



MACHAKOS UNIVERSITY

LIBRARY DEPARTMENT

RULES AND REGULATIONS

1.0 Preamble

Machakos University Library has automated its services using KOHA Library Management System. The Library acquires, organizes and makes accessible collections of print and non-print resources in support of the programs of the University. The library services are governed by relevant and up to date regulations and procedures that are implemented consistently and fairly. The rules and regulations apply to the following library services:

1.1 Opening hours

The University Library operates as follows:

Days	Hours
Monday	8:00am-9:45pm
Tuesday	8:00am-9:45pm
Wednesday	8:00am-9.45pm
Thursday	8.00am-9.45pm
Friday	8.00am-9.45pm
Saturday	8.00am-5.00pm

The Library sections shall operate as indicated below:

Circulation/ Issue desk	8:15am – 9:30pm
Reserve/Short Loan	8:15am – 9:30pm
Reference / Information Desk	8:15am – 9:30pm
Africana /special Collection Section	8:15am – 9:30pm
E-Resource center	9:00am – 5:00pm

The Library shall remain closed on Sundays and public holidays

1.2 Registration

Persons who wish to use the University Library must be registered as members. All persons registered as University Library members are required to abide by these regulations. The University Librarian may suspend from use of the library any person breaking these Regulations.

1.3 Identification of Library Users

Library Users will be required to identify themselves as follows:

- (a) Students – Students Identification Cards.
- (b) Staff – University Staff Identity Cards.
- (c) Members of Public – National Identity Cards or Passport and written permission from DVC RIL.

The following charges shall apply to members of public upon approval of request to use library resources:

- a) Kshs 100 per day
- b) Kshs 500 per week
- c) Kshs 1500 per month

1.4 Clearance

Clearance of Library Users from using the Library shall be based upon payment of overdue fines or lost materials.



1.5 Reservation of seats or tables by Library Users is not allowed.

1.6 Discipline

- a) Order and silence shall be maintained in the Library.
- b) Marking, mutilation and defacing of Library materials is prohibited.
- c) Mobile phones shall be switched off in the Library or put on silent mode or vibration.
- d) Foods and drinks are prohibited in the Library.
- e) Shelving of Library materials is prohibited. Materials shall be left on the reading tables or the lower slot of the shelves.
- f) Re-arranging of Library seats and tables by users is prohibited.
- g) Oversized jackets, headgears, scarves, headphones (earphones) are prohibited in the -Library.
- h) Personal text books are barred from the Library.
- i) Borrowed materials from the Library will not be allowed in the Library unless the material is being returned for discharge
- j) No mobile phone charging shall be done in the Library.
- k) Sleeping in the Library is prohibited.
- l) No wearing of slippers in the Library.
- m) Borrowed materials and any other items leaving the Library shall be checked at the exit by the Security Staff.

1.7 Photocopying of research documents

Research works like dissertations and theses shall not be photocopied at all.

1.8 Penalties/ Fines

- a) Lost print materials shall be charged; two times the current cost of the material
- b) For lost materials that are out of print, charges shall be three times its current market value.
- c) Library users shall not damage information materials by defacing, marking, plucking off pages or cutting pieces of information or photographs. A penalty equivalent to twice the cost of repair or replacement of the item shall be levied on the user concerned.
- d) Users with Overdue books shall be charged an overdue fine of Kshs 5 per day.
- e) A fine of **Kshs 5** will be charged for every extra hour on reserved /short loan books.

- f) Books which are over-due for over three months shall be considered lost and 40% of the current market value of the item shall be paid by the user and the item received by the Library staff.

1.9 Borrowing/ loaning

- a) Undergraduate students shall be loaned four (4) books for two weeks.
- b) Postgraduate students are allowed to borrow five (5) copies for a month.
- c) Members of Teaching Staff are allowed to borrow five (5) copies of books for a period of one month.
- d) Administrative and Support Staff are allowed to borrow two (2) books for two (2) weeks.
- e) Reference materials shall be used within the Library.
- f) Periodicals such as journals and Daily and weekly Newspapers shall be used within the Library.
- g) Lending period for specific categories of materials:
 - i. Short loan – two hours
 - ii. Africana – three hours
 - iii. Special collection – one week

NB A book can be recalled or withdrawn from long loan and placed on short loan/reservation depending on demand.

1.10 Luggage Bay

- a) All bags shall be left in the Luggage Bay.
- b) In case luggage bay tag is lost or damaged a replacement charge of Kshs 500 shall apply.
- c) Personal valuables e.g electronics, shopping, clothing etc. are not allowed in the luggage bay.

1.11 Copyright

The Library Management shall adhere to copyright law in Kenya when photocopying information for Library Users.

APPROVED BY PROF. LUCY W. IRUNGU, Ph.D.

Signature..... Date.....
VICE CHANCELLOR & PROFESSOR OF ENTOMOLOGY

