



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

LIBRARY POLICY

DECEMBER, 2013

Jaramogi Oginga Odinga University of Science and Technology Library Policy

2003

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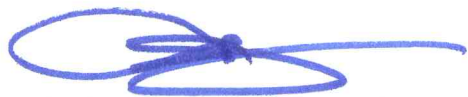
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Vice-Chancellor, Secretary to Council
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Date



Chairman of Council
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Date

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PREAMBLE

University Library System has a primary mission to build a collection that support the Educational, Teaching, Research, and Administrative needs of the faculty, students, and staff of the University. The primary purpose of the Library is to provide materials and services that will satisfy, on a fair and equitable basis, the needs of the community that it serves. The following policy is made to reflect this mission.

REFERENCES

1. Jaramogi Oginga Odinga University of Science and Technology (JOOUST) Library Rules and Regulations;
2. Jaramogi Oginga Odinga University of Science and Technology (JOOUST) Statutes, 2013; and
3. Commission for University Education Standards and Guidelines for University Libraries in Kenya.

DEFINITION OF TERMS

Collection Management Policy: The systematic evaluation of size, appropriateness, accessibility and usefulness of a Library collection in terms of the objectives, patrons and programs of the sponsoring institutions.

E-mail: A system for transmitting messages and data electronically through the medium of a computer.

Information and Communication Technologies (ICT): Hardware, software, networks and media for collection, storage, processing, transmission and preservation of information.

Information resources: A formal, informal, human, printed or electronic resource that contains information that can be accessed to meet a need.

Information services: Storing, accessing, processing or delivering information to meet the needs of specific users. It can include traditional library and information services comprising of books, archives, standards, patents, research reports and electronic materials comprising of CD-ROMs databases, software, electronic documents, multi-media and video.

Inter Library services: A system by which Libraries share publications from other libraries.

JOOUST: Jaramogi Oginga Odinga University of Science and Technology.

Librarian: A professionally trained person with a minimum of a Master degree in Library and Information Science or in a related field.

User: A person who uses the Library.

Physically challenged user: A user with a condition that markedly restricts the user's ability to function physically.

Preservation: The provision of adequate care and maintenance facilities to ensure the safe survival of Library Stock or Archives. This is generally synonymous with conservation.

1.0 Collection Development Statement

The purpose of a collection development statement is to create a collection of Library Information Resources that supports the Library's mission. All decisions about the kinds of materials to be collected or accessed should be made with the mission statement in mind.

2.0 Formats/Types of Information Resources to be acquired

Acquisitions of Library resources shall include the following formats/types:

- a) Books (hardcover, paperbacks);
- b) Periodicals/Journals;
- c) Microforms;
- d) Pictures;
- e) Audio recordings (tapes);
- f) Printed music;
- g) Pamphlets;
- h) Manuscripts;
- i) Maps;
- j) Newspapers;
- k) Government documents; and
- l) Electronic formats;

2.1 Authority and Responsibility of selection

The responsibility of selecting the Library resources shall lie with the University Librarian, Lecturers and students.

2.2 Languages

The Library shall acquire information materials in English, Kiswahili, Dholuo, French, German, Italian, and any other Language deemed useful to the users.

2.3 Criteria for selection of Books (Books in print)

The criteria for selecting Library resources will largely depend on the following:

- a) Currency and timeliness in relation to the usefulness to relevance of the subject context;
- b) Authors/publishers reputation and credibility in the subject field;
- c) Scope of materials that are comprehensive and exhaustive will be preferred;
- d) Hardcover books will be preferred to paperbacks;

- e) Cheaper materials will be preferred where other factors are constant (authority, currency etc);
- f) Efforts shall be made to acquire books that are accurate and impartial in treating the subject matter;
- g) Scholarly treatment will be preferred over a practitioner – oriented approach; and
- h) Bibliographies and anthologies will be selectively considered;

2.4 Number of Copies

The University Library shall provide a collection of information resources for all academic programs to include:

- a) Minimum collection of 60 titles per program or 5 titles per unit;
- b) Provision of multiple copies shall be made on the basis of the user population; and
- c) Minimum collection of 5 (five) core journal titles per academic program plus appropriate abstracting and indexing services.

2.5 Criteria for selecting Periodicals/Journals

The University Library shall apply the following criteria for information materials:

- a) Level of indexing - the Library shall collect scholarly titles indexed in various indexes, which it will subscribe to. These include: Agriculture index, Social science index, Medical index, Humanities Index, Education Index;
- b) Degree of scholarship – the Library shall generally subscribe to high quality English-language academic journals from different countries. New non – academic Journals within the collection will be considered if they demonstrate a scholarly oriented approach;
- c) Specific focus upon the subject matter – the Library shall not subscribe to those journals that are so specialized, where a very limited number of patrons would use them, e.g. foreign language journal or journal that covers a narrow aspect of a subject where the aspect is already covered by other journals with greater breadth of focus; and
- d) Long term research value – the Library shall prefer journals that are not aimed towards providing “current awareness”. For those that serve primarily as current awareness, the Library shall retain issues for a limited period of time.

2.6 Acquisition of E- Prints

The Library shall acquire electronic resources including e-books, e-journals and other e-resources to supplement the print materials. The Library will be guided by the following criteria:

- a) Acquire core journals both in electronic and print formats;

- b) Where indexes and abstracting journals, are available electronically, they will be preferred to the printed ones; and
- c) Every department will select a maximum of 10 titles of journals 5 of which shall be core to the respective department.

2.7 Criteria for selecting Electronic Resources

The Library shall adopt and maintain new Information Communication Technologies as they develop and are useful in meeting its goals by subscribing to external electronic databases and journals with the following attributes:

- a) Currency and timeliness in relation to the usefulness and relevance of the serials context;
- b) Authors/publishers reputation and credibility in the serials field;
- c) Serials materials that are comprehensive and exhaustive will be preferred;
- d) E-resources with variety of search options;
- e) E-resources from a well established producer who can offer technical support and training from time to time;
- f) E-resources that are compatible with the existing hardware software system;
- g) E-resources that require lower cost of maintenance and use; and
- h) E-resources with favorable licensing terms in relation to provision for payments delivery of the product, warranties and limits terminations of agreement, customer service, information access and copyright restrictions.

2.8 Binding

The Library will ensure that information resources or materials are regularly bound to conserve them.

2.9 Gifts

The Library welcomes gifts/donations through soliciting, and voluntary donations. Because of the high cost of storage and processing, the Library will not be obliged to accept all donations. Any gifts that will be accepted must meet the following criteria.

- a) Prospective donors shall be requested to provide if possible bibliographic details of the materials to the Librarian so that their values can be determined;
- b) Gifts that fall under the Library's weeding policies shall not be made part of the collection;
- c) Gift materials shall be reviewed by the same standards as applied to new materials being selected;
- d) Periodicals shall be kept only if they fill a gap in the collection. The exception would be rare and valuable set which the Library can afford to start a subscription;
- e) The Library will have the mandate to integrate the donations with the information resources in accordance to the existing Library procedures; and
- f) If donations/gifts are not relevant to the Library, they may be returned for exchange.

3.0 Exchange Program

The Library shall acquire information materials and other sources through an exchange program as applicable to other journals.

4.0 Withdrawing and Discarding of Library Materials

The following criteria shall apply in withdrawing and discarding Library materials:

- a) Weeding of its Information Resources from time to time to guarantee relevance of the collection, promote use, create space for new materials etc. The Information Resources to be weeded out shall be selected by the Library staff in consultation with the respective departments;
- b) De-accession the reading materials by removing them from the shelves whenever they are found irrelevant to the stated mission of the Library; and
- c) Ensure that no reading materials are removed from the shelves because of racial, tribal, religious or political reasons. This will ensure that no Library users' right to information is violated.

4.1 Criteria for Selecting Materials to be weeded.

- a) Superseded editions whose contents are no longer relevant;
- b) Badly mutilated or damaged information resources;
- c) Duplicate copies of seldom-used titles;
- d) Materials which contain obsolete information;
- e) Single copies of materials that have not circulated within the last five years; and
- f) Some weeded information resources may be archived or disposed off as decided.

However, Information Resources on the University will be maintained in the archives indefinitely.

5.0 Stock Taking

The Library shall carry out stock taking on an annual basis during which the Library will remain closed.

6.0 Computer Use and Abuse

It is the policy of the Library to provide access to the internet through terminals located in the Library for the express purpose of providing additional research and academic resources to students, faculty, and staff of the University. The Library computer services shall be available to the users during Library opening hours, subject to periodic maintenance. Library users shall adhere to the following conditions:

- a) Access to Internet information services shall be for authorized users only;

- b) Staff will always assist the users in accessing information;
- c) Each user will be allowed to use the computer for a maximum period of 1 hour at any one moment;
- d) The Library computers shall be used for accessing information for research purposes only;
- e) While using the computer one shall not infringe upon the rights of others by displaying any images, sound or text, which can create discomfort to other Library users;
- f) Attempts to degrade disrupt or vandalize the equipment, software, materials or data of any other client of the computer system or in any other network connected to the system will be prohibited;
- g) Attempts by any user to gain unauthorized access to restricted information, changing the computer settings, accounts or files, networks, or deliberately creating or propagating computerized viruses or worms will be prohibited;
- h) The Library service shall provide introductory training on all Library compute use;
- i) Any user found to be sending or receiving inappropriate materials, (i.e. none educational, pornographic, Face booking, instant messages and e-phone) will be subjected to disciplinary action;
- j) The Internet services will not be used for political or commercial purposes;
- k) Users will be prohibited from downloading/uploading files/programs such as streaming radio, DVD or video clips and playing games and music from any Internet site;
- l) When accessing Internet information services users are expected to adhere to Intellectual property laws and security restrictions; and
- m) Personal laptops are allowed in the Library with the express permission from the University Librarian.

7.0 Cataloguing

This will be guided by the set standards and principles. However, the University Library will adhere to the following:

- a) Identification and implementation of international standards for cataloguing. Those standards that are already in place and will be kept under review to ensure their continuing relevance; and
- b) Ensure where necessary, the specialist nature of some of the materials are dealt with or when the needs of our users require the Library to go beyond existing standards, any local supplementary rules or instructions will be added within a framework provided by the standards.

8.0 Public Services

The following shall apply to all users of the Library who would want to access the services of the Library:

8.1 Opening Hours

- a) The Library will be open to the JOOUST Community from Monday to Friday 8:00 A.M. to 10:00 P.M., Saturdays 8.A.M-5.00 P.M and Sundays 10.00 A.M. to 3.00 P.M.;
- b) The Library will remain closed during public holidays ; and
- c) The Library may be closed as may be determined by the Senate.

9.0 Eligible Users

The following Library users are eligible:

- a) Registered JOOUST students;
- b) JOOUST teaching staff;
- c) JOOUST Non-Teaching Staff; and
- d) Registered visiting Library Users.

The policy on the Library users shall be included in the rules and regulations of the Library.

10.0 Borrowing Services

- a) The Library shall have information resources that are restricted from circulation such as periodicals, reserved materials, reference materials, Africana materials, non print materials and unpublished thesis/dissertations and;
- b) In exceptional cases, overnight borrowing may be authorized.

Eligible users may borrow books for the following duration and by observing certain conditions listed below:

A. DURATION:

- i. Post-graduate students will borrow up to 5 books for 30 days;
- ii. Undergraduate students will borrow up to 4 books for 14 days;
- iii. Teaching staff up to 6 books for 30 days; and
- iv. Non-teaching staff up to 5 books for 14 days.

B. CONDITION:

- i. Present their Identification Cards to the information desk for borrowing of Library materials;
- ii. Each borrowed material will have an authorization stamp from the Library;
- iii. Short Loan will be borrowed for up to 1book per hour;
- iv. Borrowing books from the Library will be allowed up to one hour before closing time;
- v. Each user must personally return the book(s), which he/she borrowed, to the circulation staff at the counter;
- vi. At any time, circulation Librarian may call back any borrowed book(s).

11.0 Payment of Fines

Library users will be required to observe strict conditions on Library material. However the following shall apply:

- a) Failure to return a borrowed book/item on time will call for payment of a stipulated fine for each overdue day, including weekends, and public holidays;
- b) Any JOOUST Library user who has been given two reminders to return borrowed books and fails to do so shall forfeit his/her borrowing privileges, and the semester results, academic transcripts certificates or diploma/degree withheld until the borrowed books/items are returned and the accruing fines paid;
- c) A stipulated fee will be charged for replacement of a lost borrower's card; and
- d) The circulation Librarian shall determine the fee to be paid by the borrower for the replacement of any lost or damaged book/reading material.

11.1 Reference Objectives

- a) To provide accurate, prompt and courteous assistance to the public in the use of the Library's reference and regular collections; and
- b) To provide a reference collection and services adequate to meet the general information, basic research, recreational and instructional needs of the users.

11.2 Reference Statistics and Requests

- a) Reference staff will be responsible for recording the number of questions received at the reference desk. Unfulfilled requests and needs will also be reported on the form. Telephone statistics will also be recorded;
- b) A directional transaction is defined as an information contact that facilitates the use of the Library and does not involve the knowledge, use, recommendations, or instruction in the use of any information sources other than those which describe the Library; and
- c) A reference transaction is defined as an information contact that involves the knowledge, use, recommendation, or instruction in the use of information sources by the reference librarian.

11.3 Library Use Instruction

- a) Librarians will take the opportunity to familiarize Library users with Library-usage concepts to help them feel comfortable when visiting the Library;
- b) The reference staff will assist users in the use of the Library and teach research methodology when appropriate; and
- c) Small groups may be given tours of the Library. They will be shown the different areas of the Library and introduced to Library personnel.

11.4 Citations

The reference staff will provide bibliographic information verified with standard tools, such as Books in Print, etc.

When information is given on any subject, including the most common knowledge, the user will be provided with the reference source for the data.

11.5 Telephone Reference

- a) Reference staff will respond to telephone requests as received and in return the questions will be answered promptly with specific answers;
- b) For questions that take longer to find the answer, the reference staff will call the user back within twenty-four hours;
- c) Long passages will not be read over the telephone. A scanned copy of lengthy material may be e-mailed to the user or the user may come to the library to pick up a copy;
- d) users will be encouraged to come to the Library to do their own research;
- e) Content questions will be answered for a user over the phone only if the reference Librarian can find the answer immediately; and
- f) The reference staff will refer users to other agencies and suppliers of information when appropriate.

11.6 On-line Services

On-line search services shall be available to help users identify and obtain materials not found in the Library. All on-line searches will be done by qualified Library staff.

11.7 Reference Collection Development Guidelines

- a) The reference collection shall comprise sources for factual and statistical information;
- b) The collection shall include reference tools recommended for academic Libraries in the following areas: general reference, the humanities, the social sciences, history and the pure and applied sciences;
- c) Selection in most subject areas will be made with the non-specialist in mind. Both current and retrospective coverage will be provided. The reference collection shall provide for selective coverage of subjects of local interest and information on local politics, statistics, and organizations;
- d) Any material under consideration for acquisition for the reference collection will first be evaluated in each of the following areas: Physical format, bibliographic form, usefulness, quality of work, demand, currency of the topic, date of the publication, opinions expressed in professional reviews, the price on the material and local interest;
- e) Materials acquired will include indexes, handbooks, guides, dictionaries, directories, bibliographies, almanacs, encyclopaedias, atlases, yearbooks and manuals; and

- f) The same criteria shall apply to both acquisition and weeding. The physical condition of the material, age of the material, subject matter, datedness, and demand will be used as criteria for keeping the material in the reference collection.

11.8 Inter Library Services

Inter Library services will allow the students of JOOUST to use other Libraries so long as they have an authorizing letter from the University Librarian. In addition:

- a) The reference staff will ensure that there is inter Library co-operation through Memorandum of Understanding;
- b) JOOUST users should abide by the rules of the host Library when they request to use the Library services; and
- c) The Library will not accept responsibility for any reading materials a user borrows from another Library unless it endorsed by the University Librarian.

12.0 Library Use

All bona fide Library users' are welcome to use the Library and have access to Information and Library Resources. In order to protect Library users' right of access, ensure the safety of users and staff, and protect Library resources and facilities, the Library prohibits activities that are illegal, interfere with the use or enjoyment of the Library by others, present health or security risks, damage Library resources, or disrupt the normal flow of Library.

12.1 User Behavior

- a) If user behaviour interferes with the use of the Library or disrupts the normal flow of Library operations but does not require external intervention immediately, the Library employee will report the matter to the supervisor;
- b) Action will be taken based on the gravity of the misconduct;
- c) The University security will be involved if the situation warrants so; and
- d) An incident report shall be filed with the University Librarian.

12.2 Prohibited or Inappropriate behavior in the Library

- a) Destruction of property (either that of other users, staff, or the Library);
- b) Physical abuse (such as an altercation between two users or physically abusive behaviour directed at a staff member);
- c) Threatening others; brandishing or displaying weapons;
- d) Exhibitionism, sexual advances or abuse;
- e) Theft;
- f) Obscene language and verbal abuse;
- g) Consuming liquor or using illegal drugs on Library premises;
- h) Intoxication;

- i) Soliciting for immoral purposes or for patronage (panhandling);
- j) Smoking; and
- k) Creating disturbance in the Library.

12.3 Other Unacceptable Conduct in the Library

- a) Eating and drinking in the Library;
- b) Soliciting for personal or charitable organisations without authorised permission;
- c) Sleeping and snoring in the Library;
- d) Excessive noise or loud talking;
- e) Eccentric behaviour;
- f) Leering/staring/loitering; and
- g) Use of phone and other mobile devices are prohibited in the Library.

13.0 Use of Carrels in the Library

These facilities shall generally be available to post graduate students. Post graduate students wishing to use these facilities may consult the information desk on access. Meanwhile, a small fee shall be levied per semester as determined by the University Librarian.

14.0 Filming/Photography

Individuals who wish to film or photograph within the Library facility must obtain the permission of the Librarian. Such request will be accommodated only if there is minimal impact on the environment for study and research.

15.0 Library Administration Structure

