subscription fee of Ksh. 3000/= to use the library facilities. In addition, such a member shall pay a refundable fee of Ksh. 10,000/= caution money if he/she wishes to borrow books.

Note: The fees are subject to review from time to time without notice and the rights and privileges of each of the above categories may differ.

4. LIBRARY ADMINISTRATIVE AND ORGANIZATIONAL STRUCTURE

The Library shall have an administrative structure that is fully integrated with the University's organizational structure. The organizational structure shall clearly indicate which section is under which division, who heads the various sections and how the various sections relate to each other and to the Library as a whole.

4.1 The University Librarian

The Library shall be headed by a University Librarians as stipulated in the University Statutes. The University Librarian shall report to the DVC (Academic Affairs) and shall be a member of the University Management Board, Senate, Deans Committee, Board of Post Graduate Studies, Board of Quality Assurance, among others.

4.2 The Library and Bookshop Advisory Committee

There shall be a Library and Bookshop Advisory Committee, a sub-committee of Senate, which considers all aspects of the Library's developmental needs including policies and procedures, staff and information resources. This committee shall be chaired by the DVC (AA), and its members drawn from various faculties and the students' body.

The members of this Committee shall be:

i. Deputy Vice- Chancellor (Academic Affairs)----------------------------------- Chairperson

ii.   Registrar (AA) --- Secretary

iii.   University Librarian --- Member

iv.   University Bookshop Manager --- Member

v.   Director College of Open and Distance Learning----------------------------- Member

vi.   Director Board of Post Graduate Studies ------------------------------------- Member

vii.   Director Institute of Women, Gender and Development Studies ------------------ Member

viii. Two Faculty Representatives --- Member

ix.   Director Quality Assurance --- Member

x.   Post Graduate Students Representative ------------------------------------- Member

xi.   Undergraduate Students Representative ------------------------------------ Member

xii.   ICT Manager --- Member

xiii. Director Board of Undergraduate Studies -------------------------------- Member

4.3   The Library Administrative Structure

The Library shall have a clear internal administrative structure to guide the operations and management of the library services and resources. For effective and efficient service delivery the Library shall establish standing and adhoc committees to guide and tackle various aspects various aspects as the need may arise.

The following shall be the Standing Committees of the Library.

   i.   Library Management Committee

   ii.   Library Budget Committee

   iii. Library Staff Training and Information Literacy Committee

   iv.   Section Heads Committee

   v.   Performance Contract Committee

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vi.   Library Complaints Resolution and Disability Mainstreaming Committee

vii.   Library ISO Committee

viii.   Library Marketing and Community Outreach Programmes Committee

ix.   Institutional Repository and Information Communications Technology Committee

x.   Weeding and Disposal Committee

xi.   Disaster, Risk and Security Management Committee

5. ESTABLISHMENT AND MANAGEMENT OF BRANCH LIBRARIES

As the University grows and establishes Faculties, Colleges, Schools and Campuses the users may best be served through decentralization of the library services. The University shall establish branch libraries as deemed necessary. A Branch Library/Libraries shall be established after analysis of the needs of the users. Each Library shall be clearly defined and administered, and developed as part of a coordinated larger Egerton University Library system.

5.1   Branch Libraries Collection and Information Services

In general, a branch library policies and guiding principles and procedures shall be the same as those of the Main Library, with minor modifications where necessary. There shall be centralized planning and direction to facilitate effective utilization of financial and human resources allocated to library services. In particular:

A Branch Library collection shall be developed primarily to serve information need of particular Faculties, departments, schools, or campuses. In general it will not duplicate material in the Main Library unless the need for duplication is demonstrated.

Branch libraries shall maintain the same standards of service as the Main University Library with respect to hours of service, assistance to users, and accessibility to and utilization of information resources.

A Branch Library shall provide a full catalog of its holdings and serials lists and other retrieval tools to the collection.

The Library shall offer all services offered in the Main Library.

For branch library services to be efficient, all library resources shall be considered part of one system, with consistent policies for collection development, user access, accounting, and systems analysis

5.2   Branch Libraries Administrative and Organizational Structure

The responsibility for establishing and the management of all university library resources shall rest with the University Librarian. All Branch Librarians shall therefore report to the University Librarian as far as information services and resources are concerned. A branch library shall be staffed in such a way as to offer an effective library service, depending on the number of users to be served and the size of the collection.

A Branch Library shall be under the leadership of a Faculty Librarian, Campus Librarian or College Librarian. The branch libraries shall be headed by a professional librarian with a minimum qualification of Masters in Library and Information Science/Studies. An appropriate responsibility allowance shall be given just like any other university section head or head of department. The branch librarian shall be responsible for establishing the branch library information services by designing, developing, and administering creative and innovative library programmes, services and adequate relevant collections to meet changing user needs and expectations.

5.3   Financial Support for branch Libraries

Implicit with the creation of a branch library shall be the commitment to funding its development, ongoing services, and growth while maintaining adequate support levels for library services required by the university campus/college community. Adequate and continuing book and personnel budgets are imperative for a branch library. The University Management Board (UMB) shall facilitate sufficient funding of all the branch Libraries.

6. CODE OF CONDUCT AND ETHICS

To enable staff maintain high level of integrity and loyalty to the University, all Library staff shall adhere to the University Code of Conduct and Ethics.

6.1   Library Staff Responsibility

In line with the University Code of Conduct and Ethics the Library staff shall specifically be required to:

i.   Uphold the principles of intellectual freedom and resist all efforts to censor library resources subject to observation of the copyright laws;

ii.   Protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted;

iii. Recognize and respect intellectual property rights;

iv.   Treat co-workers and library users with respect, fairness and good faith;

v.   Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the library;

vi.   To maintain an appropriate and decent mode of dressing and personal hygiene at all times;

vii. Provide equitable service, equitable access and accurate, unbiased information.

6.2   Library Patrons Responsibilities and Conduct

The patrons shall be responsible for maintaining necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. Patrons not engaged in utilization of any of the library resources may be required to leave the library. The patrons shall be expected to utilize the library resources in the expected and appropriate manner.

6.3   Rules and Regulations

The Library shall develop appropriate rules and regulations that shall be adhered to by the library staff and users to maintain order and ensure effective and efficient utilization of library resources and services.

7. LIBRARY SECURITY

The preservation, conservation, and maintenance of library resources is critical and shall be the responsibility of the library staff and patrons. The library has a duty to ensure safety of the staff, the library patrons as well as the library assets. To achieve these goals, the Library shall:

Develop security procedures, guidelines and regulations that are respectful of the individual's right to access library resources, while at the same time protect the Library's assets, staff and users;

Have adequate University security personnel deployed to every library to ensure security of the information resources and maintenance of law and order within and around the library premises;

Take all reasonable measures to protect its collections and assets from theft and deliberate or reckless damage;

Protect all its buildings from unauthorized intrusion and vandalism;

Identify, acquire and install appropriate library electronic security systems and the CCTV cameras; and

Refer cases of theft, or significant deliberate or reckless damage of Library assets to the University Security personnel. Users who violate the regulations shall also be subjected to University disciplinary processes.

8. DISASTER PREPAREDNESS AND MANAGEMENT

For the purpose of continuity, the Library shall develop disaster preparedness and management mechanisms to safeguard against destruction of library resources and restore resources in case of a disaster. The purpose of these mechanisms shall be to minimize the risks of man-made and natural disasters by providing an effective and efficient response to disaster by having a readily available disaster prevention strategy; Minimize the detrimental impact of any disaster in the event of its occurrence; Enhance the Library's capability in preventing, and preparing early response to disasters effectively and efficiently.

In this regard the Library shall

i. Develop a Library Disaster Preparedness and Management Manual whose contents shall be made available to all library staff.

ii. Ensure the library staffs are trained so that they are prepared to act accordingly whenever the situation demands.

iii. Identify risks and maintain a risk register of the same indicating measures to be taken to minimize and manage them.

8.1   Categories of Disasters

The Library shall put strategies in place to deal with both the man-made and natural disasters.

8.1.1   Man-made disasters

These are disasters caused by human actions or inaction, and may include but not limited to fire, terrorism, technological threats, theft, political instability and power outages.

8.1.2   Natural disasters

These are sudden natural events that cause great damage to structures, resources or even loss of life, and include floods, lightening, and earthquakes.

8.2   Disaster, Risk and Security Management Committee

There shall be a Disaster, Risk and Security Management Committee comprising of the following officers:-

i. University Librarian

ii. Library Administrator

iii. I/C Technical Services Division

iv. I/C Readers Services Division

v. Systems Librarian

vi. I/C Records Management and Archives Centre

vii. Campus Librarians

viii.   The Chief Security Officer

The Terms of Reference of the stated Committee shall be:

    i.   Develop and review a disaster management manual;

    ii. Develop a disaster management plan and carry out routine checks and maintenance;

    iii. Assist in periodic testing and monitoring of preventive emergency systems and procedures;

    iv. Develop and continuously update a risk register; and

    v.   Monitor the risks and develop mitigation strategies.

8.3   Disaster Management

8.3.1   Disaster Preparedness and Management

The Library shall:

    i.   Identify and ensure staffs are trained on fire drill and other necessary skills;

    ii.   Develop a disaster recovery plan

    iii. Avail all necessary resources and equipment required in case of emergency

    iv.   Have a record of all occupants at any given and an inventory of all collection and equipment

    v.   Provide functional equipment for disaster preparedness

    vi.   Link with cooperative networks such as Red Cross and Fire Bridge

    vii. Have a backup of information in form of Digital Resources

    viii. Undertake an insurance cover for Library holdings and building

8.3.2 Risk Assessment and Management

The Library shall:

i. Have a risk assessment plan and risk register

ii. Identify high risk areas that require immediate attention

iii. Assess library system with view to identify emerging risks

8.3.3 Disaster Prevention

The Library shall:

i. Ensure fire exit routes are marked and keys placed next to the door;

ii. Have a caretaker to ensure the library buildings are well maintained and report any incidences or emerging threats;

iii. Carry out regular inspection of the building and equipment;

iv. Ensure fire extinguishers, fire detection alarm, fire hose reels and smoke detectors and sand buckets are installed or placed at strategic points and serviced regularly.

v. Ensure CCTV Cameras and Security Systems are installed and serviced regularly.

8.3.4 Assembly Points

The Library shall identify and mark an assembly point where staff converge in case of a disaster. The assembly point shall be at least 50m from the Library and shall be easily accessible to all categories of users including persons with Disabilities

9. COLLECTION DEVELOPMENT AND MANAGEMENT

The library collection shall reflect the University general academic interests and goals. The collection shall be based on the demonstrated information needs of the university community. Acquisition of information resources shall be primarily through purchases and donations. The library shall develop the Collection Development and Management guidelines to guide on the selection, acquisition and processing of information resources.

9.1   Criteria for Selection of Information Resources

The library shall give preference to purchase of hard copy books whenever the budget allows.

The selection of library information resources shall further be guided by the following order of priorities:

i.   Recommendations by faculty

ii. Recommendations by the Library Management, Students and Staff

iii. Relevance to the curriculum

iv. Adequacy of current holdings

v.   Relevance to social, cultural and historical environment

vi. Cost of information resources vis a vis the budget.

9.2   Number of Copies per Title the Library Acquires

The Library shall acquire;

i.   At least 3 copies of a title recommended by the faculty or librarian for use for a certain academic program or course unit unless the faculty states otherwise.

ii. Only 1 copy of a book recommended for leisure, general knowledge or entertainment.

iii. At least 6 copies of a literary book required for a certain course unit.

iv. Only 1 copy of a reference book.

v.   Only 1 copy of a print periodical including magazines but excluding the national daily newspapers.

Possible exceptions are:

i.   When a book is perpetually placed on reserve by the lecturer

ii. When an item receives very high demand and use

iii. When a volume is received as a gift

iv. When a book is a core text for a common core course.

v. When a book is required in more than one library for instance in Nairobi or Nakuru Town Campus and Main Campus Njoro Libraries.

9.3   Paper/Hard Bound Books

Hardbacks shall be preferred for firm orders, but if unavailable or unaffordable, paperback/softbound may be obtained.

9.4   Books by   Local Authors

The Library shall Endeavour to acquire at least one copy of a book written or authored by Egerton University employees or students. These books shall be added to the general collection as needed to support the curriculum, or provide leisure and recreation.

9.5   Books for Leisure Reading

In order to promote a reading culture and encourage the university community to read for the sake of knowledge, leisure and entertainment, the library shall endeavor to acquire motivational books, general books, autobiographies and biographies of famous people. Bestsellers and other popular works should be added to the collection as needed to support the curriculum and provide recreation.

Electronic and Online resources

Due to the high cost of e-resources, the Library shall partner with the relevant Consortia to subscribe to electronic journals and books at negotiated subsidized prices. However, the Library shall also source directly from Suppliers resources not available through the Consortia, as need arises. The Library shall also provide access to authentic and relevant Open Access resources available in the market.

9.7   Books not supplied

Where a supplier is unable to supply all the items on the LPO due to the book(s) being out of print, replacements shall be recommended by the Acquisitions Librarian from alternative titles selected ideally from the same subject area of the unsupplied books.

9.8   Procurement of Library Resources

In procurement of all library resources, the library shall comply with the procurement rules and regulations as per the Public Procurement and Asset Disposal Act, 2015. Procurement of all books shall be guided by the budget and availability of funds. The acquisitions Librarian should remain knowledgeable of current trends on acquisitions of print and e-resources and shall liaise with the teaching staff in the identification and selection of information resources.

9.9   Book Donations

The library may accept donations from individuals, institutions, organizations or libraries. However, the library shall reserve the rights to reject any donations if they have conditions attached to them that are not in line with the library policy. When Library staff are considering acceptance of a donation, its value to the collection, should exceed the cost of valuation, accessioning, cataloguing and processing, as well as freight charges. If multiple donations are received they should be distributed to all branch and faculty libraries according to relevance.

For a book or books to be accepted as donations the books should be:

Relevant to the University's teaching and research activities;

In good physical condition;

Relatively current or the content considered to have a historical or research value; and

Not brought with conditions on how they will be accessed, processed or located.

9.10   Technical Processing

All print books acquired through purchase or donations and received in the Library, shall undergo technical processing in the various stages including the verification and accessioning, cataloguing and classification, labeling and spine marking and finally be dispatched to the relevant section or library.

9.10.1 Cataloguing and Classification

Library books shall be catalogued and classified using internationally accepted standards like the Resource Description and Access (RDA), Library of Congress and MARC21. This shall give the

books appropriate bibliographic description and classification numbers to facilitate easy accessibility and retrieval.

Where necessary, the library shall import records from the World cat Website. However, in such a case the call numbers shall not be copied wholesale, but customization of the cutter numbers shall be done to suit Egerton University Library situation. This shall apply to both Manual, Cataloguing-in-Publication (CIP) and online (World Cat or Z39.5).

9.10.2 Labeling of Information Resources

The information resources shall be labeled to facilitate Identification, borrowing, retrieval, and location. Labeling shall include spine marking, fixing of dates due slips and the Book Description Tag on the inside of book covers.

9.10.3 Dispatch of Books

After the books have been catalogued and classified, they shall be dispatched to the various destinations. This shall be the last stage in technical processing where verification of all book processing shall be done. A record of all documents dispatched to Readers' Services and other branch libraries shall be created and maintained. Respective destinations shall also be clearly indicated in the book record in AMLIB. Similarly, all copy ones (C.1) shall be retained in the Main Library while additional copies shall be distributed appropriately to the relevant Faculty Libraries.

9.11 Literature for Children and Young Adults

For the purpose of inculcating the love for books and a reading culture, the Library shall establish and maintain a Junior Readers Section. Award-winning text books, picture books, novels, short stories, biographies, nursery rhymes, folktales/traditional literature, plays and poetry suitable for use by pupils in primary school and secondary schools students should be included in this collection for the junior readers.

9.12 Censorship and Intellectual Freedom

The University Library shall support the free exchange of ideas and endeavor to build collections which include all points of view. The Library shall neither approve nor endorse the views expressed in materials included in the collections. Where there is controversy or disagreement

concerning the truth of particular ideas and issues of belief, the Library should attempt to provide a wide selection of materials encompassing the major viewpoints.

The Library shall at all times ensure that:

i. Titles are selected on the basis of overall content.

ii. No item shall be excluded on the basis of the author's race, gender, nationality or political or religious views.

iii. Even if some patrons may find an item objectionable on moral, religious, political or other grounds, their views shall not restrict or determine selection.

iv. It does not accede to requests of individuals or groups seeking the removal from the collection of materials which have been chosen according to the collection development guidelines nor should they yield to requests to add to the collection materials if their addition would contradict the same collection development guidelines, University Policies or laws of Kenya.

9.13   Book Replacement

When a patron loses a book, he/she shall replace the book as per the library rules and regulations. The replacement shall be either physical (where a patron purchases the same title and bring to the Library) or in monetary terms. In case of monetary replacement, if the lost title is out if print it shall be replaced at the rate of three times the original cost of book and three times if the book is out of print. If the book is out of print an alternative title of a similar content and value may be accepted or sourced on approval by the University Librarian. Older versions or editions of the lost book shall not be accepted.

10. CONSERVATION AND PRESERVATION OF INFORMATION RESOURCES

The Library shall work closely with Egerton University Press to conserve information material and avail information resources in original format for as long as needed. The Library shall endeavor to replace torn or badly damaged books which are still relevant and needed by the users.

10.1 Library materials eligible for Binding

The Library shall establish and maintain bindery services to preserve information materials and where possible avail information resources in their original format for as long as they are needed. The materials eligible for binding shall include:

i. Periodicals / serials

All periodical titles to be retained for a substantial period of time shall be bound. These include journals and magazines.

ii. Torn Books and monographs

Torn books and monographs should be routed for binding when returned from circulation with obvious signs of damage.

iii. Theses and Dissertations

Unbound dissertations and theses from Egerton University students and staff should be bound immediately after acquisition before the technical processing.

iv. Rare and special collection materials

10.2 Materials ineligible for binding

The following materials may not normally be bound unless otherwise specified and approved by the University Librarian;

i. Materials that are too brittle that binding would interfere with the bibliographic value

ii. Materials in poor condition that cannot withstand library binding

iii. Materials that will lose information as a result of library binding

11. WEEDING AND DISPOSAL OF INFORMATION MATERIALS

Effective collection development involves both the acquisition and weeding of materials in order to keep the collection vibrant, relevant and useful to the clientele. The Library collections should change over time to reflect changes in the academic program, needs of the community at large, and the library's goals. In this regard, the Library shall critically analyze its collection regularly in order to determine how well it meets the needs of the users. The Library shall periodically identify and weed information resources no longer needed and recommend for disposal by the University Disposal Committee, in accordance with the Public Procurement and Asset Disposal Act 2015. Even though it is recommended that ideally a library should weed up to 5% of the collection every year, the percentage weeded shall be guided by the needs of the library. Weeding may be done during the stock taking exercise or separately as an independent exercise.

11.1   Purpose of Weeding

i.   Weeding make the remaining materials more visible, appealing and accessible and hence increase the circulation of the materials.

ii. Weeding outdated and irrelevant materials also creates space for more current and relevant materials.

iii. The systematic removal from the library of materials no longer useful is essential to maintain the purpose and quality of the collection.

11.2   Criteria for determining materials for weeding

The materials to be weeded shall be identified by the Library staff and reasons for weeding be well documented. The general principles or factors to be considered when weeding shall be as follows:

i.   Physical condition and appearance of the item

Soiled or mutilated (irreparable) books, particularly those with missing pages, brittle or dirty paper, may be weeded and a decision concerning may be replaced.

ii.   Relevance of the material

Information resources that are no longer in demand, or that no longer support the curriculum or current community needs shall be weeded and not be replaced.

iii. Currency of the material

Information resources published 20 years before the date of weeding; shall be considered outdated or obsolete. In addition books that do not fall in this category, but have been superseded by three newer editions may also be weeded.

iv. Shelf – time (Last date of circulation)

Any material in the open shelves that has not been loaned for use out of the library in the past ten years shall be deemed useless and hence be weeded.

v. Completeness

Incomplete volumes of journals and serial works, as well as duplicate serials may also be weeded.

vi. Materials in excess numbers or copies

Multiple copies be weeded to a maximum of ten copies per title unless in high demand may be weeded.

vii. Newspapers: Hard copy newspapers that have been replaced by soft copy may be weeded.

viii. Past examination papers: copies that date back to 10 years shall be weeded.

ix. Non print materials: Visual and audio –visual materials dating back to 40 years shall be weeded.

11.3 Information materials not eligible for weeding from the library collection

The following information materials may not be weeded from the library collection and disposed, unless otherwise advised by the University Management.

i. Rare books may not be weeded.

ii. Primary sources like Theses, Dissertations and Research articles and publications.

iii. Egerton University publications. Those in multiple copies may be reduced to two.

iv. Government publications: Titles in multiple copies may be reduced to one or two, for research purposes.

v. Literary classics.

vi. Maps: Maps may not be weeded unless already replaced. Old maps already replaced may be weeded from circulation and relocated to Egerton University Records Management and Archives center.

11.4   Disposal Methods

Books which are withdrawn from the collection shall be disposed through the University Disposal Committee in various methods as per the Public Procurement and Asset Disposal Act, 2015. The proceeds from the sales should be channeled back to the Library to replace the items with more current items. A 'Certificate of Donation' or 'Certificate of Destruction' should be issued where necessary.

The disposal methods for the information materials shall include the following:

i. Selling to individuals or other institutions

ii. Donating to other institutions or individuals

iii. Selling to recycling companies or firms

iv. Shredding

12. LIBRARY SERVICES

The Library shall establish various information services based on the needs of the university community. The Library shall have three main divisions namely the Technical Services Division (TSD), Readers Services Division (RSD) and the Records Management and Archives Division. Each of these divisions shall be headed by a professional librarian with at least a Master's degree

in the relevant area of specialization. Under the divisions the library shall have various sections offering different services to the library users.

12.1   Readers Services

Under the Readers Services Division the Library shall offer the following services:

i.   Circulation services including charging and discharging services. This includes the Reserve or short loan services. ;

ii.   Photocopying and Printing services;

iii.   Reference Services including reference, referral, SDI, CAS and User education services;

iv.   Resource Centre responsible for provision of internet and online research services; and

v.   Digital and E- resources services

vi.   Special Collection and Africana section services

vii.   The Special Needs services for users with Special Needs depending on the various challenges the users face.

12.1.1   Loan Periods for Books

For effective utilization of information resources the Library shall stipulate different loaning periods for different categories of users. The books and other information materials shall be discharged or loaned as follows:

i.   Part time lecturers may be allowed to borrow up to 4 books for one month, but only during the semester they are engaged by the University.

ii.   Visiting researchers may use the library resources within the library but may not be allowed to borrow books.

iii.   Undergraduate students may borrow up to 4 books for 2 weeks, renewable once.

iv.   Non-teaching staff and post graduate students may borrow 5 books for 1 month.

v.   Teaching staff may borrow 10 books for 3 months.

vi. Technicians may borrow 8 books for 3 months

12.1.2   Book Reservations and Bookings

A patron may book a book which is out on loan or is on display and she/he will be notified when the book is available. The library will release any booked material to the next patron or back to the shelves if the document is not collected within 5 days of notification.

A student, Lecturer or library staff may request that a book or books are placed in the reserve or short loan section for a period of time if the book(s) are few and are on high demand. After the reservation period the book should be returned to the open shelves.

Reserved materials shall be loaned out for one hour renewable, overnight or during the weekend.

12.1.3 Library Fines and Charges

a) Overdue book fines

All overdue materials shall attract a penalty or fine. A first notification shall be sent after one week from the time the information material was due but not returned. The second notification shall be issued two weeks after the first notification. The third and final notification shall be issued one week after the second notification. Books/information resources shall be assumed lost after the third notification and the patron(s) shall be asked to either replace or pay for them. Patrons with overdue materials shall be denied borrowing privileges until the overdue materials are returned or paid for if lost and/or damaged.

Fines shall be calculated on calendar days including weekends and public holidays. Users who habitually withhold books or return books late shall loose the privilege of access to library resources.

Various fines and charges shall be determined by the Library Management and shall be levied to users under the following circumstances;

    i. Overdue Long loans

   ii. Overdue Short Loan

iii. Recalled books not returned as per date on the recall note;

iv. Defaulters under conduct rules will be charged a fine or face suspension or termination of membership.

v. A patron who fails to return a barcode/ user's card when clearing with the library;

b) Charges for lost or damaged books

A patron who loses a book that is in print shall either be charged thrice the current price of the book or be asked to replace the book with the same title and edition or a later edition within one month of notice.

A patron who loses a book that is out of print shall pay five times the price of the book.

If materials are damaged and judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges shall be sent to the borrower.

The Library staff who receives money from the patron shall provide official receipts.

12.2   Technical Services Division

Under the Technical Services Division there shall be the following:

i. Acquisition Section charged with the responsibility of identifying, selecting and ordering information materials, furniture and equipment;

ii. Technical Processing section charged with cataloguing and classification of information materials;

iii. The Library Store that shall be responsible for receiving, distributing and storing all library supplies; and

iv. The Conservation and preservation section charged with the responsibility to identify books to be conserved and the appropriate methods to be used.

12.3   Reprographic Services

The Library shall offer reprographic services including scanning, printing and photocopying at a set fee. All monies collected from these services shall be banked into the university IGU account as specified in the University Financial Rules and Regulations.

12.4   Displays and Exhibitions

As an educational institution, the Egerton University Library shall welcome exhibitions and displays of interest to create awareness and enlighten the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Library shall also display newly acquired books to create awareness among staff and students. The reference section of the library shall be in charge of such display/exhibitions and no item on display shall be removed without the permission of the library staff in charge.

12.5   The Records Management and Archives Services

The Library shall establish the records management and archives services to ensure university records are conserved and preserved for future use and posterity. To ensure efficient records management the University shall establish the Records management and Archives Centre and an Advisory Committee to advice on management of the university records. The University shall also develop the Records Management and archives policy to guide the records management and archives services.

Confidentiality

Library records which contain the names or other personally identifying details regarding the users of the library are confidential and shall not be disclosed except in the following circumstances:

i.   The records are necessary for the proper operation and administration of the Library;

ii.   Disclosure is requested by the user; or

iii. Disclosure is required pursuant to a court order or disciplinary action or process.

13. LIBRARY COMPUTERS AND INTERNET USE

The Library shall provide access to computers and the Internet as a means to enhance access to information and learning opportunities for the Egerton University teaching and learning community. The library shall offer Internet access to all patrons and shall establish the Internet use guidelines to ensure appropriate and effective use of this resource. The Library computers and internet shall be used for educational purposes only.

13.1 Hardware and software Maintenance

i. The Library shall perform network, hardware and software maintenance during off peak hours when there are few or no users in the section. However, the Library, at its sole discretion, may limit user access to computers and/or terminate a user's session for the purposes of trouble-shooting and problem resolution.

ii. The library shall develop an annual maintenance schedule to guide the maintenance team.

iii. The Library shall liaise with the ICT Department for additional support as need may be.

13.2 Users' Responsibilities

All users of library computers and Internet shall be expected to use the Library resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures as follows:

i. Patrons shall use the Internet for research and the acquisition of information to address their educational and vocational needs only. Any access to pornographic material and site is strictly forbidden. However special access shall be given to researchers who are researching on such areas.

ii. The Internet, like all the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activities that prevent others from using it.

iii. All users shall refrain from illegal use of the Library's Internet resources, including using such resources to engage in harassment or defamation.

iv. Unacceptable use of the internet service may result in the suspension or revocation of Internet use privileges.

v. Patrons shall respect intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.

vi. Patrons shall refrain from damaging equipment or altering the setup of computers used to access the Internet at the Library. They shall be financially liable for any damage caused either directly or indirectly to any equipment or software belonging to the Library.

vii. Users shall not change any settings they find in the computer, password or install/ run software on library computers.

viii. Patrons shall refrain from the deliberate propagation of computer worms and/or viruses.

ix. Users shall respect the rights and privacy of others by not accessing private files

x. User data shall not be saved or stored on the hard drives of Library computers. Users must supply their own storage device.

xi. Internet use shall be offered in 1 hour sessions on a first-come first-served basis. If there is no patron waiting for the service at the end of a session, the user may have another session.

xii. The Library reserves the right to terminate a patron's Internet/computer/wireless access session at any time the Library staff deems the use to be in conflict with the Library Policy.

13.3   Warnings and Disclaimer

i. The Internet is a decentralized, unmoderated global network; and the library has no control over the content found there.

ii. Users are cautioned that (as with books and other materials) ideas, points of view, and images found on the Internet sometimes can be controversial, divergent and inflammatory.

iii. The library cannot assure that data or files downloaded by users are virus-free. The library shall not be responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

14. DISABILITY MAINTREAMING

The Library shall adhere to the University Disability Mainstreaming so as to:

i. To promote delivery of Library services and ensure information resources are accessible way to all patrons regardless of their physical, mental or visual status.

ii. To eradicate inequalities and improve attitudes towards Library services and opportunities for people with disabilities

14.1 Special Services to patron with disabilities

The Library shall not discriminate against individuals with disabilities and shall ensure that individuals with disabilities have equal access to library resources. Depending on the circumstances the library may provide users with disabilities special services including extended loan periods, waived late fines, extended reserve periods, full use of all branch libraries, send or receive books by mail, reference services via email among others.

The Library shall ensure that there is Library staff trained to assist users with disabilities and special needs.

14.2 Special Facilities

The Library shall endeavor to provide special furniture and equipment for users with disabilities. Structural provisions and modifications shall be made to cater for: accessible parking, to and throughout the facility, entrances with adequate, clear openings or automatic doors, handrails, ramps and elevators, accessible tables and public service desks, and accessible public conveniences such as cloakrooms.

14.3   Special Collections

The Library shall endeavor to ensure that information materials are available in a variety of formats. Other reasonable modifications may include visible signs that have Braille and easily visible character size, font, contrast and finish.

14.4   Assistive Technology

The library shall strive to have well-planned technological solutions and access points, based on the concepts of universal designs essential for effective use of information and other library services by all people. Such technologies shall include Braille, JAWS and any other appropriate software.

15. INFORMATION LITERACY PROGRAMME

The library shall endeavor to facilitate academic success of its students and researchers as well as encourage lifelong learning through information literacy and competency initiatives. The Library shall establish Information Literacy programmes to facilitate academic success of the students and researchers by imparting requisite information skills These skills shall include the ability to recognize when information is required; determine the extent of information needed; evaluate the information and its sources; incorporate selected information into their knowledge base; use information effectively to accomplish a purpose such as developing better research assignments and better use of the Library's collection; understand economic, legal, social and cultural issues in the use of information; access and use information ethically and legally; classify, store, manipulate and redraft information collected or generated.

The Library shall liaise with the relevant teaching department to integrate essential concepts of Information literacy into the curriculum, where the necessary skills can be learned in context.

15.1   Scope of the Information Literacy Programme

This programme covers the creation and implementation of information literacy Programmes for university students, lecturers and other staff to enhance scholarship in teaching, learning and research mission of the University for Lifelong learning. The Programmes will include:

   a. IL aspects embedded in the Curriculum

b. Library orientation for new users

c. IL workshops and seminars

d. Faculty training Programmes

15.2   Integration of the IL into the Academic Curriculum

The Library shall establish an IL Committee to spearhead and initiating the IL programme.

Relevant content with an overview of library services provided; print and electronic resources available for use; the use of library OPAC and other available catalogues; library research skills and search strategies; address inconsistencies in user's access to appropriate learning and research materials while also addressing plagiarism and effective referencing; the effective and efficient use of information databases.

15.3   Implementation of IL Programmes

The Library shall collaborate and partner with relevant faculties to ensure effective implementation of IL programme

15.4   Implementing the IL Curriculum

Teaching of IL aspects in the Curriculum shall be done by Professional Librarians in collaboration with Chairpersons of Departments.

The IL aspects shall be taught through lectures, practical, demonstrations and group assignments

15.5   Orientation Programmes

The Library shall establish a general orientation programme for new staff and students enrolled in the University and shall be carried out in order to introduce them to the s library resources, facilities and services offered.

15.6   Workshops and Seminars

The library shall organize and hold workshops and seminars to sensitize staff and students on the new library resources and services available and how to access and utilize them.

15.7   Faculty Training Programmes

The library shall collaborate with Faculty in identifying departments in need for training and sensitization or one-on-one sessions for respective staff in departments and students as well. Faculty sensitization sessions may be conducted during Faculty Boards meetings or special awareness sessions in the Library.

15.8   Staff Incentives

Library Staff participating in teaching in addition to their library duties shall be compensated monetarily at the rates paid to part time lecturers.

15.9 Coordination of IL Programmes

The co-coordinator of the IL program shall be appointed by the University Librarian and shall be responsible for:

a. Budgeting for appropriate resources and infrastructure including appropriate ICT support, relevant hardware and software.

b. Liaise with relevant departments and faculties for integration of IL

c. Liaising with library staff in implementation of the IL Programmes.

15.10   Monitoring and Evaluation of IL Programmes

The Library shall evaluate and monitor the effectiveness of IL Programmes undertaken at the various levels to ensure added value to library users. The effectiveness of the IL Programmes shall be assessed through; user surveys, usage statistics, course evaluation forms and academic performance from the department of Quality Assurance.

16. LIBRARY COMMUNITY OUTREACH SERVICES

The Library shall endeavor to develop and run community outreach activities as part of its social corporation responsibility. The Library shall participate in community outreach programmes in line with the University's Vision and Mission. The Library shall where possible partner with

other stakeholders to solicit for books and other information materials to support the junior readers who are not otherwise catered for by the library budget.

In this program the library shall carry out various activities including the following:

i. Provide expertise in library information access related areas in the primary and high schools around Egerton University.

ii. Provide access to information resources to members of the community who request for the same.

iii. Providing information training and support services to the communities considered left out on information related services.

iv. Improve information literacy levels in neighboring schools

v. Inculcate and enhance reading culture through the reading tent programmes.

vi. Donate books to schools in the University neighborhood.

16.1   Community Outreach Services Committee

The Library shall establish the Library Community Outreach Committee whose mandate shall be as follows:

i. Identify and coordinate Library Community Outreach activities;

ii. Develop relevant community outreach programmes;

iii. Prepare and submit budget proposal for Community Outreach activities;

iv. Promote the establishment of school libraries in selected schools;

v. Induct teacher school librarians and pupil librarians in school librarianship;

vi. Manage the Children Reading Tent, reading materials, furniture, equipment and facilities;

vii. Ensure membership subscription is paid up;

viii.   Participate in the National Book Week activities and organize Egerton University Book Week Chapter activities;

ix. Organize relevant in-house training for staff.

17. STUDENTS INDUSTRIAL ATTACHMENT

As part of its contribution to the Library and information Science profession, the Library shall provide industrial attachment opportunities to students undertaking various Information and Library Science Programmes in recognized institutions of higher learning, in line with the University Industrial attachment and Internship Policy. Once accepted to undertake attachment in the library, the students shall be given guidelines to read and sign before staring the attachment.

The purpose of these guidelines shall be

i. To enable the University Library to accept students on attachment in an environment that shall allow them achieve their learning goals.

ii. To reduce any security risk, and protect the interests of the Libraries, the students and the community they serve.

iii. To allow the students support the mission of the Libraries and gain experience in specific library-related endeavors.

17.1   Objectives of the Industrial Attachment Programme

The objectives of the industrial attachment practice shall be to:

i. Expose students to Industrial/Business work culture through the actual involvement in real work situation.

ii. Provide opportunities for students to apply skills acquired through formal instructions in real situation.

iii. Expose students to technologies which might not be available to them in their learning institutions.

iv. Build confidence in the students in technical operations and problem solving by working with professionals in the world of work.

17.2   Advantages of offering Attachment

The University Library shall benefit from the trainees in a number of ways including the following:-

i.   The Library shall get extra hands on the Library activities. This is helpful especially when there is limited number of staff.

ii. The trainees bring in fresh ideas from school which long serving staff in the library can benefit from.

iii. The Library gets a chance to participate in production and molding of library professionals.

17.3   Responsibility of the Library

The Library shall:-

i.   Provide sitting space, furniture and any necessary equipment for the trainee

ii. Delegate staff under whose supervision the trainee shall work

iii. Ensure close supervision and guidance to the trainees.

iv. Provide the relevant tools required by the trainee

17.4   Eligibility for Library Attachment

The following guidelines should be adhered to when considering students for attachment at Egerton University Library:

i.   The student must be undertaking a Library Studies / Information Science Course in a reputable college or institution of higher learning. The Institution could be in Kenya or outside Kenya.

ii. The Student must forward his/her application through the Head of Department of the College he/she is enrolled in, stating the level of study he or she is in.

iii. It should be noted that attaining attachment in the University Library does not guarantee employment in the Library in future.

iv. The attachment will be on voluntary basis and the library has no obligation to give any financial assistance to the student.

v. The students on attachment shall work in all the sections of the Library under the supervision of the in-charge of the section.

17.5   Responsibilities of the students and expectations

i. Their applications should reach the Registrar in charge of University Administration through the University Librarian three months prior to the commencement date of the attachment.

ii. The student shall comply with the working hours, rules and regulations of the University Library. The student also may be expected to participate in Saturday shift, as the need may arise. However, a student on attachment shall not work on night shift.

iii. The students on attachment must agree to a specific work program and schedule with their supervisors. They shall notify their supervisors when they are unable to report for work.

iv. The students on attachment are not eligible for compensation or benefits as a result of their association with the University Library.

v. The students shall ensure that their ledger reports detailing work accomplished in a section are signed at the end of every week by supervising staff.

vi. The student has to write a report on her/his experience in the Library at the end of the attachment period and hand a copy to the University Librarian.

17.6   Termination of the Attachment Program

A student on attachment may have their attachment terminated at any time should the library have reason to do so, for instance in case of gross misconduct.

18. REVISION OF THE LIBRARY POLICY

"Transforming Lives through Quality Education"

This Egerton University Library Policy shall be subject to review every five years or when need arises.