



The Catholic University of Eastern Africa

Consecrate them in the truth

ISO 9001:2008 CERTIFIED

THE CUEA LIBRARY

LIBRARY AND INFORMATION SERVICES POLICY

(LAST AMENDED MAY 2014)

TABLE OF CONTENTS

BACKGROUND	3
BRIEF HISTORY OF THE UNIVERSITY LIBRARY	3
Early Beginnings	3
The University Library Component of the LRC.....	4
VISION, MISSION STATEMENTS, GOALS AND OBJECTIVES	5
The Rationale of establishing a New Library.....	5
Our Vision	5
Our Mission	5
Our Goal.....	5
Our Objectives	6
Philosophy/core values	6
CHAPTER ONE	6
ACQUISITIONS DEPARTMENT	6
Goal	6
Objectives	6
Acquisitions services policy.....	7
Binding policy	9
Gifts policy	9
Exchange policy.....	10
Weeding policy.....	10
Stock taking policy.....	10
CHAPTER II	11
CATALOGUING DEPARTMENT	11
Goal	11
Objectives.....	11
Cataloguing Services policy.....	12
CHAPTER THREE	21
CIRCULATION SERVICES DEPARTMENT	21
Goal	21
Objectives.....	22
Types of Information Collections	22
Circulation services	23
Circulation Policy.....	23
CHAPTER FOUR	25
LIBRARY SYSTEMS DEPARTMENT	25
Goal	25
Objectives.....	25
Key Library ICT Infrastructure	26
ICT-related services.....	26
Library systems policy	27
CHAPTER FIVE	28
RESEARCH AND REFERENCE DEPARTMENT	28
Goal	28
Objectives.....	29
Research/Reference Services	29

BACKGROUND

BRIEF HISTORY OF THE UNIVERSITY LIBRARY

Early Beginnings

Early Beginnings

The Bishop McCauley Memorial Library traces its humble beginnings to the early planning stages of the Catholic University of Eastern Africa. Sometime back as 1961, the Catholic Bishops of the Association of Member Episcopal Conference of Eastern Africa (AMECEA) discussed the possibility of establishing a Catholic University of Eastern Africa (CUEA) which could articulate the needs of the nations within the region. In 1973, AMECEA accepted in principle Rome's recommendations to set up a college to address the needs of African students in the AMECEA region. At this point, the idea of establishing a Catholic University in the region was suspended.

As the discussions were in progress, his Eminence Angelo Cardinal Rossi sent an official letter to the planners in 1980, confirming the approval for the establishment of two Institutes namely one in West Africa and the other one in East Africa. It was at this point that the AMECEA Bishops created structures and mandated them to begin planning for the Catholic Higher Institute of Eastern Africa (CHIEA). Rev. Dr. Paul Kalanda was appointed as the first Acting Rector.

As the planning structures continued with their work, it was realized that a library would be required to support the institute in its mission of addressing the needs of the region. A library fund was, therefore, created in 1980 with Fr. Victor Coulombe (S. J.) appointed as the first librarian. It is worth noting that the library had been conceived to be a joint library serving CHIEA and St. Thomas Aquinas Seminary, Nairobi. As a joint library, was officially opened on 23rd August 1983. Due to some administrative technicalities the concept of a joint library was dropped.

Pope VI Learning Resource Centre (LRC)

The current library has been refurbished several times to accommodate the growing user population and collection of information resources. In its strategic development plan 2002-2011, the Catholic University of Eastern Africa resolved to provide physical facilities that will meet the needs of the university. In May 2008 the university started constructing an ultra-modern Learning Resource Centre.

From the ground-breaking ceremony on 27th February 2008 to its commissioning on 28th June 2011, this great idea has been transformed into an architectural marvel that is gradually transforming the skyline of the university in a unique way. By September, 2012, the project had been completed. The library was relocated to Pope Paul Learning Resource Centre in October 2012.

The broad aim of the CUEA Learning Resource Centre is to

...to deliver high quality learning resources to support the achievement of excellence in research, learning and teaching across the university as well as support the university in its community service within the East African region and beyond (The Catholic University of Eastern Africa, 2011).

The LRC consists of eight (8) components whose expected functions are as follows: University library, Information and Communications Technology offices (ICT), Language Laboratory/ Multimedia and Curriculum Centre, E-Publishing Centre, Cafeteria, University Bookshop, Archives, Electronic and virtual Museum, and an ultra-modern Conference Facility.

The University Library Component of the LRC

The establishment of the new University Library in the LRC is part of determined effort to achieve the vision of the university to be: **“To be a world class University producing transformative leaders for Church and Society”**.

The key goals of the new library are to:

1. Develop in students, skills and attitudes that are essential in the 21st knowledge economy labour market e.g.
 - Appropriate ICT skills,
 - Information literacy skills,
 - An attitude of lifelong learning.
2. Provide academic information resources to facilitate quality research, teaching and learning in all departments Facilitate access to academic information materials both in print and e-formats e.g. books, journals, databases
3. Provide access to learning/ teaching packages, and statistical packages
4. Carry out income generation activities e.g. external subscriptions, research consultancy, seminars and training.

The new library will be ICT driven. The technologies to be installed in the New Library are:

1. High speed internet connectivity (optic-fibre and wireless technologies. This will facilitate setting up of 2500 Internet-ready table places, for use with Personal Laptops, 120 Private Reading Carrels with plug and play internet capability, and 500 PCs with internet connection for library customer use. Therefore the total sitting capacity will be 3000 work places
2. Library web portal to facilitate access to e-databases, e-books, E-journal subscriptions & local e-repository of internally generated local content including conference proceedings,

3. Multimedia section for use of Multimedia devices such as CDs, DVDs, TVs, VHS videos, & Microfilm
4. Online payment system to facilitate self-operated printing, subscription to library services, photocopying, etc. This will later be used for payment of other services in the university such as the university bookshop, infirmary and cafeteria
5. Academic support application softwares e.g. Word processing, software modeling & statistical packages)
6. A web-based Integrated Library System (ILS) with which students, & lecturers, and external subscribers can interact with over the internet to search library online catalogue for books and journals, reserve them and renew book loans
7. RFID technology to facilitate innovative services such as self-borrowing and self-return of library materials, printing and photocopying, security, and inventory of library materials

VISION, MISSION STATEMENTS, GOALS AND OBJECTIVES

The Rationale of establishing a New Library

The establishment of the new library is part of a strategic plan to achieve the vision of the university to be *"To be a world class University producing transformative leaders for Church and Society"*. It will contribute in achieving the mission of the university which is:

"To promote excellence in research, teaching and community service by preparing morally upright leaders based on the intellectual tradition of the Catholic Church"

Our Vision

To be a world class resource centre in the acquisition, organization, preservation, dissemination and application of knowledge.

Our Mission

To facilitate, maintain and enhance quality research, teaching and community service by developing knowledge collections that reflect the mission of the university, providing expertise, appropriate ICTs, outstanding services and by collaborating with institutions within and outside East African to facilitate knowledge resource sharing.

Our Goal

To support university in achieving its research, teaching, and community service objectives.

Our Objectives

1. To identify, select and acquire quality information resources in all formats to support research, teaching goals of all the departments.
2. To provide an efficient and effective library and information services that meet the information needs of the clients.
3. To develop and implement innovative information systems that will enhance the provision of academic information services.
4. Develop in students and staff skills and attitudes in line with the needs of in the 21st knowledge economy e.g. information literacy skills, and an attitude of lifelong learning.
5. To promote the welfare of the Kenyan people and beyond community by engaging in community service activities
6. To provide appropriate library facilities for efficient research, learning and studying.
7. To recruit, develop and grow a highly motivated staff in provision of library and information services.

Philosophy/core values

The library endeavors to put in place library information services that can help the university in such of the whole truth about humanity and God

In this endeavors the library is guided by the following core values:

- Witness of life
- Honesty
- Integrity
- Impartiality
- Commitment to service

CHAPTER ONE ACQUISITIONS DEPARTMENT

Goal

To acquire reading materials through purchasing, subscriptions, donations/or gifts and exchange programs in collaboration with the teaching staff and students

Objectives

1. To ensure efficient budgeting for all resources books and monographs for all teaching departments
2. To coordinate the identification, selection and acquisition of the required information resources

3. To ensure that the stakeholders have the tools to guide or facilitate identification and selection of the required information resources
4. To ensure security of the acquired information materials through laid down procedures
5. Rationalize subscription of e-journals vis-à-vis printed journals

Acquisitions services policy

i. Formats/types of information resources to be acquired

Acquisitions of library resources shall include the following formats/types:

- Books (hardcover paperbacks)
- Periodicals/Journals
- Microforms
- Pictures
- Audio recordings (tapes)
- Printed music
- Pamphlets
- Manuscripts
- Maps
- Newspapers
- Government documents
- Electronic formats

ii. Responsibility of selecting materials

The responsibility of selecting lies with the Library staff, Lecturers and students.

iii. Languages

The library acquires information materials in English, Kiswahili, German, Italian, and any other language deemed useful to the users.

iv. Criteria for selection of books (books in print)

- Currency and timeliness in relation to the usefulness to relevance of the subject context.
- Authors/publishers reputation and credibility in the subject field.
- Scope of materials that are comprehensive and exhaustive will be preferred.
- Hardcover books will be preferred to paperbacks.

- Where other factors are constant (authority, currency etc) the cheaper material will be preferred.
- Efforts should be made to acquire books that are accurate and impartial in treating the subject matter.
- Scholarly treatment is preferred over a practitioner - oriented approach.
- Bibliographies and anthologies will be selectively considered.

v. Number of copies of texts to be acquired

Up to 1-30 students maximum 3 copies; from 30-40 6 copies; and 40 and above a maximum of 10 copies are required.

vi. Criteria for selecting periodicals/journals

- Level of indexing the library collects scholarly titles indexed in various indexes, which it subscribes to. These include: Humanities Index, Education Index, Philosophers Index, Catholic Periodicals Index, Religious and Theological Index, Old Testament Abstracts and New Testament Abstracts.
- Degree of scholarship - the library generally subscribes to high quality English- language academic journals from different countries. New Non - academic Journals within the collection parameters are considered if they demonstrate a scholarly oriented approach.
- Specific focus upon the subject matter - the library prefers not to subscribe to those journals that are so specialized, that a very limited number of patrons would use them, e.g. foreign language journal or journal that covers a narrow aspect of a subject where the aspect is already covered by other journals with greater breadth of focus.
- Long term research value - the library prefers journals that are not aimed towards providing "current awareness". For those who serve primarily as current awareness, the library tends to retain issues for a limited period of time.

vii. Number of journal copies

1 copy of each issue will be acquired. Any additional copies will be left to the discretion of the Acquisitions Librarian.

viii. Acquisition of electronic resources

The library acquires electronic resources including e-books, e-journals and other e-resources. Where the periodicals/journals are available electronically:

- The library will acquire core journals both in electronic and print formats.

- Where indexes and abstracting journals, are available electronically, they are preferred to the printed ones.
- Every department will select a maximum of 10 titles of journals 5 of which are core to the respective department.

ix. Criteria for selecting electronic resources

- Currency and timeliness in relation to the usefulness and relevance of the serials context.
- Authors/publishers reputation and credibility in the serials field.
- Serials materials that are comprehensive and exhaustive will be preferred.
- The Library will prefer to acquire e-resources that are multiple uses to single use.
- The library will prefer acquiring e-resources with variety of search options.
- The library will acquire e-resources from a well established producer who can offer technical support and training from time to time.
- The library will prefer to acquire e-resources that are compatible with the existing hardware software system.
- The library will prefer to acquire e-resources that require lower cost of maintenance and use.
- The library will prefer to acquire e-resources with favourable licensing terms in relation to provision for payments and delivery of the product, warranties and limits terminations of agreement, customer service, information access and copyright restrictions.

Binding policy

The library will ensure that information resources or materials are regularly bound to conserve them.

Gifts policy

The library acquires gifts/donations through soliciting, voluntary donations and as the university library deposit requirement. Any gifts that will be accepted must meet the following conditions.

- If possible prospective donors shall be requested to provide bibliographic details of the materials to the librarian so that their values can be determined.
- Gifts that fall under the library's weeding policies shall not be made part of the collection.
- Gift materials shall be reviewed by the same standards as applied to new materials being selected.

- Periodicals shall be kept only if they fill a gap in the collection. The exception would be rare and valuable set which the library can afford to start a subscription.
- The library will have the mandate to integrate the donations with the information resources in accordance to the existing library procedures
- If donations/gifts are not relevant to the library, and the donor agrees these will be available for our exchange and donation program.

Exchange policy

- The library acquires journals titles from other sources through an exchange program.
- The same selection criteria will apply as of other journals.

Weeding policy

The library carries out weeding of its information resources from time to time to guarantee relevance of the collection, promote use, create space for new materials etc. The information resources to be weeded out are to be selected by the library staff in consultation with the respective departments. Before information resources can be disposed off the matter has to be brought into the attention for the Library Committee for approval.

Reading materials will be de-accessioned (and also removed from the shelves) whenever they are found irrelevant to the stated mission of the library. No reading materials however, will be removed from the shelves because of racial, tribal, religious or political reasons. This move violates the library users' right to information.

The following criteria will be applied in selecting materials to be weeded out:

- Superseded editions whose contents are no longer relevant.
- Badly mutilated or damaged information resources.
- Duplicate copies of seldom-used titles.
- Materials which contain obsolete information
- Single copies of materials that have not circulated within the last five years.
- For the weeded information resources a decision will be made of whether to go to the archives or to be disposed off.
- Information resources on the Catholic Church in the AMECEA region will be maintained in the archives indefinitely.

Stock taking policy

- The library will carry out stock taking on an annual basis.

- During the stock taking period, the library will remain closed.

Reports Generated in the Acquisitions Department

The acquisitions section will generate the following reports

- Report of books acquired through purchase and donation. This will be generated on semester basis and then annually
- Report of the number of books ordered & received per department on semester basis and then annually.
- Report of the library book budget commitment to be done on semester basis and then annually (***Departmental orders (requisition) taken to budget/procurement***)
- Report of the library book budget expenditure to be done on semester basis and then annually (***Payment approval requests from payment office***)
- Report of books and journals bound on semester basis (statistics)
- Report of books requests per department that will not be ordered due to the following reasons(List)
 - Books being out of print hence not quoted
 - Books left out due to inadequacy of budget allocated.

The report will be done during book ordering process in every academic year as well as delivery

- Report of journal delivered. This will be done on a daily basis as journals **are delivered (List)**
- Report of journal requests that are not delivered. This will be done **Monthly basis (List)**.

CHAPTER II **CATALOGUING DEPARTMENT**

Goal

The cataloguing Department processes and organizes monograph collections according to the library of congress classification system (LC).

Objectives

1. To ensure standardized cataloguing/classification process in all campus libraries

2. To ensure update/accurate database of library and information resources in all campuses.
3. Ensure proper processing materials and organization of library information resources
4. Maintain library collection and records that provide access to the library's collection. If the patrons are to have maximum use of the library and locate items easily, a well maintained catalogue is essential.

Cataloguing Services policy

Broad guidelines

1. Local implementations of those aspects which require rule interpretation or additional guidance are documented in the Cataloguing Section Manual. This Manual is used in conjunction with published standards to provide the basis for consistent cataloguing.
2. The CUEA Library is committed to the identification and implementation of international CUEA Library standards for cataloguing. Those standards that are already in place will be kept under review to ensure their continuing relevance. Similar action will be taken to address changes to AACR2 resulting from the recent discussions about its future.
3. Where the specialist nature of some of the materials to be dealt with or the needs of our users require us to go beyond existing standards, any local supplementary rules or instructions are added within a framework provided by standards already in place and our aim is to build upon these rather than create our own.
4. The main MARC fields used for archives and manuscripts cataloguing are also included in Appendix 1.
5. For bibliographic material, CUEA LIBRARY cataloguing level reflects the use of the CUEA LIBRARY as a research reference library by an international community of researchers. CUEA LIBRARY cataloguers supply **full descriptive catalogue records** in accordance with AACR2 2nd level description.

In recognition of their particular importance to researchers working in the art - related subject field, certain special formats are given a more detailed level of cataloguing than would normally be encountered in a generalist library. Formats treated in this way include trade catalogues, sale catalogues and exhibition catalogues. This approach also acknowledges the CUEA LIBRARY's role in providing full catalogue records where such records are not available from other sources.

6. For special and closed access collection titles, an enhanced level of cataloguing is provided. For rare books, the CUEA LIBRARY follows the cataloguing practice

laid down in the Library of Congress publication *'Descriptive Cataloguing of Rare Books' 2nd ed.* Additions to this standard are documented in the CUEA LIBRARY cataloguing manual.

7. Minimal level entries are provided for ephemera (information files and ephemeral trade literature). Nevertheless, many slight items are given a full catalogue entry. Size alone is not used to determine cataloguing treatment. The importance of the content and or form of the item is also taken into account
8. CUEA Library catalogue records reveal the structure and hierarchical relationships between items. The CUEA LIBRARY's policy is to use a CUEA Library listing in MARC where a grouping of material cannot be adequately described using a single record.

Where a number of individual titles are contained within a single parent volume (for example, a bound volume of separately published exhibition catalogues) CUEA Library links are created between the related MARC records for the volume. In this context the CUEA Library record structure is necessary for circulation purposes. A good example is when the material includes specific entities such as separate essays, important chapters which tackle separate topics.

9. Access to special collections by document type and physical feature is recognized as essential given the CUEA LIBRARY's retrieval needs and research interest in the history and development of the book as physical object. This is achieved by the addition of detailed notes describing the form and features of all special collection titles, or significant features of general collection items. These notes are searchable. Cataloguers also add controlled headings to standardize the terminology used and to show the relationships between types of item and feature, e.g. to locate diaries with marbled endpapers.
10. The management approach also includes the recording of copy-specific features of items in the collection. CUEA LIBRARY cataloguers record copy-specific aspects in the descriptive notes, supplementing these with controlled headings where appropriate. The notes may indicate that an item is unique or that the item is a variant, enabling researchers to make detailed comparisons with related copies in other collections.
11. Information added to the CUEA LIBRARY catalogue must be accurate. Where information about an item or its authorship is limited or uncertain, AACR2 sets out detailed rules to cover the addition of this type of information, e.g. rules for citing approximate date of publication. It also provides detailed rules to cover attribution, anonymous works, etc. Where exact details relating to a particular title cannot be verified this must always be clear from the catalogue entry.

The need for verification is particularly important when adding descriptive notes. The source of any statements made in the notes about the nature of the

form/subject of the item in hand should be given. In making such notes cataloguers should avoid subjective interpretation where possible. They should give the source of any statements made even when the note added is not a direct quotation.

12. Descriptive cataloguing is based upon the premise that the description should reveal why specific authority-controlled access points have been created for the item. After selecting a heading and finding a title listed under it, the reader should be able to see why it is listed under the chosen name, subject or physical characteristic term.
13. Cataloguers are responsible for identifying, establishing and entering the correct and consistent form of all personal, corporate and geographic names. Name headings must be consistent and new headings added should be in line with international library standards as embodied in the Library of Congress Name Authority File (LC NAF) which forms the nascent Anglo-American Authority File. British Library authority forms are also added to this file.

Inconsistencies undermine confidence in the catalogue. As such the CUEA LIBRARY has established detailed guidelines for the checking and validation of name headings including provision of cross references. In order to simplify use of the catalogues, names are added to a single authority file despite being held in separate MARC fields.

14. CUEA LIBRARY subject indexing practice follows guidelines based upon *ISO 5963-1985 'Documentation : methods for examining documents, determining their subjects, and selecting indexing terms'*, which describes the steps involved in identifying and translating the subject of the document into controlled subject headings. The level of subject indexing is determined by two factors:

(a) Exhaustivity

There is no artificial limit to the number of subject headings which can be assigned although there is a practical limit to the time which can be spent. This usually means that the themes identified and expressed by subject headings are those which summarise the overall argument/subject coverage rather than narrower sub-themes which may be expressed by smaller sections within it.

Exceptions are made where a book on a general subject contains within it specific contributions likely to be directly relevant / of particular interest to the CUEA LIBRARY, especially where the general subject is not obviously related to the CUEA LIBRARY core collections. In such cases in depth indexing will be carried out.

(b) Specificity

The choice of concepts to be represented by subject headings should match the specificity of subject coverage of the title concerned.

15. The language of the subject and approaches taken to it are constantly changing. It is essential that the means to access the CUEA LIBRARY collections is kept under constant review and develops to keep pace with these changes. CUEA LIBRARY cataloguers are encouraged to be critical in their use of existing headings, to create new headings for subjects as they are encountered, and to introduce new headings to rectify deficiencies identified in the existing subject index. Key among these are terminologies in local languages especially Kiswahili. Kiswahili new headings are established using standard Kiswahili language and literary dictionaries.
16. As described above, access to special collections by document type and physical feature is recognized as essential given the CUEA LIBRARY's curatorial role and research interest in the history and development of the book as physical object. Alongside the addition of detailed notes, cataloguers add controlled headings using terminology derived from AAT. Where relevant terms are missing from AAT, candidate terms are submitted for inclusion in that thesaurus. The controlled headings assigned to CUEA LIBRARY records provide structured access by grouping related material. Form and genre terms are added to MARC field 655; the placing of physical characteristic terms is under review following the deletion of MARC field 755 from the format.
17. Decisions which affect the catalogue impinge upon all aspects of the Library's work are taken with the widest possible consultation. Cataloguing policy is kept under continuous review and newly established headings are monitored in a series of review meetings within and outside the Section.
18. Cataloguers take personal responsibility for their cataloguing and are expected to identify their work by adding their initials in the data input form. Extent of checking is determined by the cataloguer's experience and level of expertise.
19. With certain exceptions all catalogue records for CUEA LIBRARY acquisitions are made available via the Online Public Catalogue (OPAC).
20. For access and the security of the collections, it is essential that items in process can be located easily. To achieve this, new acquisitions are systematically dealt with by date of arrival (oldest material first) and are shelved in date order. It is the responsibility of each cataloguer to keep work in process in good order and accessible while being catalogued.

Policy for cataloguing the library collections: Appendix 1

Main standards, authorities and term Lists used by the CUEA LIBRARY cataloguing section

1. Descriptive Entry

1.1 Bibliographic cataloguing

- *Anglo American cataloguing rules*. 2nd ed. Ottawa: Canadian Library Association; London: Library Association; Chicago: American Library Association, 1988 revision.
- *Descriptive cataloguing of rare books*. 2nd ed. Washington, D.C.: Library of Congress, 1991.

2. Personal and corporate name headings

For all formats:

- *Anglo American cataloguing rules*. 2nd ed. Ottawa: Canadian Library Association; London: Library Association; Chicago: American Library Association, 1988 revision.
- *Library of Congress Name Authority File*.
- Contains authority records created by the Library of Congress and records submitted by NACO participants.

3. Names as subject

Personal and corporate names as subject, established according to the above sources are subdivided by addition of an LC subject subdivision from:

- *Library of Congress subject cataloguing manual: subject headings*.
- **H 1105**: *Free-floating subdivisions used under names of corporate bodies*.
- **H 1110**: *Free-floating subdivisions used under names of persons*.

4. Subject headings

- *The Art & Architecture Thesaurus*
- *Library of Congress Subject Headings (LCSH)*.
- Approved list of subjects in local language especially Kiswahili

[A](#)PPENDIX 1: FORMAT FOR INPUTTING DATA FOR VARIOUS FIELDS

CUEA Library uses MARC 21 format for bibliographic data

Variable Fields:	
Tag	Description
010	Library of Congress control number
020	International Standard Book Number (ISBN)
050	Library of Congress call number
090	Call number
100	Main entry [in this case, personal author]
240	Uniform title
245	Title
260	Imprint
300	Physical description
440	Series
504	Bibliography note
650	Subject
700	Added entry
830	Uniform Title

i. Call No.

- Example:
HM_48_.S3_1996_Vol._1
- Correct cutter number to letter and digits
Example: Makau: from MAK to M3

ii. Label Information

**HM
48
.S3
1996
Vol. 1**

- Move to the next line by using 'Enter'
- In case of materials located in Africana, Oversize, Reference, or material type such as theses or undergraduate project add on top prefixes as follows

REF: All references materials

ARC: for materials designated as archives

PROJECT: Undergraduate projects

THESIS: For all masters' and Ph D theses

AFR: All materials on Africa

CD-ROM: Material in CD-Rom only

RES: Special collection of materials that have been designated to be kept in the reserve section such as on law e.g. law reports, legal notices, legislative amendments, statutes and their amendments. This does not include acts, and the Kenya gazette. These should not be confused with normal books put on reserve. **Designation of material to reserve will only be done in consultation with the head of cataloguing section.**

iii. Copy Management

State in which section the material is found:

- **Africana section:** For copy of materials selected to be stored in the Africana section
- **Reference section:** For copy of materials selected to be stored in the reference section
- **Reserve section for materials selected for storage in the reserve section**
- **Archive section:** For copy of materials selected to be stored in the archive

When one copy in Africana and general section state as follows:

- **General section/Africana**
- **General/reserve section**

iv. Main Title

- Write the title in full.
- Only the first letter of the main title should be in upper case. In case the title begins with article 'the', 'an', or 'a' the first letter of the subsequent word should not be in upper case unless that word a proper noun.
- Make corrections to the title in respect to misspelling, incompleteness, missing words, wrong case and other typographical errors.

v. Subtitle

The first letter of the sub title should not be in upper case

vi. Author/Translator/Editor/Compiler

- State the name in inverted form.
- In case there is more than 1 state the first, followed by **et al.**
- In case there is no author and the person responsible is an editor, translator or compiler add the following in after the name (ed.), (tr.) or (Comp) respectively.

vii. Corporate Author

State the corporate author as it appears at the title page

viii. Responsibility statement

- State the author, translator or editor in normal form without inverting the names.
- In case the material is produced only by an editor, translator or compiler add the following in front of the name (ed.), (comp.) or (tr.) respectively.
- In case there is up to 3 persons responsible for the work enter all on different lines and separate them with a semi colon. Use F7 to move from one line to the next.
- In case there is more than 3 persons responsible for work state the first, followed by **et al.**
- In case there are no author and the person responsible is an editor, translator or compiler add the following should be added after the name (ed.), (tr.) or (Comp.) respectively.
- In case there are more than one author , after the second last author add the conjunction **"and"**
- In case of corporate author state the corporate author as it appears at the title page

ix. Edition statement

If material is other than first edition this should be stated:

2nd. ed., 3rd. ed. **Etc**

x. Physical Description Area

(a). Pagination , illustration

Give the pagination as follows:

- If normal pagination only: **327 p.; ill; 22 cm**
- In case there is preliminary pagination: **xvii, 327 p.; ill; 22 cm**

(b). Content

These should be input as follows

- **Bibliography: p. 865-910**
- **Includes bibliographies**
- **Includes bibliographies and index**
- **Includes index**

(c). Theses and dissertations

In the case of theses or undergraduate research projects indicate the level of education and the institution where the document comes from as follows:

Project (BA) - Catholic University of Eastern Africa
Thesis (Ph D) - Catholic University of Eastern Africa
Thesis (MA) - Catholic University of Eastern Africa

xi. Descriptors/Subject headings

xi. Contents:

Where material contains a collection of essays clearly indicating there individual author copy the contents and for each mention its author(s) using the prepositionby...

- **Designation of record to include content will only be done in consultation with the head of cataloguing section.**

xii Notes

This field will be used for any notes necessary for that record:

- State the language of the material
- If the book has accompanying audio/visual material make a note as follows:

Accompanying material: CD-ROM

Accompanying material: Handbook, Manual, etc

When a copy of the material is located in another area other than the general section, indicate the accession number of the copy is in this special location as follows:

- Copy in Africana Section (Acc. No)

- Copy in Reserve Section (Acc. No)

Material that has been found to be lost, indicate when and accession number:

Lost in June 2003 stock taking: Acc: No

- Add any other relevant notes e.g.
- **Borrowed from reserve by:** Joseph M. Kavulya
- **Reserved by:**
- **Missing pages:**

xiii. **Record type**

State the record type as it applies as follows as:

- **Book**
- **Report**
- **Handbook**
- **Manual**
- **Undergraduate project**
- **M.A. Thesis**
- **Ph D Thesis**
- **CD-ROM**
- **Computer file**
- **Video tape**
- **Website**

Location code

- City campus- Nairobi
- GABA- GABA Campus
- Kisumu-Kisumu campus
- Langata - Langata campus

Reports generated form cataloguing department

1. Yearly statistics of information resources processed.

CHAPTER THREE CIRCULATION SERVICES DEPARTMENT

Goal

To provide efficient book borrowing services to library patrons

Objectives

- Ensure maximum security of library users and information resources
- To provide circulation of information resources,
- Registration of patrons and maintenance of patron records and the provision of basic directional information to library patrons
- Ensure proper maintenance of library stacks maintenance,
- To maintain a course reserve service which efficiently allows a maximum number of students to access a limited amount of material
- To maintain accurate statistics of library use
- To register and maintain patrons' profile

Types of Information Collections

Collection	Description
General collection	Over 80,000 Vols. of books on the open shelves which can be borrowed and taken for use outside the library. The library has texts for every course taught in the university..
Africana collection	Over 5,000 books on African content , which can only be used within the library building on short loan basis
Reserve collection	Copies of books on high demand are reserved by respective departments which can only be used within the library on short loan basis
Reference Collection	A rich variety of 5,000 Vols. of reference materials including encyclopedias, handbooks, guides, almanacs, yearbooks, subject dictionaries, government publications and law reports, commentaries, bibles
Print journals/periodicals collection	The library subscribes to 350 journals/periodicals titles as part of core readings for every course offered by the university
E-journals/E-databases	The library subscribes to over 40 e-journal databases containing over 50,000 journal titles relevant to various disciplines taught in the university
E-Books	The library subscribes to e-book collection notably Springer and Lexis-Nexis e-book databases that cover various courses on offered in the university
Daily newspapers	The library subscribes to the following newspapers: Daily Nation, Standard, The East African, The Business Daily, The People

Multimedia collection	The library has a diverse collection of Microfiche, CHS Cassettes, CDs, DVDs (some are copies digital copies of printed books)
Institutional repository (CUEA Digital Repository)	The library maintains a collection of scholarly papers, research projects, thesis and dissertations that have been written by the CUEA students and staff, and also thesis/dissertations published by other universities
Library Access Catalogs	The library has an online public access catalogs (OPAC) to ease access to information materials. It consists of books and journals.

Circulation services

- i. **Access to wide range of information sources**
The library has a wide collection of books, and journals in print and electronic formats to fulfill your research needs in different disciplines
- ii. **Borrowing services**
You can borrow various types of textbooks to use away from the library for a specified period of time
- iii. **Interlibrary services**
We assist you to access information resources and services in selected libraries across the country and beyond
- iv. **Special Collections materials services**
We maintain for your use, past exam papers, copies of books on demand, and copies of books with African content are available in the library on reserve
- v. **Reprographic services**
We provide photocopying and printing services of your assignments and academic articles that have been retrieved from library sources at reasonable price
- vi. **Reading space/Carrels**
We provide quiet, serene atmosphere where you read and study
- vii. **Cloak room services**
We provide a place you can keep limited items while you are using the library

Circulation Policy

i. Borrowing Services

Reference books, unpublished theses, projects, dissertations, print journals, Africana reading materials, reserved reading materials and periodicals are not to be borrowed for use outside the library.

Library patrons may borrow books as stipulated below:

- (a) Post-graduate students may borrow up to four books for 30 days.
- (b) Undergraduate students may borrow up to two books for 14 days.
- (c) Undergraduate School Focused students may borrow up to two books for 30 days.
- (d) Constituent Colleges can borrow a maximum of 20 books for 2 weeks.
- (e) Affiliate Institutions can borrow a maximum of 10 books for 2 weeks.
- (f) Consortium Institutions can borrow a maximum of 5 books for 2 weeks.
- (g) Administration staff can borrow a maximum of 2 books for 2 weeks
- (h) Academic staff can borrow a maximum of 5 books for 30 days.

- Using somebody's card to borrow library materials or gain library access is prohibited.
- Borrowed materials maybe renewed once provided they have not been reserved by another user.
- There is no borrowing provision for the following library patrons (Alumni and external subscribers).
- Issuance and returning of library materials will be done in accordance with library operating procedures and work instructions.
- Borrowing books from the library is allowed up to fifteen minutes before closing time.
- A circulation librarian may call back any borrowed book (s) at any time.
- In order to facilitate library stock taking, no borrowing will be allowed during the specified stock taking period.

ii. Payment of Fines

- Failure to return a borrowed book/item on time results in payment of a stipulated *fine* for each overdue day, including Sundays, other days of obligation, and public holidays, after a grace period of three days. Accrued fines will be debited to the student's /staff accounts in the Finance Department.
- A CUEA student who has been given two reminders to return borrowed book(s) but fails to do so within two months will be presumed to have lost the book(s). The library will order for the replacement copy(s) and the student's /staff account will be debited accordingly. All accrued fines are to be paid as well.
- In case a borrower loses reading material(s), he/she will be required to bring to the library replacement copy(s) acceptable to the University Librarian. Overdue charges will apply as per rule 5.2.1.

- No student will be cleared for graduation or for anything deemed necessary by the university unless he/she has also been cleared by the University Library.
- No staff will be cleared on leaving CUEA employment unless he/she has also been cleared by the University Library.

iii. Interlibrary Loan Requests

- Any eligible CUEA library patron can borrow library materials through interlibrary loan request. The user should fill in a loan request form and submit it to the Circulation Librarian for processing. This request will be processed according to the library work instructions and procedures within five (5) working days.
- The CUEA Library does not accept responsibility for any reading materials a borrower borrows from another library.
- Any library patron who fails to return a reading material borrowed on interlibrary basis by its due date forfeits all his/her borrowing privileges. He/she may be required to pay a fine if this is demanded by the lending library.

iv. Reports

The following reports will be generated in the Circulations Department

1. Borrowing statistics
2. Overdue charges
3. Lost books
4. Replaced books
5. Interlibrary services
6. Security Issues

CHAPTER FOUR LIBRARY SYSTEMS DEPARTMENT

Goal

To provide develop, maintain and promote the library as an information and communication portal using the state-of-the-art of technological innovations, in order to enable the library realizes its objectives

Objectives

- To ensure that the library ICT infrastructure is functioning optimally.

- To facilitate the acquisition and establishment of modern information systems that assist the library achieve its purpose/aim, goals and objectives.
- In collaboration with the other sections of the library develop and maintain the library web portal
- To equip library staff with modern relevant ICT skills
- To enable the provision of multimedia, internet and intranet services.

Key Library ICT Infrastructure

The University library is ICT driven which includes:

- a) High speed internet connectivity (optic fibre and wireless technologies). This will facilitate setting up of 2500 Internet-ready table places, for use with Personal Laptops, 120 Private Reading Carrels with plug and play internet capability, and 500 PCs with internet connection for library customer use. Therefore the total sitting capacity will be 3000 work places
- b) Library web portal to facilitate access to online databases containing e-books, e-journal subscriptions & local e-repository of internally generated local content including conference proceedings,
- c) Multimedia section for use of Multimedia devices such as CDs, DVDs, TVs, VHS videos, & Microfilm
- d) Online payment system to facilitate self-operated printing, subscription to library services, photocopying, etc. This will later be used for payment of other services in the university such as the university bookshop, infirmary and cafeteria
- e) Academic support application softwares e.g. Word processing, software modeling & statistical packages)
- f) A web-based Integrated Library System (ILS) with which students, & lecturers, and external subscribers can interact with over the internet to search library online catalogue for books and journals, reserve them and renew book loans
- g) RFID technology to facilitate innovative services such as self-borrowing and self-return of library materials, printing and photocopying, security, and inventory of library materials

ICT-related services

- i. Wireless internet access within the library where you connect your personal laptop
- ii. Technical assistance (troubleshooting) support in the use of internet and computers in the library
- iii. Advice on ICT related issues

Library systems policy

- The library computers are for accessing information for research purposes only. E.g. are not used for political or business purposes.
- While using the computer one should not infringe upon the rights of others. Displaying any images, sound or text, leading to a situation of creating an atmosphere of discomfort or harassment of any form for others is prohibited.
- Attempts to degrade, disrupt or vandalize the equipment, software, materials or data of any other client of the computer system or in any other network connected to the system is prohibited.
- All persons using the library computers are responsible for backing up their own data and protecting their own information.
- Disabling computers by disconnecting cables, removing hardware, installing software or locking workstations will be considered vandalism and will be treated as such.
- The library management reserves the right to require all prospective clients to attend an orientation session as a condition of using the computer stations. Orientation will include training in the use of software and hardware, and guidelines for the responsible care of computer equipment.
- Whenever the library computers have to be closed, the library staff will inform the students fifteen minutes before closing time. Thereafter, the library staff shall shut down the machines.
- Library computers have an updated antivirus, therefore students can freely use their removable storage media.
- All problems or assistance should be reported to the library staff on duty.
- Printing services will be provided for by the university library at an additional cost.
- Do not leave your personal computer or belongings unattended
- Don't leave your belongings unattended at a computer station.
- Unauthorized persons/users are not allowed to access internet facilities within the library network

- Any user found to be sending or receiving inappropriate materials, (i.e. non-educational, pornographic, instant messages and e-phone) will be subjected to disciplinary action
- Internet services shall be monitored at all times by the ICT Department for efficiency and optimal usage by all users.
- Clients are prohibited from downloading files/programs such as streaming radio, DVD or video clips and playing games and music from any Internet site.
- When accessing Internet-based information services you should adhere to intellectual property laws, and security restrictions.
- The library shall provide all authorized users with a 4 digit personal identification number (PIN code) for accessing library systems. Replacement of the same will cost a stipulated fee
- Library patrons are expected to change this code to one that is easier for you to remember immediately.
- Library patrons are expected to observe the following in the use of passwords:
 - (a). Never use the "Remember Password" feature of application programs such as Internet Explorer, your email program, or any other program.
 - (b). Never write passwords down.
 - (c). Never send a password through email.
 - (d). Never tell anyone your password.
 - (e). Don't use common acronyms as part of your password.
 - (f). Don't use part of your login name in your password
 - (g). Don't use parts of numbers easily remembered such as phone numbers and addresses.
 - (h). Make sure your password is changed regularly
- Users who violate this policy, the Library Department may revoke access to the network and initiate appropriate disciplinary procedures against them. Disciplinary actions may include financial penalties and loss of system access for a stipulated length of time.

CHAPTER FIVE

RESEARCH AND REFERENCE DEPARTMENT

Goal

To support the teaching, learning and information of the CUEA community by facilitating access to needed information and assisting users to access, retrieve and use print and electronic information resources.

Objectives

- To make reference services easily accessible by offering a variety of access points including in-person and emails.
- To link users to information resources by providing access to print and electronic reference sources in support of the university's academic programs.
- To increase awareness and use of library resources and services through instructional programs
- To cooperate with other libraries and organizations to increase accessible resources.
- To guide library users to the appropriate resources that will best address their research requirements.
- To offer a variety of options for retrieving information available outside the CUEA library.
- To foster in students the concept that information seeking is a means to a lifelong educational process vital to professional and personal growth.

Research/Reference Services

i. **Research/writing consultancy services**

We assist with guidance on how to fulfill academic assignments such as writing research proposals, research reports, term papers and other assignments

ii. **Information literacy skills**

We provide instruction/training on how to access, retrieve and apply scholarly information appropriately in academic work

iii. **Information/literature searches**

We assist patrons to retrieve exhaustive literature on the subject of your research needs from databases

iv. **Quick reference services**

We assist patrons to locate information materials in the library, answering general questions about knowledge in various subject areas

v. **Access to academic information sources**

We provide access to wide range of information sources (printed books and journals, e-books and e-journals, theses and dissertations, newspapers to fulfill your research needs in different disciplines

vi. **Information search tools**

We provide with tools for retrieving relevant books and journals for research and reading from the library: e.g. catalogues and indexes, bibliographies