



KARATINA UNIVERSITY

LIBRARY POLICY

AUGUST 2024

CONTACTS

Karatina University

P.O Box 1957 - 10101 Karatina, Kenya

Telephone: 020-2176713/ +25472972100

Email: vc@karu.ac.ke

Website: <http://www.karu.ac.ke>

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SIGNATURE PAGE

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PROF. LINUS M. GITONGA
VICE CHANCELLOR

University Vision

To be a University of global excellence, meeting the dynamic needs and development of society.

University Mission

To create, conserve and disseminate knowledge through training, research, innovation, and community outreach.

Core Values

Equity
Excellence
Mutual Respect
Good Governance
Academic freedom
Accountability
Teamwork
Probity

Library Vision

To be a library of excellence committed to the advancement of knowledge through innovative and user-centered services.

Library Mission

To support, enhance, and collaborate in the institutional, research, and service activities of the University community and society.

Library Objectives

The library will strive to achieve the following objectives. To:

- i. Provide information resources for the support of academic, research, and community needs.
- ii. Serve as a Centre for academic collection, archives, manuscripts, electronic resources, literary works, audio-visual resources, and artefacts of historic and cultural significance.
- iii. Facilitate access and literacy in the utilization of information resources.
- iv. Process and provide access to the intellectual output of the university.
- v. Provide a conducive environment for study and research.
- vi. Participate in community outreach activities.

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Acronyms and Abbreviations

CAS	Current Awareness Services
CUE	Commission for University Education
ICT	Information Communication Technology
IR	Institutional Repository
KarU	Karatina University
KLISC	Kenya Libraries and Information Services Consortium
KNLS	Kenya National Library Services
LIS	Library and Information Science
LMC	Library Management Committee
LMS	Library Management System
OPAC	Online Public Access Catalogue

FOREWORD

Karatina University is a chartered public university in Kenya whose vision is to be a university of global excellence, meeting society's dynamic needs and development. As Chairman of the University Council, I am honoured to present this revised Karatina University Library policy to you.

The university recognises the ever-evolving technology that presents a paradigm shift in education and research practices and the critical role of the library in providing suitable support services towards this endeavour. This policy, therefore, embodies our commitment to providing an environment that promotes academic excellence through the provision of appropriate library systems, infrastructure, human resources, procedures, and processes.

Taking into account the principle of inclusivity, the diverse library users and their needs have been considered in this policy document. I encourage all students, faculty, researchers, alumni, and other stakeholders to embrace effective and efficient use of our library services and resources guided by this policy.

The document has been crafted in full consideration of recommendations provided for by regulatory bodies and professional opinions that include the Universities Act 2012, University Standards and Guidelines (2014), the Karatina University Statutes, the University Senate, the Library and Bookshop Committee, as well as the Library Management Committee.

I hope that this policy will serve as a cornerstone in our continuing effort to pursue global excellence in quality education, research, and community service initiatives driven by high standards of library services.

CHAIRMAN OF THE UNIVERSITY COUNCIL

CHAPTER ONE: INTRODUCTION

1.1 Background

A University library is a core part of any academic setting, with the mandate of providing quality information resources and services to fulfill the information needs of its clientele which mainly include students, the teaching and non-teaching staff, and alumni. The library also serves the community at large through mutual interactive relationships that facilitate the acquisition and provision of information resources and services. Currently, the Karatina University Library system consists of libraries at the main Campus in Kagochi and the School of Business Campus in Karatina Town.

1.2 Rationale

This policy provides guidelines on what is expected while carrying out activities related to collection development, user services, staff management and development, provision of information literacy skills training, and quality assurance. It serves as a guide for the library staff in their pursuit of effective library management and operations; and also, as a guide for library patrons in their pursuit of excellence in learning and scholarship. This library policy is aimed at maximizing efficient operations and provision of library services to ensure user satisfaction.

1.3 Definition of Terms

Catalogue: A list of all books or information resources in a library.

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

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

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

Hardbound: A book bound with rigid protective covers.

Information Literacy: It is the ability to locate, evaluate, manage, and use information from a variety of sources, both print and electronic, for problem-solving, decision-making, and research.

Librarian: A person trained in Library and Information Science (LIS) and engaged in library service.

Patron: A bonafide library user.

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

Weeding: The removal of information resources that are unwanted from the library collection.

1.4 Scope of the Policy

This policy will apply to the entire Karatina University library system which includes all Campuses. The current library system shall be referred to collectively as Karatina University library in this policy document. Any future expansion of Campus libraries by Karatina University shall be managed under the Department of Library Services for as long as the University treats the library system as one department and under one University Librarian.

1.5 General Guiding Principles

The guiding principles in this policy include:

- i. Systematic selection, acquisition, and organization of all forms of information resources;
- ii. Dissemination of information to university community and other patrons;
- iii. Provision of information literacy programs;
- iv. Conservation and preservation of information resources;
- v. Co-operation with other libraries/institutions for the benefit of the patrons;
- vi. Ensuring the provision of a conducive environment for study.

1.6 Objectives of the Policy

The objectives of the library policy are to guide in the:

- i. Selection and acquisition of relevant information materials for the university's present and future teaching and research programs;
- ii. Promotion of a working relationship between the University library and other departments;
- iii. Development and management of a user-centred library collection, services, and facilities;
- iv. Effectiveness and efficient administrative systems and procedures;
- v. Enhancement of better relationships between library staff and library patrons.

CHAPTER TWO: POLICY AREAS

2.1 User Services Policy

This user services policy provides guidelines on interactions and expectations for the mutual benefit between the library patron and the library in the fulfilment of the vision and the mission of the University library.

2.1.1 Objectives of User Services

The objectives of user services include the following:

- i. To facilitate access and use of information resources promptly;
- ii. To guide the use and interaction with library resources and services;
- iii. To provide a conducive environment for study and research.

2.1.2 Policy Statement in User Services

This policy will be implemented based on the following policy statements, discussed in various subsections:

i. Library Opening Hours

The opening hours for all Karatina University Libraries shall be determined by the University Librarian in consultation with the Senate Library and Bookshop Committee to cover day, evening, and weekend hours as per Appendix IV.

ii. Shift System

Due to long operating hours, the library shall operate in a shift system, that is, evening and weekend shifts. A shift roster shall be provided by the library management.

iii. Library Book Loans

There shall be two types of library loans for print books, long and short loans. The duration of each library loan will depend on the category of the library user and the level of demand for the specific books as per Appendix VI.

a) Short loan

Books in high demand shall be placed in the short loan section. Short loans aim to maximize the usage of such books.

b) Long Loan

Long loan books are those that are not in very high demand. The maximum number of books issued per loan to different categories of patrons and the duration is determined from time to time. All borrowed library materials shall be stamped with a due date to indicate when the user is expected to return them.

c) Book Loans to Part-time Lecturers

Part-time lecturers can borrow books from the library but through their respective Heads of Department.

iv. Use of the Library by the Alumni and External Users

a) Alumni

On identification, registration, and payment of the membership fee, Karatina University alumni shall be allowed to use the library for reference purposes only. Alumni shall not be allowed to borrow books. The annual membership fee shall be determined by the Senate Library and Bookshop Committee from time to time.

b) External Users

On registration and payment of fees, external library users may be allowed to use the library. External users will be allowed to use the library for reference purposes only but not to borrow any library materials. Permission to use the library by external users will depend on the nature of demand and the available sitting capacity. The annual external user fees shall be determined by the Senate Library and Bookshop Committee from time to time. Students from other Universities may be allowed to use the library on production of an introduction letter from their institutional library,

and an identity card indicating that they are students in an institution of higher learning.

vi. Library Charges

a) Overdue Fines

Library patrons who fail to return borrowed library items according to the due date shall be charged an overdue fine. All library charges shall be accounted for by the use of a university receipt from the finance department. The overdue charges shall be determined by the University Librarian in consultation with the Senate Library and Bookshop Committee from time to time.

b) Replacement Charges for Lost Library Items

Lost library items shall be replaced with a similar title of the most current edition plus the payment of administrative charges. In the event the replacement title is not available, such as, out of print, the patron shall be advised on the alternative title by the University Librarian. No refunds shall be given back for any lost item found after replacement. Both items shall remain the property of the University library.

c) Photocopying/Printing Charges

Photocopying and printing services are offered and shall be charged at the price determined by the Senate Library and Bookshop Committee. All proceeds from photocopying and printing shall be deposited with Finance Department and a receipt issued.

vii. Inter-Library Services

All registered library patrons shall access library resources and services from any Campus Library.

2.1.3 Library Code of Conduct

There will be a library code of conduct (Appendix I) aimed at providing patrons with information on what is expected of them as they interact with fellow students, library

resources, and staff. The code of conduct shall apply to all library patrons and will be reviewed from time to time.

2.1.4 Services and Facilities for Library Patrons with Special Needs

The library will endeavor to provide relevant services/facilities for all library patrons including persons with disabilities. This will include access paths fitted with ramps and information resources in audio, braille, and huge print format. The library will strive to implement assistive technologies where applicable.

2.1.5 Current Awareness Services

Current Awareness Services (CAS) is the informing of library patrons of new resources and services in the library, which will be offered through;

- i. Use of electronic, online, and print mechanisms to reach out to the patrons.
- ii. New books and journals shall be displayed for a specific period in all campus libraries for current awareness purposes.

2.1.6 Protection of Intellectual Property

The library shall protect Intellectual Property by ensuring adherence to copyright laws and other related rights. No patron shall be allowed to photocopy more than what is permitted by local and international copyright law.

2.1.7 ICT Resources and Library Management Software

Due to the emergence of technology, the information landscape is changing in terms of format and access.

- i. The library shall provide and maintain computer and network resources for access to information resources.
- ii. All members using library computers and network resources shall be bound by this policy.
- iii. All patrons using these resources are expected to act in a responsible, ethical, and legal manner, in addition, patrons must respect the rights and privacy of other patrons and share the resources equitably.
- iv. Access to computer and network resources is restricted to registered library patrons.

- v. Accounts and passwords will be assigned to library patrons and are not to be shared with or used by other persons within or outside the University.
- vi. The library shall utilize appropriate ICT resources to provide electronic/digital information resources and services.
- vii. The library shall implement relevant library management software to offer its resources and services to patrons on and off campus.
- viii. Each library shall have a digital library section to manage electronic information resources and services.
- ix. The digital library services for the entire library system shall be managed by a Systems Librarian who will work closely with the University's ICT department for technical and related support.
- x. The library shall have web pages whose content will be drawn from all Campuses for marketing library services and disseminating electronic information.
- xi. The preparation and uploading of the web content shall be guided by the University's ICT policy.

2.1.8 Information Literacy/User Education

The library will offer information literacy and user education in the following ways:

- i. New students shall be given user orientation on the use of library resources and services upon reporting.
- ii. All students shall undertake a course on information literacy (Appendix II) on the use of digital and other library services.
- iii. The library system shall set up mechanisms that facilitate the implementation of information literacy programs.
- iv. The library shall provide continuous user education to library patrons on a scheduled basis depending on individual or group user requests.

2.1.9 Ceasing of Registered Members

- i. Students shall cease eligibility to borrow books on completion of their studies. However, after completion of their studies, a student can be allowed

To register to use the Library as an alumni. All final year students shall be cleared by the library before they can graduate or be given the Alumni rights to use the library.

- ii. A staff member shall cease eligibility to borrow books on leaving the University employment. All staff members who leave Karatina University for any reason must clear with the library.
- iii. Upon clearance, the student's or staff's library account details for logging into library systems will be deactivated.

2.1.10 Marketing and Publicity Channels

The library shall endeavor to market its collection and information services to all stakeholders through various channels such as;

- i. Library bulletins and brochures,
- ii. Library website,
- iii. National agricultural trade shows,
- iv. Exhibitions,
- v. Promotion weeks,
- vi. Relevant meetings and forums, and
- vii. Social media.

2.1.11 Library Partnerships and Collaborations

The library encourages partnerships and collaborations with private and public organizations at local, national, regional, and international levels. The partnership and collaboration should increase the exposure of the library in the community, achieve the mission and strategic goals of the library, and be of mutual benefit to both parties. Organizations that are deemed appropriate and compatible with the mission, goals, and policies of the library will be considered for a potential partnership.

2.1.12 Off-Campus Access

The library shall provide access to subscribed electronic resources On and Off-Campus. The library shall subscribe to relevant software to enable off-campus access

to library resources. All library patrons are eligible to be registered for off-campus access. Upon clearance from the university, off-campus access rights and privileges shall be withdrawn by the librarian deleting the library user's credentials from the system.

2.1.13 Community Outreach Programmes

The library shall organize and participate in community outreach activities. These may include:

- i. Reading promotion campaigns,
- ii. Offer professional expertise in the establishment and management of libraries,
- iii. Library competitions,
- iv. Solicit for donations to equip local libraries.

2.1.14 Library and Information Security

The University library represents an extensive body of knowledge and a long and rich cultural record. The library will take all reasonable measures to protect its collections and assets from theft and deliberate or reckless damage and to protect all its buildings from unauthorized intrusion and vandalism. The library will:

- i. Ensure that the premises are adequately maintained and fitted with suitable technical security systems and devices;
- ii. Monitor access to and use of library computers and network resources including digital content. Access and use of electronic resources and software will depend on the license agreement with the vendor;
- iii. Ensure that access and use of online information resources is through appropriate credentials assigned by the library;
- iv. Control the entrance and exit of patrons and custodial staff;
- v. Allow access to Library-controlled storage areas only to appropriately authorized staff;
- vi. Ensure that all items available in the collection are accessioned, carry security markings, and bear the library's ownership stamp;

- vii. Carry out regular inventories and use the results to ensure that categories of items within collections are accorded an appropriate level of security;
- viii. Maintain records of all library property and weeded items;
- ix. Ensure that all Library patrons identify themselves with student or staff ID at entry points;
- x. Establish and maintain appropriate security levels of the library collections;
- xi. Prepare and keep current a library fire evacuation plan and an emergency disaster plan (Appendix III) for each library with specific staff instructions and directions, including emergency closing and evacuation, staff notification, life safety responsibilities, maintenance of building integrity and utilities, and emergency conservation and recovery.

2.2 Collection Development Policy

This policy provides guidelines on the selection, acquisition, processing, maintenance, and evaluation of information materials as a basis for the effective provision of quality information services. The collection development activities and policy shall be guided by the University's academic and research programs to meet the information needs of the Schools, Institutes, Directorates, students, and all registered library patrons.

2.2.1 Objectives of Collection Development

- i. To acquire current and relevant print, electronic, and multimedia information materials for all academic programs in line with the school recommendations, and other formal guidelines and standards;
- ii. To classify, catalogue, and organize information resources for easy access and retrieval;
- iii. To carry out periodic stocktaking to evaluate library collection and establish a balanced collection for each academic program;
- iv. To provide appropriate and effective conservation and preservation measures for information materials.

2.2.2 Policy Statement on Collection Development

Collection development will be implemented under the following sub-sections:

2.2.2.1 Levels of Collection Development

- i. The collection shall be based at the level that meets the information needs of the University per current academic programs and others that are approved from time to time.
- ii. The bulk of the collection shall be at the undergraduate and postgraduate level to support the curriculum and research needs of the students and the faculty.
- iii. Departmental reference collection shall be developed per the unique information needs.
- iv. The reference collection and any other specialized collections shall be developed per the University's demands and the expressed patron information needs.

2.2.2.2 Selection Process

- i. The library shall involve the faculty in the selection of electronic and print information materials.
- ii. Where necessary, the acquisition librarian shall be involved in the selection of general reference and special information materials that are relevant to the information needs of library patrons.
- iii. Suggestions from students and non-teaching staff shall also be considered.
- iv. Subscriptions to journals shall be reviewed regularly to evaluate usage and the emergence of new relevant journal titles.
- v. Online electronic resources shall be acquired to supplement the print collection.

2.2.2.3 Selection Aids

Various aids shall be used in the selection of information materials. This includes:

- i. Catalogue from national bibliographies.
- ii. Publishers and booksellers' catalogues.
- iii. Subject-specific bibliographies.
- iv. Faculty, student, and staff recommendations.

- v. Online subject bibliographies.

2.2.2.4 Acquisition Guidelines

The library will strive to acquire information resources to meet the information needs of academic programs on offer and in all formats guided as follows;

i. Acquisition of Electronic Resources

Electronic information resources shall include:

- a. E-books.
- b. E-Journals.
- c. Relevant web pages.
- d. Magazines and,
- e. Other relevant electronic formats such as audiobooks.

These shall be acquired in line with the following criteria;

- a. Relevance to the curriculum and research programs of the University.
- b. Demand.
- c. Ease of use.
- d. Cost.
- e. Licensing flexibility.
- f. Availability of technical support.

ii. Acquisition of Print Resources

Print resources shall include;

- a. Hard copy books.
- b. Hard copy journals (periodic publications).
- c. Hard copy newspapers and magazines (periodic publications).

Print resources shall be acquired in line with the following criteria;

- a. Relevance to the curriculum and research programs of the University.
- b. Demand.
- c. Cost.
- d. Currency.
- e. Quality.
- f. Relevance.

iii. Acquisition of Audio-Visual Resources

Audio-visual resources shall include the following;

- a. Videos.
- b. DVDs and CDs.
- c. Flashcards.
- d. Charts.
- e. Maps.

2.2.2.5 Procurement of Information Materials

The procurement of information resources shall be according to university procurement procedures and per their relevance to the teaching and research interests of the University.

The library shall acquire materials to supplement and complement the prescribed courses. A maximum of five (5) copies subject to review depending on the user population and the budget. Electronic resources such as e-books and e-journals shall be acquired either jointly with other institutions or individually.

2.2.2.6 Donations and Gift Items

Donations of books and other types of information resources are considered to be “gifts in kind”. The library welcomes donations of books, materials, or money for the purchase of books, materials, equipment, or facility enhancement with the understanding that it has the right to handle or dispose of in the best interest of the University. Depending on whether these information materials are in print, electronic, or audio-visual formats, they shall be required to pass through the selection criteria indicated for each category above to ascertain their relevance and quality.

The pricing of book and audio-visual donations shall be determined by the current market price. The pricing of thesis and dissertations shall be determined by the Library and Bookshop Committee.

2.2.2.7 Sourcing of Information Materials

All information materials shall be sourced from reputable firms and supplies and in line with the University's procurement policy procedures.

2.2.2.8 Delivery of Procured Information Materials

The delivery of information materials such as books and journals shall be at the Main Campus to ensure consistency and recording of whatever is ordered. The materials will then be accessioned and processed from a central location and then circulated to other campuses.

2.2.2.9 Processing of Information Materials

The information materials shall be processed and organized using internationally recognized tools such as;

- i. Anglo-American Cataloguing Rules,
- ii. Library of Congress Classification Scheme Schedules,
- iii. Library of Congress Filing and Shelving Rules,
- iv. Library of Congress List Subject Heading,
- v. Electronic Integrated Library Management System or any other library software recommended and adopted by the University.

2.2.2.10 Copyright Laws

- i. The library shall adhere to the copyright laws as applied Internationally and in Kenya.
- ii. The development of the University collection such as student theses and dissertations or special collections will be done in compliance with copyright laws.

2.3 Weeding Policy

Weeding is the removal of unwanted information materials from a library collection.

2.3.1 Policy Statement for Weeding

Collection development involves both the acquisition and weeding of materials to keep the collection vibrant, relevant, and useful to the patrons. The systematic

removal from the library of materials no longer useful is essential to maintain the purpose and quality of the collection. The library is mandated to critically analyse its collection to determine how well it supports the mission of the library. Determining whether a library's collection meets the needs of the patrons and the educational goals of the institution is part of the core mission of the library. Weeding will be done annually.

2.3.2 Objectives of Weeding

The objectives of weeding in a library are to;

- i. Provide current, useful, and in good condition collection to support teaching and research;
- ii. Encourage all members of the University Community to participate in collection development and enhancement;
- iii. To create space and optimize the use of available space.

2.3.3 Criteria for Determining Materials for Weeding

The general principles that shall guide weeding are; shelf-time (not checked out for 10 years or more), condition and appearance of the material, relevancy, patron information needs, inaccurate or false information, unused sets of books, repetitive series, surplus duplicates, and whether the information is outdated as the case of technology and scientific information. This will be achieved by weeding of;

- i. Physical condition: Soiled or mutated (irreparable) books, particularly those with missing pages, brittle or dirty paper, for instance, hardbacks, study print (and a decision concerning replacement made).
- ii. Relevance: Information resources that are no longer in demand, or that no longer support the curriculum or current University information needs.
- iii. Timeliness: Information resources published 20 years before the date of weeding; - Books that do not fall in the above category, but have been superseded by three newer editions.
- iv. Last date of circulation: If the materials are on the open shelves and have not been loaned for use out of the library in the past ten years.
- v. Completeness: Incomplete volumes of journals and serial works.

- vi. Materials in excess: Multiple copies be weeded to a maximum of ten copies per title.
- vii. Files: Closed files be weeded.
- viii. Newspapers: Hard copy newspapers that have been replaced by soft copy or bound copies be weeded out.
- ix. Past examination papers: Weed back copies that date back to 10 years.
- x. Non-print materials: Visual and audio-visual materials dating back to 20 years be weeded.
- xi. Electronic resources will be weeded following the applicable guidelines as other resources. In addition, the collection of electronic resources will be monitored for sites that are no longer maintained and links which no longer point to the correct location for a particular resource.

2.3.4 Information Materials Not Eligible for Weeding

The following information materials shall not be eligible for weeding at any given time;

- i. Rare books.
- ii. Primary sources: Theses, dissertations, and research materials.
- iii. Karatina University publications: Those in multiple copies may be reduced to two.
- iv. Government publications: Titles in multiple copies are to be reduced to one (for research purposes).
- v. Literary classics.
- vi. Maps: These can be relocated to the University archives.

2.3.5 Guidelines for Weeding

Weeding shall be under the general supervision of the Librarian – Resources Acquisitions and the Librarian – Circulation and Customer Services. Weeding shall be done annually alongside the stock-taking exercise.

- i. Library staff should be sensitized on what is expected of them during the weeding process.

- ii. Librarians shall use more than one criterion in assessing the books to be weeded.
- iii. Materials earmarked for weeding shall be kept in one ideal location for one month. During this period, stakeholders/patrons will be informed of the exercise and allowed to inspect the weeded materials to evaluate their relevance/validity.
- iv. Stakeholders/patrons who identify materials deemed to be relevant shall indicate their comments and identify them in a register to be provided and give reasons why they should be retained.
- v. Information resources not recommended for withdrawal will be returned to the shelves after the display period.
- vi. Materials identified for weeding will be labelled with a distinctive mark to ensure they remain in a secluded area set aside for weeded information resources.
- vii. Weeded materials should have their entries denoted “weeded” in the Library Management System.

At the end of the exercise, the Acquisitions section will identify the weak areas of the collection and, in consultation with the respective schools and departments acquire more books to beef up the said areas. In case an item is needed because of physical condition and it can be repaired, book repairs shall be carried out in the department or through outsourced services.

2.3.6 Disposal of Information Materials and Other Library Resources

This includes:

2.3.6.1 Newspapers

Extra hard copies of newspapers shall be disposed of on regular basis due to space limitations. One daily copy shall be retained and bound in issues of a month once every year. The disposal procedure shall be directed by the Public Procurement and Disposal procedures.

2.3.6.2 Equipment

Unrepairable items such as computers and all types of furniture shall be disposed of following the university's Public Procurement and Disposal procedures.

2.4 Information Literacy Policy

Information literacy is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information. The Commission of University (CUE) standards (2012, p.19) provides that “the library shall facilitate academic success and encourage lifelong learning through information literacy and competency initiatives”.

2.4.1 Policy Statement for Information Literacy

This policy provides guidelines on the content and mode of delivery of information literacy skills. The policy is meant to assist the library in conjunction with faculty in training students to appreciate the range of electronic and print information resources available and to access, use and evaluate such information resources for study, research, scholarship, and lifelong learning. For the Information Literacy program to be successful, the library shall work with the faculty.

2.4.2 Objectives of Information Literacy

The objectives of Information Literacy are to:

- i. Determine the nature and extent of information needed;
- ii. Access the needed information effectively and efficiently;
- iii. Evaluate the information and its sources critically;
- iv. Incorporate selected information into one’s knowledge base;
- v. Use information effectively to accomplish a specific purpose;
- vi. Access and use information ethically and legally.

2.4.3 Integration of Information Literacy into the Academic Programmes

To meet the objectives of the information literacy skills training, the library shall work with the relevant schools/departments to incorporate the information literacy skills program within the curriculum.

2.4.4 Target Audience

The Information Literacy sessions are aimed at all library patrons. Currently, they are categorized as follows:

- i. Undergraduates,
- ii. Postgraduates,
- iii. Teaching (full-time & part-time) and non-teaching staff,
- iv. Alumni.

2.4.5 Structure of the Information Literacy Programme

The information literacy program shall be implemented in modules. Each module represents different aspects of the required skills in searching and use of information resources. Module implementation will be through lectures, tutorials, practical sessions, and discussions.

2.4.6 Stakeholders in Information Literacy Program

Although the library plays a leading role, the development of information-literate graduates is a shared responsibility. Key partners in this program are academic staff, the University Library, and students. These shall work together to embed information literacy content in the curriculum.

2.4.7 Roles and Responsibilities of Stakeholders

The University Library, academic staff, and students have various roles to play as follows:

2.4.7.1 University Library

- i. Provide leadership in policy formulation and planning for information literacy within the University;

- ii. Work with partners to monitor national and international trends in information literacy training and benchmark these against the information literacy programs of the University;
- iii. Work with academic staff to integrate information literacy objectives into course curriculum and course outlines and content;
- iv. Develop, promote, and deliver information literacy training to the academic and student communities;
- v. Work with schools to monitor and evaluate the quality and effectiveness of the information literacy programs of the University.

2.4.7.2 Academic Staff

- i. Work with the University Library to develop information literacy programs that are relevant to course curriculum and unit outcomes.
- ii. Incorporate information literacy objectives into the course outline.

2.4.7.3 Students

- i. Undertake the information literacy program.
- ii. Evaluate the information literacy sessions and give input for improvement.

2.4.8 Implementation/ Integration Plan

The implementation of the information literacy program shall be through the University Librarian working in collaboration with the schools and the administration. This collaboration shall enable the library:

- i. To provide an appropriate range of information literacy services covering all University programs, including on-campus and distance learning.
- ii. To incorporate information literacy into course content as examinable (Information Literacy modules are provided as Appendix II).

2.5 Institutional Repository Policy

This Institutional Repository (IR) Policy has been formulated adhering to Karatina University's standard operating procedures. The repository, and its content, are managed and maintained by Karatina University Library Staff. Stakeholders within

the University are directly involved with decision-making regarding the management and maintenance of the IR. Digital materials that are to be accepted for archiving in the Digital IR may include but are not limited to, Karatina University photographic work and history; books and book chapters; conferences, workshops, seminar proceedings, and presentations; KarU journals and scholarly articles; digital art; multimedia and audio-visual materials; graduation ceremony; and cultural week proceedings. All materials deposited in Karatina University will be available for use in open access.

2.5.1 Policy Objectives

- i. To promote high standards in the management of scholarly output,
- ii. To provide guidelines on the deposition, archiving, and dissemination of content for the IR.
- iii. To provide long-term preservation of the University's research outputs.

2.5.2 Application of the Policy

This IR policy applies to students and employees of Karatina University.

2.5.3 Deposition Terms

All research outputs and any other digital content will be scrutinized by the depositor to ensure that:

- i. The intellectual work to be deposited is in electronic/digital form;
- ii. The submitted content is accompanied by an appropriate metadata description;
- iii. Research outputs submitted by (or on behalf of) a current/former Karatina University member is complete;
- iv. Information/content deposited in Karatina University IR is by default, immediately available in open access unless otherwise when an embargo period needs to apply.
- v. The author/owner of the full-text/main article fills Repository Deposit Agreement Form (Appendix VI). However, abstracts and summaries can be deposited/archived without authors/owners filling out the Form;

- vi. In the process of depositing content, the depositor is free to specify an embargo date before which the author's intellectual content should not be released.

2.5.4 Preservation and Sharing Scholarship

All faculty members, staff, students, and affiliates of the university may use the repository to store their scholarly work produced while they are affiliates of Karatina Universities. Please contact the KarU library for more information.

2.5.5 Antiplagiarism

The University Library reserves the right to subject any content to anti-plagiarism software before being deposited in the KarU IR. Theses, Dissertations, projects, and scholarly papers should be subjected to antiplagiarism software to ensure that work meant for deposit complies with the university-set standards and intellectual property legal requirements.

2.5.6 Communities of the Institutional Repository

The following are the communities of KarU IR:

- i. Archives**

Karatina University photographic work and history.

- ii. Books and Book Chapters**

Captures books and book chapters authored by Karatina University students and Staff.

- iii. Conference/ Workshop/ Seminar Proceedings and Presentations**

Conference papers presented by any Karatina University member of Staff or at any Karatina University Conference shall be forwarded to Karatina University Library for uploading into KarU IR within two months after the end of the Conference, Workshop, or Seminar.

Karatina University Workshops and Seminar Papers shall be availed to the University Librarian for deposit in the IR not later than two months after the Seminar/Workshop Proceedings.

iv. Research Articles

Scholarly articles authored by members of Karatina University Staff and published in peer-reviewed journals or any other acceptable Journals may be presented to the University Library in soft copies for consideration for uploading in the IR adhering to Copyright Law. Only Abstracts and URL Links for research works that are restricted by copyright may be deposited in the KarU IR.

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

A community of digital art, multimedia, and audio-visual materials in form of a gallery, speeches, and similar material.

vi. Karatina University Events

All Important events taking place within Karatina University or hosted on the University premises, such as Cultural Week, Graduation Ceremonies, and Orientation of First-Year Students shall be captured through photographs, audio, and/or audio-visual materials and shall be considered for uploading into the IR.

vii. Reports and Students' Handbooks

The IR will also accommodate a community for Reports and Karatina University Students' Handbooks.

2.5.7 Responsibility for Implementing and Managing the Institutional Repository

The Karatina University Librarian is responsible for overseeing the implementation of the IR policy. The Systems Librarian shall be responsible for the management of the IR. The Systems Librarian in consultation with the University Librarian shall:

- i. Ensure the creation of awareness amongst Karatina University students, staff, and other stakeholders concerning this policy;
- ii. Plan for submission of digital content;
- iii. Evaluate and recommend digital content to populate the Repository;
- iv. Scrutinize intellectual property rights for materials forwarded for deposit into the Repository;
- v. Edit/Recommend for editing Digital Repository content;

- vi. Ensure the Author of an intellectual Property fills in and signs the University Deposit Agreement Form;
- vii. Reserve the right of declining unsuitable digital content.

2.5.8 Metadata

Changes to items deposited in the IR are strictly not permitted unless with permission from the University Librarian.

2.5.9 Access to Digital Content

IR content is accessed free of charge. Access to some items such as past examination papers may be controlled.

2.5.10 Retaining and Withdrawal of Items

Items deposited in KarU IR will be retained indefinitely. Acceptable reasons for withdrawal of items include:

- i. Infringement of national or International legal requirements (such as copyright infringement or plagiarism);
- ii. Digital materials may be removed from the repository at the discretion of Karatina University Library Management;
- iii. Items violating National Security.

2.6 Library Staffing Policy

This section highlights the library staffing policy.

2.6.1 Policy Statement for Staffing

A competent and experienced staff complement is mandatory for effective and efficient information services delivery. The university library shall work in collaboration with the Human Resource Department to recruit and retain qualified and competent staff for each campus.

2.6.2 Objectives for Staffing

The objectives for staffing in a library are to:

- i. Appoint qualified and competent employees for the right job;
- ii. Allocate jobs among staff according to their ability, talent, and aptitude;

- iii. Appraise the performance of staff to ensure quality;
- iv. Provide necessary support and a conducive work environment for optimal performance by all staff.

2.6.3 Library Staff Structure

The overall manager for all Karatina University libraries shall be the University Librarian. The University Librarian shall be supported by Librarians and para-professionals as guided by the Commission of University Education (CUE) standards (2012, p.17). This includes:

- i. Deputy University Librarian (s)
- ii. Senior Librarians: (A Senior Librarian is in charge of either a Campus or a specialized library section).
- iii. Librarians/Systems Librarian(s)
- iv. Senior Assistant Librarians/Senior Assistant Systems Librarian
- v. Assistant Librarians/ Assistant Systems Librarian
- vi. Senior Library Assistants
- vii. Library Assistants
- viii. Library Attendants.

2.6.4 Reporting Structure

The library is under the Academic Affairs Division. The University Librarian has the overall responsibility of the library staff. The library staff in charge of a campus library shall report to the University Librarian for administrative issues (Appendix VII).

2.6.5 Appointment and Promotion

Appointment and promotion of the library staff shall be according to the University's Human Resource Policy.

2.6.6 Staff Development

Staff development shall be as per the human resource policy. In addition, the University Librarian may organize in-house or off-site training for library staff for an identified need to enhance the achievement of specified objectives. The University shall be expected to financially facilitate library staff to attend and participate in

professional development forums (Internationally or in Kenya) such as workshops, conferences, seminars, and symposiums to keep updated with changing trends in the profession.

2.6.7 Work Schedules

i. Working on weekdays and weekend shifts

Librarians, Assistants Librarians, Senior Library Assistants, and Library Assistants are eligible to work on shifts.

ii. Weekend shift and time off

The weekend shift will be adequately compensated through off days while those working on night shifts should report at an appropriate time to work for eight hours per day. Taking of day offs will be scheduled at the convenience of the work schedule of the University Library.

iii. Working on public holidays

Occasional working on public holidays will be necessitated by the presence of students on campus or any other academic activity that the University may have. Working on public holidays shall be considered as working on a weekend and shall be compensated likewise.

iv. Annual leave.

Annual leave shall be taken according to the human resource policy. Handover reports shall be submitted to the staff assuming the responsibilities and copied to the immediate supervisor if the leave period is more than five (5) days.

2.6.8 Staff Discipline

All staff disciplinary issues shall be handled per the human resource policy.

2.6.9 Staff Welfare

Staff welfare shall be according to the human resource policy.

2.6.10 Library Meetings

Library meetings shall be encouraged to ensure teamwork, harmonious relationship, communication between all library sections/units/campuses, and review of work

operations. The meetings shall be held as follows:

- i. The library management committee (LMC) meetings shall be held twice in an academic year (one per semester) to review the performance of the library and to map strategies for improvement and progress.
- ii. Members of the library management committee shall comprise the University Librarian, Deputy University Librarian (s), Senior Librarian(s), and Librarian(s). Those heading Campus libraries and are below the aforementioned positions shall be invited;
- iii. Sections heads in individual Campus/sections shall hold meetings frequently to ensure effective delivery of services;
- iv. Staff meetings in each Campus shall be held once a semester;
- v. Each Campus/section shall prepare a schedule of meetings at the beginning of every year and circulate the same to all members of staff and the University Librarian;
- vi. Campus Library meetings shall be held under the chairmanship of the Campus Librarian of each Campus library who shall make a report/send a copy of minutes to the University Librarian.

2.7 Disaster Management and Business Continuity Policy

2.7.1 Policy Statement for Disaster Management

An elaborate disaster management and business continuity policy is essential as a guide for the safety and re-assumption of normal operations when a disastrous event occurs. The guidelines shall apply to all Karatina University libraries. The University-wide disaster management policy shall also apply in the library.

2.7.2 Objectives of the Disaster Management

The objectives of the disaster management policy in a library are to:

- i. Ensure the safety of all library patrons, staff, and information resources.
- ii. Safeguard and make available vital information, supplies, and equipment to ensure the safety and recovery of library resources from predictable disasters.

- iii. Reduce the risk of disasters caused by human error, deliberate destruction, and building or equipment failures.
- iv. Ensure the library's ability to continue operating after a disaster.

2.7.3 Disaster Preparedness

For the library to ensure disaster preparedness:

- i. The library shall liaise with the University management to ensure the installation of relevant firefighting equipment, smoke detectors, and water sensors.
- ii. Fire drills shall be conducted as guided by the university policy.
- iii. The university's guidelines on fire exits and safety pathways shall be adhered to in the library building.
- iv. The library shall install up-to-date security surveillance CCTV.
- v. All persons shall be vetted appropriately to ensure only authorized patrons are gaining access to the library building.
- vi. The library department shall be represented by a senior officer in the university disaster management committee.
- vii. Library staff shall participate in disaster management training as organized by the university.
- viii. All library staff shall be sensitized and updated on handling disastrous events.
- ix. Back-up of data from all library systems shall be kept according to the university data security policy.

2.7.4 Disaster Management

The library's evacuation and safety procedures shall be guided by the university's policy on disaster management. The library shall also develop detailed guidelines for disaster preparedness/prevention, response, and recovery plan due to the sensitivity of information resources thereof (Appendix III).

2.7.5 Business Continuity Plans

The library shall implement standard guidelines on business continuity plans as outlined in the university policy and according to guidelines in Appendix III.

- i. The library shall negotiate agreements with neighboring libraries to utilize their library resources.
- ii. The library shall continue to subscribe to electronic resources and will be used as a stopgap in case of a disaster on print resources.
- iii. All staff surviving a disastrous event shall be required to undergo counselling sessions to help them overcome trauma and distress.
- iv. Analysis of any disaster shall be used to improve the disaster plan in light of the experience.

2.8 Library Quality Assurance Policy

2.8.1 Policy Statement for Quality Assurance

The library's approach to quality complies with the international library standards and protocols as well as the standards and guidelines provided by the CUE Standards, 2012. To assure the quality of products and services offered by Karatina University Library, a series of checks and evaluations will be carried out on an annual basis, and recommendations made for continual improvement.

2.8.2 Objectives of Quality Assurance

The objectives of quality assurance in a library are to:

- i. Focus the library services and products on the clients and their satisfaction;
- ii. Establish effective control and procedures for library operations;
- iii. Monitor the library systems and services for improvement.

2.8.3 Evaluation and Assessment of Library Services

The library shall develop, monitor and improve mechanisms to evaluate the quality of information services and resources such as information literacy competencies, library operations, and information services, access and retrieval tools, ICT equipment, the performance of library staff, interdepartmental relationships, and

community social responsibility activities. The evaluation and assessment shall be done through the use of:

- i. Surveys,
- ii. System audits and logs,
- iii. Polls questions and/or
- iv. Performance appraisal.

2.8.4 Customer Feedback

The library shall establish customer feedback mechanisms as guided by the ISO procedure manual of Karatina University.

2.9 Library Committees

The library shall have the following committees:

2.9.1 Senate Library and Bookshop Committee

There shall be a Senate Library and Bookshop Committee established following University Statutes VIII article 8(h). The roles and functions of the committee shall be stipulated by the University Senate.

2.9.2 Library Management Committee

The Library Management Committee (LMC) shall be composed of senior members in the library. It is mandated to propose library policies, procedures, services, rules, and regulations for discussion by the Senate Library and Bookshop Committee.

2.9.3 Ad hoc Committees

The University Librarian may constitute ad hoc library committees as deemed appropriate and as need be.

2.10 Library Data Protection Policy

The KarU library is committed to protecting the personal data of its patrons that it processes. The policy applies to data processed both in hard copies and digitally.

2.10.1 Objectives of the Policy

The objectives of the data protection policy are to guide in the:

- i. Measures that the library will take to ensure the protection of personal data,

- ii. Rights of individuals whose data is processed.

2.10.2 Principles

KarU library shall process data in accordance with the following principles as guided by the Kenya Data Protection Act, 2019.

- i. Lawfulness, fairness, and transparency: Personal data is processed lawfully as per consent where applicable, fairly, and in a clear and concise manner.
- ii. Purpose limitation: Personal data is collected for specified, clearly defined and legitimate purposes and not further processed against the determined purposes.
- iii. Data minimisation: Personal data is adequate, relevant, anonymized, and limited to what is necessary in relation to the purposes for which it is collected and processed.
- iv. Accuracy: Personal data is accurate and, where necessary, regularly reviewed and updated.
- v. Storage limitation: Personal data is kept in a form that permits serving the purpose for which it was identified. That data will be reviewed, secured and disposed within the limits that it was established.
- vi. Integrity and confidentiality: Personal data is processed in a manner that ensures appropriate security, including protection against unauthorized or unlawful processing.
- vii. Accountability: Carry out regular training for library staff to create awareness about data protection.

2.10.3 Collection and Use of Personal Data

The library collects personal data for specified purposes and within the guided principles. The data use purposes include:

- i. Registration of membership
- ii. Providing book lending services
- iii. Communication and maintaining contacts with stakeholders
- iv. Organizing and carrying out library events
- v. Carrying out surveys
- vi. Publishing library reports

2.10.4 Data Subject Rights

Library patrons have certain rights with respect to their personal data that includes the right to access; rectify; erase; restrict processing; object to processing; and data portability as stipulated by the data protection Act, 2019.

2.10.5 Training and Awareness

The library will provide training and awareness among its stakeholders on their responsibilities with respect to the protection of personal data and this policy.

2.10.6 Responsibilities

All the library staff are responsible for ensuring the protection of personal data. The Head of Library is responsible for overseeing the implementation of this policy.

2.10.7 Review

The policy will be reviewed in accordance with applicable data protection laws and regulations.

CHAPTER THREE: POLICY IMPLEMENTATION AND MONITORING

3.1 Implementation of Policy

Mechanisms shall be put in place to facilitate the implementation of the policy including:

- i. Approval of the policy by the Council;
- ii. The library shall create management structures to meet the requirements of policy implementation;
- iii. The Library Management Committee shall prepare reports on the status of the policy implementation;
- iv. The Senate Library and Bookshop Committee shall receive reports and table them to Senate to ensure that the policy is fully implemented.

3.2 Monitoring of Policy

This policy shall be monitored through the:

- i. Collection growth rate;
- ii. Number and quality of library resources;
- iii. User satisfaction surveys;
- iv. Number of collaborations the library has entered into;
- v. Number of community outreach activities undertaken;
- vi. Number of students undertaking information literacy program;
- vii. State of library resources;
- viii. Staff competency levels.

Appendix I: Library Code of Conduct

The following code of conduct is aimed at creating a conducive environment for all uses of the library resources and services, in all Karatina University Libraries. This code of conduct shall apply to all patrons including University staff.

- i. Designated entry and exit points should be used at all times.
- ii. Always submit to security checks at the main entrance of the library while leaving or entering the library.
- iii. Deposit overcoats and bags in the designated luggage area.
- iv. Observe silence within the library at all times unless you are in library spaces that allow discussions and collaborations such as discussion rooms.
- v. The use of mobile phones is not allowed in and around the library premises. Phones should be in silent mode. A fine of Kshs. 50.00 will be charged for any distraction caused by mobile phones.
- vi. Smoking, eating, drinking, sleeping, and any behavior which is likely to create a nuisance to other patrons is prohibited.
- vii. Reservation of library seats is not allowed.
- viii. All books leaving the library must be borrowed as per the library guidelines.
- ix. Only those books that are in good condition will be loaned out. Check the condition of the book to be borrowed to ensure that it is in good condition before borrowing.
- x. No library materials may be borrowed beyond the designated loan Periods.
- xi. All borrowed library materials shall be stamped with a date to indicate when the borrower is expected to return. Patrons are expected to check the due date immediately after borrowing.
- xii. Overdue books shall attract a fine. Currently, the fine is **Kes. 5** per day for long loan books and **Kes.2** per hour for short loan books.
- xiii. Materials borrowed overnight from the short loan collection shall be returned at the opening time of the library the following day.
- xiv. Patrons are responsible for protecting any library material in their possession against damage and must report to the University Librarian any loss or damage.

- xv. It is the responsibility of the patron to notify the library in case of loss of material on loan to them.
- xvi. Writing, Defacing, or damaging library materials facilities is prohibited. Those found having done this shall be required to replace the damaged library property.
- xvii. Any user who willfully damages library property shall face disciplinary action through the relevant University disciplinary committee.
- xviii. Lost or mutilated books shall be replaced with the latest edition of the lost copy plus Ksh.500.00 administrative charges.
- xix. Any user caught stealing or attempting to steal a book or other library item shall be required to face disciplinary action through the relevant University disciplinary committee.
- xx. The university shall not be held responsible for loss or damage of personal effects left by patrons in any part of the library.
- xxi. Library material or personal effects left unattended in the reading area or luggage bay are left at the owner's risk.
- xxii. No library user is allowed to use library computers in any other way other than to access the information resources.
- xxiii. The University Librarian may recall, withhold or restrict the circulation of any library materials in the library or transfer from one part of the library to other as circumstances may dictate.
- xxiv. Serious misconduct by a library user in the library may lead the library management to present the case to the relevant university disciplinary committee.
- xxv. Lost tags for the luggage bay shall be replaced at a market rate plus Kes. 200.00 administrative fee.
- xxvi. All payment for charges or fees paid must be issued with a receipt.
- xxvii. Any library user who consistently violates the above rules and regulations may be denied access and use of the library resources for a specified period determined by the library management.

Appendix II: Information Literacy Modules

Six modules are currently recommended for the information literacy program. Additional modules or a variation of the recommended modules shall be considered in the future as a result of evaluation studies.

Module 1: Library Orientation

This module will mainly target first-years and newly registered library patrons. The module will cover areas such as:

- i. Requirements for user registration for both print and digital libraries,
- ii. Library opening hours,
- iii. Online Public Access Catalogue (OPAC),
- iv. Classification scheme and its relationship to bookshelves arrangement,
- v. Information services provided and the library rules and regulations.

Module 2: Information Sources

- i. This module will discuss all areas of information sources including primary, secondary, and tertiary sources in print, electronic and multi-media formats.
- ii. Emphasis will be on useful sources of information and the importance of each source of information to library patrons.

Module 3: Information Search and Retrieval Skills

This module will discuss various information access and retrieval tools and their characteristics. Examples of the tools will include:

- i. Information searching - OPAC, e-books, e-journals, Open access resources,
- ii. Search engines and search strategies,
- iii. Importance of developing search strategies,
- iv. The application of searching techniques such as Boolean Operators and their implication in the retrieval of relevant information will be discussed.

Module 4: Evaluation of Information Sources

Information, especially Internet-based information is retrieved from diverse sources. There is a need to evaluate such information to ascertain its authority, objectivity,

accuracy, and currency. The module will look into detail the various criteria for evaluating information and information sources.

Module 5: Intellectual Property Rights

This module will discuss the use of information ethically and legally. Issues relating to Intellectual Property, Copyright, and Fair Use of information will be discussed in relation to plagiarism and copyright infringement.

Module 6: Management of References

Information is harvested from different sources and hence is a greater need to manage, organize, and present citations in acceptable formats. This module exposes students to effective ways of managing references and discusses the commonly used referencing styles for print and electronic resources. From a lab environment, the module practically introduces the use of various reference management software such as Zotero, Endnote^{Web}, Connotea, and Mendeley, and introduces online bookmarking systems.

Appendix III: Disaster Management and Business Continuity Plan

1.1 Purpose

The main purpose of this plan is to provide detailed guidelines and a set of procedures for prevention, salvage, and recovery from disasters that may affect Karatina University Library. These guidelines shall be consistent with the general disaster management plan of the University.

2.1 Emergency Situations

The possible emergency situations addressed by this plan include; earthquakes, flooding or water leak/spillage, fire explosion, terror attacks, vandalism, wind, chemical or toxic spillage, and any other unforeseen disastrous incidences that may affect library collections, staff, patrons, and facilities thereof.

3.1 Prevention and Preparedness Guidelines

The librarian shall liaise with the University administration for:

- i. Installation of automatic fire detection, extinguishing systems, and water-sensing alarms.
- ii. Protection of computers and data through the provision of an uninterrupted power supply.
- iii. Protection of technological and information assets from hacking, unauthorized access, theft, and destruction.
- iv. Comprehensive insurance for the library and/or archives, its contents, the cost of salvage operations, and potential replacement, re-binding, and restoration of damaged materials.
- v. Appropriate training of library staff to prepare them to take up a role in any disaster reaction, First Aid, response, and recovery.
- vi. Maintenance and availability of backup power generators to ensure power supply during an emergency.
- vii. Establishment of routine housekeeping and maintenance of measures to withstand potential hazards.
- viii. Provision of backup mechanisms to copies of vital records such as collection inventories, and store them off-site as guided by ICT policy.

- ix. Keeping building plans and other engineering plans of the library building at accessible places to help in case of an emergency.
- x. Acquisition of sufficient chargeable lamps. Such lamps should be kept at a readily accessible location.
- xi. A thorough inspection of the library building and collection areas after heavy rains.
- xii. Existence of clearly marked “fire exits”.
- xiii. Ensure contacts for the disaster response team are kept in a place that is readily accessible by all.
- xiv. Ensure dissemination of disaster plan copies to all library staff and security team.
- xv. Ensure budgetary allocation for business continuity plan every year.
- xvi. Collaborate with the administration to ensure periodic risk assessment of facilities and collection to ascertain the functionality of various safety systems. These include fire suppression systems roofing status, computer systems, electrical systems, air conditioning systems, sewer systems, and plumbing systems, among others. This assessment aims to identify, prioritize, and mitigate risks.

4.1 Disaster Prevention Checklist

This checklist shall be used during the scheduled risk assessment process which shall be conducted twice every year. A copy of the assessment report shall be sent to the University Librarian who shall forward it to other relevant offices for action.

No	Description	Comments	Action/ decision	Action by	When
1	<p>Evidence of water</p> <ul style="list-style-type: none"> a) Dripping from sprinkler heads, pipes, building expansion joints, drip/drainage trays b) Sound of water dripping c) Water stains on the floor, walls, ceilings, light fittings, etc. d) High humidity e) Damp musty smell f) Accumulation of Moulds g) Loose taps and gate valves 				
2	<p>Fire hazards</p> <ul style="list-style-type: none"> a) Staff and/or visitors smoking in the library b) Accumulation of litter, stores, or other items in fire tunnels c) Faulty electrical wiring or appliance d) Loose electrical wires 				

No	Description	Comments	Action/ decision	Action by	When
	<ul style="list-style-type: none"> e) Items blocking access to exits, fire protection appliances, and alarms f) Any missing or discharged extinguishers or extinguishers positioned in the wrong locations g) Any leakages or flammable gases or liquids, and h) Evidence of a trained fire marshal i) Holding fire drills in line with university policy j) Evidence of fire assembly point per university policy. 				
3	<p>Evidence of pests</p> <ul style="list-style-type: none"> a) Any pests found – this may be an indication of more in hiding b) Damage, nests, droppings c) Smell d) Damage on collections by pests. 				
4	<p>General assessment areas</p>				
	<ul style="list-style-type: none"> a) Is the disaster management policy and plan readily available and accessible to all? 				

No	Description	Comments	Action/ decision	Action by	When
	b) Do written procedures for the evacuation of people with disabilities exist?				
	c) Are the procedures tested regularly?				
	d) Is the pathway to the emergency door cleared or is blocked by other items?				
	e) Do all library staff and security know where the keys to emergency door(s) are kept?				
	f) Is there any excessive collection of rubbish, dust, or spill of liquids?				
	g) Are emergency conditions, facilities, and management included in the new staff induction program?				
	h) Number of library staff trained in handling emergencies and disasters				
	i) Is there a disaster management team?				
5	Ascertain the functionality status of the following systems: a) Air conditioning systems b) Smoke detection systems c) Alarm systems				

No	Description	Comments	Action/ decision	Action by	When
	d) Drainage systems around the library e) Sewer systems (if any).				

Date of assessment: _____

Date for re-assessment: _____

1. Assessor's name: _____ Signature: _____

2. Assessor's name: _____ Signature: _____

3. Assessor's name _____ Signature: _____

5.1 Salvage/Response Guidelines

When disaster strikes;

- Notify the management and the disaster team of the disaster.
- Follow established emergency procedures for raising the alarm, evacuating personnel, and making the disaster site safe.
- Obtain information such as, whether the disaster site can be accessed.

5.1.1 Water damaged materials

- Do not enter a flooded area until maintenance and service personnel have made the area safe. There is extreme danger of electric shock.
- Assess and estimate the type and extent of damage, equipment, supplies, and services required.
- Estimate the number of staff and time needed to complete the recovery work.
- Brief, activate, and dispatch disaster teams to appropriate locations.

- Ensure team members have protective clothing.
- Photograph damaged materials for insurance claims.
- Make necessary arrangements to remove books from the disaster site.
- Locate high-priority collections and facilities.
- Clear wet books from the floor, then salvage books from shelves top to bottom.
- Remove the wettest books from the area first to reduce relative humidity.
- Do not remove covers or dust jackets from books.
- Pack books into boxes and crates, spine down.
- Do not pack books too tightly.
- Where books are saturated, wear rubber gloves when handling them.
- Do not press saturated books and/or documents to remove water. Pressing can damage book structures and force dirt and mud into the paper surface.
- Leave office files in suspension hangers in filing cabinet drawers and air dry with cool air in a well-ventilated area.
- Take care when removing wet material from wet or damaged storage boxes. Do not overturn boxes to remove material.

5.1.2 Fire damaged materials

- Fire-damaged books should be handled as little as possible during the retrieval and recovery process.
- All fire-damaged materials should be assumed to be fragile.
- Wrap fire-damaged books in clean unprinted paper. Clearly label all packages.
- Continually monitor salvage area safety regularly.
- Discard damaged items that are not worth retaining.
- Keep inventory control of items being removed or discarded.

5.1.3 Documentation and reporting

- Compile and maintain documentation of all expenses incurred in the recovery process.
- Prepare disaster report.

6.1 Recovery and business continuity guidelines

- Establish a program to restore both the disaster site and the damaged materials to a stable and usable condition.
- Develop a phased conservation program where large quantities of materials are involved.
- Clean and rehabilitate disaster sites.
- Check that shelving and fittings are structurally sound.
- Institute and coordinate special conservation treatment to restore information material. These may include air drying, pressing, freezing, dehumidification, and fumigation among others.
- Coordinate return back collections from the alternate storage site to the library.
- Do not wipe soiling or mud from wet books.
- Loose unbound small format sheet material can usually be air dried provided they can be separated into small piles and a sufficient amount of dehumidified cool air introduced.
- Always use cold air to air-dry wet books.
- Marginally wet books should be cleaned before they completely dry
- Do not wash the following categories of items;
 - Open or swollen volumes
 - Vellum or parchment binding pages
 - Leather bindings
 - Fragile or brittle materials
 - Materials with water-soluble components
- Do not wipe mold from wet (or dry) books.
- Staff with a history of allergies and respiratory illness should not handle or clean moldy items.
- Ensure that books and loose parts such as spines, covers, and pages are packaged together before treatment.
- Photographic materials should be air-dried or dried by running through a processor.
- Albums should be handled as books and journals.
- For compact discs;

- Remove from water immediately.
 - Remove from containers and carriers
 - Rinse off any dirt or mud with clean distilled water
 - Do not soak
 - Drip-dry in a rack, vertical not flat (away from sunlight)
 - Clean with a soft, dry lintless cloth
 - Do not move in a circular motion
 - Place cleaned compact discs in clean containers or recopy and discard the original.
- Purchase the most essential equipment and facilities for normal operations to resume.
 - Analyse disaster and improve disaster plans in light of the experience.

Appendix IV: Library Operating Hours

Main Campus Library Monday to Friday 08:00 AM - 10:00 PM

School of Business Monday to Friday 08:00 AM - 09:00 PM

All libraries are open on Saturdays from 09:00 AM - 04:00 PM and remain closed on Sundays and public holidays.

Appendix V: Library Borrowing Matrix

Patron Category	Long loan (Max. no. of books)	Period (days)	Short loan (for 2 hours)
Academic Staff	5	30	1
Administrative Staff	3	14	1
Postgraduate Students	4	30	1
Undergraduate Students	3	14	1

Appendix VI: Repository Deposit Agreement Form

KARATINA UNIVERSITY



INSTITUTIONAL REPOSITORY DEPOSIT AGREEMENT FORM

Ref:

Preface

Karatina University Digital Repository accepts, captures, stores, preserves, and distributes intellectual Properties belonging to or originating from the Karatina University fraternity. Only digital materials and artefacts are accepted for deposit into the Institutional Repository. The digital assets may include Archives; Books, Book Reviews and Book Chapters; Doctoral Thesis and Dissertations; Master's Thesis and Dissertations; Conference Proceedings, Seminar/Workshop Articles; Innovations and Inventions; Multimedia Resources; Peer Reviewed Articles; Lectures and Inaugural Speeches.

Deposit Agreement

Authors/Intellectual Property owners shall complete this particular form for their work to be deposited into Karatina University Digital Repository.

I -----of Id. no. -----give Karatina University the right to capture, preserve, store, and publicly distribute/disseminate my research work(s) for free/in open access.

I declare that all content creators/Authors of copyrighted material have been indicated/ listed and acknowledged within the text or content of my works and any applicable copyright clearance to use the intellectual property has been obtained.

I declare that the information source(s) submitted for deposit is/are not defamatory in any way. I also declare that the information material submitted is/are not a threat to national security and I/We accept to be liable for any legal matters that may arise out of my work being availed in public/open access in Karatina University Institutional Repository. I/We have read and agree to the terms of the Repository Deposit Agreement and Karatina University Institutional Repository Policy terms.

Title(s) of Information Source(s):

1. -----
2. -----
3. -----
4. -----

Name of Author(s)-----

-----Signature-----

Date-----

Address-----

Mobile phone no.-----

Email(s):-----

Witnesses:

1. University Librarian: Name-----Sign----- Date-----
2. Library Staff: Name-----Sign-----Date-----

FILL IN DUPLICATE

Copy 1: Library

Copy 2: Author(s)

Approved by Council on 16th August 2024

Appendix VII: Karatina University Library Organization

The following is an organogram outlining the library structure.

