KISII NATIONAL POLYTECHNIC

LIBRARY POLICY

KNP/LP/16
2020 Edition

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		Policy No.
LIBRARY POLICY		KNP /LP/16

Principal's Signature	Mwonge.	Date 6/5/ 2021
Approval by Governing Council **Chairman's Signature**		Date 6/5/2021
Responsible Office	LIBRARY OFFICE	

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FOREWARD

The Kisii National Polytechnic is a State Corporation registered in 1972 under the Education Act CAP 212 of the Laws of Kenya with the objective of providing technical education and training

KNP draws on public resources and must be transparent and accountable in its utilization of these resources. This Library policy has been developed in recognition of the need for a single, documented reference guide for library users in KNP in their day to day work; as well as being a source of information for other stakeholders.

This policy is a key reference guide for the practices and procedures used in the KNP library. The policy provides a standardized and official document for all KNP staff and officers on library use. It will form an invaluable guide to our library staff as they go about their day to day duties as well as providing guidance and information to other KNP Departments in understanding the library policies. Additionally, the interaction of roles and responsibilities across the library functions will be well understood as documentation of end to end processes now exist.

This policy will provide a guide that ensures uniformity and standardization in the way tasks are approached across the whole of KNP; a handy reference and training guide to assist new and existing staff to become familiar with various aspects of their work.

Prof. Kisilu Kitainge

Chairman Governing Council

1.0 INTRODUCTION

1.1 Historical Background

Kisii National Polytechnic was founded in 1971 as a Harambee Institute of Technology. It was registered in 1972 under the Education Act. CAP 212 of the laws of Kenya with the objective of providing technical education and training for youths. It was moved from St. Vincent Centre where it was initially housed, to the current site in 1980. The first buildings to be put up were Woodwork Technology and Mechanical Engineering workshops, Typing Pool, Hostels, Kitchen and Dining hall. The curriculum then was Secretarial and Building technology. The institute was elevated to a national polytechnic in May 2016 through Legal notice No. 93. Since then more courses have been introduced and currently Kisii National Polytechnic offers more than eighty-eight (88) courses in Certificate and Diploma levels.

Science and Technology (S&T) activities have been recognized in the institution since its inception as vital to social and economic development. There has been rapid expansion of Science and Technology since the enactment of Science and Technology Act CAP 250 of the laws of Kenya (1977).

KNP is managed by the Governing council and college administration comprising of the Principal, Deputy Principals, the Registrar, the Dean of Trainees, Heads of Departments and their Deputies. Day to day learning activities in the college is managed by the Departments.

1.2 Mandate

The mandate of Kisii National Polytechnic is to develop an institution with excellence in training scholarship entrepreneurship, research, consultancy, community service and products with emphasis on technology, its development, impact, and application within and outside Kenya.

1.3 Vision

To be the preferred training institution for technical and vocational skills development.

1.4 Mission

To develop highly qualified, globally competitive and innovative human resource by providing quality training, applied research & extension and entrepreneurship skills that are responsive to market demands.

1.5 Core Values

The Polytechnic operations are guided by the following core values:
a) Excellence
b) Innovativeness
c) Teamwork

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d) Integrity

e) Transparency

1.6 Purpose

This policy provides guidelines for the effective library management and operations, activities related to user information services, collection development, provision of information literacy and library information technology services.

1.7 Scope

The policy applies to all library operations and users within KNP.

Abbreviations used in the IMS manual apply.

2.0 RESPONSIBILITIES

2.1.1 Head Librarian

The Head Librarian in charge of all library operations and staff shall be responsible for the implementation of this policy.

2.1.2 Deputy librarian

The deputy librarian oversees all the library operations in the absence of the library

2.1.3 Library Advisory Committee

There shall be a library advisory committee, chaired by the D/P ACS, which constitutes deputy HODs from academic departments, established in accordance to the mandate of the polytechnic. The committee is to oversee acquisition of library materials.

2.1.4 Library staff

The staff is in charge of charging and discharging of library materials, repairs to library materials, stock taking, weeding, internal housekeeping, induction of new users and ensuring security and safety of library materials and users.

2.1.5 Objectives

1. To facilitate access and use of information resources in a timely manner.
2. To provide guidance on the use and interaction with library resources and services.
3. To respond to users information needs as per the library service charter.
4. To provide user training for better exploitation and access to information resources in all formats.
5. To provide a conducive environment for study through shelving and production of guides to the information resources and services.

3.0 MONITORING AND EVALUATION

The implementation of this policy shall be monitored by the Head Librarian through work schedules, regular stock taking and internal audits. Evaluation of results of monitoring shall be carried out quarterly basis and a report shall be submitted to the chair Library Advisory Committee.

4.0 DEFINITION OF TERMS

Library services: These include lending, ICT services, binding, reference and readers' services.

User: Anyone allocated privileges to access library services; in this case it means KNP trainees and staff.

Library 2.0 tools Services such as instant messaging and social media

Current awareness services: This service meant to inform the users about new acquisitions in the libraries

5.0   POLICY STATEMENTS

5.1   USER SERVICES

5 .1.1 Users of library resources
Users of library services shall be classified in categories as:

- Trainees, and
- Staff   (council trainers, Public Service trainers, trainers on Teaching Practice, Non-teaching staff)

5.1.2 Library Opening Hours
The library shall be open as follows:

- Monday to Thursday: 8am – 9pm
- Friday: 8am - 4pm
- Saturday: 8am – 1pm
- Sundays and Public Holidays: Closed

5.1.3 Shift system
Due to long opening hours, the library staff shall operate in a shift system namely evening and weekend shifts. A shift roster shall be developed by the Head Librarian and communicated to staff.

5.1.4 Library Book Loans
There shall be three types of library loans for information materials, the long loan, short loan and overnight loan. The duration of each library loan will depend on the category of the library user and the level of demand for specific information materials.

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5.1.5 Long Loan

Long loan books are those that are not on very high demand and are on the open shelves. The maximum number of books issued per different users categories and the duration shall be determined from time to time. All borrowed library materials shall be stamped a date to indicate when the user is expected to return them.

5.1.6 Short loan

Books on high demand shall be placed in the short loan section and shall be borrowable for a few hours. The aim of short loan shall be to maximize the usage of such books that are on high demand but limited in supply.

5.1.7 Overnight loan

Books on short loan can be borrowed overnight to be returned the next day at the opening of the Library.

5.2 Library Charges

All library charges shall be paid at the finance department.

5.2.1 Overdue fines

Long loans	Users shall be charged overdue fines of Ks.10.oo per day for failure to return borrowed material on the due date.
Short loans	Users shall be charged overdue fines of Ks.20.00 per hour for failure to return borrowed material within the specified period.
Overnight loans	Users shall be charged overdue fines of Ks.50.00 per hour for failure to return borrowed material the following morning as from 9.00 am.

Library overdue charges shall be reviewed by the Library advisory Committee from as need arises.

5.2.2 Replacement Charges for Lost Library Items

i   Lost items such as books shall be replaced at market value plus Ksh.1000 administrative charges or with the current edition of the lost book plus Ksh.1000 administrative fee. The current edition shall not be more than 5 years old.

ii   Lost and found books shall be recovered.

iii   Recovered lost and found books paid for shall be returned to the concerned user.

5.2.3 Photocopying/ printing Charges

Photocopying and printing charges shall be provided at rates determined by the current market rates.

5.3 Library Rules and Regulations

The rules and regulations apply to all library users and shall be reviewed as need arises. See appendix. No. 1

5.3.1 Protection of Intellectual Property

The library shall ensure adherence to copyright laws and library rules and regulations. No user shall be allowed to photocopy more than what is permitted by the law.

5.4 Information Literacy/User Education

1. New students shall be given user orientation on the use of library resources and services.

2. New students shall be taught on information literacy, use of digital and other library resources and services.

3. The library system shall set up mechanisms that shall facilitate the implementation of information literacy.

4. The library shall provide continuous user education to library users on day to day basis depending on individual or group user requests.

5.5 Clearance of users

5.5.1 Clearance of Students

KNP trainees cease eligibility to borrow information resources from the KNP library on completion of their studies. All final year trainees shall be cleared by the library before they can graduate.

Any students leaving the institution before completion of the study shall be required to clear with the library.

5.1.2 Clearance of Staff

KNP staff members cease eligibility to borrow information resources from KNP library on leaving the institutions employment. Staff members who leave KNP for any reason should clear with the library before they receive their terminal dues.

5.6 Awareness of user services

5.6.1 Current Awareness Services (CAS)

The library shall use electronic, online and print mechanisms to reach out to users with current awareness information services on new and emerging information.

The library shall create awareness on its collection and information services to all the stakeholders through channels such as:

a) Library bulletin and brochures,
b) Library webpage
c) Internal Exhibitions,
d) Relevant meetings and forums,
e) Library 2.0 tools (services provision e.g. instant messaging)

5.7 Collection Development

The selection, acquisition, processing, maintenance, de-selection and evaluation of information materials shall be determined by academic HODs and the Library Advisory committee.

Objectives

- i. To identify diversified sources of library and information materials.
- ii. To acquire current and relevant print, electronic and multimedia information materials for each academic department.
- iii. To classify, catalogue and organize information resources for easy access.
- iv. To periodically take statistics on various subjects within the library collection in order to establish a balanced collection for each academic department.
- v. To carry out periodic stock staking for evaluating library collection.
- vi. To undertake weeding of information materials annually.
- vii. To provide conservation and preservation measures for information materials in the library.

5.7.1 Level of Collection Development

- i. The collection shall be based the level s of courses offered in KNP. These are Artisan, Craft Certificate and Diploma.
- ii. The reference collection and any other specialized collections shall be developed in accordance with the user-information needs.

5.7.2 Selection Process

- i. The library shall involve the academic departments in the selection of electronic and print Information materials.
- ii. Where necessary the acquisition librarian shall be involved in the selection of general reference and special information materials that are relevant to the information needs of library users.

iii. Subscriptions to journals shall be reviewed on a regular basis to evaluate usage and the emergence of new relevant journal titles. This shall be done in consultation with the Heads of departments.

iv. Online electronic resources shall be acquired to supplement the print collection.

5.7.3 Selection Aids

Various aids shall be used in the selection of information resources such as:

a) Catalogues from national bibliographies

b) Publishers and booksellers catalogues

c) Subject specific bibliographies

d) Academic staff, trainees and staff needs

e) Online bookshops and subject bibliographies

f) Books exhibitions and book fairs

5.8 Disposal of Information Materials and other Library Resources

5.8.1 Newspapers

Hard copies of newspapers older than five years shall be disposed in accordance with KNP disposal policy.

5.8.2 Equipment

The library shall identify equipment for disposal according to the procedure for procurement and asset disposal / KNP/proc/sop/009.

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5.9 E-Resources and E-Library Services

ICT/electronic resources and e-library services shall be open to all authorized and registered users of the library.

E-Library Services

    i.   KNP shall establish a fully equipped e-library/e-resource centre within the library to provide access to online and multimedia electronic information resources and services.

    ii.   The e-resource centers shall be supervised by a Library Assistant with relevant technical knowhow.

    iii.   Online information assistance and guides shall be provided to library users for information needs and inquiries.

5.10 Information Literacy

The library shall train users to appreciate the range of electronic and print information resources available and to access, use and evaluate such information resources for study, research, scholarship and lifelong learning.

Information Literacy Competency Sessions

Users shall be able to:

    i. Determine the nature and extent of information needed;

    ii. Access the needed information effectively and efficiently;

    iii. Evaluate information and its sources critically;

    iv. Incorporate selected information into one's knowledge base;

    v. Use information effectively to accomplish a specific purpose;

    vi. Access and use information ethically and legally.

6.0 RELATED DOCUMENTS

i.   Procedure for Provision of Library Services

ii.   Library rules and Regulations

iii.   Library work schedules

7.0 RECORDS MANAGEMENT

Records related to the implementation of this policy shall be maintained by the Head librarian.

i.   Inventories

ii.   Stock taking reports

iii.   Internal audit reports

iv.   Work schedules

v.   Records of staff appraisal

8.0 POLICY IMPLEMENTATION AND REVISION

Implementation of the Policy

Mechanisms shall be put in place to facilitate the implementation of this policy:

i.   Approval of the policy by the relevant KNP governance organs.

ii.   The library shall create management structures to meet the requirements of policy implementation

iii.   The Library advisory Committee shall receive reports and shall ensure that policies are fully implemented.

Revision of the Policy

The library policy shall be reviewed every five years or from time to time as determined by the management.

APPENDIXES

Appendix I: Library Rules and Regulations

The following rules and regulations are aimed at creating conducive environment for users of the library resources and services. These rules and regulations apply to all library users.

1. Designated entry and exit points should be used at all times.
2. Always submit to security checks at the main entrance of the library while leaving or entering the library.
3. Deposit overcoats and bags in the designated luggage area.
4. Observe silence within the precincts of the library at all times.
5. Use of mobile phones is prohibited in and around the library premises.
6. Smoking, eating, drinking, sleeping and any other behavior which is likely to create disturbance to other users is prohibited.
7. Reservation of library seats is not allowed.
8. All books leaving the library must be checked out at the circulation counter.
9. Only those books that are in good condition will be loaned out. Check the condition of the book to be borrowed to ensure that it is in good condition before borrowing.
10. No materials may be borrowed beyond the designated loan periods indicated in the user guide.
11. Borrowed materials shall be stamped with a due date to indicate when the borrower is expected to return them. Users are expected to check the due date immediately after borrowing.
12. Overdue books shall attract a fine as follows:

Long loans Users shall be charged overdue fines of Ks.10.oo per day for failure to return borrowed material on the due date.

Short loans Users shall be charged overdue fines of Ks.20.00 per hour for failure to return borrowed material within the specified period.

Overnight loans Users shall be charged overdue fines of Ks.50.00 per hour for failure to return borrowed material the following morning as from 9.00 am.

13. Users are responsible for protecting any library material in their possession against damage and must report to the Head Librarian of any loss or damage.

14. Writing, defacing or damaging library materials/facilities is prohibited. Those found having done this shall be required to replace the damaged library property.

15. Any user who willfully damages library property shall face disciplinary action.

16. Any user caught stealing or attempting to steal a book or other library item shall be required to face disciplinary action through the relevant disciplinary committee.

17. The library and its management shall not be held responsible for loss or damage of personal effects left by users in any part of the library.

18. No user is allowed to use library computers in any other way other than to access information resources.

19. The librarian may recall, withhold or restrict the circulation of any library materials in the library or transfer from one part of the library to another as circumstances may dictate.

20. Serious misconduct by a library user in the library may lead the library management to present the case for disciplinary action.

21. Any user who consistently violates the above rules and regulations may be denied access and use of the library resources for specified period of time by the library management.