

CHUKA



UNIVERSITY

CHUKA UNIVERSITY

LIBRARY POLICIES

June, 2019

FOREWORD

Chuka University is a chartered public university in Kenya, established under the Universities Act Number 42 of 2012. Being an Institution of higher education, the University is supposed to abide by educational standards set by various regulatory bodies concerned with higher education matters so as to remain focused, relevant and competitive. The University must provide quality education, expand to accommodate the increasing number of students, and justify the investment of heavy resources from the Government and other stakeholders to support its operations.

To ensure that it is expanding while quality is developed, maintained and improved, the University must put in place physical infrastructure, human resources, procedures, processes and systems, and allocate resources, including library ones, to support the various curricula on offer.

These Library Policies outline steps followed in development, acquisition and availing of library resources and services to students, staff and other approved patrons. It is hoped that with teamwork of the various stakeholders, the University will be able to put in place library resources and services that are secure and of high quality to meet the integrity needed in higher education and by the society.

In undertaking development, acquisition and availing of library resources, the University considers various recommendations and requirements such as those in the Universities Act, 2012, Universities Regulations (2014), Universities Standards and Guidelines (2014), professional regulatory bodies' stipulations, the Chuka University Statutes, professional staff available to stock resources and avail services to patrons, among other factors.

These Library Policies shall be implemented by the Library Department and shall be reviewed from time-to-time to keep them abreast with changing times.

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VICE-CHANCELLOR/CEO

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EXECUTIVE SUMMARY

The Chuka University Library policies are intended to put in place a framework for ensuring equal access to resources and quality services at all times. It is important to note that Chuka University Library is propelled by ideals enshrined in its mandate, philosophy, mission, vision and core values. These ideals are within the Library's framework which creates an environment of equity and quality.

These Policies are formulated in line with the requirements of the Kenya Constitution, 2010, the Universities Act of 2012, the Universities Regulations, 2014, the Universities Standards and Guidelines, 2014 (LIBR/STD/01-10), the Chuka University Charter, 2013 and the Chuka University Statutes, 2014.

In this regard, the Library shall:

- (a) Provide extensive information describing the resources available.
- (b) Provide user education on good use of library services and resources.
- (c) Provide relevant, up to date and adequate information resources.
- (d) Organize library information resources for efficient access and retrieval using internationally recognized conventions and standards.
- (e) Provide conducive and convenient reading atmosphere for study and research.
- (f) Adopt Information and Communication Technologies in information and resources management and its operations.
- (g) Establish, promote and sustain quality services and resources that will facilitate teaching, learning and research.
- (h) Have appropriate, qualified and adequate staff commensurate with the academic programmes offered, the institutional population, the number of service points, and the hours during which services are offered.

The benefits of these policies cannot be over-estimated. All stakeholders of the University are potential beneficiaries through efficient and quality services. They are invited to support implementation of the formalities laid down in these policies. For summarised Library services requirements, rules and regulations, see Appendix II.

ACRONYMS

AFR	Africana
CU	Chuka University
CUE	Commission for University Education
DQA	Director of Quality Assurance
DVC's	Deputy Vice-Chancellors
E-Repository	Electronic Repository
IR	Institutional Repository
KLISC	Kenya Libraries Information Services Consortium
LIBR/STD/01-10	Library standards
PAM	Pamphlet
PAR	Parliamentary
QA	Quality Assurance
REF	References
SAR	Self-Assessment Report
SPEC	Special
URI	Universal Resource Identifier
VC	Vice-Chancellor

DEFINITION OF TERMS

- “Academic Staff”** means a staff in employment of the Chuka University so designated by the University Council;
- “Academic Year”** means a period of study consisting of two semesters of study and examinations not necessarily consecutive, provided, however, that the Senate designates different dates and periods for such an academic year and its semesters;
- “Administrative Staff”** a staff in employment of the University so designated by the Council;
- “Alumni”** mean members of the convocation of the Chuka University;
- “Cabinet Secretary”** means the Cabinet Secretary responsible for university education;
- “Campus”** means a Campus established as provided for under Article 8 of the Chuka University Charter, 2013;
- “Centre”** means a Department established for specialized study, research and/or other matter, under a particular Faculty, Institute or School in Chuka University Statute XXIII;
- “Chairman of Council”** means the Chairman of Council appointed under Section 14 of the Chuka University Charter, 2013;
- “Chancellor”** means the Chancellor referred to and appointed as provided for under Section 38 of the Universities Act, 2012, and Article 13 of the Chuka University Charter, 2013;
- “Charter”** means the Charter granted to Chuka University under Section 19 of the Universities Act, 2012;
- “Client”** means a patron who seeks to use library resources and services to advance set goals;
- “Collection Development”** The process of meeting information needs of patrons in a timely and economical manner using resources locally held, as well as from other organizations.
- “College”** means a College established as provided for under Article 8 of the Chuka University Charter, 2013;
- “Constituent University College”** means a constituent college established as provided for under Article 9 of the Chuka University Charter, 2013;

“Copyright” Copyright is a legal right created by the law of a country that grants the creator of an original work exclusive rights for its use and distribution.

“Council” means the Council of the University established under Section 19 of the Chuka University Charter, 2013;

“Course” Means a single unit in a programme of study;

“Credit Factor” means and signifies 15 contact hours where one contact hour equals one lecture hour or two practical hours of coursework;

“Curriculum” organized programme of study for a given degree incorporating all matters including rationale, purpose, learning outcomes, academic resources, academic organization, admission requirements, mode of delivery, programme content, assessment process and requirements for graduation.

“Dean of Faculty” means a person appointed as provided for under Statute XXIII;

“Department” means the department which for administrative purposes has been designated by the Council as falling within a particular Faculty, Institute, or School;

“Deposit” a deposit consists of descriptive metadata, access condition(s)/requirement(s) and copyright information, and any relevant uploaded digital records.

“Depositor” one who submits digital records (usually an author or copyright owner) for assessment and uploading to the Institutional Repository.

“Deputy Vice-Chancellor” means a person appointed by the Cabinet Secretary as provided for under Section 16 of the Chuka University Charter, 2013;

“Director” means a person appointed as provided for under Statute XXIII to head the affairs of a Board, Institute, Campus, or Centre;

“Examination” means an assessment or evaluation of comprehension and competency acquired after undergoing a period of instruction and study;

“Faculty” means a Faculty, comprising of several Constituent Departments, and established as provided for under Statute XXIII;

“Faculty Board” means academic staff of Constituent Departments of a given Faculty;

“Faculty Representative” means an academic staff in the rank of Senior Lecturer and above, elected to represent all Constituent Departments of a given Faculty by bona fide Faculty Board members from among themselves;

“Fair use” is a doctrine that permits limited use of copyrighted material without having to first obtain permission from the copyright holder, and particularly for academic purpose;

“Financial Year” means the period of twelve (12) months, commencing on 1st July and ending on 30th June in the following calendar year;

“Graduate Assistant” means a person who has been employed to assist in teaching or research activities in the University under the supervision of senior staff members;

“Graduate” means a person upon whom a degree has been conferred or who has been awarded a certificate or a diploma of the University;

“Institutional Repository (IR)” refers to set of services that a university offers to members of its community for the management and distribution/dissemination of digital materials created by the institution and its community members;

“Lecturer” means a member of staff of the University who is, in terms of appointment, a Professor, an Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer, Teaching Assistant/Tutorial Fellow, or a person who holds any other teaching post which the Council has recognized as a post having academic status in the University;

“**Library**” A building or room containing collections of books, periodicals, and sometimes films and recorded music for people to read, borrow, or reference; a collection of books and periodicals held in a library; a room in a private house where books are kept;

“**Library Standards**” means provision of adequate facility for students, lecturers, staff and other authorized users, as a convenient and conducive place, for study and research;

“**Management Board**” means the Management Board established under Section 22 of the Chuka University Charter and Statute XVI;

“**Policy**” means a course or principle of action adopted or proposed by a government, party, business, or individual;

“**Postgraduate student**” refers to Chuka University students enrolled in Postgraduate Diploma, Masters and Doctorate Degree Programmes;

“**Practicum**” means field attachment, industrial attachment, clinical placement, and teaching practice undertaken by students before graduating from study;

“**Principal**” means the Principal appointed by the University Council under Section 17 of the Chuka University Charter, 2013;

“**Professor**” means an Associate Professor or a Full Professor of the University;

“**Programme (Academic)**” design of multi-dimensional learning content, including intentions, structure of content, delivery modes, academic resources and assessment modes;

“**Programme Review**” Programme review is a process of holistic appraisal of a course/programme and resources, with a view to its further changes and improvement;

“**Registrar**” means the Registrar appointed by the Council as provided for under Chuka University Statute VIII;

“**Semester**” means a period of study consisting of not less than 15 weeks and not more than 17 weeks, or their equivalents;

“**Senate**” means a governance organ established as stipulated under the Chuka University Statute XV and under Section 21 of the Chuka University Charter, 2013;

“**Statutes**” means Statutes of Chuka University established by the Council as provided for under Article 31 of the Chuka University Charter, 2013;

“**Student Representative**” means a student elected by fellow students as provided for either in the Students’ Association Constitution, or in the Faculty procedures;

“**Student**” means a person registered by the University for the purpose of obtaining a qualification or any other person determined by the Senate to be a *bona-fide* student;

“**Support Staff**” means those staff engaged in general duties and as the Council may from time-to-time determine;

“**Technical staff**” means staff engaged in laboratory, field instruction, workshop and other similar environments in teaching departments under the general direction of the heads of teaching departments, and as the Council may from time-to-time determine;

“**Undergraduate student**” means Chuka University students enrolled in certificate, diploma and bachelor’s degree programmes;

“**Universities Act**” means the Universities Act No. 42 of 2012;

“**University Librarian**” means a person appointed to be the head of the University library; and

“**University**” means the Chuka University established as provided for under Section 13 (1) of the Universities Act, 2012 and Section 3 of the Charter, 2013;

“**Vice-Chancellor**” means the Vice-Chancellor appointed as provided for under Section 39 (1) (a) of the Universities Act, 2012 and Section 15 of the Chuka University Charter, 2013.

PART I: OVERVIEW OF CHUKA UNIVERSITY

1.1. Preamble

Establishment of a great learning institution in Chuka was foretold way back in 1951 by seer Jerusha Kanyua, when she proclaimed that: “a great mountain shall rise at Ndagani-Chuka, where birds from all over the world shall be coming to perch and then fly away happy after a while.” Subsequently, the Chuka community built a Craft Centre in 1956 at Ndagani-Chuka to train school leavers to acquire skills that could be useful in nation-building. The Centre was upgraded to a Youth Polytechnic in 1969.

In 2003, the community members felt that they needed an institution that could provide higher education and training access for the people of eastern region and Kenya at large. At that time no institution in the eastern part of Kenya had the capability of educating and training students at diploma and degree levels. As a result, education and training opportunities were limited in the region. During the same time, Egerton University was planning to open a Campus in eastern Kenya. The community then approached Egerton University, which found Chuka to be centrally placed in eastern Kenya and, therefore, suitable for establishment of a university campus.

In an effort to acquire land for the Campus, the Chuka community donated the Ndagani Youth Polytechnic and Sports Stadium. In addition, the Presbyterian Church donated more land from institutions forming the Ndagani Educational Complex, which included the Ndagani Secondary, Primary and Nursery Schools. The Chuka community also added a further 500 acres at Kairini, 50 acres at Ndagani and 33 acres at Mwanjati in Meru South Sub-County to make the total donated land area approximately 583 acres.

On 21st August, 2004, when His Excellency President Mwai Kibaki visited Chuka area and held a meeting at Ndagani (the present location of Chuka University), the Chuka community through their leaders informed him of their desire to establish a university in the area. Among the dignitaries who attended the meeting were Members of Parliament from the Greater Meru and Senior Government officials. The President supported the aspirations of the people of Chuka and Meru and pledged Government’s support to establish a university at the site. Due to the goodwill of the Government, Egerton University Council approved establishment of a Campus, named Egerton University Eastern Campus College at Ndagani in Chuka area.

The Campus College was then officially launched on 1st August, 2005. The Youth Polytechnic was then relocated to another site. On 23rd August, 2007, H.E. President Mwai Kibaki elevated the Egerton University Eastern Campus College to Chuka University College through Legal Notice Number 161. On 10th October, 2007, H.E. President Mwai Kibaki visited and inaugurated Chuka University College. After about five years, H.E. President Mwai Kibaki visited again and chartered Chuka University on 8th January, 2013, making it the 2nd public university to be chartered and the 9th full-fledged public university in Kenya.

The University is located within the Chuka Town in Meru South Subcounty, Tharaka-Nithi County. It is situated approximately 186 km from Nairobi City along the Nairobi-Meru Highway on the slopes of the snow-capped Mt. Kenya at an altitude of approximately 1,500 m above sea level. The area provides a cool climatic environment, with temperatures ranging from 16°C to

24°C and annual rainfall averaging 1,000 mm. This serene environment is excellent for learning. It has subsequently set up satellite campuses in Embu, Igembe, Chogoria, Tharaka and Nairobi City that are growing and strengthening each year. Main Campus in Chuka that occupies 50.35 acres of land, Embu Campus in Embu Town, Igembe Campus in Maua Town, and Chogoria Campus at Nturiri-Chogoria. A total of 500 acres of land is located at about 23 km from the Main Campus. The Main Campus situated about 2 km from Chuka Town opened its doors in 2004. Learning in Embu Campus started in May, 2011. The Igembe Campus near Maua Town commenced on 30th September, 2011. Chogoria Campus was launched on 2nd April, 2012. Tharaka Campus was approved on 30th April, 2015 by the University Council and upgraded to Constituent University College of Chuka University on 27th June, 2017 by H.E. Uhuru Kenyatta.

The University's academic character is Environmental and Renewable Energy Studies. In this regard, it offers university education, training and research at Certificate, Diploma, Bachelor's, Master's and Doctorate degree levels in the Faculties of Agriculture and Environmental Studies; Humanities and Social Sciences; Business Studies; Education and Resources Development; and Science, Engineering and Technology.

1.2. Mandate

The Mandate is enshrined in the objects and functions given below:

(1) *Objects of Chuka University are to:*

- (a) Provide directly, or in collaboration with other institutions of higher learning, facilities for quality university education, including technological, scientific and professional education, and the integration of teaching, research, outreach and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- (b) Provide and advance university education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time-to-time determine and in so doing, contribute to realisation of sustainable national economic and social development;
- (c) Provide programmes, products, and services in ways that reflect the principles of equity and social justice.

(2) *Functions of Chuka University are to:*

- (a) Participate in technological innovation as well as discovery, transmission, preservation and enhancement of knowledge, and stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya;
- (b) Inculcate a culture of lifelong learning, responsible citizenry and innovation in technology, engineering and mathematics within the institution and society;
- (c) Engage in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products, with emphasis on technology and its development, impact and application to society;
- (d) Conduct examination for and grant such academic awards as may be provided for in the Statutes, and syndicate examinations for award at other institutions as may be approved by Senate; and

- (e) Facilitate the development and provision of appropriate academic programmes, and community services.

1.3. Motto

Knowledge is Wealth/Akili ni Mali (*Sapientia divitia est*)

1.4. Slogan

Inspiring Environmental Sustainability for Better Life

1.5. Philosophy Statement

Chuka University believes that sustainable national and global development can be achieved through nurturing an intellectual culture that integrates theory with practice to produce graduates with relevant knowledge, skills and responsible citizenry. The University also believes that quality education, training, research, extension, environmental sustainability and entrepreneurship lead to social cohesion, human integrity, and economic development. These ideals will be realised through passion for excellence, devotion to duty, accountability, prudent utilisation of resources, corporate citizenship, and teamwork. To actualize these beliefs, the University is committed to generation, preservation and sharing of knowledge for effective leadership in education, training, research and extension. The ultimate goal of Chuka University is to be a Premier University for the provision of quality education, training, research and extension in both basic and applied environmental and related studies.

1.6. Vision

A Premier University for the provision of quality education, training and research for sustainable national and global development.

1.7. Mission

To provide access, generate, preserve and share knowledge for quality, effective and ethical leadership in higher education, training, research and outreach through nurturing an intellectual culture that integrates theory with practice, innovation and entrepreneurship.

1.8. Core Values

- (1) **Customer Value and Focus:** Enhancing customer satisfaction levels by providing products and services that meet or exceed customer expectations.
- (2) **Diversity and Social Fairness:** Appreciation of varied cultures and commitment to ensure balanced distribution of resources and opportunities while instituting affirmative action to cater for marginalised sections of the society.
- (3) **Environmental Consciousness:** Considering impact of all activities and programmes to be implemented and taking measures that ensure zero tolerance to environmental damage.
- (4) **Fidelity to the Law:** Dutiful adherence to the Constitution and other legal, statutory and regulatory requirements.
- (5) **Innovation:** Creativity in undertaking programmes and activities earmarked to contribute novel, effective and efficient ways of advancing humanity.
- (6) **Integrity:** Upholding honesty, transparency, accountability and strong moral principles and values in all decisions and actions taken.

- (7) **Passion for Excellence:** Being outstanding in all services, activities and programmes undertaken by the University.
- (8) **Peaceful Co-Existence:** Living harmoniously with neighbours and the environment and promoting the ideals of cohesion, integration and unity.
- (9) **Professionalism and Confidentiality:** Professionalism is the skill, good judgment and polite behaviour exhibited by an expert when discharging responsibilities and delivering services, while confidentiality means commitment to not disclose classified information to unauthorized parties.
- (10) **Prudent Utilisation of Resources:** Utilising resources without wastage and misappropriation by ensuring maximum value and complying with various planned arrangements, internal controls and government regulations.
- (11) **Teamwork:** Adopting a participatory and inclusive approach in undertaking operations and functions of the University.
- (12) **Timeliness and Devotion to Duty:** Timeliness refers to being time-conscious in undertaking activities, assignments and programmes, while devotion to duty is selfless commitment to undertake activities, assignments and programmes for the good and advancement of humanity.

PART II: OVERVIEW OF CHUKA UNIVERSITY LIBRARY

2.1. Library Policies Statement

These policies are intended to put in place a framework, of procedures and processes for ensuring equal and orderly access to library resources and quality services at all times.

2.2. Library Vision

A Premier Library in facilitation of users to access extensive range of information resources to enhance academic, research and training for sustainable national and global development.

2.3. Library Mission

To carry out basic functions of selecting, acquiring, processing, organising and dissemination of relevant and up-to-date information in line with the mission of Chuka University.

2.4. Library Mandate

To provide students and staff with access to an extensive range of relevant and up-to-date information resources to enhance the academic, training and research work of the university. The Library carries out basic functions of selecting, acquiring, processing, organizing and disseminating information in line with the mission of the university. In addition, the library shall provide expert and outstanding services to Library clientele, while emphasizing efficiency and effectiveness to enhance productivity, as well as serve as a knowledge compass, presenting new and exciting channels to current information. The Library is committed to protecting intellectual property rights and to help faculty members incorporate information competency skills into academic curricula through information literacy and user education.

2.5. Library Quality Objectives

- (a) Ensure that 90% of Library materials purchased are processed and made available to Library patrons for reference annually.
- (b) Conduct information literacy and user education programmes on quarterly basis to ensure 80% of the Library users develop the habits of critical thinking, browsing and independent use of Library resources.
- (c) To ensure that at least 90% of the Library users are satisfied with the services and products provided by carrying out user surveys biannually.
- (d) To support study, teaching and research programmes by ensuring that 85% of Library materials requested are available at the Library within the required period
- (e) Market the Library services to the academic community and other stakeholders at least twice a year through exhibition, print and electronic media.

2.6. Library Opening/Closing Hours

The Chuka University Library shall be opened/closed to clients as follows:

- (a) Open: Monday to Friday: 8.00 am – 10.00 pm; Saturdays: 9.00 am – 10.00 pm
- (b) Closed: Sunday and Public holidays
- (c) Opening differently may be arranged upon special request and availability of staff.

2.7. Library Operations

2.7.1. The mandate of the University Library is enshrined in the Chuka University STATUTE IX. In this regard, the following shall apply:

- (a) There shall be a University Librarian, as provided for under Article 26 of the Chuka University Charter, 2013.
- (b) The University Librarian shall be competitively appointed by the University Council.
- (c) A person appointed University Librarian shall hold office as set out in the University Terms and Conditions of Appointment and Service. The University Librarian may resign office, or the Council may terminate the appointment, by giving 6 months' notice in writing, or 6 months' pay in lieu of notice.
- (d) The University Librarian shall be responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Academic, Research and Student Affairs) (Figure 1) for the following functions and duties of the University:
 - (i) Organization and operation of the library services of the University;
 - (ii) Setting up and maintenance of high professional and technical standards for all the libraries within the University;
 - (iii) Coordination of all the library services and activities in the University;
 - (iv) Development and administration of library user education programmes to clients;
 - (v) Development of University Library archives; and
- (e) The University Librarian shall have such other duties and responsibilities as may be assigned or delegated in accordance with the Statutes.
- (f) The University Library operations shall be handled by staff qualified in librarianship.

2.7.2. The University Library activities, operations and functions shall be supervised by the Library and Bookshop Committee, whose membership shall include:

- (a) The Deputy Vice-Chancellor (ARSA) - Chairperson
- (b) The University Librarian - Secretary
- (c) The Registrar (Academic Affairs)
- (d) Directors of Institutes, Schools and Centres
- (e) All Faculty representatives
- (f) Two Students' representatives from the Students' Association
- (g) The Bookshop Manager
- (h) The University Press Manager

2.7.3. The Terms of Reference of the Committee are to:

- (a) Assist and advise the Librarian on all matters relating to the library;
- (b) Make recommendations to the Senate on library policy;
- (c) Prepare and submit to Senate an annual report on the functioning of the University libraries and the University bookshop; and
- (d) Make recommendations to the Senate with regard to the matters concerning the running of the University Library, Bookshop and Press.

2.8. Library Budget

The Library shall be annually allocated funds equivalent to 10% of the operational budget to support its functions and activities. The budget shall be utilized to procure and sustain library print and electronic information materials, computing equipment, software, internet bundles, furniture, stacks, subscription fees, and information literacy programmes, among others.

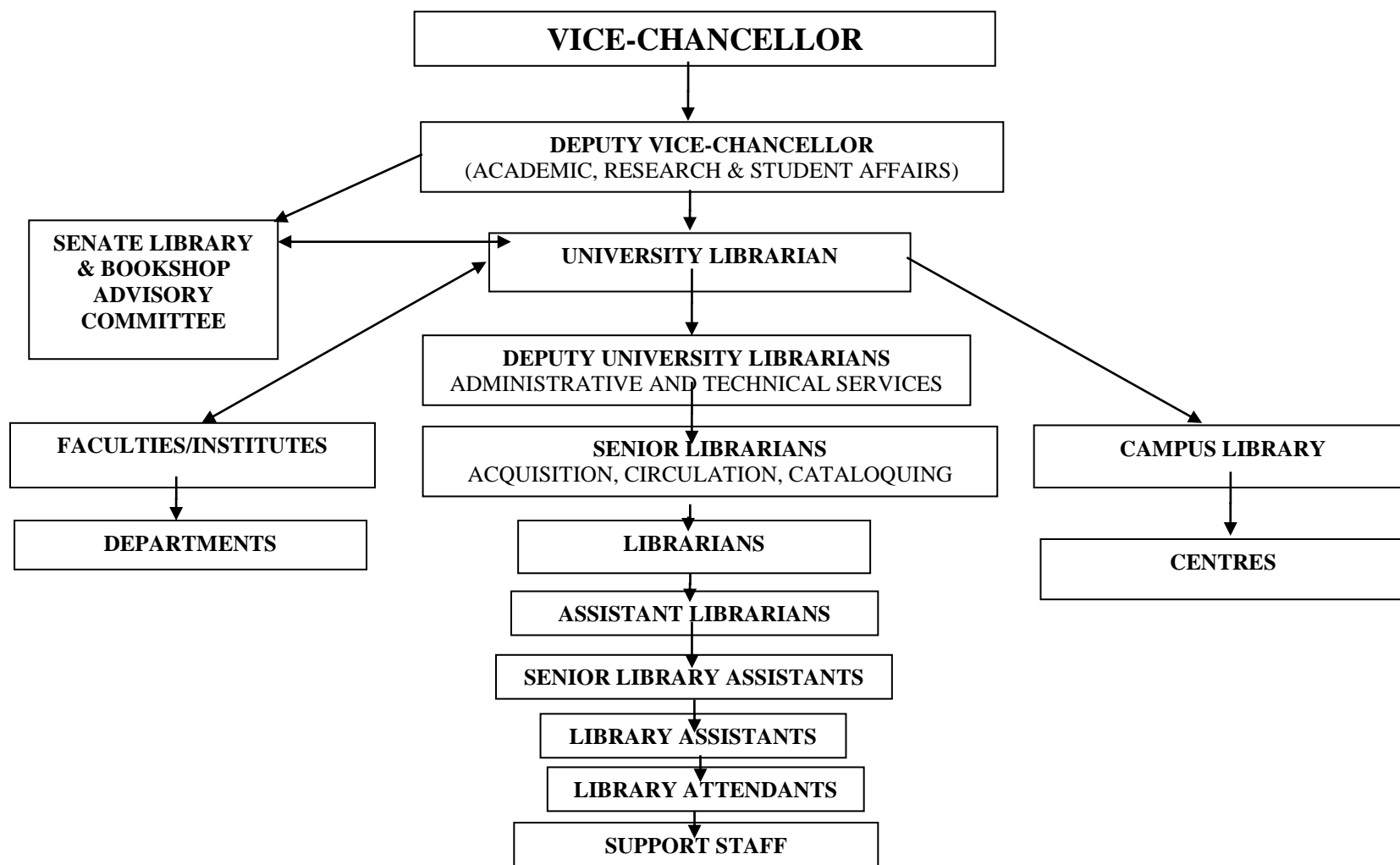


FIGURE 1: LIBRARY ORGANOGRAM AND ADMINISTRATION

(Ref.: Appendix V, Universities Standards & Guidelines, 2014)

Key: \longrightarrow Refers to administration protocol. \longleftrightarrow Refers to information sharing protocol.

PART III: LIBRARY POLICIES

3.1. LIBRARY COLLECTION DEVELOPMENT POLICY

3.1.1. Introduction

The service objectives of the Libraries encompass both the needs of Chuka University academic community and those of the wider regional and scholarly stakeholders. The Collection Development Process is intended to provide a framework for the development of a quality Library that meets the information needs of the dynamic community.

The Collection Development Policy serves as a working document and planning tool for the selection, acquisition, weeding and continuous evaluation of Library materials. It ensures consistent and balanced growth of the collection. The Policy relates directly to the vision and mission of the university and the Library. The Library's collections form an important and valuable asset and need to be well managed to provide maximum use and benefit to its users. The collection development objectives are focused mainly on the needs of the academic community.

The collection development goals of the Library are to identify recorded information pertinent to research, instructional, and institutional programmes, and to acquire and preserve selected materials at levels appropriate to the scope and depth of those programmes. The purpose of materials selection is to provide the right information for the right reader at the right time. This Collection Development Policy is intended to be flexible enough to reflect changes and trends in the University's academic programmes.

3.1.1.1. Clients

The Library provides collection access to the following client groups:

- (a) All students of the University
- (b) All staff of the University
- (c) Alumni of the University
- (d) Members of University Council and other University bodies
- (e) Students and staff from local schools
- (f) Staff and students from institutions with which the University has reciprocal borrowing arrangements
- (g) Members of the public/community
- (h) Other libraries through inter-Library loan and document delivery services

Their needs include information materials for teaching, study and research such as books, journals, e-books, e-journals, and newspapers. Their needs are reviewed from time to time through surveys, interviews and questionnaires. Chuka University students and staff are allowed to access the Library free of charge. External members are required to pay a fee, to use the Library, as stipulated in the rules and regulations of the Library.

3.1.1.2. Scope of collecting

The Library collection holds resources designed to support the learning, teaching and research needs of the University. The collections encompass print publications, original materials and electronic resources. Print publications include books, serials, newspapers, atlases, dictionaries and directories. Original materials include theses. Electronic resources include digitized items

such as electronic journals, email files; CD-ROMs and DVDs. Collection shall ideally aim at having each academic programme supported by both print and electronic reference materials; a minimum of five (5) core journals and sixty (60) core titles, or five (5) core titles per course.

3.1.1.3. Copyright and confidentiality

The Library strives to uphold the provisions of the current copyright law. The Library staff inform users about these issues as appropriate and encourage patrons using the Library and its resources to respect the intellectual property rights of others regardless of the format or age of their work if it falls within the protection of the law.

3.1.1.4. Censorship

The Library supports free access to information as indicated in the bill of rights and the Kenyan constitution. The Library provides a range of materials which reflects the university's view points. Selections will not be hindered by any anticipated approval or disapproval, but are based on the criteria listed below. The Library aim is to support the interests and diverse views of the university unless they are prohibited by law.

3.1.2. Selection

3.1.2.1. Purpose

Selection refers to the following activities: purchasing or subscribing to a resource; cancelling subscriptions; withdrawing materials; making gift decisions; and selecting format. In selecting items for collection, Library staff consider how well the items adhere to the collection development policy. In doing so, they take into account aspects such as the subject area, the geographical coverage, the cost, the physical characteristics of the item, its ongoing need for preservation and its relationship to the existing collection.

3.1.2.2. Selection tools and criteria

The following criteria are considered when purchasing Library resources:

- (a) Relevance of content
- (b) Quality of content – e.g highly-ranked journals in the KLISC
- (c) Suitability for the defined client group
- (d) Demand
- (e) Currency of content
- (f) Format: various formats may be purchased based on learning, teaching, research needs
- (g) Adequacy of current holdings in the subject area
- (h) Availability of resources
- (i) Cost (initial and ongoing)
- (j) Language - English and Kiswahili language resources are purchased with the exception of material required to support teaching in foreign language courses
- (k) Space and storage issues
- (l) Accreditation requirements

The selection tools provide quick and easy ways to find published information and a wide range of information materials to provide convenient methods for purchasing them. The tools include: book reviews, recommended lists, online bookstores, vendor catalogues and online inventory lists, subject lists or bibliographies and national and international bibliographies.

3.1.2.3. Responsibility

The Library Committee has delegated to the Librarian the authority and responsibility for selection of all print and non-print materials. Responsibility for actual selection rests with aptly trained personnel who discharge this obligation consistent with the set selection criteria.

3.1.2.4. Gifts/donations selection

Gifts enables the Library to broaden and enrich its holdings. The acceptance of gifts also strengthens the relationship between the Library and its communities and provides a way by which a donor can share his or her intellectual interests with future generations. Donations are accepted only on the understanding that the Library has control over selection, location and disposal of resources. The collection process will govern the acceptance and stewardship of gifts to ensure that the interests of both the Library and the donor are served. The Library shall accept gifts from donors that further the mission of the Library and when the intent of the donor can be reasonably and legally accommodated without undue stress upon the Library. The Library welcomes gifts of materials that enhance the strength of its collections and support the instructional and research programmes. The Library may ask to review gifts prior to acceptance and reserves the right to decline an offer of material that is already held in the collections, or that does not meet collection needs. Imposed gifts shall not be accepted by the Library.

With regard to gifts and donations, the Library shall not accept the following materials:

- (a) Duplicates of materials already in the Library's collections
- (b) Scientific and technical materials more than 10 years old, unless of historical significance
- (c) Single or scattered issues of newspapers, magazines, or scholarly journals
- (d) Outdated media formats
- (e) Photocopies
- (f) Items in poor physical condition: loose binding, brittle paper, or heavy annotations
- (g) Dirty, mouldy, mildewed, or insect infested items; and
- (h) Any other that the Library may find unfit.

3.1.2.5. Acquisition

The Library shall contract a panel of suppliers selected according to Chuka University procurement guidelines to provide Library materials. The University Library is a member of the Kenya Library and Information Services Consortium which purchases online resources for member libraries.

3.1.2.6. Electronic resources selection

These are selected using the above-mentioned criteria, but with additional conditions:

- (a) Current online environment accessibility
- (b) Support from vendor availability
- (c) Technical issues and support resolution
- (d) Ongoing licence fees affordability
- (e) Ease of use guarantee
- (f) Associated hardware requirements availability
- (g) Emerging demand and user expectations feasibility; and
- (h) Any other bottlenecks or benefits resolution

3.1.3. Weeding Policy

When a title is singled out by a librarian, faculty or staff member, student, or other patron, as a candidate for deselection, the following guidelines and procedures will be followed in determining whether the title will be removed from the collection:

- (a) The title is no longer relevant to the programmes, curriculum, and patrons of Chuka University or its libraries
- (b) The title lacks any intrinsic merit.
- (c) The physical condition of the title makes it unusable. Further, financial and physical resources are not available to provide maintenance of the item.
- (d) The title can be obtained elsewhere at similar or lower cost than the cost of maintaining it in the collection.
- (e) An obsolete title which exists in multiple copies in the collections.
- (f) Superseded editions of the title.
- (g) Lack of use, although it is never the sole criterion for deselecting.
- (h) The weeding steps and criteria shall include:
 - (i) A title identified as a candidate for de-selection will be referred to the Librarian for examination and evaluation. The Librarian may agree/disagree on the de-selection.
 - (ii) If the Librarian concurs that the title is withdrawn. He/she should decide if the appropriate department/ faculty member should be queried as to any objection his/her department or faculty may have to the withdrawal of the title. If no objections are raised within a specified time frame (seven working days), the title will be withdrawn from the Libraries. If valid objections are raised, the title will be retained.
 - (iii) If the Librarian does not agree that the title should be withdrawn, or wishes to solicit another evaluation, the title may be forwarded to the Library Committee to consult with other relevant academic staff and Deans for their opinions. Then decide whether the title shall be retained or withdrawn.
 - (iv) Titles deselected from University Libraries will be handled according to the Chuka University Disposal act.

3.2. LIBRARY CIRCULATION POLICY

3.2.1. Introduction

Registered members are allowed to borrow books and they will be expected to identify themselves at the time of borrowing. The librarian reserves the right to register and deregister a client. The Librarian reserves the right to demand identification from registered members and may withhold admission to the Library.

The University Library is open to:

- (a) Registered students
- (b) Academic and non-academic staff
- (c) Patrons from recognized institutions collaborating with Chuka University (They should be accompanied with a recommendation letter from their institution).
- (d) External members shall be considered for membership on production of recommendation letters from local chief/employer/institution.
- (e) External patrons shall be required to pay non-refundable fee of **Ksh 20** per day, **Ksh 300** per month, **Ksh 600** per term, **Ksh 1,800** per 6 months, and **Ksh 3,000** per 1 year.
- (f) Institutions shall pay a non-refundable annual registration fee of **Ksh 25,000** plus refundable caution money of **Ksh 10,000**.

3.2.2. Guidelines for the circulation section

- (a) Library patrons should return or renew checked out materials on or before their due date.
- (b) Library patrons should protect all materials from damage and theft.
- (c) Users are responsible for each item until it is checked in by Library staff
- (d) Users may borrow Library materials from the Library upon presentation of a valid University identification.
- (e) Individuals not affiliated with the University may use the Library but may not borrow materials unless they have been granted special borrowing privileges.
- (f) Registration of students will be closed one month after admissions for first year-subject to undergoing orientation.
- (g) Library users may renew regular loan items twice if there is no pending reservation.

3.2.3. Resource Loan Policy

- (a) Library patrons must return recalled items 3 days after the Library sends notice.
- (b) The Library reserves the right to recall items at any time.
- (c) Items marked: **REF, AFR, SPEC, PAM, PAR** and Theses/Dissertations and Archival materials are for use within the Library.
- (d) Items on reserve typically circulate for a short period of time, such as 1 or 24 hours, and therefore have specific **due times** as well as due dates. The resources are available for overnight. If the Library patron does not return these items by the exact due time, fines accrue the minute the item is overdue.
- (e) Users may only borrow **1 reserve item** at a time.
- (f) Library patrons may pay fines in person at the Finance Office.
- (g) For lost information materials borrowers will be charged three times the cost of a book in print and five times the cost of a book out of print.
- (h) For damaged information materials borrowers will be charged twice the cost of replacement or repair.

- (i) Materials declared lost and charged for will only be accepted back at the convenience of the Library. Refund will be at discretion of the librarian.
- (j) A user attempting to remove a book from the Library without permission shall be taken to the security department and fined Ksh 500 have membership cancelled and taken to the Library committee who will refer the case to the University Disciplinary committee.
- (k) All photocopying is subject to the copyright Act cap 130 Laws of Kenya, The Library's authority to photocopy and the written permission from the authors of these dissertations.
- (l) Violation of library resources loan regulations shall attract penalties in the schedule below.

Library resources loan and penalty schedule

Patron	Item Type	Current check outs allowed	Loan period	Renewals allowed	Reserved items (holds) at a time	Fine (KSh) per day
Certificate	Long loan	2	2 weeks	2	2	50
	Short loan	1	2 hours	2	1	5
Diploma	Long loan	2	2 weeks	2	2	50
	Short loan	1	2 hours	2	1	5
Bachelors	Long loan	3	2 weeks	2	3	50
	Short loan	1	2 hours	2	1	5
Postgraduate diploma	Long loan	3	1 month	3	3	50
	Short loan	1	24 hours	2	1	10
Masters	Long loan	3	1 month	2	3	50
	Short loan	1	24 hours	2	1	10
Doctorate	Long loan	3	1 month	2	3	50
	Short loan	1	24 hours	2	1	10
Library staff	Long Loan	3	2 weeks	2	3	50
	Short loan	1	24 hours	2	1	10
Administrative staff	Long loan	3	2 weeks	2	3	50
	Short loan	1	24 hours	2	1	10
Teaching staff	Long loan	6	3 months	2	6	50
	Short loan	1	24 hours	2	1	10

Note: (a) For print and inter-library loan resources, Part-Time Lecturers shall only be allowed to use them inside the library owing to complicated logistical and security reasons.

(b) Short loan penalties shall accrue per hour.

3.2.4. Inter-Library Loan Policy

Interlibrary loan is a service that allows the Library patrons to access materials not owned by the Library. In addition to borrowing materials for the Library patrons from other libraries, we also lend the Library materials to other libraries for their patrons' use. If the Library patron can't find an item he/she is looking for, then double check the Library catalog to see if the item is currently owned by the Library.

If the Campus Library does not own the material, the Library patron can suggest that we consider the item for purchase, or request the item through Inter-Library Loan (ILL). Materials provided through Inter-Library Loan will be restricted to in-Library use only. Users of the Inter-Library Loan service must be clients of Chuka University as indicated above.

3.3. LIBRARY INFORMATION COMMUNICATION TECHNOLOGY POLICY

3.3.1. Introduction

- (a) Use of Library computers and resources for academic purposes has priority over non-academic purposes.
- (b) A 30-minute time limit may be imposed when others are waiting.
- (c) Users may not maliciously access, alter, damage, or destroy any computer system, network, program, or data.
- (d) The Library has an obligation to maintain a welcoming, comfortable, safe, and harassment-free environment for Library patrons and for University employees. Usage of Library computers must support such an environment.
- (e) The Library expects users to be guided by courtesy, sensitivity, and respect for others when accessing and viewing Internet material and using the Library computers in general.
- (f) Users should observe applicable intellectual property laws, including Kenya copyright laws.
- (g) Users must adhere to electronic resource licenses, agreements, and guidelines, including those limiting or prohibiting systematic download, duplication, transfer, sale, or commercial exploitation.
- (h) Users must follow all applicable restrictions and guidelines on use of equipment and electronic resources.

3.3.2. Electronic Resources

Access to the electronic resources in the Library is provided on campus through the Library's computer terminals and from most other computer terminals on campus. Authentication is by IP address. IP address provides Seamless access and there is no misuse of passwords.

Electronic resources available through the Library are licensed for non-commercial use by Chuka University faculty, staff, students and on-site users, for educational or research purposes only. Additional restrictions may apply to on-site users of certain databases. The terms and conditions of the Library agreements with the vendors and publishers of these electronic resources regulate the use of these resources. These conditions include, but are not limited to, restrictions on copying, republishing, altering, redistributing and reselling the information contained therein.

3.3.3. Wireless access overview

Wireless and mobile applications and devices are driving profound changes across all industries and sectors, providing increased flexibility, convenience and control for users as well as influencing the design and use of public spaces, such as libraries.

The Library is committed to provision of unrestricted and multi-channel access paths to information at the same operational coverage and service capacity, irrespective of the delivery network, while ensuring that all users have the freedom to work with devices and environment of their choice in accordance with this Policy.

3.3.4. Wireless access guidelines

- (a) Wireless access is available free of charge to Chuka University fraternity;
- (b) It is accessible in all areas and extends outside to the immediate surroundings of the Library.

- (c) It is available 24 hours a day, 7 days a week.
- (d) Wireless access will provide access to the internet, the full range of online information resources and services offered by public access computers operated by the Library; and Services provided to users of public computers, such as printing and scanning.
- (e) Wireless access is offered on the basis that users are required to register or identify themselves to access wireless services; users are provided with a concise, easy to understand service description and conditions of use statement; and users must accept the conditions of use statement.
- (f) Like most public wireless devices, the Library's Wireless Connection may not be secure. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other personal information) while using any wireless device.
- (g) Library staff provide general information or hints for connecting devices to the wireless network, but may not do troubleshooting on wireless devices or assist in making changes to device's network settings and/or hardware configuration.
- (h) Chuka University Library does not guarantee that your device will work with the Library's wireless access points.
- (i) All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The Library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- (j) All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.
- (k) Use of the Library's wireless network is entirely at the risk of the user. The Library disclaims all liability for loss of confidential information or damages resulting from such loss.

3.4. INSTITUTIONAL REPOSITORY (IR) POLICY

3.4.1. Introduction

Chuka University Institutional Repository Policy has been formulated in line with the Chuka University Policies and standard operating procedures. Content for depositing is restricted to works that fall within the broad scope of creative work, research and scholarship conducted at the University or sponsored by the University away from its premises.

The Digital Repository is an Open Access Resource and information material submitted will be deposited, availed and accessed by the public for free and not at a fee and without barrier. Some particular content may, in some instances, have limited access following Chuka University Policies, Intellectual Property, or other issues. Full information resources, archived in this repository, must not be sold commercially in any format or medium without formal permission of the copyright owner(s).

3.4.2. Application of the Policy

This IR policy applies to Employees and Students of Chuka University and provides the basis to obtain, preserve and distribute the work of Authors.

3.4.3. Submission of Content Guidelines

For purposes of archiving/preserving items in the Digital Repository:

- (a) The work to be archived must be in digital form.
- (b) The work must be accepted/ informative or academically oriented.
- (c) The work should be complete and ready for dissemination.
- (d) The author/owner of an intellectual property must grant Chuka University the right to archive/preserve and distribute/disseminate the work, by filling Repository Deposit Agreement Form-Appendix I, unless it is an abstract or summary being archived.

3.4.4. Specific Collections/Information Communities

3.4.4.1. Theses/Dissertations

Postgraduate Students Research Reports are to be received, and subjected to anti-plagiarism software before being deposited in Chuka University Institutional Repository for knowledge Management purpose. The Chuka University Students are required to submit soft copies of their thesis to their respective Departmental Heads/or Dean of their Faculty for forwarding to the University Library for the purpose of depositing into the Digital Repository.

Other research works such as Published Theses, Journal articles emanating from other Institutions/ Individuals other than employees and Students of Chuka University shall have their abstracts and URL uploaded in the Institutional Repository unless they qualify for Open Access Provision or similar circumstance.

3.4.4.2. Conference Papers and Proceedings

Conference papers presented at any Chuka University Conference, as well as selected proceedings of workshops and seminars organized by Chuka University shall be forwarded to Chuka University Library for uploading into Chuka University Institutional Repository within a Month after end of the Conference/ Workshop/Seminar.

3.4.4.3. Workshop and Seminar Papers

Workshops and Seminar Papers will also be deposited in the Repository. The papers shall be forwarded to the University Librarian by University staff in charge of organizing the Seminar/Workshop not later than one month after the Seminar/Workshop.

3.4.4.4. Scholarly Articles

Scholarly Articles emanating from Members of Staff may be presented to the University Library in soft and hard copies for uploading in the Institutional Repository provided that they have no restrictions of Copyright Law. Research Publications or Journal Articles whose copyright does not belong to the Author shall have their abstracts and URI Links deposited in the University Repository.

3.4.4.5. Digital Art, Multimedia, and Audio-visual Materials

The repository will also contain digital art, multimedia, and audio-visual materials inform of gallery, speeches and similar material.

3.4.4.6. Graduation Ceremony and Cultural Week Events

All Important events taking place within Chuka University or hosted in the University premises, such as Cultural Week, Graduation Ceremonies and orientation of First Year Students shall be captured by means of photographs, audio and/or audiovisual materials and shall be considered for uploading into the Institutional Repository.

3.4.4.7. Students' Handbooks

The Institutional Repository should have an Archives Community for archiving important University Documents such as Reports and Students' Handbooks.

3.4.5. Adherence to Intellectual Property Legislation

This policy will adhere to the International Intellectual Property Laws. All depositors will be required to agree to a non-exclusive Repository Deposit Agreement (Appendix I) in order to authorize the preservation of their intellectual property and/or the related metadata in Chuka University Institutional. Depositors of full text information resources shall be required to commit themselves by filling a depositors' form.

3.4.6. Responsibility for Implementing and Managing the Institutional Repository

The Chuka University Librarian is responsible for managing the Institutional Repository at all times. The University Librarian shall:

- (a) Educate Chuka University community regarding this policy;
- (b) Arrange for submission and description of content;
- (c) Check the quality of an electronic material to establish whether it is worth depositing;
- (d) Check/clear copyright for items submitted;
- (e) Amend metadata for items in the University Digital Repository;
- (f) Decide which items are to be deposited in the Repository;
- (g) Accept material and request the Author/Publisher to fill in and sign the Chuka University Deposit Agreement Form;
- (h) If the material is not worth depositing, decline to accept it;

3.4.7. Metadata

Changes to items deposited in the Institutional Repository are not permitted. Anyone may access freely accessible metadata free of charge. Access to some items such as past examination Papers and Undergraduate projects is controlled (by use of a password or any other appropriate system). Parts of information items can be reproduced, for personal research, educational study, or other similar purposes without prior permission, following the copyright Law, provided:

- (a) The content is not altered in any way
- (b) The authors, title and full bibliographic details are given
- (c) A hyperlink and/or Universal Resources Locator/Identifier (URL/URI) is/ are given

3.4.8. Retaining and Withdrawal of Items

Under normal circumstances, Items will be retained indefinitely. Acceptable reasons for withdrawal of items include:

- (a) Items violating National Security
- (b) Copyright violation or plagiarism
- (c) Violation of legal requirements
- (d) Falsified research

Note: An information item/resource may be removed from view at the discretion of Chuka University Library Management.

3.4.9. Institutional Repository Requirements

The Library shall require suitably skilled human resource, office space, D-Space Space maintenance, e-content and computers to populate and operationalize the Institutional Repository (IR). These resources must be sustained in order to guarantee provision of current and up-to-date IR services. All authors are therefore required to cooperate and provide the Library with suitable e-content in their possession.

3.5. REPROGRAPHIC POLICY

3.5.1. Introduction

Chuka University Library aims at preserving and disseminating information materials to its students and Staff to support study, teaching and research and ensure that about 90% of the library users are satisfied with reprographic (photocopying, duplicating, scanning, printing, binding) services offered in the Library. The University Library recognizes that to fulfil its functions appropriately, Library users and Staff may need to photocopy, scan or print certain information materials. Reprographic services, therefore, shall be provided procedures as stipulated in this policy.

3.5.2. Purpose

The purpose of this policy is to outline responsibilities and procedures regarding reprographic services in Chuka University Library.

3.5.3. Objectives

The objectives of the policy are to:

- (a) Promote copyright compliance when using the library's reprographic facility.
- (b) Enable library staff and users to make full legal use of information materials and reprographic facility on daily basis at their disposal by clearly identifying responsibilities.
- (c) Mitigate risks that University staff and students may be exposed to while using the library reprographic facilities, should they commit a violation.

3.5.4. Scope

This policy applies to all Library staff and patrons.

3.5.5. Principles

3.5.5.1. General Compliance

The Copyright Act Cap 130 Laws of Kenya governs the making of photocopies or other reproduction of copyrighted material.

All patrons must read and understand relevant information provided on signages in the Library. Patrons are solely responsible for any copyright infringement resulting directly or indirectly from their own actions.

Photocopied work will be for fair use only. All university staff and students and /or library patrons should meet the fair use provisions of the Copyright Act. These provisions allow patrons to reproduce copyright material if the reproduction meets certain reasonable limits and is for the purpose of research, study, criticism or review. If a library user or staff makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable to copyright infringement. The library reserves the right to refuse copying orders if, in its judgment, fulfilment of the order would involve violation of copyright law.

The University Librarian, through the photocopier operator, shall determine whether material may be photocopied without being damaged, defaced or mutilated, or violating copyright law.

3.5.5.2. Services on Offer

The reprographic services to be offered patrons/clients include commercial photocopying, printing, binding and scanning, as Library capacity allows. However, the Librarian reserves the right to print, scan or photocopy documents for the Library Department (such as past papers, official documents, accession registers etc) and the same documents costed and recorded in the library vote for budgetary considerations.

3.5.5.3. Costs

The cost of reprographic services shall be as provided in the Library Rules and Regulations, subject to necessary revision from time-to-time without prior notice (Appendix II). Cash payments by clients shall be made at designated stations before services are rendered.

Official University documents brought to the library for photocopying will be assumed to be private documents and shall attract a photocopying fee prescribed in this Policy. The Library is not responsible for bad photocopies due to patron error(s), such as provision of defaced or mutilated copies for photocopying.

3.5.5.4. Photocopying Section Opening and Closing Hours

The photocopier will be operational as follows:

- (a) Weekdays: 9.00 am-5.00 pm: Opened
- (b) Weekends and holidays: Closed
- (c) Weekdays between 1.00 pm and 2.00 pm: Closed

3.5.5.5. Photocopying Copyrighted/Intellectual Property Work

Patrons may only photocopy or scan a “fair” amount of a copyright protected work, which is generally limited to:

- (a) One complete chapter or extracts not exceeding 10% of a book including any associated endnotes or references.
- (b) One article from an issue of a journal or a periodical or 5% of a publication plus any associated endnotes or references.
- (c) Up to 10 pages of a poem, short story, or other short literary work, taken from a volume of short stories or poems.
- (d) Up to 10% (maximum 20 pages) of a short book, report, conference proceedings or pamphlet plus any associated endnotes or references

Where there is breach of copyright, materials may be confiscated and further action taken as set out in the university regulations. Chuka University Library will not be held liable for deliberate infringement of any Intellectual Property Laws by any Chuka University Staff, Student or Patron by means of photocopying, printing, scanning or any other means which may be used to plagiarize and / or copy. Patrons/Students or Staff who fraudulently infringe copyright or any other Intellectual Property Laws by either presenting large portions of copyrighted work/Intellectual Properties at different times or using proxies, will legally be held responsible. Printing in breach of the acceptable information use standards such as printing of pornographic or otherwise offensive material and excessive printing or copying will constitute misconduct and breach of this policy.

3.5.6. Responsibility

The University Librarian shall develop logistical procedures, rules and regulations to be observed by all patrons seeking reprographic services in the library. The logistical procedures, rules and regulations shall be communicated and publicized to patrons as appropriate.

3.5.7. Maintenance of the Photocopier

Chuka University ICT/Computer Science Department shall play a key role in maintenance of the photocopier. However, major repairs that may be required shall be done as follows:

- (i) Notifying users about the condition of the photocopier in writing.
- (ii) Engaging professional technicians to rectify emerging problems.

Patrons are hereby required to note that photocopying services shall be availed as stated previously, provided adequate stationery is in stock. Efforts shall be made to minimize stock-outs that may interfere with smooth flow of services.

3.5.8. Security of the Photocopier

The University Librarian shall develop, communicate and publicize standard operating procedures for securing and operating the photocopier and all other equipment in the University Library. All patrons and library staff shall be expected to adhere to the procedures.

PART IV: LIBRARY POLICIES MANAGEMENT

4.1. Implementation of the Library Policies

All library staff are responsible for implementing these Policies. However, the University Librarian shall ensure that these policies are implemented.

4.2. Review of the Library Policies

These Library Policies shall be reviewed every 5 (five) years, or as need arises by the Library Department, and presented to the Library and Bookshop Advisory Committee for consideration. Enquiries should be send to: chukalibrary@chuka.ac.ke.

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RECOMMENDATION

The Council is requested to deliberate and approve the Library Policies.

LIBRARY POLICIES APPROVAL

Sign----- Date:

Sign----- Date:

Prof. Erastus N. Njoka, Ph.D.
Vice-Chancellor/CEO

Dr. Julius T. Rotich, Ph.D.
Chairman of Council

APPENDICES
APPENDIX I: INSTITUTIONAL REPOSITORY DEPOSIT AGREEMENT FORM



INSTITUTIONAL REPOSITORY DEPOSIT AGREEMENT FORM

Telephones: 020-2310512/18
Direct telephone:

Email: chukalibrary@chuka.ac.ke,

P. O. Box 109-60400, Chuka
Website: www.chuka.ac.ke

REF.:CU/LIBD/IRF/1

Preface

Chuka University Digital Repository captures, preserves and disseminates intellectual Properties belonging to Chuka University Students, Staff and other others following International Copyright Law. Material deposited at the digital Repository should be electronic in nature and includes, but not limited to Doctoral Thesis and Dissertations, Master’s Thesis and Dissertations, Conference Proceedings, Peer Reviewed Articles, Books and Book Chapters, Speeches, Photographs, and Videos, Audio and Audio Visual Materials.

Repository Deposit Agreement

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Name of Author(s)..... Sign..... Date.....

Address..... Mobile..... Email:

Witness:

University Librarian _____ Sign _____ Date _____

FILL IN DUPLICATE

Copy 1: Library Institutional Repository

Copy 2: Author(s)

APPENDIX II



CHUKA UNIVERSITY LIBRARY RULES AND REGULATIONS

P. O. BOX 109-60400, CHUKA
Tel.: 020-2310512, 020-2310518
E-mail: chukalibrary@chuka.ac.ke

REVISED: March, 2019

PROLOGUE

Subject to the Universities Act (2012), these Rules and Regulations have the force of Chuka University Statutes for efficient delivery of services and disciplinary measures. All patrons are strongly advised to learn, know and adhere to them.

1.0 OPENING HOURS

MONDAY-FRIDAY

Open	8.00am-10.00pm
Long Loan Section	8.45am-7.00pm
Short Loan Section	8.45am-9.45pm

SATURDAY

Open	9.00am-10.00pm
Long Loan Section	9.45am-7.00pm
Short Loan Section	9.45am-7.00pm

SUNDAY AND PUBLIC HOLIDAYS: Closed

2.0 MEMBERSHIP

- Membership of the library is open to duly paid up and registered students
- Academic and administrative staff are to be recommended by their Heads of Departments
- Memberships of patrons from recognised institutions collaborating with Chuka University will be considered on production of a recommendation letter from their institution.
- Registration of students will be closed one month after admission of first year, subject to undergoing mandatory orientation.
- Non-members (institutions/individuals): External members shall be considered for membership on production of recommendation letters from local chief/employer/institution. In addition, they shall pay a non-refundable fee of **Ksh 20/=** per day, or

annual subscription fee of: **Ksh 300** per month, **Ksh 600/=** per term, **Ksh 1,800/=** per 6 months, **Ksh 3,000/=** per 12 months (1 year). **NB:** No loan facilities will be extended to this category.

- Institutions** collaborating with Chuka University shall pay a non-refundable annual registration fee of **Ksh 25,000/=** and **Ksh 10,000/=** refundable caution money. The Librarian reserves the right to register and deregister such clients.

3.0 ADMISSIONS

- The Librarian reserves the right to demand identification from registered members and may withhold admission into the library.
- The University identity cards must be shown at the Library entrance. External users shall produce national identification cards.

4.0 BORROWING

- The term "book" covers all types of library materials containing information. All registered members are allowed to borrow books and they will be expected to identify themselves at the time of borrowing. Use of unauthorized documents e.g. Other people's card is strictly not allowed and will be subjected to disciplinary action
- Readers are advised not to bring into the University Library the following:
 - Borrowed books unless for cancellation
 - Personal books.
- Books marked: **REF, AFR, SPEC, PAM, PAR and Thesis/Dissertations** and archival materials are for use in the Library only.
- Members must produce ID for each book borrowed and adhere to the following:
 - Certificate and Diploma students:** 2 books for 2 weeks and 1 reserve/short loan book for 2 hours or weekend.
 - Bachelor's degree students:** 3 books for 2 weeks and 1 reserve/short loan book for 2 hours or weekend.
 - Postgraduate students (PhD, Masters, Postgraduate Diploma):** 3 books for 1 month and 1 reserve/short loan book for 24 hours or weekend.
 - Academic Staff:** 6 books for 3 months and 1 reserve/short loan book for 24 hours/weekend.
 - Administrative and other staff:** 3 books for 1 month and 1 reserve/short loan book for 24 hours or weekend.
- The Librarian may recall, withhold or restrict circulation of any information material in the Library without prior notice.
- Reserved/short loan resources may be borrowed for use in the Library for a maximum of two hours and may be renewed. The resources are available

for overnight loan after 9.45 pm on week days, after 5.45 pm on Saturdays, and returned before 9.00 am on Monday.

- 4.7 Newspaper borrowing is available from 9.00 am – 6:00 pm.
- 4.8 All materials on loan must be returned before or on the time/date due.
- 4.9 Library materials returned by post must be registered and a receipt for the same kept for verification purposes.
- 4.10 A book will be assumed lost after the third reminder and therefore shall be penalized.
- 4.11 A member who repeatedly fails to return books on date due will lose their membership privileges.
- 4.12 Student IDs are not interchangeable.
- 4.13 Borrowers are held responsible for any damage or loss of any information materials. They should inspect them before borrowing.
- 4.14 A member who loses identification ticket shall make a written report to the Librarian immediately after loss and copy given to the Security Officer.

5.0 LIBRARY CHARGES

- 5.1 Overdue library materials will be fined as follows:
 - a) Long loan Ksh 50/= per day
 - b) Short loan (2 hours) Ksh 5/= per hour
 - c) Short loan (24 hours) Ksh 10/= per hour
- 5.2 Recalled materials shall accumulate Ksh 500/= per day one week from the recall date.
- 5.3 Fines must be paid promptly. Loan rights shall be withheld until payment is made. The Librarian reserves the right of suspending membership until the accumulated fines are cleared.
- 5.4 For lost materials, borrowers shall be charged:
 - a) Three times the cost of a book in print
 - b) Five times the cost of a book out of print
- 5.5 For damaged information materials, borrowers shall be charged **twice** the cost of replacement or repair. Damaged materials shall remain in the Library until payment due is received.
- 5.6 Materials declared lost and charged for will only be accepted back at the convenience of the library. Refund will be at discretion of the Librarian
- 5.7 A user attempting to remove a book from the library in a non-authorized manner shall be taken to Security Department and fined **Ksh 2,000/=**, have his/her membership cancelled and taken to University Disciplinary Committee.
- 5.8 Photocopying is subject to:
 - a) Copy Right Act Cap 130 Laws of Kenya
 - b) The library's authority to photocopy
 - c) The written permission from the author of a thesis/dissertation.
 - d) Charges: A4 paper Ksh 2 per page, A3 paper Ksh 5 per page, entire ID card Ksh 5.

6.0 CONDUCT

- 6.1 SILENCE must be strictly observed in the library.
- 6.2 Ringing and receiving phone calls in the library will attract a fine of **500/=**.
- 6.3 Wearing of overcoats/cover rolls, heavy jackets and similar wear is not allowed. Bags should be left on the shelves at the entrance. The library accepts no liability for loss of personal property left at the entrance.
- 6.4 All readers must show on exit all items they are taking out of the library.
- 6.5 The security staff reserves the right to inspect books and check bags leaving the library
- 6.6 Marking or defacing of books and periodicals is forbidden. Razor blades and penknives are not allowed in the library
- 6.7 Booking of reading carrels is strictly not allowed.
- 6.8 Readers are requested not to interfere with light switches, windows, sockets, computers or any library arrangement.
- 6.9 Materials not properly borrowed from other libraries will be confiscated and returned to the institutions of origin with particulars of the user found with them for necessary action by the offended institution.
- 6.10 Smoking, spitting, eating, hawking, sleeping, drinking and littering are strictly prohibited in the library. Defaulters will be charged a minimum fine of **Ksh 500/=** in addition to suspension or termination of membership.
- 6.11 Library users are free to report any complaints concerning library services to the librarian.
- 6.12 Unplugging of computer cables from power sockets is strictly prohibited.

7.0 CLEARANCE

Library clearance of registered members will be subject to payment of/for:

- a) Overdue fine in full
- b) Lost Library materials

8.0 BLACKOUTS

In case of blackout, the library will remain open for 10 minutes to allow students to exit/clear from the library.

9.0 REVISION DISCLAIMER

All charges/fines in these Policies, Rules and Regulations may be revised as appropriate without prior notice to clients/patrons.

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