



## CONTACT:

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## VISION

To be an enterprising global library focused on meeting evolving user needs in Science, Technology and Innovation.

## MISSION

To support quality of teaching, research and service objects and functions of Kibabii University by providing access to recorded knowledge and information through deliberate activities of acquisitions, processing, organization, retrieval, interpretation repackaging, preservation and dissemination of information appropriate to current and future needs of staff and students.

## Kibabii University Library-Main Campus

## OBJECTIVES

1. To support and facilitate the teaching, learning and research through the provision of access to varied authoritative and up-to-date information resources.
2. To acquire, organize and maintain relevant information services to the Kibabii University Community.
3. To market library services to the University Community.
4. To train clients on information literacy and competency in order to wholly utilize information services and resources.
5. To provide favourable reading environment to users.

### Reading lists collation

Reading lists are solicited from departmental lecturers, HODs, CODs and Deans and in some.

Selection of library core texts, journals and supplementary texts and e-resources is based strictly on university curriculum being offered every semester.

### Acquisition

Library resources are majorly acquired semester basis but periodic acquisitions are done in between depending on the need.

### Accessioning

Accessioning is whereby individual items is given a unique number for identification.

### Insertion of circulation

Circulation tools are attached to acquired materials to aid in easy access to acquired information materials.

### Classification

The acquired information materials are managed in a way that brings together materials with similar subjects in one pool.

### Reprographics

Reprographic services are offered in this section e.g. photocopying, scanning.

### Bindery Services

Spiral, Staple Binding and tape binding is done at the library for individual work, theses, projects, reports and notes among others.

### Printing

Printing of e-resources and self-generated work is done at the library

### Repair of worn out materials

Partial repair of worm out library materials is carried out at the library. The staff engage in university wide activities that span research, outreach, collaboration and referral services.

### Post Graduate Library Services

The lecturers have a special area set aside for reading and preparation of their work within the library. A specific and pointed collection is selected and housed this section of the library with emphasis to post-graduate student's unique needs

### Special Collection Service Section

This area holds a host of unique literature ranging from indigenous knowledge, Government publications, thesis, dissertations, World Bank and United Nations products

### Children Library Services

This section holds a wide variety of children literature from nursery school to secondary school books.

### Press Cuttings

A deliberate selected subject strength and bias of key literature is cut from the local dailies and archived for future reference.

### Current Awareness Services

All the local dailies are availed to the entire university fraternity.

### Apprenticeship Training

The library offers students on attachment room to acquire practical skills through a guided programme for a period of three months apiece.

### Work Study Programme

Needy students are offered a chance to work and earn a small amount of money for their upkeep per month.

### Teaching Staff Research Section

The library staff get requests from the users for e-resources and this service is done free of charge through good working relation with users.

### Care Taking Services

Caretaking services ensures the comfort of the students.

### Circulation Services Registration of Users

This entails facilitation of user registration to eligible members who are registered by filling the membership application form.

### User Education, Induction and Orientation Services

Orientation /induction is done to newly registered members for ease movement and retrieval of information materials.

### Guided and Ready Reference Services

One of the key functions of this section is to provide answers to questions relating to the library and its collection. The library staff section then locate the relevant information for the user.

### Handling of Material Use Complaints Services

The section handles all reported material use complaints Professionally depending on the type of the complaint.

### Users Shelf Guide Tools Generation

These are generated and provided to assist users in identify and retrieving the information required.

### Supervision of Reading Area Services

This section is headed by the in charge of the reader's service Who oversees the operations

### Inter Library Loans and Referral Services

The library offers interlibrary loans from affiliated libraries. to users upon request the user who wish to use affiliated library do so through introductory letters issued by the library.

### HIV/AIDS materials Section

The library has a section for HIV/AIDS materials to help them Understand the changing times. Material on HIV/AIDS and CD'

### Photocopying

Partial photocopying of pages or chapters of a book is permitted and also photocopying of individual original work by the authors themselves is allowed at the same time reproduction of memos, minutes, circulars, notes, exams is done as an IGU product.