





KISII NATIONAL POLYTECHNIC

PROCEDURE FOR PROVISION OF LIBRARY SERVICES

DOC.NO: KNP/LIB/SOP/012	REV: 06
ISSUED BY: MANAGEMENT REPRESENTATIVE	DATE OF ISSUE: 20 TH JANUARY 2021 SIGNATURE: 
AUTHORIZED BY: PRINCIPAL	
ISSUE NO: 07	COPY NO:

CONTROLLED

	KISII NATIONAL POLYTECHNIC	KNP/LIB/SOP/012
TITLE:	PROCEDURE FOR PROVISION OF LIBRARY SERVICES	Page 2 of 5

CONTENTS AND RECORD OF CHANGES


0.1 CONTENTS

1. PURPOSE
2. SCOPE
3. REFERENCES
4. TERMS USED
5. PRINCIPAL RESPONSIBILITIES
6. METHOD

0.2 RECORDS OF CHANGE


NO.	Date	Details of changes		Authorization/ Name
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/Sub-clause and comment</i>	
01	5 June 2015	4/5	6.1.2 The Librarian compiles a list of titles to be acquired and makes a requisition to the Principal.	Joyce Omweri
02	5 June 2015	4/5	6.1.3 The list is then forwarded to the procurement officer.	Joyce Omweri
03	5 June 2015	4/5	6.1.4 The received materials are availed to users within two days after recording.	Joyce Omweri
04	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
05	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC	Mary Koigi

Revision:	06	Issue No.	07
------------------	----	------------------	----

	KISII NATIONAL POLYTECHNIC	KNP/LIB/SOP/012
TITLE:	PROCEDURE FOR PROVISION OF LIBRARY SERVICES	Page 3 of 5

			27001:2013	
--	--	--	------------	--

Revision:	06	Issue No.	07
------------------	----	------------------	-----------

	KISII NATIONAL POLYTECHNIC	KNP/LIB/SOP/012
TITLE:	PROCEDURE FOR PROVISION OF LIBRARY SERVICES	Page 4 of 5

0.3 DISTRIBUTIONS

HOLDER	COPY NUMBER	LOCATION
Principal	01	PRINCIPAL'S OFFICE
Deputy Principal, Administration	02	D/PRINCIPAL, ADMIN'S OFFICE
Deputy Principal, Academics	03	D/PRINCIPAL, ACADEMICS' OFFICE
Management Representative	04	MR'S OFFICE

0.4 ABBREVIATIONS

The abbreviations given in the IMSM apply.

1.0 PURPOSE

To enable staff and students access library services.


2.0 SCOPE

This procedure applies to acquisition and lending of books/materials in the library.

3.0 REFERENCES

- 3.1 IMS Manual.
- 3.2 Library Rules and Regulations.
- 3.3 Library Service Charter.
- 3.4 College Rules and Regulations.

Revision:	06	Issue No.	07
------------------	----	------------------	----

	KISII NATIONAL POLYTECHNIC	KNP/LIB/SOP/012
TITLE:	PROCEDURE FOR PROVISION OF LIBRARY SERVICES	Page 5 of 5

4.0 DEFINITION OF TERMS

Terms and definitions in the IMSM apply in addition to:

- 4.1 **User** - Includes KNP community and the general public
- 4.2 **Borrowers Register** - A record of borrowers.
- 4.3 **Acquisition Record Book** - A record of books not available in the library.
- 4.4 **Accession register** - a record of all library books

5.0 RESPONSIBILITY

- 5.1 The Librarian is responsible for the implementation of this procedure.
- 5.2 The Library staff is responsible for adherence to this procedure.

6.0 METHOD


6.1 Acquisition

- 6.1.1 The Librarian notifies the academic HODs to prepare list for acquisition within two weeks from the date of the memo.
- 6.1.2 The Librarian compiles a list of titles to be acquired and makes a requisition to the Principal.
- 6.1.3 The list is then forwarded to the procurement officer.
- 6.1.4 The verified materials are received, processed and recorded in the accession register.
- 6.1.5 The received materials are availed to users within two days after recording.

6.2 Lending

- 6.2.1 The Library Security Officer identifies and verifies the user at the entrance.
- 6.2.2 The user enquires about the availability of the book/material/service.
- 6.2.3 The library staff checks the availability of the book/material/service and

Revision:	06	Issue No.	07
------------------	----	------------------	----

	KISII NATIONAL POLYTECHNIC	KNP/LIB/SOP/012
TITLE:	PROCEDURE FOR PROVISION OF LIBRARY SERVICES	Page 6 of 5

records those that are not available in the acquisition record book.

6.2.4 The library staff issues the material through the electronic system.

6.2.6 The user returns back the material borrowed on the due date stamped on the material and if delayed the user is surcharged.

6.2.7 The library staff verifies the material returned for clearance.

Revision:	06	Issue No.	07
------------------	----	------------------	----