



# **ALUPE UNIVERSITY COLLEGE**

**(Constituent College of Moi University)**

# **LIBRARY RULES AND REGULATIONS**

**(Revised June, 2018)**

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Chair, University College Academic Board

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(Constituent College of Moi University)

## LIBRARY RULES AND REGULATIONS

### AUC/OP/DP(ASAR)/~~0XX~~-PROCEDURE FOR DEVELOPING OF QUALITY UNIVERSITY POLICIES

<b>AUTHORIZATION:</b>	
This Procedure for developing university policies has been issued under the authority of:	
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## **PREAMBLE**

### ***Alupe University College***

#### ***Vision***

To be a world-class University that is committed to achieving academic excellence, integrity and quality research

#### ***Mission***

To create, evaluate, apply, preserve and share knowledge in a free, open and inclusive environment of intellectual inquiry, for the betterment of society

### ***Alupe University College Library***

#### ***Vision***

To be regarded as the gateway to exceptional library establishments responsive to the unique and dynamic practices in teaching, learning, scholarship and research landscape.

#### ***Mission***

The Alupe University College Library through its staff, collections, programmes, spaces and services endeavours to empower the scholarly community by delivering outstanding support aimed at quality, innovative and technologically driven teaching, learning, scholarship and research.

#### ***Objectives***

The Alupe University College Library, commits to:

- a) Deliberately enhance library operations and services to support selection, acquisition, description, preservation, and enhanced access to a wide range of outstanding collections.
- b) Provide library services, programmes and resources in diverse forms to meet the varied users' unique needs.
- c) Continually improve the physical and virtual spaces of the library to better meet the needs of our students and faculty.
- d) Dedicatedly educate clients regarding available library services, programmes and resources for effective utilization.
- e) Build collaborations with students, faculty, staff, and other institutions to identify and implement valuable, realistic and functional solutions to accomplish the University College objectives.
- f) Fortify existing and emerging teaching, learning, and research practices through custom-built services and expertise.
- g) Build an accessible, extensive, reliable and sustainable digital and technological infrastructure to enable the library effectively carry out its mandate.
- h) Retain a competent, courteous, cooperative, committed and diverse staff capable of embracing the dynamic teaching, learning, scholarship and research environment.
- i) Reliably manage the financial resources that enable the library to improve its spaces, collections, services and programs.
- j) Encourage participation by the entire University College community for constant improvement of services.

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## **1.0 GENERAL**

- i. *The library shall enable the university college meet its vision, mission, goals and objectives.*
- ii. The University College library shall meet the information needs of the University College related to reference, learning, teaching, research, consultancy and extension activities of the University College.
- iii. There shall be one central library on the main campus.
- iv. Provision may be also made for documentation or information centres where need arises subject to approval by College Academic Board.
- v. These libraries and information centres shall be under the control of the University College Librarian
- vi. The library materials will comprise of books, periodicals, archives, non-book materials such as tapes, films, compact discs, videos, electronic and digital materials, and cultural artefacts.

## **2.0 THE UNIVERSITY COLLEGE LIBRARIAN**

The University College Librarian shall report to the Deputy Principal (Academic, Student Affairs and Research) and Deputy Principal (Administration, Finance and Development), subject to the University College Charter and Statutes be responsible for establishment and overall management of the University College library services, under the general guidance of Learning Resources and Research Committee (LRRC) of the College Academic Board.

## **3.0 MEMBERSHIP**

The following shall be eligible to become members of the library:

- i. Chancellor
- ii. Members of Council.
- iii. All registered students.
- iv. Members of Academic and Senior Library and Administrative Staff.
- v. Members of Convocation.
- vi. All non-teaching staff not covered above on the recommendation of their Chairs of Departments.
- vii. Students and staff of other Universities with linkages with the University College.
- viii. Children under the age of 18 years and spouses of members of staff.
- ix. Non members of the University College as shall be deemed necessary by the Library Management Committee.

## **4.0 APPLICATION FOR MEMBERSHIP**

- i. Application for membership shall be made on a prescribed form.
- ii. Non-members of the University College shall pay a prescribed membership fee and a refundable

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deposit.

- iii. All library users may be required to identify themselves.
- iv. Loss of library identification and borrowing cards shall be reported to the University College Librarian as soon as possible. A replacement fee shall be charged. The lost cards shall be permanently cancelled.

## 5.0 OPENING HOURS

### i. Semester

Weekday	8.00 am – 10.00 pm
Saturday	9.00 am – 5.00 pm
Sunday	1.00 pm – 5.00 pm

### ii. During Vacation

Weekday	8.00 am - 5.00 pm
Saturday	<i>Closed</i>
Sunday	<i>Closed</i>

### iii. Public Holidays

Closed

- iv. *The library shall be closed in the event of riots, acts of terrorism, fire, flooding, strike and such other occurrence of emergency nature.*
- v. The University College Librarian shall normally give two days' notice when the library needs to be closed e.g. during public holidays.

## 6.0 GENERAL REGULATIONS FOR CONDUCT

- i. All library users shall respect all the rules and regulations pertaining to the use of the library.
- ii. A copy of these regulations shall be made accessible to every member of the library during or after registration.
- iii. All members are responsible for notifying the library of their latest contact address.
- iv. Smoking, eating, drinking, making noise, and other conducts which are a nuisance and disturbance to other users are strictly prohibited.
- v. Writing on, misuse, abuse, defacing or damaging library property and materials is prohibited.
- vi. Theft of library property shall be punishable according to the law of the land and by such other method as College Academic Board may decide.
- vii. All library users shall comply with fire, security and other safety regulations displayed in the library.
- viii. Seats and tables in the reading areas shall not be reserved or moved from one place to another.
- ix. Overcoats, hats, bags, equipment and other non-library materials shall be deposited in the designated area.
- x. *Library users shall not leave unattended their personal effects in the library or study carrels.*

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## 7.0 BORROWING OF LIBRARY MATERIALS

- i. Borrowers are normally required to return library materials through the normal process and procedures during opening hours.
- ii. The following materials may not be borrowed except under special conditions as the University College Librarian may determine:
  - a. Reference books
  - b. Journals and periodicals
  - c. Archival Materials
  - d. Audiovisual materials
  - e. Any other materials as the University College Librarian may determine from time to time
- iii. The maximum number of books that may be borrowed in as follows:
  - a. Undergraduate Students: Up to four (4) books for two weeks
  - b. Postgraduate Students: Who are not members of the academic staff may borrow up to four (4) books for 4 weeks
  - c. Academic and Senior Administrative Staff: Up to four (4) books for one semester of 16 weeks on request
  - d. Other members: Up to two (2) books for two weeks
- iv. No library materials may leave the library unless it has been properly borrowed and issued.
- v. Any member of the library staff may inspect any person leaving the library to establish that the library materials in his/her possession have been properly borrowed.
- vi. Borrowers are responsible for protecting any library materials in their possession against damage. Such damage or loss shall be reported to the University College Librarian.
- vii. *Borrowers shall not be allowed to borrow damaged or mutilated books.*
- viii. *Borrowing shall be done using the library management system only. No borrowing that shall be done when the computer/ system is not functioning.*
- ix. Materials borrowed overnight from the Short Loan collection shall be returned by 09.00 am the following day.
- x. Borrowed materials including those on Short Loan Collection shall be returned one hour before closing time.
- xi. All books and other library materials on loan are subject to recall anytime by the University College Librarian.
- xii. All books borrowed from the library may be renewed for a further period provided that such books have not been requested by another reader.
- xiii. Books may be reserved upon reader's request.
- xiv. Books and other materials on high demand by readers shall be placed in the short loan collection for borrowing.
- xv. Borrowing of materials from the library must be made in person.
- xvi. A short term loan shall be either two hours during library working hours or overnight. A borrower may take only one item at a time.
- xvii. Books and library materials borrowed during vacation will normally be subject to regular

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- borrowing regulations.
- xviii. Books and other materials borrowed from the library will be regarded overdue 24 hours after due date.
- xix. Two notices shall be sent to the borrower for overdue materials. The first notice shall be sent seven (7) days after the end of the loan period. The second and final overdue notice shall be sent fourteen (14) days later. *E-mails, telephone calls and any other means of communication shall be used to notify the user of the overdue materials.*
- xx. If a library book is still overdue 14 days after the last notice, the University College Librarian shall institute procedures for:
- a) Payment of overdue fines
  - b) Replacement of the book (s)
  - c) The borrower shall meet the cost and related extra charges
- xxi. Borrowers still in default of rule **xx** above shall be subject to further action as follows:
- a) Students**  
Their names shall be forwarded to the Dean of Students and respective Dean of School for action.
  - b) Staff**  
The University College Librarian shall recommend to College Academic Board for recovery of the cost from their salaries.
- xxii. Fines and other penalties shall be levied to make good lost books and other library materials returned late.
- xxiii. A daily fine of Kshs.5.00 per day for long-loan books or kshs.3.00 per hour for short-loan books shall be levied until the book is returned or declared lost.
- xxiv. The borrower will be held responsible for repairing or replacing mutilated and defaced books and other library materials under their use.
- xxv. Materials borrowed by Alupe University College from other libraries shall be subject to the conditions imposed by the original lending library and by these regulations.

## **8.0 PENALTIES AND DISCIPLINE**

- i. The University College Librarian may deny use of the library facilities to users infringing on these regulations, pending the decision of College Academic Board. Depending on the nature of the infringement, the committee may recommend action taken by the Staff or Students Disciplinary Committee as appropriate.
- ii. Breaches of library regulations by staff and students of the University College shall be dealt with in accordance with Regulations Governing staff disciplinary and the regulations governing students discipline and conduct respectively.
- iii. Where a non-university member of the library is found to have breached any of these regulations his/her membership shall be withdrawn. Such a member shall forfeit his/her deposit and shall be dealt with in accordance with the laws of the Republic of Kenya.

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## **9.0 CLEARANCE**

### **i. Staff Clearance**

All staff members of the University College shall be required to obtain a library clearance certificate before they leave the University College. This clearance shall apply to staff leaving the University College employment, on study leave of more than six months, upon expiry of contract and for secondment.

### **ii. Students Clearance**

Students shall be required to obtain a library clearance certificate before graduation and/or award of their degree, diploma or certificate.

## **10.0 BANNED PUBLICATIONS**

Banned and prohibited publications will not be allowed in the Alupe University Library premises.

## **11.0 AUC LIBRARY BORROWING CARDS**

### **11.1 Care of library borrower cards**

Take special care to maintain the library borrower cards. The Alupe University College Library cards should be handled with care. Members are responsible for the entire set of library borrower card issued to them.

### **11.2 Loss of cards**

Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine.

### **11.4 Validity of cards**

Library borrower cards are valid for the entire duration of the course to access library facilities. At the end of the course borrower cards shall be returned to the library. Only users of Alupe university College library cards will be allowed to borrow books based on membership as outlined in the book borrowing section (7.0).

### **11.5 No due Certificate**

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

## **12.0 CARE OF LIBRARY BOOKS**

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In

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such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

### **13.0 BOOK/REFERENCE/JOURNAL BANK MEMBERSHIP**

Any student of Alupe University College can become a member of the book bank giving application along with caste certificate, by paying non-refundable membership fee of Ksh 500 for Diploma/Undergraduates and Ksh 1000 for Post Graduates for the full duration of course.

Members of the book bank will be issued 4 textbooks for each semester. Book shall be returned within two days after the theory examination, otherwise a fine of Ksh 50 per day will be charged.

#### **13.1 Reference section**

This section has Encyclopedia, dictionaries, Textbooks Reference books etc. which are only available for reference. User can make use of these resources.

#### **13.2 Journal Section**

In these section journals, general magazines and newsletter are available. They are arranged alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are meant only for reference within the library.

### **14.0 PUBLIC ASSEMBLIES OR LARGE GATHERINGS**

Alupe University College Library recognizes and supports the rights of attendees and other members of the public to exercise their rights of freedom of speech and peaceable assembly. Accordingly, picketing and distribution of literature in a traditional public forum (generally the sidewalk) outside Library premises may be conducted so long as it does not interfere with access or egress, is not disruptive to the activities within the Library, and is otherwise undertaken in accordance with applicable laws and Alupe University College regulations. Organizers of demonstrations adjacent to Library facilities are requested to inform the Library 48 hours in advance of any demonstration or large gathering so it may put in place any necessary arrangements, including safety and security measures.

### **15.0 CHILDREN LIBRARY USAGE**

The Alupe University College Library is dedicated to providing a welcoming environment. Children are permitted to use Library collections and services and attend Library programs at all locations that are open to the general public. The following terms shall be applicable to children while in the library:

- i. Children should be accompanied by an adult (parent, guardian, and/or responsible caregiver) while in the Library and must not be left unattended.
- ii. A child (an individual under the age of 18 years old) will be considered “unattended” if it appears to Library staff that he/she is not accompanied by a parent, guardian, and/or responsible caregiver.

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- iii. Parents, guardians, and/or caregivers are solely responsible for the safety and behavior of their children. Like all Library users, children will be expected to comply with the Library's "General Rules and Regulations"
- iv. A child that contravenes these rules may be asked to leave Library premises.
- v. Parents, guardians and/or caregivers should be aware of the normal Alupe University College closing times and that a Library facility may sometimes close unexpectedly in cases of an emergency or safety issue.
- vi. It is the responsibility of parents, guardians and/or caregivers to train their children on what to do if they are required to leave the Library during an emergency. Parents will be trained on security measures of the Alupe University College library.
- vii. Library staff may inform the police or Children's Protective Services if a child is left unattended within the Alupe University College library facilities.

## **16.0 ATTENDANCE AT LIBRARY PROGRAMS**

As part of its mission to assure open access to information and the exchange of ideas, Alupe University College sponsors a robust series of programs in its research library venues.

The objective of these programs is to offer an opportunity to hear and experience presentations and discussions of timely and interesting topics with participants who represent a broad range of viewpoints.

All members of the Alupe University College community are welcome to attend the Library's programs, subject to any occupancy limits and, where applicable, ticketing requirements.

In order to maintain an environment conducive to the purpose of the programs, all attendees must comply with the following regulations:

- i. Attendees must comply with the Alupe University College Library's General Rules and Regulations, as well as all other applicable rules such as:
  - a) Security check/bag check requirements
  - b) Prohibitions on photography or recording.
- ii. Individuals will not be allowed to enter meeting rooms once the legal occupancy limit has been reached.
- iii. Attendees must comply with all University Ordinances, including those regarding:
  - a) Disorderly assemblages or conduct
  - b) Signs and structures
  - c) Harassment
  - d) Firearms and weapons will not be allowed unless used by authorized persons.

Failure to comply with these regulations may result in expulsion from a Library program or facility, suspension of library privileges, and/or arrest and prosecution to the full extent of the law. The Alupe University College Library reserves the right to amend these regulations from time to time.

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