



SOUTH EASTERN KENYA UNIVERSITY



LIBRARY USER GUIDE

Vision

To be the heart of the university academic and research culture in the provision, dissemination and preservation of knowledge and substantially contributes to the dynamic intellectual growth of the scholarly community at large.

Mission

To be the centre of excellence in the provision and exploitation of information resources and services to empower the university in carrying out its core activities of teaching, learning, research, extension, innovation and entrepreneurship for sustainable regional and national development.

Introduction

This user guide will assist in using the Library's resources and services effectively.

Opening Hours

Monday –Friday: 8.00am to 10:00pm

Saturday: 8.00am to 4:00pm

Sunday: 8.00am to 1:00pm

Public Holidays: Closed

Library Membership

Membership is open to SEKU bonafide members on provision of University ID

Registered SEKU alumni are also welcome to use the library at a fee.

Library Collection

General Collection

This collection comprises of mainly books found on the open shelves, which may be borrowed for use outside the library premises for a duration determined by the librarian according to user category.

Short Loan Collection

This includes books, thesis/projects and CDs/DVDs that are in high demand. Short loan materials are available at the circulation desk, borrowed to be used within the library premises for duration of 2 to 3 hours.

Audio – Visual Collection

The library has a variety of different types of audio visual materials which can be used in the library or borrowed for a limited period of time. These materials may be viewed in the digital library section.

Reference Collection

Reference materials are for use within the library only. These resources are for answering user quick reference questions. This collection is at the open shelves and they have location symbol REF. They include dictionaries, encyclopaedias, bibliographies, atlases, Who's who, yearbooks, almanacs, gazetteers, etc.

Organisation of Library Materials

Information materials are organized using an internationally accepted set of rules referred to as Anglo-American Cataloguing Rules, (AACR2) and classified using the Library of Congress classification system. The scheme provides an 'address' for each item (known as a call number). A call number is used to locate and identify books on the shelf. The Library Catalogue provides a call number for each physical item in the collection, as well as indicating which collection and which campus library the item is housed in. Call number label is located on the lower part of the spine of the book.

The field of knowledge is categorized in 21 broad/main classes using LCCS as follows:

Main Classes

- A -- General Works
- B -- Philosophy. Psychology. Religion
- C -- Auxiliary Sciences of History
- D -- World History and History of Europe, Asia, Africa, Australia, New Zealand, etc.
- E -- History of the Americas
- F -- History of the Americas
- G -- Geography. Anthropology. Recreation
- H -- Social Sciences
- J -- Political Science
- K -- Law
- L -- Education
- M -- Music and Books on Music
- N -- Fine Arts
- P -- Language and Literature
- Q -- Science
- R -- Medicine
- S -- Agriculture
- T -- Technology
- U -- Military Science
- V -- Naval Science
- Z -- Bibliography. Library Science. Information Resources (General)

Library Services

Circulation Services

Borrowing

Borrowing of information materials takes place at circulation desk. Theses, periodicals and reference collections are for use within the library only. All items for loan must be checked out at the circulation desk. Issuing of library materials starts at 8.30 am and stops 30 minutes prior to the library's closing.

Loan Period

- a. Undergraduate students – 4 books for 2 weeks
- b. Postgraduate students– 4 books for 1 month
- c. Academic staff - 4 books for 1 month
- d. Non-academic staff – 2 books for 2 weeks
- e. Alumni - 2 books for 2 weeks

Returning

During library opening times, items should be returned to staff at the Circulation Desk/Issue Desk.

Renewing

General collection can be renewed once unless they are required by other users.

Lending Regulations and Penalties

1. Only SEKU registered library clients are entitled to borrow materials on provision of their university identification card
2. Lost or mutilated information materials on loan will be replaced at the market cost of the information materials plus Ksh. 500 administration fee
3. Patrons are notified by email when borrowed materials are overdue.
4. Information materials borrowed on regular loan and not returned on the due date will be charged Ksh. 10 per day.
5. Information materials borrowed on short loan and not returned on the due date will be charged Ksh. 10 per hour
6. Overdue materials attract fines for the entire period including weekends and public holidays
7. Renewal of materials is allowed once if there is no demand on them
8. Library reserves the right to call back any issued item at any time
9. Any library user who has not cleared overdue and lost book charges shall be denied borrowing rights

Clearance

This is carried out at the circulation desk on provision of a clearance Form and University ID.

Note: If one holds a library material or unpaid overdue fines he/she may not be cleared.

Current Awareness Service

The library has a display shelf where newly acquired materials are displayed. Subject classified lists of new books and journals are also sent out to the university community through e-mail.

Information Literacy/ Library Orientation

Training is conducted to library users on library services, procedures and resources. e.g. e-resources, institutional repository, catalogue, citation tools e.tc. Carried out to new students/SEKU staff, or on client request where patrons book for a session

Request a Purchase

Users can request that the library purchase a book, journal, CD, DVD or any other material. Students should make their proposal through their Dean of school. Recommendations are made through the Librarian by emailing librarian@seku.ac.ke or library@seku.ac.ke

Reading Space

The library offers a variety of individual study spaces. The reading spaces are available on a first-come, first-served basis. Booking of reading spaces is not allowed. Wireless connectivity and power outlets are available in most locations.

Security

The Library security section is located at the entrance. The Security personnel manage the luggage area, maintain facilities and promote safety and security of library users and resources. Users should show their identification card as they enter the library. There is a book detection security system and CCTV cameras are installed within the library building for security purposes.

Electronic Services

Library Catalogue (Open Public Access Catalogue OPAC)

<http://opac.seku.ac.ke/>

Help locate and identify information materials in the library

E- Resources <http://www.seku.ac.ke/index.php/library/electronic-journals>

These are e-books, e-journals and databases which the library has subscribed to, can be accessed within the university and off the campus.

Institutional Repository <http://repository.seku.ac.ke/>

The repository archives the university scholarly output, which mainly includes published works and grey literature.

Digital Library

This section is equipped with computers used for research purposes and access to library resources and services only. Each user is given 2 hours to use the computer. A client should first register to use a computer, booking is allowed after every 2 hours.

Internet Connection

Users can access internet connection within the library using the University IP address. There is wireless connection within the library. Users can use their laptops and also the computers already provided.

Online Newspapers

The library has subscribed for online newspapers, which can be accessed through the library computers.

Ask a Librarian Service

Offer support to library users' information needs. Available online where library clients can email referencelibrarian@seku.ac.ke for enquires, complaints and compliments.

Contacts

Postal Address

South Eastern Kenya University Library

P.O. BOX 170-90200

Kitui, Kenya.

Email: library@seku.ac.ke

Website: library.seku.ac.ke

