



**MAASAI MARA UNIVERSITY**  
**LIBRARY POLICY**

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## PREAMBLE

The Academic Library plays a major role in any University in support for quality teaching, research, consultancy and extension services by facilitating access to worldwide information. It also contributes towards the achievement of the organizational strategic goals.

Information technology is regarded by the library as an enabler because it has dramatically changed the way University libraries operate and has added value to their services. Due to the dynamic nature of the internet and World Wide-web, most users depend more and more on electronic information. Hence, Academic libraries have moved from being the heart of printed resources to a hub of knowledge networks. To this end, Maasai Mara University library is committed to ensure that the patron community is aware of the resources that are available and understands the framework which underpins the work of the library. This policy, therefore, provides guidelines for the development of library services and utilization of its resources in order to allow staff and students carry out their work in the most effective and efficient manner.

## 1.0 INTRODUCTION

Maasai Mara University library exists to support the vision and mission of the University by providing library and information services. Library policy is essential in providing guidelines for the library to effectively and efficiently execute its mandate as guided in Statute VIII. The policy provides guidelines on library use; provision of information literacy; collection development; institutional repository; and integration of information communication technology in the provision of services.

### 1.1 The Vision, Mission and Core Values of the Maasai Mara University

#### 1.1.1 The Vision of the University

To be a world class University committed to academic excellence for development

#### 1.1.2 The Mission

To provide quality University Education through Innovative teaching, research and Consultancy for Development

#### 1.1.3 Core Values

The following are the core values that define Maasai Mara University:

- i. Creativity and Innovativeness
- ii. Professionalism
- iii. Teamwork
- iv. Equity
- v. Transparency and accountability
- vi. Excellence
- vii. Social Justice

### 1.2 The Philosophy

The University is guided by a philosophical statement, "*eng'eno e puuan*", which is a Maasai name for "*knowledge is prosperity*". As the University seeks creation of knowledge for prosperity through research, innovation and technology, it is further guided by its core values of **excellence, professionalism, teamwork, creativity & innovativeness, transparency & accountability, equity and social justice**. The University's Philosophy Statements and Mission

are complementary, focused on ensuring a genuine need for quality and relevant curricula for promotion of higher education, training, research and innovation. While the Mission Statement focuses on why the University exists, the Philosophy Statement addresses how Maasai Mara University fulfils its educational, research, **innovativeness** and technological mission as an institution for higher learning. Maasai Mara University offers challenging undergraduate, graduate and professional career programmes that prepare students to remain relevant in the society upon graduation as they prepare to enter the job market to start nurturing their careers. Many students have found Maasai Mara University academic programmes a stepping-stone to further education within their fields of specialization. This has become possible due to a collegial union of academic Schools and Departments, students, staff, administration and business community members who are holistically committed to providing academic programmes, resources, activities and instructional facilities that support excellence in higher education, training, research and innovation. As the University believes and affirms that members of business and industry communities must also share responsibility for developing, establishing, implementing and evaluating educational and any academic programmes for the sake of continued relevance, attractiveness and competitiveness in the society. While primarily concerned with students' intellectual growth and development, the University also supports their physical, moral and spiritual growth and development, and augments their capacity for leadership through co-curricular programmes and the entire students' leadership fraternity. At the heart of the mission, vision and goals of academic, research, innovation and students' affairs, is the University's fundamental commitment to a strong general education, training, research and innovative programmes that prepare students for global competitiveness, broadening their knowledge in the arts and sciences, helping them integrate learning and community concerns, and preparing them for success in their major fields of study and life after graduation. In all these academic programmes of study, the University encourages the examination of fundamental questions of human concern, respectful dialogue in the context of diverse points of view and experience, as well as the search for truth and social justice for all. In an atmosphere of intellectual dogmatism made possible by academic freedom, the University builds up and trains students in courses within their areas of advanced study, extend research

and innovation in their fields of specialization, produce highly scientific, innovative, technological, scholarly and creative work, and serve the University as well as the nation and the entire global community. The University identifies and supports students of diverse talents, experiences, knowledge, interests and cultures who are willing and prepared to learn and to seek excellence in themselves and others. The University believes that career education instruction that a student undertake is an art as well as a science. And that the process of undertaking it is indeed very dynamic and helps develops both the skill and the intellect of career-minded individuals in its community. The University further believes that career education is an interactive process on which the future of society depends as emerging graduates become professionals of all types and critically become the drivers for future socio-economic growth and development in the society. Vital to the success process of supporting excellence in higher education, training, research and innovation are the dedicated members of variously skilled academic support services and the administrative leadership charged with nurturing strategic planning, institutional assessment, and effective and efficient stewardship and strategic deployment of University resources. This connection and collaboration ensures that the University is offering an education that produces an employable, skilled, responsible and accountable person in the society. The enduring fellowship of alumni, sponsors, trustees, and other friends and contributors in the community at large demonstrates their continuing faith and trust in the central mission, vision and goal of Maasai Mara University through various acts of giving, prayer and support. Infusing this community of shared concern are the distinctive qualities and values of Maasai Mara University, including the belief that faith and reason can interact in mutually fruitful and favourable ways. Therefore, the University membership encourages a full search for truth, including religious truth, while respecting freedom of personal expression. It also promotes a vigorous and compassionate dialogue among the various faith traditions, and between them and the academic disciplines. At its foundation, teaching, research and innovation at Maasai Mara University are premised upon and committed to the fundamental dignity and unique worth of each human person present. Finally, as outlined in Kenyan constitution, it is also the philosophy of Maasai Mara University that no person shall be denied admission to any academic programme of any kinds in the

University, be excluded from any training whatsoever, be denied the benefits of training, learning and conducting research of any level, or be subjected to discrimination in any recruitment practices or activity of the University because of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or religious belief.

## DEFINITION OF TERMS

<b>Catalogue:</b>	A list of all the books or resources available in a library
<b>Collection development:</b>	The acquisition of print and electronic information resources for use by the library clientele acquired to meet the university curriculum, research, cultural and social needs of the patron community.
<b>Consortium:</b>	A group of individuals or institutions formed to undertake an activity that would be beyond the capabilities of the individual members
<b>Disposal:</b>	Removal of information resources no longer in use in the library
<b>Hardbound:</b>	A book bound with rigid protective covers
<b>Information literacy:</b>	Ability to locate, evaluate, manage, and use information from a variety of sources, both print and electronic, for problem solving, decision making and research
<b>Institutional repository:</b>	Collections capturing and preserving the intellectual output of Maasai Mara University
<b>Information resources:</b>	means formal, informal, human, printed or electronic resources that contains information that can be accessed to meet a need.
<b>Librarian:</b>	A person trained in library and information science (LIS) Library and engaged in library service
<b>Library advisory committee:</b>	means a standing committee to the body responsible for academic affairs in the University (Senate)
<b>Patron:</b>	A bona fide library client
<b>Serials:</b>	Any publication issued in successive parts, usually (though not always) at regular intervals, and intended to be continued indefinitely

**User with special needs:** means a user with a condition that restricts their ability to function normally.

**Weeding:** The removal of information resources those are unwanted from the library collection

### 1.3 Rationale of the Policy

The library policy provides guidelines and procedures to support the MMU library in provision of library and information, resources and services of the highest quality and to sustain and enhance the University's teaching, research, professional and performance programs.

### 1.4 Scope of the Policy

The policy shall cover all library functions which include: library use; library code of conduct; information literacy; collection development; weeding; institutional repository; library information and communication technology and library security.

### 1.5 Objectives of the Policy

#### 1.5.1 Main objective

The main objective of this policy is to provide MMU Library users with guidelines on library and information services that support teaching, training, consultancy, research and innovation.

#### 1.5.2 Specific Objectives

The specific objectives of this policy shall include:

- (i) Ensuring fair and equitable access and use of library services by all library users;
- (ii) Ensuring that the library staff maintain high standard of professionalism in provision of library and information services;
- (iii) Equipping library users with information literacy skills;
- (iv) Developing and securing high-quality, relevant, and balanced collections, that support and strengthen teaching, learning, and research;
- (v) Maintaining a more vibrant and up to date information resources;
- (vi) Expanding access to works by staff in order to demonstrate the scientific, societal, and economic relevance of the University's research activities;
- (vii) Expanding access to information by providing internet services, digital repository, multimedia. search online and offline databases through an online public access catalogue (OPAC).



## **2.0 POLICY STATEMENT**

Maasai Mara University (MMU) shall:

- i. Uphold international professional standards in management, governance and provision of library and information services.
- ii. Ensure that library users, and MMU community at large, have access to the information they require.
- iii. Ensure that library users are equipped with information literacy skills that can enable them to retrieve information on their own for long life learning.
- iv. Equip the library with resources, facilities and collection that is current, appropriate and accessible.
- v. Ensure the safety and security of library resources at all times.
- vi. Ensure proper utilization of library resources with a view to preserving them for future generations.
- vii. Provide access to MMU's research, teaching and learning output to a wider global community.
- viii. Embrace the use of information communication technology to provide library and information services and access to information resources.

This policy shall be operationalized by the library procedures contained in appendix I

## **3.0 IMPLEMENTATION**

Implementation of this policy shall be vested in the office of the Deputy Vice Chancellor (ASA).

## **4.0 REVIEW**

This policy shall be reviewed from time to time as shall be necessary.

## **APPENDIX I - LIBRARY MANAGEMENT**

### **1.0 LIBRARY COMMITTEE**

There shall be two committees for managing the library:

- a. Library Advisory Committee; and
- b. Library Management Committee.

#### **1.1 Library Advisory Committee**

The Advisory Committee shall be responsible to Senate for considering all aspects of the library policy, its development and integration in the University's academic programmes.

#### **1.2 Library Management Committee**

Library management committee shall be composed of senior library staff charged with overseeing various sections of the library. The committee shall:

- i. Structure a process for long-range strategic planning for the library;
- ii. Coordinate the identification of funding needs and preparation of budget requests within the context of the university budget process.
- iii. Participate in internal resource allocation decisions;
- iv. Establish task forces and working groups of library staff to address specific projects and needs.

## **APPENDIX II: LIBRARY USER GUIDELINES**

### **2.0 USE OF THE LIBRARY**

The use of MMU library shall be governed by the following guidelines;

- i. Admission to MMU library is conditional on registration and observance of its rules and regulations
- ii. All users who wish to access library services must register with the library
- iii. The Library Management reserves the right of admission and staff are empowered to enforce the rules and regulations
- iv. Registration of all users is open to MMU staff and students only
- v. Non-members may be allowed into the library with express permission of the University Librarian
- vi. The rules and regulations apply to all libraries
- vii. The rules and regulations are subject to change from time to time
- viii. To access the library resources and services, registration is necessary
- ix. It is the responsibility of the patron to ensure that any change pertaining to his/her address is notified to the library
- ix. Email will be the preferred mode for official communication to users
- x. The library will provide a section for Library Services to People with Special Needs. This is to promote and improve the effectiveness of library and information services to special needs groups.

### **2.1 Rules and Regulations**

Admission to the library and use of the library resources and facilities are conditional upon strict observance of the library rules and regulations, and ignorance of these will not be an excuse for non-observance. The library Management Committee shall have power to modify these rules and regulations from time to time as it may deem necessary.

## **2.2 Opening Hours**

Monday - Friday	8.00_a.m - 10.00_p.m
Saturday	9.00_a.m - 6.00_p.m
Sunday	2.00_p.m – 6.00_p.m
Vacation	8.00_a.m– 5.00_p.m

The library shall be closed on public holidays.

## **2.3 Admission to the Library**

The following persons are allowed to use the library:

- i. All staff members of the University and students.
- ii. Non-members of the University should obtain written permission from the University Librarian.
- iii. Admission to the library shall be by production of university identification or letter of authorization from the University Librarian

## **2.4 Registration**

- i. All prospective or aspiring users must be registered as library members.
- ii. The registration is by completing the registration form which is obtained from the Circulation Librarian.
- iii. The applicant must sign a declaration to abide by regulations.
- iv. Users must ensure that the contact details given on the registration form are correct and up to date.

## **2.5 Borrowing**

- i. The right to borrow from the library is accorded to registered members.
- ii. Certain materials may not be borrowed for use outside the library.
- iii. No library material shall be taken out of the library unless it has been officially issued.
- iv. The patron in whose name a library item is issued, shall be solely responsible for returning it.
- v. The Librarian has the right to recall any item on loan.

- vi. A patron may reserve an item that is out on loan. However, a patron may be allowed to renew a borrowed item once.
- vii. Information resources which are not available in the library may be obtained through inter-library loan once requests are made to the circulation librarian. Use of such items will be subject to policies in place.
- viii. Undergraduate students and postgraduate students may borrow 4 books, teaching staff and senior administrative staff 8 books and other staff 4 books.
- ix. Reserve books/ short loan books will be issued for 24 hours.
- x. The loan period for students shall be **two** weeks, and **one** month for members of staff and Postgraduate students.
- xi. Loaned items can only be renewed once.
- xii. The loan period for any library items may be reduced by the University Librarian depending on the demand for the resource.

## **2.6 Discipline**

- i. Silence shall be maintained in ALL library areas. Use of communication devices in the library, including mobile phones, is prohibited.
- ii. Good order must be observed. Sleeping in the library, placing feet on furniture, removal of shirts/blouses, eating and drinking in the library is prohibited.
- iii. Booking of seats in the library is not allowed.
- iv. Smoking and use of open fire in any part of the library is prohibited.
- v. Bags, parcels, overcoats, hats/caps, paper bags etc. must be left in the baggage area.
- vi. All users leaving the library carrying any books or parcels must show them for inspection at the circulation desk and to the security personnel.
- vii. Stealing or attempting to steal a library book or property is an offence and those caught will be dealt with according to the University rules and regulations.
- viii. Behavior which adversely impacts on other individuals' use or access to library facilities and resources is not allowed.
- ix. Discussion in the library reading area is prohibited.

## **2.7 Service notice**

Any notice will be sent to the last known contact information given to the library. Failure to receive such notice will not invalidate any subsequent action.

## **2.8 Copyright**

- i. Most library materials are protected by the copy right law, which makes deliberate infringements, such as unauthorized copying a criminal offence.
- ii. Permissible copying limits for academic purposes shall be less than 10% of the book.
- iii. All users of library materials and equipment shall observe these limits, whether in library premises or elsewhere.

## **2.9 Use of Electronic Resources**

- i. Booking or reserving computers is prohibited.
- ii. Use of the internet (including the transmission or receiving of any material) in violation of the copyright law is prohibited. This includes but not limited to:
  - a. Infringement of copyrighted material, and
  - b. Transmitting or receiving threatening or obscene material, pornographic material or protected material.
- iii. Use of internet for any commercial purposes is prohibited.
- iv. Users should not interfere with or disrupt network services or equipment.
- v. Users are not permitted to add, delete, or modify the installed hardware or software, or to change preference settings.
- vi. The internet is a global electronic network and the Library is not responsible for the accuracy, validity, legality or usefulness of information available. Users of such information shall be at liberty to seek guidance on the use of such information.
- vii. The Library will not be liable for copyright or other violations of information laws committed by internet users and users shall be advised to consult on the same.
- viii. The Library shall not be held responsible for lost data stored in the library's computers' hard-drives.
- ix. Library computers are strictly for research purposes. Anyone found opening non

educational sites (e.g. phonographic sites or entertainment sites) may lose his/her right to use the library.

x. Removal of computer components including mouse, keyboards, cables etc from one computer to another is not permitted.

#### **2.10 Exclusion from use of the library**

The Library Management committee shall have power to suspend or exclude from use of the library any patron who persistently disregards library rules and regulations, or, any other adequate cause shall be considered to be, in its opinion undesirable.

#### **2.11 Damage and loss of library books and/or property**

- i. Users shall be held responsible for any damage occurring to library resources while in their possession, and be required to pay for the value of the resource plus administrative costs.
- ii. Users are responsible for checking that the library resources they borrow are not damaged before they check them out. Otherwise they shall be held responsible for the damage.
- iii. Any defect in or damage to a library resource should be reported to the Circulation Librarian.
- iv. All information materials from the special collection area must be read within the section.
- v. The marking and defacing of any library resources is forbidden.
- vi. Refreshments, water, ink bottles and any other materials which might accidentally damage library resources or property should not be brought to the library.
- vii. Willful damage of the library property shall be paid for by the person responsible.

#### **2.12 Fines and payment for lost resources**

- i. Any borrower who fails to return or renew a library item on due date, shall be charged a fine, to be determined by the library advisory committee from time to time per item.
- ii. Users who lose library items will be required to pay the current cost of the item plus 50% administrative fee.
- iii. Loss of borrowed library resources must be reported immediately to the University Librarian or library staff.
- iv. Any borrower who fails to return library items to short loan collection at the specified time shall be charged a fine, to be determined by the library advisory committee from time to

time.

- v. The right to borrow may be withdrawn until all library items have been returned and any outstanding fines have been paid.

### **2.13 General rules**

- i. Users are prohibited from re-shelving materials used within the library. Materials used shall be left on the table.
- ii. All materials leaving the library must be properly charged by the Librarian.
- iii. The University Librarian shall suspend any patron whose conduct in the library is in his/her opinion, disorderly. Such persons shall be reported to the university authorities for further disciplinary action.

### **2.14 CODE OF CONDUCT IN THE LIBRARY**

#### **2.14.1 Library staff**

A Library staff is expected to observe the following:

- i. Provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- ii. Uphold the principles of intellectual freedom and resist all efforts to censor library resources subject to observation of the copyright laws.
- iii. Protect each library patron's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted, consistent with existing law.
- iv. Recognize and respect intellectual property rights.
- v. Treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of library employees.
- vi. Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the library.
- vii. Distinguish between one's personal convictions and professional duties and not allow personal beliefs to interfere with fair representation of the aims of MMU Library or the provision of access to library resources.



- viii. To dress in a manner that reflects the professional standing of the University Library.  
Appropriate and decent mode of dressing and personal hygiene shall be maintained at all times.
- ix. Library staff shall not engage in any manner of sexual harassment.
- x. No staff shall be on duty while under the influence of alcohol, drugs or any other intoxicating substance.

#### **2.14.2 Patron's responsibilities and Code of Conduct**

It is the patron's responsibility to maintain necessary and proper standards of behaviour in order to protect his/her individual rights and the rights and privileges of other users. Users not engaged in reading, studying, or using library materials or computers may be asked to leave the building. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subjected to library rules and regulations.

Inappropriate behavior shall include, but not limited to, the following conduct or behaviors:

- i. Failure by users to identify themselves when using the library.
- ii. Possessing, selling, distributing, displaying or using any dangerous material within library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- iii. Engaging in any physical or verbally intimidating or assaulting behaviour, including any threats of violence or unlawful activities. The Library has a zero tolerance for threats and acts of violence.
- iv. Possessing, selling, distributing, consuming, or being under the influence of, any alcoholic beverage.
- v. Smoking or other use of tobacco products within the Library building.
- vi. Trespassing by entering or remaining in the library premises after having been notified by an authorized individual not to do so.
- viii. Failure to follow reasonable directions given by library staff, including failure to take leave from the library premises during an emergency.
- ix. Engaging in any behavior that a reasonable person would find to be disruptive, harassing or threatening in nature to library users or staff.

- ix. Engaging in any sexual behavior within the library.
- x. Selling, soliciting, surveying, distributing written materials, canvassing for any political, charitable or religious purposes inside a library building.
- xi. Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- xii. Moving furniture and equipment without the express consent of the library staff or use of the same in any manner that may cause damage.

### **2.15 LIBRARY SECURITY**

The preservation, safeguarding, and stewardship for the collections are the responsibilities of all members of the Maasai Mara University community and its visitors. The following incidences are considered violations of the library's security:

- i. Intended or attempted theft of library materials, including the concealment of library materials.
- ii. Removal of security devices from library materials or kind of mutilation of materials for the purpose of avoiding detection at Security Checkpoints.
- iii. Defacing, mutilating, or damaging library materials, equipment, or property.
- iv. Theft and/or possession of materials stolen from the Library.
- v. Sale of stolen Library materials is a criminal offence.
- vi. Refusal to show university or other identification upon request by library staff and library security.
- vii. Refusal to allow a check of personal possessions and books prior to departing the Library
- viii. Remaining in the Library after closing hours.
- ix. Entering non-public or library staff areas without proper authorization.
- x. Refusal to follow the direction of library staff during an emergency or a similar situation involving a breach of security.
- xi. Bringing alcoholic beverages into the library area.

- xii. Departing the Library using emergency exits outside times of emergency.
- xiii. Conduct that is disturbing to other library users or detracts them from their research, scholarship, and study environment of the Library.

## **APPENDIX III: LIBRARY DEVELOPMENT**

### **3.1 INFORMATION LITERACY**

Information literacy shall be provided by librarians who shall:

- i. Always be professional in interacting with students, faculty and staff;
- ii. Work with Schools/Faculty in incorporating instruction in the important use of information resources teaching;
- iii. Increase schools'/faculties' familiarity with and use of electronic information sources;
- iv. Encourage schools to develop assignments using appropriate print and electronic sources which emphasize critical thinking skills;
- v. Encourage faculty to emphasize appropriate use and citation of resources to avoid plagiarism;
- vi. Assist clients in learning how to define an information need and to select resources in both print and electronic;
- vii. Help students learn to critically analyze and evaluate information;
- viii. Make students aware that searching for information requires time and practice. and that information literacy skills are part of lifelong learning;
- ix. Continue to meet the goals of reference and information literacy to achieve informed literate and necessary public services;
- xi. Assist the Head of Information literacy in maintaining accurate statistics.

### **3.2 LIBRARY BUDGET**

The University shall provide at least ten percent (10%) of the total institutional operational budget annually for acquisition of information resources excluding personal emoluments and capital development.

The budget shall be:

- i. Adequate to support the ongoing and appropriate collection development needs of the library;
- ii. Adequate for the library to acquire print and electronic information resources;
- iii. Take into consideration the instructional methods of the institution;
  
- iv. To provide for the current and anticipated size of the user population; and
  
- v. Prepared and justified and administered by the University Librarian.

### **3.3 COLLECTION DEVELOPMENT**

#### **3.3.1 Collection Development Guidelines**

The library shall observe the following parameters:

- i. Develop high-quality, relevant and balanced collections, regardless of format that support and strengthen teaching, learning, and research.
  
- ii. Acquire scholarly material normally in a single format.
  
- iii. Implement collection management policies to build and maintain those collections.
  
- iv. Provide leadership in a team-based environment to plan, manage and formulate policies, and to prioritize resources to develop balanced collections that meet new demands and evolving technologies.
  
- v. Use data to guide collection decisions.
  
- vi. Communicate with faculty to identify existing collection strengths that align with current research and curricular needs and to develop awareness of new information sources.
  
- vii. Expand access to information through resource sharing and other cooperative agreements with libraries locally, regionally, nationally and globally.

### **3.3.2 Selection**

Books and other information resources which relate to current teaching and learning needs shall be selected. The library shall have final overall authority to approve all selections of books and other resources made for the library. It will give preference to purchase of hard copy books whenever the budget allows. The selection will be guided by the following order of priorities:

- i. Recommendations by Schools
- ii. Recommendations by the Administration, students and staff
- iii. Relevance to the curriculum
- iv. Adequacy of current holdings
- v. Relevance to social, cultural and historical environment
- vi. Level of interest by faculty and students.

### **3.3.3 Format**

The library will acquire information materials in both print and non-print. Where materials are purchased that require specialized equipment for access, particularly in the area of e-resources, appropriate provisions will be made for suitable equipment purchase, maintenance and instruction for application by users.

### **3.3.4 Gifts in Kind**

Donations of books and other types of information resources are considered to be "gifts in kind". The Library welcomes donations of books, materials, or money for the purchase of books, materials, equipment or facility enhancement with the understanding that it has the right to handle or dispose of them in the best interest of Maasai Mara University.

### **3.3.5 Guidelines for Weeding**

The following guidelines shall be adhered to during weeding and shall be done annually alongside the stock taking exercise.

- i. Library Staff are to be sensitized on what is expected of them during the weeding process.
- ii. Librarians shall use more than one criterion in assessing the books to be weeded.
- iii. Materials earmarked for weeding shall be kept in one ideal location for a period of one month. During this period stakeholders/users will be informed of the exercise and given an opportunity to inspect the weeded materials to evaluate their relevance/validity.

- iv. Stakeholders/users who identify materials deemed to be relevant shall give their comments and identify in a register to be provided and give reasons why they should be retained.
- v. Information resources not recommended for withdrawal will be returned to the shelves after the display period.
- vi. Materials identified for weeding will be labelled with a distinctive mark to ensure they remain in a secluded area set aside for weeded information resources.
- vii. Weeded materials should have their entries denoted "weeded" in Library Management System.
- viii. At the end of the exercise, the Acquisitions section will identify the weak areas of the collection and in consultation with the respective Schools and departments make acquisition of more books to beef up the said areas.

#### **3.3.6. Weeding procedures**

- i. Weeding shall be under the general supervision of the In-Charge Technical Services and the In-charge Readers Services.
- ii. The general principles that shall guide weeding are: shelf-time (not checked out for 10 years or more), condition and appearance of the material, relevancy for library users. Inaccurate or false information, unused sets of books, repetitious series, duplicates and whether the information is outdated or obsolete especially for technological and scientific information.
- iii. Weeding will be guided by the following:
  - a) Physical condition: Soiled or mutilated (irreparable) books particularly those with missing pages, brittle or dirty paper. e.g. hardbacks, study print (and a decision concerning replacement made).
  - b) Relevance: Information resources that are no longer in demand, or that no longer support the Curriculum or current MMU community needs.
  - c) Timeliness: Information resources published 20 years before the date of weeding;
  - d) Books that do not fall in the above category, but have been superseded by three newer editions.

- e) Last date of circulation: If the material is in the open shelves and has not been loaned for use out of the library in the past ten years
- f). Completeness: Incomplete volumes or journals and serial works.
- g). Materials in excess: Multiple copies be weeded to a maximum of five copies per title.
- h) Files: Closed files be weeded
- i) Newspapers: Hard copy newspapers that have been replaced by soft copies be weeded out.
- j) Past examination papers: Weed back copies that date back to 10 years.
- k) Non-print materials: Visual and audio -visual materials dating back to 40 years be weeded.

Deleted:

iv. Information materials not eligible for weeding from the library collection shall include:

- a) Rare books
- b) Primary sources: theses, dissertations and research materials
- c) MMU publications: Those in multiple copies may be reduced to two
- d) Government publications: Titles in multiple copies to be reduced to one (for research purposes)
- e) Literary classics
- f) Maps: These can be relocated to MMU archives

### **3.4 INSTITUTIONAL REPOSITORY (IR)**

The following guidelines will apply to items deposited with the institutional repository.

#### **3.4.1 Full-text and other full data items**

- i. Anyone may access full items free of charge and shall be on Open Access (OA)
- ii. Copies of full items generally can be:
  - a. Reproduced, displayed or performed, and given to third parties in any format or medium.
  - b. Used for personal research or study, educational, or not-for-profit purposes without prior permission or charge.

Provided that:

- the authors, title and full bibliographic details are given

- a hyperlink and/or uniform resource locator (URL) are given for the original metadata page
  - the content is not changed in any way.
- iii. Full items must not be sold commercially in any format or medium without formal permission from the copyright holders.
  - iv. Some full items are individually tagged with different rights permissions and conditions.
  - v. This repository is not the publisher; it is merely an archive.
  - vi. Mention of the repository is appreciated but not mandatory.

#### **3.4.2 Content for types of document and data set held**

- i. This is an institutional repository.
- ii. The IR holds all types of materials as may be approved by senate such as: Theses and dissertation ; Student projects (Postgraduates and undergraduates); Journal and research articles (Peer reviewed and pre-prints); Technical reports; Discussion and working papers; inaugural lectures; Distinguished lectures/speeches; Honorally degrees awards, Special collections; Special Photo/images of distinguished staff and historical buildings and images; lecture notes; audio and audio visual materials; television broadcasts/interviews; image collection (Paintings, pictures, drawings, illustrations, etc.); University policies; University Magazines, Graduation Lists and any other material that may be approved by senate.
- iii. Papers are individually tagged with their peer-review and publication status.

#### **3.4.3 Submission concerning depositors, quality and copyright**

Maasai Mara University adopts the MMU/Open Access Policy as follows:

- i. IR activities shall be coordinated by the MMU Library with support from the ICT department
- ii. The scope of this policy applies to all Maasai Mara Community, visiting staff and students
- iii. All MMU researchers or staff shall grant to the University senate permission to make available his or scholarly works and to exercise copyright



- iv. MMU shall retain all rights under copyright relating to thesis, dissertations and research projects (both Postgraduate and undergraduate) submitted to the MMU Repository. They will be submitted to the University Librarian for archiving.
- v. Authors may only submit approved academic work for archiving.
- vi. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout and format, and the exclusion of spam.
- vii. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
- viii. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
- ix. Any copyright violations are entirely the responsibility of the authors/depositors.
- x. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

#### **3.4.4 Preservation of submitted documents**

- i. Items will be retained indefinitely.
- ii. The repository will try to ensure continued readability and accessibility:
  - a. Items will be migrated to new file formats where necessary.
  - b. Where possible, software emulations will be provided to access un-migrated formats.
  - c. It may not be possible to guarantee the readability of some unusual file formats.
- iii. The repository will regularly be backed up according to current best practice.
- iv. The original bit stream is retained for all items, in addition to any upgraded formats.
- v. Items may not normally be removed from the repository.
- vi. Acceptable reasons for withdrawal include:
  - a. Proven copyright violation or plagiarism.

- b. Legal requirements and proven violations.
  - c. National Security.
  - d. Falsified research.
- vii. Withdrawn items' identifiers/URLs are retained indefinitely.
- viii. URLs will continue to point to 'old' citations, to avoid broken links and to retain item histories.
- ix. Changes to deposited items are not permitted.
- x. Errata and corrigenda lists may be included with the original record if required.
- xii. If necessary, an updated version may be deposited.
- xiii. In the event of the repository being closed down, the university will endeavor to transfer the database to another appropriate archive.

### **3.5 LIBRARY INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

The following guidelines will govern the use of ICTs and electronic resources.

#### **3.5.1 Rules Governing Use**

The following activities are prohibited:

- i. Any unauthorized or deliberate action, which damages or disrupts normal use and service, alters normal performance, or causes a malfunction. (e.g the willful introduction of "viruses" or other disruptive or destructive programs; damaging the hardware or software of a workstation; reconfiguring hardware or software)
- ii. Committing illegal or unethical acts, including unauthorized entry into other computers or unauthorized use of another individual's identification and password.
- iii. Violating copyright laws, fair use provisions through inappropriate reproduction or dissemination of licensed or copyrighted text, images, etc. violating software license agreements, or material protected by trade secret. Everything on the Internet is to be considered copyrighted or licensed unless otherwise stated.

- iv. Displaying images, sound, or text, which disrupt or create an atmosphere of distress or harassment to other users.
- v. Violating constitutional law or regulation, or university policies, including the access or transmission of any material is prohibited. This includes, but is not limited to threatening, abusive, defamatory, harassing, hateful, libelous, vulgar or obscene material.
- vi. Using reference computers for recreational activities such as chat or gaming activities, or denying access to ICT infrastructure by hoarding, etc.

### **3.5.2 Users**

The following categories of users are recognized as authorized users of library electronic services and resources:

- i. All members of MMU staff
- ii. All MMU students
- iii. The MMU external community, visiting scholars/researchers or any other authorized personnel by the University Management.

### **3.5.3 Management of Passwords**

- i. A database of passwords needed for the administration of ICT resources will be maintained.
- ii. Staff will be assigned passwords and rights in line with their work requirements
- iii. Upon departure, passwords assigned to staff will be disabled
- iv. Staff will be responsible for passwords assigned to them
- v. Users will be sensitized on the need to ensure passwords availed for access to resources are not shared with people not authorized to use them.

### **3.5.4 Digitization**

One of the strategic objectives of the library is to preserve and conserve information resources for posterity. Digitization is one aspect of preserving and conserving information resources. Digitization will be guided by the MMU Digital Repository Policy.

### **3.5.5 Communication**

The ICT related channels of communication will be:

- i. Library Web site/page
- ii. Social media especially the library face book page
- iii. MMU corporate email and the Library e-mail
- iv. Any other approved university channels of communication

### **3.5.6 ICT Human Resources Requirements**

The ICT section in the library will consist of:

- i. A Systems Librarian
- ii. An Electronic Resources Librarian
- iii. A Systems Administrator
- iv. ICT Technicians

The ICT section will be headed by a Systems Librarian who will report to Senior University Librarian in charge of Technical Services, or any other supervisor identified in the organogram.

### **3.5.7 Maintenance and repair of Library ICT equipment**

The maintenance of the library ICT equipment will be carried out by the ICT Directorate as stipulated by university regulations. The library will liaise with the ICT Directorate for the maintenance and repair of library equipment.

### **3.5.8 Daily Maintenance**

Library staff will be sensitized on the need for proper care and maintenance of the computers in their custody.

### **3.5.9 Purchase of library ICT equipment**

Purchase of ICT related equipment will be guided by the regulations of the University procurement procedures.

### **3.5.10 Security of Data**

The library will work together with the ICT Directorate to ensure security of all library electronic data. The following guidelines will be followed in ensuring security of data:

- i. Back up of data shall be done on a daily basis in the server that is in the server room.
- ii. The Systems Librarian will liaise with the ICT Directorate to ensure there is continuous and consistent back up of library data.

- iii. Staff will be sensitized to consistently back up important information in external disks
- iv. Administrative passwords will be changed from time to time.
- v. All computers will be installed with antivirus software to protect them against malicious software attacks.

#### **3.5.11 Online Public Access Catalogue (OPAC)**

The library will provide terminals for access to the OPAC.

#### **3.5.12 Penalties for Misuse**

The University and/or library security systems are capable of recording all transactions, website visits and emails made on library computers. Any public access of illegal, offensive or controversial material may be subject to further action. Maasai Mara University Library reserves the right to refuse further computer access to any individuals accessing such material subject to the library rules and regulation.

#### **3.5.13 Disclaimers and Copyright**

Maasai Mara University Library accepts no responsibility for the nature, or the accuracy of the information and data accessed or retrieved.

APPENDIX IV - LIBRARY ORGANOGRAM

VICE CHANCELLOR

