MAMA NGINA UNIVERSITY COLLEGE LIBRARY

"Shaping the future"

Mama Ngina University College is ISO 9001:2015 Certified

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.

Motto
Shaping the future

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

We are user-centered:

- We distinguish ourselves through service excellence, diligence and hard work
- We uphold the principles of accountability and integrity in discharging library services
- We commit to be inclusive and equitable, championing the right to access of free information to all
- We leverage technology to enhance the quality of library services and operations
- We commit to fostering innovation and creativity
- We aspire to foster visibility and discoverability

Library Objectives
- To Select and acquire up-to-date information resources in all formats that are relevant to the Information needs of the university.
- Organize the collection using internationally accepted standards to allow easy retrieval.
- Adopt information dissemination strategies and current awareness services that ensure optimum utilization of available resources.
- Establish, promote and maintain a wide range of services that support the academic programs of the University College.
- Conduct information literacy skills training of users continuously by conducting proper user education and instruction through a variety of methods.
- Adopt technologies that make information resources accessible to the University community in an efficient and effective manner.
- Preserve and provide access to MNUC Research output.
- Ensure 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 desk, borrowing and return services, Information literacy trainings and computer lab services, among others.

Registration
All users must register with the library. Users are required to provide their University College identification including corporate email.
It is advisable that one should undergo orientation before registration.

Provision of Information Resources
The library provides the following information resources:
- Print books and periodicals
- 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 policy, 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.

Circulation 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
   - 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 2 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 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, one shall incur a fine of Kshs.5/= per book per day for a long loan item and a fine of Kshs. 5/= per hour for a short loan book.

ICT Services

The library is equipped with ICT infrastructure to facilitate access to information resources and services. An ICT Technician is available to offer any assistance required.

E-Resources

The library subscribes to e-books and e-journals which are available to all bona fide users and are accessible both on and off-campus.
E-Paper, e.g. Nation newspaper is accessible via provided links.

Social Media

The library provides social media interaction which includes an online chat. The library website is accessed via library.mnu.ac.ke

Library Online Catalogue

The library has an online catalogue service, (OPAC) used to search physical information resources held in the library such as print books. This catalogue is updated continuously to reflect the complete library holding. It is accessible via maktaba.mnu.ac.ke

Organization of physical 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. Training on retrieval of physical books is offered on a regular basis.

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 the computer lab.

Security

- Library security system is in place to ensure a secure environment and to prevent theft and misuse of library resources.
- The library staff 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 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. 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.
10. Reference and special collection items should not be taken out of the library unless authorized by the librarian in charge.
11. Damage of library materials, equipment, property, or building is prohibited
12. Users shall not obtain or use another user's ID.
13. All persons leaving the library must show all their documents and be subjected to the necessary security checks.
14. Appropriate action shall be taken against users who inconvenience others in any way while in the library.
15. 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 - 6:00pm
Saturdays	9:00am - 5:00pm
Sundays	Closed
Public Holidays	Closed

Website: library.mnu.ac.ke
Tel: Tel: + 254 708428494
P.O Box 444-01030
Gatundu, Kenya
E-mail: library@mnu.ac.ke