

Vision Statement

A leading centre of excellence in provision of world-class information resources and services.

Mission Statement

To provide high-quality information services and resources that support the University College in achieving its core mandate of teaching, learning, research, and community outreach.

Library Objectives

- Acquiring and maintaining up-to-date physical and digital information resources relevant to the University College academic programmes.
- Organizing information resources using internationally recognized standards for seamless retrieval and access.
- Conducting continuous orientation and information literacy training to build lifelong learning and research skills.
- Leveraging digital technologies to enhance accessibility of information resources and services.
- Preserving and providing open access to MNUC research output through the Institutional Repository.
- Providing a secure, conducive, and modern environment for study and collaborative research.

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 are automatically registered with the library upon admission.

It is advisable that one undergoes orientation.

Provision of Information Resources

The library provides the following information resources:

- Print books and periodicals
- Online resources including online journals, databases and e-books.
- Institutional Repository (Theses and dissertations, conference & workshop papers, research papers, books and book chapters, journal articles.
- Sample past examination papers.
- Library user-guides and training materials.

Information Literacy

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

Circulation Services

- This entails the borrowing and returning of library books and other information resources available.
- This facilitates the equitable circulation of information resources among all users.
- Books are available on:
 - Short loan basis
 - Long loan basis

Lending Regulations

- Students and staff of MNUC should be registered with the library.
- Only registered users can borrow information materials.
- They MUST produce their identification card before borrowing.

Number of books to be borrowed:

- Undergraduate students—2 books (for 2 weeks)
- Postgraduate students—4 books (for 2 weeks)
- Non-Academic staff – 2 books (2 weeks)
- Academic staff – 4 books (for 4 weeks)
- 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.20/= per book per day
- Short loan Kshs.20/= per hour
- Chrome books Ksh.20/= 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.20/= per book per day for a long loan item and a fine of Kshs. 20/= 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 through MyLOFT platform.

E-Papers, e.g. Nation e-newspaper, are accessible via provided links on the library website.

Online Chat

The library facilitates interaction with users through an online chat tool on the library website and email (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 Digital Library.

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

The following rules and regulations shall apply in the use of the library:

- i) It is the patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other users.
- ii) All persons entering the library must show their University College ID or other authorized identification. If the ID is lost, PLEASE REPORT IMMEDIATELY.
- iii) 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.
- iv) 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.
- v) Briefcases, bags, overcoats, hats, water, umbrellas, etc., are not allowed in the library unless permitted by the University College Librarian.
- vi) Consultations, discussions, group study etc. should not be held in the library unless in the designated areas.
- vii) Smoking and sleeping is prohibited in the library.
- viii) Foods and drinks should not be taken in the library.
- ix) 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.
- x) Reference and special collection items should not be taken out of the library.
- xi) Damage of library materials, equipment, property, or building is prohibited.
- xii) Library users shall not obtain or use another user's ID.
- xiii) A lost or stolen ID card shall be reported immediately to the MNUC Library staff for blocking against misuse.
- xiv) All persons leaving the library must show all their documents and be subjected to the necessary security checks.
- xv) Computers and laptops troubleshooting services shall be available free of charge
- xvi) Occasionally, the computer labs shall also serve as backup rooms for library instruction requiring hands-on skills. During such periods, notice shall be posted to communicate to users.

- xvii) Access to the computer labs shall be limited to bona fide MNUC students, employees, and registered alumni in possession of a valid University College ID card.
- xviii) The computer lab shall be open in line with the Library operational hours.
- xix) Computer usage shall be regulated on a first come first served basis at a 2-hour duration period supervised by the Library ICT Technician.
- xx) Bookings of computers in the library lab shall not be allowed.
- xxi) Lab users shall not be allowed to install or uninstall any software program on any computer.
- xxii) Copyrighted computer lab software shall not be copied by any user.
- xxiii) Lab users shall not move, connect, disconnect, vandalize, turn off, or change lab equipment.
- xxiv) Personal files shall not be saved on computers. The computer machines shall be routinely formatted.
- xxv) The Library shall not accept liability for any damage or loss of data arising directly or indirectly from the use of the computer lab equipment by a client.
- xxvi) Users shall not be allowed to exploit Computer lab equipment and institutional internet for commercial purposes.
- xxvii) The Library Administration shall reserve the right to bar any lab user for violating any of these regulations or any other Library rule.

LIBRARY OPERATING HOURS

Monday – Friday	8:00am - 6:00pm
Saturdays	9:00am - 5:00pm
Sundays	Closed
Public Holidays	Closed

Website: library.mnu.ac.ke

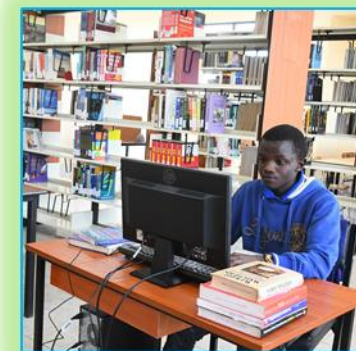
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Gatundu, Kenya

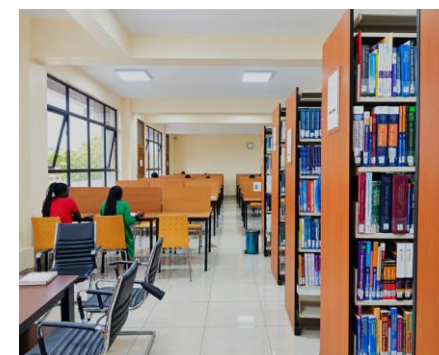
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MAMA NGINA UNIVERSITY COLLEGE



“Shaping the future”



Mama Ngina University College Library, 2026