



Machakos University
Library Department

Rules and Regulations

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

1.9 Borrowing/ loaning

- a) Diploma and certificates students shall be loaned three books for two weeks.
- b) Degree students shall be loaned four books for two weeks.
- c) Members of teaching staff are allowed to borrow five copies of books for a period of one month.
- d) Administrative and Supportive Staff are allowed to borrow 2 books for 2 weeks.
- e) Reserved book(s) shall be used within the Library between 9.00 am and 8.59pm. However, Library users shall be allowed to borrow the same between 9.00pm and 9.30pm and return it/them by 9.00pm the next day the Library is opened.
- f) Reference materials shall be used within the Library.
- g) Periodicals such as journals and Daily and weekly Newspapers shall be used within the Library.

1.10 Copyright

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

Approved by Prof. Francis M. Mathooko

Signature.....Date.....

**Ag. Vice Chancellor
Machakos University**

1.0 Preamble

Machakos University Library has automated its services using KOHA Library Management System. The Library acquires, organizes and makes accessible collections of print and non-print resources in support of the programs of the University.

1.1 Opening hours

The University Library operates as follows:

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

The Library sections shall operate as indicated below:

- Circulation/ Issue desk 9:00am – 6:00pm
- Reserve/Short Loan 9:00am – 9:45pm
- Reference / Information Desk 9:00am – 9:45pm
- Africana /special Collection Section 9:00am – 9:30pm
- Resource centre 9:00am – 4:45pm

The Library shall remain closed on Sundays and public holidays

1.2 Registration

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

1.3 Identification of Library Users

Library Users will be required to identify themselves as follows:

- (a) For students – Students identification cards.
- (b) Staff – University Staff Identity Cards.
- (c) Members of Public – National Identity Cards or Passport/ written permission. However for now because of shortage of space we are not allowing members of public to access resources in our facility.

1.4 Clearance

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

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

1.6 Discipline

- a) Order and silence shall be maintained in the Library.
- b) Marking, mutilation and defacing of Library materials is prohibited.
- c) Mobile phones should be switched off in the Library or put on silent mode or vibration.
- d) Foods and drinks are prohibited in the Library.
- e) Shelving of Library materials is prohibited. Materials must be left on the tables or the lower slot of the shelves.

- f) Re-arranging of Library seats and tables is prohibited.
- g) Oversized jackets, headgears, scarves, headphones (earphones) are prohibited in the -Library.
- h) Personal text books are barred from the Library.
- i) Borrowed materials from the Library will not be allowed in the Library unless the material is being returned for discharge
- j) No mobile phone charging shall be done in the Library.
- k) Sleeping in the Library is prohibited.
- l) No wearing of slippers in the Library.
- m) All bags shall be left in the Luggage Bay.
- n) Borrowed materials and any other items leaving the Library shall be checked at the exit by the Security Staff.

1.7 Photocopying of research documents

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

1.8 Penalties/ Fines

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