

KAGUMO TEACHERS' TRAINING COLLEGE

LIBRARY GUIDE

INTRODUCTION

Intellectual institution of higher Education. Its contribution to the social economic, Intellectual and professional sector of the National Economy is well known. This has largely been as a result of the sound management and positive objective Philosophy.

In such an environment the Library has a distinct role to support the College in Kagumo Teachers' Training College has established as a dynamic and lively anticipating and satisfying the study, teaching and information needs to the entire College community.

It is an information Centre where information is received, stored, analyzed, Organized and disseminated through different formats.

Please read carefully this guide and **ask for any help from our Library staff Whenever you are in need.**

1.1 Hours of Opening.

During the Term:

Mon-Fri 8.30a.m-10.00pm

Saturday 8.30.m-3.00p.m

N/B the Library remains closed on SUNDAYS AND ANY PUBLIC HOLIDAYS.

1.2REGISTRATION AND BORROWING

Registration of the new readers is done at the issue desk in the Library.

There are two categories of our readers: Staff and Students

1. Members of staff have to be introduced to the Library by their Heads of Departments.
2. Students are requested to produce their National Identity Cards before being Registered and issued with the Borrowers tickets.

lii MEMBERSHIP AND BORROWING

After filling the Application forms, the borrowers' tickets are processed and issued as follows:

- a) Students are issued with ONE ticket for borrowing.
- b) Teaching staff are issued with TEN borrowers tickets.
- c) Non-Teaching staff are issued with FIVE borrowers tickets.

On joining it is assumed that the reader had understood and accepted the rules and regulations of the Library. It is important for readers to NOTE that BORROWERS TICKETS ARE

NOT TRANSFERABLE and using somebody else's Ticket is an offence, which is punishable by withdrawal of borrowing for a period determined by the librarian.

In case of doubt, the Library staff is empowered to demand the readers' identification.

- Students are allowed 1 book for a period of 14 days open-lending and reserved material for 48 hours.
- Non-Teaching staff are allowed 5 books for a period of 14 days open-lending & reserved materials for 5 days
Teaching staffs are allowed 10 books for a period of 30 days Open-Lending & reserved materials for 10 days

N/B

The number of borrower's ticket issued is equivalent to the number of books a reader may borrow at a time.

2.0 SERVICES RENDERED

2.1 BOOK LOAN:-

The majority of books in the Library are **available for loan**.

2.2 BOOK RESERVATION:-

Failing to locate a certain book on the shelves may mean either the book is borrowed, being Read within the Library building, lost, out from the shelves for repair or waiting to be shelved.

2.3 BOOK RENEWAL:-

Borrowed books may be renewed once. This is done on request and provided the book has not been reserved, or not on demand. A reserved book cannot be renewed.

2.4 RESERVED SECTION BOOKS:-

Books in which are in great demand are placed in the reserve section.

These books are rent out for overnight, weekend or Public Holiday use only.

Books borrowed from this section must be returned by 8.00p.m. the next day. The lending time for reserve section is as follows

❖ **MONDAY – FRIDAY** **-8.00 P.M -9.30 P.M.**

❖ **SATURDAYS** **- 12.00 p.m. – 1.00 p.m.**

2.5 BOOK SELECTION

All Library users are encouraged to recommend new books to be added to the Library collection. This can be done through the Head of Departments or Student representative council (S.R.C.) THROUGH THE Librarians' office.

2.7 INTRODUCTION TO OTHER LIBRIES

The Library users can be introduced to other institutional or public Libraries i.e. (KNLS) during their fieldwork and Holidays.

2.8 INTERNET SERVICES

3.0 SECTIONS AVAILABLE

1. Security point
2. Cloakroom
3. Issue desk
4. Periodical section
5. Reference section
6. Processing section
7. Visually Impaired persons section
8. Computer room
9. Open-Lending section
10. Reserve section
11. Offices for Administration
12. Photocopying office.

4.0 ARRANGEMENT OF BOOKS IN THE LIBRARY

The book stock of the Library is classified by the Dewey Decimal Classification (D.D.C.) Which is hierarchical system using decimal principle for the sub-division of knowledge as Represented in publications. Classification in itself is the means by which we identify things and distinguish them from others.

It is the systematic process of grouping things according to the degree of their likeness it therefore groups Library materials in a systematic order by subjects D.D.C. being used by the Library has the following major subjects.

000-009	GENERALITIES
100-199	PHILOSOPHY, PSYCHOLOGY &RELATED DISCIPLINES
200-299	RELIGION
300-399	SOCIAL SCIENCE
400-499	LANGUAGES
500-599	PURE SCIENCE
600-699	TECHNOLOGY (APPLIED SCIENCES)
700-799	ART &RECREATION
800-899	LITERATURE
900-999	GENERAL GEOGRAPHY &HISTORY
F	ENGLISH FICTION
SWA	SWAHILI FICTION.

Books are arranged on the shelves according to the above class numbers. These numbers are marked on the spines of the books.

4.1 HOW TO BORROW A LIBRARY BOOK

Once the right book has been located, present it to the Issue desk with your borrowers' ticket. The Library staff marries the book card with the borrowers' ticket. The borrowers' ticket and the book card are retained as loan record and the book is stamped with the due date stamp and handed over to the borrower.

N/B when the book is returned the due date helps to locate the loan record from the trays. The Library staff removes the book card from the borrowers' ticket and returns it back into the book pocket. The borrowers' ticket is handed back to the owner and the due date inside the book cancelled. Overdue charges you are charged from 10.00 a.m. from the day the due date is stamped.

LIBRARY RULES AND REGULATIONS

5.0 GENERAL RULES

- 5.1 Silence must be observed in the Library.**
- 5.2 smoking, eating &drinking in the Library is forbidden.**
- 5.3 The use of matches &lighters in any part of the Library is forbidden.**
- 5.4 Items such as the following may not be brought into the Library:-**

- ❖ Brief cases
- ❖ Parcels
- ❖ Bottles of ink
- ❖ Knives
- ❖ Razor blades OR anything bulky.

5.5 Once a book is borrowed; it should not be brought back to the Library unless it is being returned.

5.6 The following overdue fines shall be charged:

- *Open-Lending loans - One shilling per day/volume*
- *Reserve section - One shilling per hour starting from 8.00p.m.*

5.7 Replacement of any lost or mutilated borrowers' ticket shall be TEN Shillings per ticket.

5.8 Wearing of slippers, overalls, overcoats, Lab coats and gumboots in the Library is forbidden. Unless under special case, and authority obtained from the Librarian or the Library staff.

5.9 Readers must dress & behave in a manner, which cause neither offence nor damage. For instance, the removal of shirts, wearing of short dresses (for ladies) placing of feet on furniture or sitting on tables is forbidden.

5.10 All Library T/books must be returned to the Library at the end of every term.

5.11 For clearance, all the borrowers' tickets must be surrendered to the Librarian.

5.12 Readers are required to produce their college ID or National ID, when borrowing any Library material in all the Lending sections.

5.13 Use of Mobile phones is strictly prohibited in the library.

6.0 DAMAGE AND LOSS OF LIBRARY MATERIALS

6.1 Readers or borrowers will be held responsible of any damage occurring to a library material while in their possession and will be required to pay the full replacement cost.

6.2 Defects, damages or losses of any Library material should be reported to the Library staff at once.

6.3 Marking inside the Library books or folding is forbidden. Removal of pages from Library books is very serious offence punishable by full replacement of the book and subject to further disciplinary action. Readers will not be allowed to use Library facilities until they have cleared their dues.

7.0 GENERAL INFORMATION

7.1 Library books used within the Library should not be shelved. The readers are requested to leave them on the tables.

7.2 As seating capacity in the Library is limited, readers must NOT reserve seats by leaving their books or files on the tables. The Library staff will remove such items.

8.0 LIBRARY STAFF

8.1 Library staffs are charged with the duty of giving services to the users and also to ensure that the LIBRARY REGULATIONS are observed for mutual benefit of the entire community.

8.2 The Librarian will be glad to assist in any problem that Cannot be solved by any other Library staff.

8.3 The Librarian has the authority to exempt any reader from Using the Library for Some time, in failure to clear **any dues i.e. overdue fines/replacement of lost library materials.**

8.4 We appeal for co-operation for the benefit of all members of the College.

N/B THE LIBRARIAN MAY AMEND THIS GUIDE WITHOUT FURTHER NOTICE.

WELCOME TO YOUR LIBRARY

**PRISCILA W. KIMANI
LIBRARIAN**

FOR CHIEF PRINCIPAL

