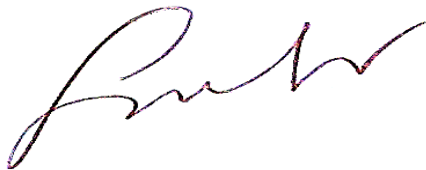





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR LIBRARY SERVICES		
DOC. NO:	MSU/ASA/LIB/OP/01	ISSUE NO:	2
DATE OF ISSUE:	8 TH JUNE, 2018	REV. NO:	1
AUTHOR:	UNIVERSITY LIBRARIAN		
AUTHORIZED BY:	DEPUTY VICE- CHANCELLOR, ACADEMIC & STUDENTS AFFAIRS	ISSUED BY:	MANAGEMENT REPRESENTATIVE
SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.	08/06/2018	1	Inclusion of Author, Title and issuance by MR on cover page	DVC ASA
2.	08/06/2018	2	Clause 0.2 reviewed to state the procedure shall be available on the University website	DVC ASA
3.	08/06/2018	2	0.1 Inclusion of page and title columns in document change table	DVC ASA
4.	08/06/2018	2-8	Rearrangement of clauses as a result of omission of title that was previously clause 1	DVC ASA
5.	08/06/2018	2	Omission of title hence purpose becomes clause 1.0	DVC ASA
6.	08/06/2018	2	1.0 omission of title.	DVC ASA
7.	08/06/2018	3	3.1 and 3.9 Reference to ISO 9001:2015 Standard and MSU/VC/MR/OP/01	DVC ASA
8.	08/06/2018	All	Change of font type and size	DVC ASA

0.2 DOCUMENT DISTRIBUTION

This procedure shall be available on the University website for authorized users

1.0 PURPOSE:

To ensure that Library Information resources are organized efficiently to facilitate easy access to users.

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2.0 SCOPE:

This procedure covers selection, ordering, receiving, processing, organizing and use of information resources in the University Libraries.

3.0 REFERENCE:

- 3.1 ISO 9001-2015: Quality Management System - requirements
- 3.2 Maseno University Quality manual
- 3.3 Liberty Acquisition manual
- 3.4 Liberty Catalogue manual
- 3.5 Anglo American Cataloguing rules
- 3.6 Library Guide
- 3.7 University Calendar
- 3.8 Student Handbook
- 3.9 MSU/VC/MR/OP/01

4.0 TERMS AND DEFINITION / ABBREVIATIONS

- 4.1 AACR - Anglo American Cataloguing rules
- 4.2 Book binding – Reinforce torn and worn out books to usable state
- 4.3 Book donation -Books given for free to other institutions that place a request
- 4.4 UL – University librarian
- 4.5 AcqL – Acquisitions librarian
- 4.6 AsstL – Assistant Librarian
- 4.7 SLA – Senior Library Assistant
- 4.8 LCCS –Library of Congress Classification Scheme
- 4.9 LAsst – Library Assistant
- 4.10 LAtt – Library Attendant
- 4.11 LI - Librarian in-charge
- 4.12 PL – Periodicals Librarian
- 4.13 SAL – Senior Assistant Librarian
- 4.14 HB - Head Binder

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5.0 Responsibilities

The University Librarian shall be responsible for the implementation and effective supervision of this procedure.

6.0 METHOD

6.1 Acquisition of Reading Materials in the Library

- 6.1.1 The AcqL shall send out the publishers' catalogue to all the Departments and Schools to make their selection.
- 6.1.2 The AcqL shall receive selected titles for order from the departments and schools.
- 6.1.3 The AcqL shall confirm the selected titles with the shelf list catalogue.
- 6.1.4 The AcqL shall compile and forward the listed titles for approval by the UL.
- 6.1.5 AcqL shall forward the list to the publishers after approval by the UL.
- 6.1.6 The publishers shall send an invoice together with selected titles to the UL for processing.
- 6.1.7 UL shall approve the invoice and forward to finance office for payment

6.2 Classification of Information Materials

- 6.2.1 The SLA shall sort out information materials to be classified by subject.
- 6.2.2 The SLA shall assign call numbers to the information material.
- 6.2.3 The AsstL shall verify that information materials have been properly classified.
- 6.2.4 The AsstL shall then release the information materials for circulation.

6.3 Cataloguing of Information Materials

- 6.3.1 The SAL shall avail books to be catalogued.
- 6.3.2 The SLA shall catalog the books.
- 6.3.3 The list of catalogued books shall be typed by the Library typist.
- 6.3.4 The L Asst. shall check the catalogued information materials and release them for circulation.

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6.4 Book Checking

- 6.4.1 The SLA shall ensure that the information materials have been properly classified and catalogued before the final checking.
- 6.4.2 The SAL shall check the finer detail of the information materials to ensure its completeness before releasing it for use.

6.5 Library Membership

- 6.5.1 UL shall receive the applicants' requests for membership.
- 6.5.2 UL shall send the requests to the SLA for action.
- 6.5.3 The SLA shall verify the forms to ensure that they are duly filled.
- 6.5.4 SLA shall have the forms typed, signed and issued.

6.6 Non – Library Members

- 6.6.1 The UL shall receive the applicants' requests for membership.
- 6.6.2 The UL shall recommend the acceptability for membership.
- 6.6.3 The SLA shall ensure that the non-library members are accorded the necessary assistance as per the rules and regulations of the library.

6.7 Library Orientation

- 6.7.1 The SLA shall assemble the Library members for orientation.
- 6.7.2 The SLA shall ensure that all the Library members have been Oriented.
- 6.7.3 The SLA shall introduce the new members to the available library services and staff.

6.8 Borrowing in the Library

- 6.8.1 The UL shall ensure that enough information resources are available for borrowing.
- 6.8.2 The UL shall delegate the authority of lending to the Librarian in-charge.
- 6.8.3 The Librarian in -charge shall ensure that the materials to be borrowed are in usable state.
- 6.8.4 The library user shall search the catalogue to check whether what he/she wants to borrow is available.

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6.8.5 The Library user shall then present the material to be borrowed to the LAsst for borrowing.

6.8.6 The LAsst shall check the physical condition of the material before lending.

6.8.7 The LAsst shall record and issue the information material to the Library user if in good condition.

6.9 Book Return to the Library

6.9.1 The LAsst shall receive and inspect the book returned to the Library.

6.9.2 The LAsst shall retrieve the borrower's card and cross check it with the books returned.

6.9.3 The LAsst shall cancel the due date on the slip and record the returns on the counter duty report.

6.9.4 The LAsst shall reshelv the book.

6.9.5 The LI shall go through the records to ensure compliance.

6.10 Book Reservation and Recall Notice

6.10.1 The LI shall check whether the material requested is in reserve or in circulation.

6.10.2 If in circulation, LI shall identified and notify the holder.

6.10.3 The LI or Library Assistant shall have the material returned and notify the reserve

6.10.4 The LA shall then issue the material to the reserve.

6.11 Book Overdue Notice

6.11.1 The LAsst shall sort out all the borrowing tickets in the borrowing tray.

6.11.2 The LAsst shall fill in the overdue forms and forward them to the LI for signing.

6.11.3 The LA shall then send the overdue notice to the readers indicating when the books are supposed to be returned.

6.11.3 The UL shall impose a fine for any overdue or lost Book.

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6.12 Book Loss

- 6.12.1 The Library member shall report loss of Library material to staff on duty.
- 6.12.2 The Library staff on duty shall take details of the resource and give a time frame for replacement.
- 6.12.3 The UL shall impose a replacement cost of the lost book.
- 6.12.4 The AL shall cost the book and order a new one.

6.13 Library Book Weeding

- 6.13.1 The Assistant Librarian shall identify the books for weeding.
- 6.13.2 If repairable the AL shall take them to the bindery for repair and thereafter for circulation.
- 6.13.3 The UL shall then withdraw title volume from shelf list and delete from the library system.
- 6.13.4 The AL shall then discard or donate the weeded books.

6.14 Book Donation

- 6.14.1 The LI shall identify books that need to be donated and inform UL.
- 6.14.2 The UL shall receive donation requests from schools/organizations.
- 6.14.3 The Library committee shall vet the requests and make recommendations and approvals.
- 6.14.4 The books shall be selected and recorded in the donation register.
- 6.14.5 The UL shall communicate to the successful schools.

6.15 Newspaper Indexing

- 6.15.1 The PL shall identify the issues to be indexed in the newspaper.
- 6.15.2 The PL shall transfer the indexed items in the card or computer
- 6.15.3 The PL shall file and store alphabetically the indexed issues for easy retrieval.
- 6.15.4 The PL shall inform the users accordingly.

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6.16. Book Binding

6.16.1 The Head Binder shall receive the books to be bound.

6.16.2 The Head Binder shall check the physical status of the books and decide on the type of binding for each.

6.16.3 The HB shall ensure that the books are well bound before dispatching them to the technical section.