



KASANGA MULWA MEMORIAL LIBRARY

ORIENTATION GUIDE

INTRODUCTION

The Lukenya university library congratulates and welcomes all first-year students joining this great university and continuing students. The library is committed to supporting you in your academic journey. Our library has 8 staff members. We have 87,852 copies with 4,861 titles.

VISION:

A dynamic university library committed to excellence in provision and use of information and knowledge for teaching, research, learning and community service.

MISSION.

To be an international hub that will enrich, advance learning, discovery and innovation in the university, community and region by providing access to a broad array of resources for education, research, scholarship and creative work to ensure the rich interchange of ideas in the pursuit of truth and learning.

LIBRARY COLLECTION

Audio Visual & CD-ROM Collection

The library has more than 1378 audio- visual, CD-ROMs and DVD-ROMs. These are available in the Post Graduate center where workstations are provided for listening and watching.

Electronic Resources

The Kasanga Mulwa Memorial Library subscribes to KLISC subject databases and e-journals. Access to these resources is possible from any computer with an internet connection through MYLOF software. Electronic Databases & Journals provides access to unique groups of high-quality peer-reviewed journals in specific disciplines, ensuring the information is directly relevant to your interest area. With these a user has access to millions of full text peer reviewed articles that are current and well researched. For example, EBESCO Database has more than three million full text articles.

Main Collection

These are collection of books that are in room A, B, C, D and first floor(upstairs). Those on ground floor are 'Short Loan' books issued for shorter period and those in the other floors are 'Long loan' books issued for longer periods.

Past Examination Papers

All the past examination papers are available through MYLOF system. All you need is to have your personal log-in details and be a currently registered student or staff member.

Periodicals (Journals & Magazines)

The library has not only a collection of current books but also has assorted newspapers, magazines and print journals. In addition, the library has newspaper reader tables, displayer and holders that make reading newspaper fun.

Reference Collection

The library has a wide range of reference collections that include dictionaries, encyclopedias, and subject-specific books among others. These books are normally marked with the Prefix REF and/or have red labels on the spine. This category of books is found on the General circulation area.

LIBRARY SPACES

The library is subdivided into 5 spacious rooms. We have room A, B, C, D and E. in addition the library has 4 carrels, a seminar room, post-graduate room, 6 discussion rooms and people with disability section

ROOM A

We have the following sections in room A: Security desk, circulation section, reference section, periodical section and OPAC center.

Security Desk

In this section we have a security officer whose work is to monitor all the movements in the library using the CCTV Cameras that are installed in every room. The library has a library radar system that senses all the library materials that one might have taken without following the right procedure then it will automatically alert the security personnel by raising an alarm; our security officer also he or she is in charge of library statistics.

Circulation Section

Functions of circulation desk:

Loaning-that is borrowing of books-in our library a student is required to borrow a maximum of 3 books of different titles for a period of two weeks.

Receiving issued books- the librarian in charge of circulation receives issued books and also makes sure that those books are well kept before returning to the shelves.

Registering of new users/ patrons- here at circulation new users is registered and the most important requirement for registration is the national identification card (I.D.) or the student identification card. (I.D.)

Assist the users on where to get relevant information materials.

Guide the users well in case if one is still new or having a problem when searching a book.

N/B the circulation section is only one central place in the library.

Most of the materials in the circulation desk are only meant for short loans. That is only issued for a day or two, but other books can be issued for a minimum of two weeks depending on the number of volumes.

The second shelf has reference materials which are; dictionaries, kamusi, maps, atlas, These information materials are only used inside the library.

It also has the periodical section where information materials like; newspapers, journals, magazines. Are placed; and also can be accessed from there.

The next is the display shelf; which is mostly used when the library receives new books; we also have the OPAC section which its role is to access online books.

ROOM B: READING AREA

This room has well-furnished tables and chairs suitable for users in reading. It has three shelves that have books which are Archaeological, religion, history books, development books, research books, business books, sociology books, community development books, law books and novels.

The first shelf is labeled:

Novels

Class

H.N-

H.V-Globalization

J-

K.D- Company Law

K.F.- Business Law

K.N.S.—Cyber Crime

This is what we call the library of congress how books are classified and organized.

In the second shelf, we have got class:

HF- Accounting

HC. - Development

HD- Management

Shelf three we have got

HB. - Economics

HC. - Development

BC- Critical thinking

BF. - Psychology

BJ. - Ethics

BS. - Bible teaching

BR. - Christianity

D. - History

DT- History of Africa

G- Geography

GB- Water management

GE- Environment

GF.- Human Geography

H- Research

ROOM C: READING AREA

This room has well-furnished tables and chairs that are suitable for users in reading. This room has two shelves that have books like mathematics, computer studies books, English books,

sciences, Kiswahili books, education books, psychology books. It also has a computer that has internet connection for research purposes. It has a noticeboard where library rules and regulations are placed and any other announcement.

The shelves are labeled as follows:

L- Education

QA- Mathematics

Second shelf:

QA- Mathematics

QC- Physics

QD- Chemistry

QP- Biology

ROOM D: READING SECTION

It has well-furnished tables and chairs that are suitable for studying. It has two shelves that have books like Agriculture, Technology, Food and Beverages, Building and Construction, Library and Information science, and journals.

The shelves in this section are labeled as follows:

First shelf

R- Medicine

S- Agriculture

T- Technology

The second shelf has:

Z- Bibliography, library science information resources.

ROOM E: TECHNICAL SECTION

This is a technical section that is used by staff to process books and also has a separate room that acts as a library store.

O.P.A.C. (ONLINE PUBLIC ACCESS CATALOGUE)

A section of the library has four computers with full internet connectivity whose main role is to assist students' access online books. The I.P. Address which is used to login to our online materials is <http://41.89.61.21:8000/>. Through the OPAC you will be able to access bibliographic details of the materials that we have in our library and KLISC subscribed e-books

and e-journals. Notably you will access popular databases for e-book known as PROQUEST, ELIBRARY and popular databases for e-journals known as JSTOR, emerald, among others.

SERVICES OFFERED IN THE LIBRARY

i. Reference services function

The purpose of this is to assist users to access information in the library's collection and from other sources and to make the best selection from the collection.

ii. Instruction Function:

The librarian here assists users on how to use catalogue and reference works, location of materials.

iii. Lending Services:

This is one of the services offered in the library. The main public service point is the circulation desk usually found near the entrance of the library.

iv. Information literacy services:

This is the role of academic libraries and librarians are to educate the users or the students in an academic environment for effective use of information either through print texts or electronic text via the internet. 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.

v. Current Awareness service

It is informing the users about new acquisitions or one can use display boards and shelves to draw the attention

vi. Selective Dissemination of Information:

This service provides tools and resources used to keep a user informed of new resources on specific topics, its exclusive restricted to the area of interest of the user concerned.

SYSTEMS IN THE LIBRARY

K.O.H.A. This is an open integrated library system used worldwide by public schools, and special libraries. Our university has also opted for this system.

O.P.A.C. an online database of all materials held in the library which is made public so users can search and locate books for reading, teaching and learning purposes. The OPAC also lists the number of items available, whether they are in the library or out on loan and their call numbers.

PROCEDURE OF ISSUING BOOKS

Library users are required to have an I.D. has explained above. This is a requirement both needed when accessing any service from the library.

LIBRARY RULES AND REGULATION

The library has many rules which are all captured in a student's handbook. These rules and regulations are also available in our noticeboard. Everyone is advised to follow all rules and regulations.

Section of the library as follows:

Circulation section

ICT section

Bindery section

Bibliographic section

Periodicals section

Special collection

Circulation section:

This is the heart of the university as all enquiries are carried out. Loaning and lending is carried out here. The user must have an identification card in order to qualify to borrow a book. The book that has been borrowed is written down by a librarian in charge of circulation and a due date is stamped on the slip; the date indicates the date you are supposed to return. The user should inquire whether a book can be borrowed since books that are on higher demand are not checked out they are just read within the library (short loan books). These books are borrowed in terms of hours while long-term in terms of days. When returning a book a librarian in charge will check the due date slip in the book to ascertain whether you have overdue or not. The user will be fined 10 shillings for an overdue per day and 10 shillings for an overdue per hour for short loan materials.

The books eligible user can borrow is as follows

users	Number of books	Duration
Bachelor's degree	Four books	Two weeks
Post diploma	Three books	Eight Weeks
Master's Degree	Six books	Eight weeks
Staff	Five books	Per session

Therefore this section will provide every book to any user. It has a right to decide if the book is to be loaned or not and also recall the book.

Bindery Section:

This section deals with the repair of books that may be torn or are not in good condition. The librarian in these sections repairs the books. He/she binds past papers and other materials that are required by administration or the library itself. Any book that is found on the shelf that is torn is taken to the bindery for repair.

Bibliographic Section:

This section is where the new books are processed. The books are recorded in the accession register by capturing bibliographic descriptions in it. The accession number is useful when loaning that book. It is here where the security chip is inserted so that it does not go through the library door.

Periodical section:

This section contains daily newspapers and magazines. This section has well-furnished tables and chairs. The users relax as they read newspapers and magazines and are not taken outside.

Special collection:

This section is meant for research. It houses research papers, thesis, research proposals that are only read from there.

Reading section:

These rooms are only meant for reading; it has well-furnished chairs and tables.

These rooms have books on shelves that just select which they require to read in our library; silence is mandatory.

Disaster Management

We have emergency doors within the library. In case of a disaster you are advised to break the glass and remove a key then you open the emergency door and escape. We also have a fire extinguisher which you are advised to use in case of fire.

CONCLUSION

Orientation at Kasanga Mulwa Memorial Library is an on-going program that takes place throughout the year. We are committed to help our new and returning users including students to use the library efficiently. Individual or group users are welcome to visit the library information desk and book training/orientation sessions. In addition, the library organizes special training sessions after every Matriculation ceremony of the new students.

Users are also encouraged to check the University Library web page regularly and follow to get information about training sessions. Such sessions will focus on how to use Kasanga Mulwa Memorial Library systems and portals to search and retrieve books, journal articles, past examination papers and other resources.