Vision Statement
A Premier University that nurtures competent and Value-based leaders.

Mission Statement
To provide transformative teaching, research and community engagement for effective service.

Identity Statement
A world-class university that is student-centered, interconnected, and striving for a better world, driven by research that promotes technological advances and sustainable development.

Philosophy Statement
A University grounded on ethical and moral principles in its endeavor to solve societal challenges through relevant teaching and research.

Core Values
The library acknowledges and is committed to the values of MNUC which are Accountability, Creativity, Diligence, Excellence and Integrity.

We are user-centered

- We distinguish ourselves through hard work and service excellence
- We aspire to be inclusive and equitable
- We commit to championing the right to the access of free information to all
- We leverage technology to enhance the quality of service
- We commit to fostering innovation and creativity
- We aspire to foster visibility and discoverability

Objectives of the Library
- Selecting and acquiring up-to-date information resources in all formats that are relevant to the Information needs of the university.
- Organizing the collection using internationally accepted standards to allow easy retrieval.
- Adopting information dissemination strategies-current awareness services and selective dissemination of information to ensure optimum utilization of available resources.
- Establishing, promoting and maintaining a wide range of services that will support the academic programs of the University.
- Building the information literacy skills of users continuously by conducting proper user education and instruction through a variety of methods.
- Recruiting, developing and retaining qualified and experienced library staff to offer quality library services.

- Adopting technologies that will make information resources accessible to the University community in an efficient and effective manner.
- Preserving and providing access to MNUC Research output.
- Provide a secure and conducive learning environment for the use of library resources

Access to the Library
- All library users must identify themselves at all times in order to access library and information services.
- Users must register their laptops with the library.

Library Services
- The library offers reference and information services at the Information/Circulation counter and the computer lab.

Registration
All users must register with the library. Users are required to provide their University identification including corporate email.
One should undergo orientation before registration.

Provision of Information Resources
The library provides the following information resources:
- Print books and journals
- Institutional Repository (Theses and dissertations, conference & workshop papers, research papers, books and book chapters, journal articles.
- Online resources including online journals, databases and e-books.
- Sample past examination papers.
- Library policies, guides and training materials.

Information literacy
The library conducts information literacy sessions on how to access information resources, referencing and citation, responsible use of information and publishing.

Lending Services
1. This entails the borrowing and returning of library books and other information resources available.
2. This facilitates the equitable circulation of information resources among all users.
3. Books are available on:
   - short loan basis (3hours)
   - long loan basis

Lending Regulations

- Students and staff of MNUC should register with the library.
- Only registered users can borrow information materials.
- They MUST produce their identification card before borrowing.
- Number of books to be borrowed:
  o Undergraduate students–2 books(for 2 weeks)
  o Postgraduate students–4 books (for 4 weeks)
  o Non-Academic staff – 2 books (2 weeks)
  o Academic staff – 4 books (for 4 weeks)
  o Academic staff can renew borrowed items twice upon request.

Information materials borrowed and not returned on the due date or time will be charged as follows:
- Long loan Kshs.5/= per book per day
- Short loan Kshs.5/= per hour
- Chrome books Ksh.5/= per hour

Lost or mutilated information materials on loan will be replaced at the market cost of the information materials plus Kshs. 500/= processing charges.

Recall of Materials on Loan
The Librarian may recall any information materials on loan from a user by a notice which shall specify return of the same. If a user does not return the item as specified, He/She shall incur a fine of Kshs.5/= per book per day. A short loan book incurs a fine of Kshs. 5/= per hour.

ICT Services
The library is equipped with ICT infrastructure to facilitate access to information resources and services.

Electronic Books and Journals
The library subscribes to e-books and e-journals which can be accessed online through the library's e-resources link.

Social Media
The library provides social media interaction which includes: Ask a Librarian, Facebook and online chat.

Library Online Catalogue
The library has an online catalogue to search the information resources held in the library including, print books, e-journals and e-books. This catalogue is updated continuously to reflect the complete library holding. It is accessible via library.mnu.ac.ke

How to Access Information Resources
The information materials in the library are arranged using a conventional classification scheme known as the Library of Congress classification scheme (LC) for ease of retrieval.

Library Information materials are arranged broadly by subject as follows:

A	General Works
B	Philosophy and Religion
C-F	History
G	Geography and Anthropology
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Languages
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military
V	Naval Science
Z	Bibliographic and Library Science

Reading Areas

The library has ample reading and conducive environment for study and research. These include the General reading area and computer lab.

Security

- Library security system is in place to ensure a secure environment and to prevent theft and misuse of library resources.
- The Security personnel perform surveillance within the library.

Library Rules and Regulations

Library rules and regulations should be followed to enable fair access and use of library facilities by all users. Failure to do so may result in the withdrawal or suspension of library rights.

1. All persons entering the library must show their University ID or other authorized identification.
2. Students' University ID serves as a Library card. If the ID is lost, **PLEASE REPORT IMMEDIATELY.**
3. Library items should not be taken out without proper authorization. Theft or attempted theft of library items, equipment, furniture or furnishings is proscribed. Appropriate action will be taken.
4. All communication gadgets including cell phones, radios, beepers, etc should be in silent mode before entering the library. No call should be made or received in the library.
5. Briefcases, bags, overcoats, hats, water bottles, umbrellas, etc., are not allowed in the library unless permitted by the College University Librarian.

6. The library is a place for silent, private study. Consultations, discussions, group study, etc. should not be held in the library unless in the designated areas.
7. Smoking and sleeping are prohibited in the library.
8. Foods and drinks should not be taken in the library.
9. Cell phone usage is prohibited in the library. If caught one is required to vacate the library premises for the duration of that day.
10. Use or possession of items from other libraries that are either overdue or have evidence of having been removed without proper authorization will be confiscated.
11. Reference and special collection items should not be taken out of the library.
12. Damage of library materials, equipment, property, or building is prohibited
13. Users shall not obtain or use another user's ID.
14. All persons leaving the library must show all their documents and be subjected to the necessary security checks.
15. Appropriate action shall be taken against users who inconvenience others in any way while in the library.
16. Information materials borrowed and not returned on the due date will be charged as follows:
    Long loan – Ksh5/= per book per day
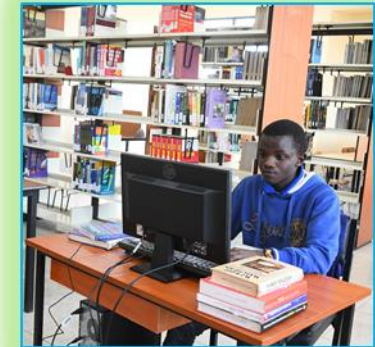   Short loan – Ksh5/= per book per hour

LIBRARY OPERATING HOURS

Monday – Friday	8:00am - 5:00pm
Saturdays	9:00am - 5:00pm
Sundays	Closed
Public Holidays	Closed

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MAMA NGINA UNIVERSITY COLLEGE

"Shaping the future"

Mama Ngina University College, 2022