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Kenya Medical Training College



LIBRARY POLICY

MAY 2019

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PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

KMTc is a knowledge hub within the healthcare industry in Kenya & beyond, contributing a wealth of medical information for staff, students and researchers alike. In this regard, Library and information services need to be efficient, effective, robust and responsive to the ever growing demands for knowledge and information within the industry. KMTc envisions a technologically adept library (virtual library) with international links and repute to serve its clients. This Policy serves as a roadmap towards standardized processes and procedures that guide the Library towards attainment of its vision and mission ultimately contributing those of the College.

I believe successful implementation of the Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

The aim of KMTC Library is to support teaching, learning and research and broadly to provide access to information resources to all its clientele. KMTC has over 65 campuses all over the country and more than 50 qualified professionals run the libraries assisted by support staff. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library and resource centre so as to further improve its efficiency, utility and services.

The purpose of this Policy is to outline library principles which provide guidance to library services and takes care of individual rights and differences. Basically this Policy is responsible for the provision of fair and equitable access to the library resources where all the rules, regulations, procedures are clearly spelt out. It is a source that library staff will consult to streamline library functions or procedures.

Senior Librarians from various campuses met to discuss and develop a draft of the “Library Policy”. This preliminary exercise enabled library staff in identifying several factors that had to be included in this Policy. The KMTC Library Policy has been developed in recognition of the role the library plays, in the academic programs of this College. The release of this Policy marks a milestone in all KMTC libraries in delivering standard library products and services to its community.

The Policy covers important functional modules of the library and delineates a clear policy as to how the activities of the library like collection, development, circulation, interlibrary loan, acquisition, weeding, library electronic resources and provision of information services. This uniformity will also help in networking our existing libraries and others coming up in different parts of the country.

We urge the management and library clientele to become familiar with the contents of this Library Policy as it pertains to their particular work.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

CEO:	Chief Executive Officer
ERC:	Electronic Resource Centre
HoD:	Head of Department
KMTC:	Kenya Medical Training College
SDGs	Sustainable Development Goals

DEFINITION OF TERMS

Acquisitions:	Acquisitions involve selection, ordering, receipt, processing and financial administration of information resources.
Borrowing library:	A library that borrows information resources from another.
Check-In:	The process of returning information resources that were borrowed by a client.
Check-Out:	The process of lending information resources to a client.
Circulation / Lending / Borrowing/ Returning:	The process of checking-out and checking-in information resources to library clients.
Clients:	KMTC staff and students.
Collection development:	A process whereby relevant information resources are identified, selected, acquired and organized so that they are available for use by clients.
Continuing resources:	These are information resources that are issued over time with no predetermined conclusion. Continuing resources include serials (periodicals) and ongoing integrating resources.
Damaged Information Resources:	Information resources rendered unusable by some act of destruction, e.g. tearing off of pages, defacing or writing on the pages, removal of whole chapters, etc.
Electronic Resources:	Information resources encoded for manipulation by a computerized device. These resources may require the use of peripherals directly connected to a computerized device, e.g. CD-ROM drive, or a connection to a computer network, e.g. the Internet.
Holds:	Bookings made against open-shelf information resources that are out on loan. When the resources are returned, the one who booked them has first preference to borrow them.
Information Literacy:	The understanding of and set of abilities empowering individuals to recognize when information is needed, how to locate it, evaluate and use it effectively.
Information Literacy Librarian:	The library staff member whose main duty is to plan, organize, prepare, coordinate, present and evaluate information literacy programmes.
Information Literacy Programme:	A course provided by libraries to enable library clients to effectively utilize information. It consists of a syllabus, curriculum or course outlining identified training modules or units, which will assist and support information literacy.
Information resources;	Information resources include, but are not limited to books, monographs, continuing resources, multi-media and electronic resources.
Interlibrary Loan (ILL):	A co-operative arrangement among libraries by which one library may borrow material from another library.

Loan Period:	Time-frame granted to clients between checking-out and checking-in of information resources as determined per client type, resource type, location and Library policy.
Loan Recall:	Request made by Library to clients to return borrowed information resources before expiry of loan period.
Monographs:	An information resource that is complete in one part or intended to be completed within a finite number of parts. A book is an example of a monograph.
Multi-media:	Information presented in more than one format, such as text, audio, video. A collection of material in various media formats, including non-book material, e.g. audio-visual, non-print materials, etc.
Open-Shelf Information Resources:	Information resources that may be borrowed for use outside the library for specified periods of time.
Other libraries:	Constituent KMTC libraries or information centres outside KMTC.
Overdue Fine / Charge:	A fine/charge levied for retention of borrowed resources for longer than permitted without renewal of the loan.
Overdue Information Resources:	Information resources that have been retained longer than permitted without renewal of loan.
Overdue Notices:	Written, printed, or electronic reminders for clients to return overdue information resources.
Reference Collection:	Information resources for reference only; e.g. dictionaries, concordances, encyclopaedias, etc.
Renewal of Loan:	Extension of loan period upon request by client.
Reserved / Short Loan Collection:	Information resources that, owing to high demand, have been placed aside for specific periods by lecturers to accord all their students equal access.
Special Collections:	KMTC Documents, Africana, Government publications and magazines from International organizations.
Supplying library:	A library that provides another with information resources.

1.0 PREAMBLE

1.1 Role of the Library

The academic library plays a major role in any College as a provider of information required for teaching, learning and research. As a developer and preserver of rare and special collections, as well as a contributor towards the achievement of the institution's strategic goals. The library is expected to constantly seek ways of contributing effectively towards the quality of teaching and research by facilitating access to worldwide information.

Information technology is regarded by the library as an enabler because it has changed the way college libraries operate and has added value to their services. The establishment of the virtual library in the near future has become more central.

Given the explosive nature of the Internet and World-Wide-Web, staff and students depend more and more on electronic information. Academic libraries have moved from being the heart of the printed resources to a hub of knowledge networks.

The realization of the virtual library depends on appropriate IT infrastructure, relevant staff skills and adequate funding. The relationship with the world's leading publishers has enabled access to hundreds of electronic journals as well as other information resources on integrated networks. The provision of access to networked information is now a top priority in academic libraries. Apart from building relevant library collections, the College library is expected to build connections to access information worldwide.

The importance of a library is also entrenched in its vision and mission which is aligned to that of the institution it serves.

1.2 Library Vision and Mission

The library vision and mission are aligned to the vision and mission and overall strategic objectives of the College. The vision, mission and motto of the library are as follows:

1.2.1 Vision

To be the leading information centre in the provision, dissemination and preservation of medical knowledge.

1.2.2 Mission

The College Library will strive to collect information resources, promote services to the users and make them readily accessible, so as to encourage teaching, learning and research through developing and providing continuous access to information resources and services, to produce competent health professionals capable of responding to present and future needs of the community.

1.2.3 Motto

Quality information service is our priority.

2.0 SCOPE OF LIBRARY POLICY

The Library Policy applies to all students, academic, academic support and non-academic staff of the KMTC as well as institutions who make use of the KMTC libraries.

3.0 PURPOSE OF THE POLICY

This Policy is aimed at:

- i) Establishing an institutional framework through which an effective, efficient and dynamic library and information service can be provided to meet the information needs of all Stakeholders.
- ii) Guiding library staff in provision of the various library facilities, services and materials in a standard manner.
- iii) Guiding clients and stakeholders at the College regarding expectations and use of the academic library and information service.
- iv) Integrating library and information service with academic, research and other activities at the College to maximize the library's support of these activities.
- v) Encouraging stakeholder involvement in the library and information service in order to promote an understanding and appreciation of the service as well as the maintenance of the best possible service.

4.0 STRUCTURE OF LIBRARY POLICY

Important areas of library activity have been identified and policy guidelines and rules compiled in each of these areas to achieve the aims and objectives of Library Policy.

4.1 Library Membership

Library membership may be granted to:

- i) All staff and registered students and
- ii) Selected categories of external members

4.1.1 Staff

All permanent, temporary and contract employees of the College.

4.1.2 Students

All full-time and part-time students registered at the College in a particular year or part of a year.

4.1.3 External Members

External members include but are not restricted to:

4.1.3.1 Members of Board

All serving members of KMTC Board of Directors.

4.1.3.2 External Lecturers

External Lecturers, who are not permanent staff members of KMTC, can only borrow information materials through their respective HoD/lecturers.

4.1.4 Regulations

- i) All library members shall adhere to the rules, regulations and code of conduct of the Library and Information Services.
- ii) The Library and Information Services reserves the right to suspend library

membership in cases where staff, registered students or external members do not abide by the rules, regulations and code of conduct.

- iii) For identification purposes, staff shall use staff ID cards, while students shall use students ID cards to access the library.
- iv) External members will fill a form which will allow them to access the services for that particular day.
- v) Where applicable, all prospective external members shall complete an application form before membership will be granted.

4.1.5 Rights and Privileges

All library members have certain rights and privileges based on their particular membership category. These include but are not restricted to:

4.1.5.1 Access to Campus Libraries

- i) The working hours shall be from 6:30 a.m.– 10:00 p.m. from Monday to Friday and 9.00 am to 4.00 pm on Saturdays but shall be closed on Sundays and public holidays.
- ii) Staff and registered students have access to all libraries of the College.

4.1.5.2 Borrowing of Information Resources

Refer to the Circulation Policy for the loan privileges of staff and students.

4.1.5.3 Information Services

Staff, registered students and external members have access to the information services as set out in the Circulation Policy.

4.1.5.4 Inter-Library Loans

Staff and registered students have access to inter-library loans as set out in the Inter-Library Loans Policy.

4.1.5.5 Photocopying Facilities

Staff, registered students and external members have access to photocopying facilities subject to the availability of such facilities in the various libraries of the College. Charges shall apply accordingly.

4.1.5.6 Study Facilities

Staff, registered students and external members have access to study facilities subject to the availability of such facilities in the various libraries of the College.

4.1.5.7 Information Literacy Training

Information literacy training is provided free of charge for staff, registered students and external members.

4.1.5.8 E-Library

Students and Staff shall have access to KMTCS E-Library resources which shall be in form of software, electronic books, downloaded audio books. The Library shall provide access to the internet which shall be connected to other subscribed e-resources

4.1.6 Period of Library Membership

4.1.6.1 Staff

Library membership is available for the duration that staff is employed by the College. Current registration in the library is a pre-requisite for library membership.

4.1.6.2 Registered Students

Library membership is valid for the duration that students are registered at the College. Current registration in the library is a pre-requisite for library membership.

4.1.6.3 External Members

A period of membership as approved by the HoD Library Services.

4.1.7 Membership Fees

4.1.7.1 Staff

Library membership is free of charge.

4.1.7.2 Registered Students

Library membership is free of charge.

4.1.7.3 External members

- i) Paying membership fees as approved.
- ii) All membership fees are payable in advance.
- iii) Membership fees are reviewed yearly.

4.1.8 Specific Requirements: External Members

4.1.8.1 External Lecturers

An introductory letter from the relevant academic department is a prerequisite for the granting of membership.

4.1.8.2 Private Members

Payment of membership fees is a prerequisite for granting of membership.

4.1.9 Procedures

- i) All external members must complete a membership application form.

- ii) In cases where an individual, institution or organization is responsible for the payment of membership fees, the correct amount must be paid in advance as indicated by the Library and Information Services.

4.2 Circulation/Loan of Information Resources

All staff, students and persons holding valid KMTC identification cards shall be accorded privileges to borrow information resources that are contained in the Library and Information Services of respective Campus Library.

4.2.1 Regulations

- i) All clients of the College libraries may borrow information resources from any KMTC Library and information Service subject to the limitations of their library membership category.
- ii) However, borrowing from a campus library at another site must be arranged by the client's own campus library.
- iii) A valid College/KMTC identification card is required for information resources to be checked-out.
- iv) Clients are responsible for all information resources checked-out through their KMTC identification cards.
- v) The number of information resources to be checked-out from the open-shelves and their corresponding loan periods differ per client type, resource type, location and library policy.
- vi) Failure to return resources on the due date will result to: penalty/fine Charges per day for open-shelf information resources or per hour for reserved /short loan collection and/or suspension of library privileges. (as per the KMTC Rules & Regulations)
- vii) All borrowers are subject to overdue fines as set by KMTC Rules & Regulations.
- viii) Two (2) written, printed or electronic reminders, shall be sent to defaulters, after which information resources not returned shall be regarded as lost and replacement charges levied.
- ix) If a student or staff member fails to pay the replacement fee mentioned in rule above, the HoD/administration will facilitate the process for a library to surcharge a member until the outstanding amount is paid to the library.
- x) If a staff member fails to pay the replacement fee mentioned in rule 4.2.1.6 above, disciplinary action could be taken due to negligence and loss of College property.
- xi) Lecturers may recommend library resources to be reserved/short loan through the KMTC systems for access by students in their departments.
- xii) Information resources shall be placed on reserve/short loan for as long as required by a department.
- xiii) Library reserves the right to suspend membership until all checked-out resources have been returned and all charges paid.
- xiv) Library reserves the right to recall checked-out resources from borrowers.
- xv) Borrowers may renew loans provided those resources are not on hold/reserved.
- xvi) Reference works may only be used in the library.
- xvii) All clients are subject to all KMTC Library Policies pertaining to their KMTC identification cards.

- xviii) All lost or stolen KMTC library borrowers card must be reported immediately to the relevant campuses for blocking against any further use.
- xix) Queries about fines levied should be made to the Circulation Staff.
- xx) Day visitors or other persons who are not library members shall not be allowed to borrow information resources.

4.2.2 Procedures

Borrowing from Open-Shelves and Reserved / Short-loan Collections:

- i) Valid KMTC identification cards must be produced at the Circulation and Reserve counters of the Library before any information resources can be checked-out.
- ii) To check-in information resources, clients must return the resources to the Circulation and Reserve counters. The resources must be returned at the Section where they were checked out.

4.2.2.1 Renewal of Loan

Borrowers must contact Circulation counter of the library in person or telephonically (where applicable) to request an extension of the loan period of the resource(s) in their possession. They must furnish the Library staff member with their KMTC College ID card number and the item (s) or book (s) in their possession.

4.2.2.2 Placing holds on Information Resources

The information resource(s) must have been checked-out for it/ them to be placed on hold.

4.2.2.3 Placing Information Resources on the Reserved / Short-loan collection

Fill in prescribed form and hand it in together with information resource(s) to the Subject / Circulation Librarian for the relevant resources.

Note:

Specific loan conditions regarding categories of clients, number of items that may be borrowed and loan periods apply to all campus libraries.

4.3 Interlibrary Loan Services

Interlibrary loan services are provided to staff, students and other library members that are in cases where the sought information resources are not readily available at any of the KMTC libraries.

4.3.1 Regulations

- i) The Interlibrary Loans Service serves to support the teaching, learning, research, projects and work activities of the College by enhancing library information resources through provision of access to resources held in other libraries.
- ii) The Interlibrary loan service is provided through the KMTC Inter-lending Agreement/terms. The conditions and guidelines must be adhered to.

- iii) Information resources shall be first sought from KMTC libraries. International Interlibrary Loans shall only be made in cases where the resources are not obtainable from Kenyan Libraries, as well as in cases where the requesters agree to pay the costs of such transactions.
- iv) A library reserves the right to decide from which libraries to request the resources.
- v) No library client shall request information resources from another library on behalf of another client.
- vi) All information resources shall be requested on the official Request Form.
- vii) Library clients are responsible for the replacement value of the information resources as declared by the supplying library in cases of loss or damage.
- viii) Library clients must return information resources on or before the loan period expires.
- ix) Library clients must return borrowed information resources at the Interlibrary Loan of the library that handled the Interlibrary Loans transaction.
- x) Library clients who want to renew loans of borrowed information resources shall contact the relevant interlibrary loan section at least three (3) days before the loan period expires. Requests for loan renewals made on or after the loan period expires will not be accepted.
- xi) KMTC Library reserves the right to suspend the borrowing privileges of both the library client and the borrowing libraries in cases where they infringe the Interlibrary Loans policy and guidelines.
- xii) Library clients are not allowed to collect borrowed information resources from the supplying library themselves.
- xiii) All information resources are eligible for interlibrary loans, except for reference works, information resources in the reserved/short-loan collection, audio-visual material, special collections and any other items restricted for use in the library.
- xiv) Failure to return resources on the due date will result to penalties/ fine charges per day/ hour and/or suspension of library privileges.

4.3.2 Procedures

- i) Library clients who wish to borrow information resources from other libraries must provide the Interlibrary Loan Librarian with all the necessary details of the information resources to be borrowed by completing an "Interlibrary Loan Application Form".
- ii) The Interlibrary loans staff shall contact the Library client when a borrowed information resource has arrived.
- iii) The Interlibrary loans staff will request loan renewals from the supplying libraries and communicate the results to the Library clients.
- iv) Library clients must produce valid KMTC identification cards and sign the "Interlibrary Loans Receiving Form" before information resources can be released to them.
- v) Borrowed information resources that are not collected before the loan period expires will be sent back to the supplying library. In such cases the library clients concerned will be responsible for the costs incurred.

4.4 Access to other Libraries

The Library and Information Services have the responsibility to facilitate access for KMTC staff and students libraries.

4.4.1 Regulations

- i) KMTC staff and students eligible to apply for access to other libraries are Members of staff who are doing research as part of their work program at KMTC.
- ii) Registered students who have enrolled for Certificate, Diploma and Higher National Diploma courses both full-time and part-time at KMTC.
- iii) A student or staff member who wants to access another library can apply for a letter of introduction at his or her campus library.
- iv) A letter of introduction will only be issued by the head of a KMTC library after it has been ascertained that the KMTC Library and Information Services is unable to meet the client's need, i.e. the applicant must first exhaust KMTC library's information resources relevant to the client's research topic, and services for access.
- v) It is the responsibility of the client to apply for membership at the other library. KMTC Library will only supply the client with a letter of introduction.
- vi) A letter of introduction will only be issued if the client is a library member.

4.4.2 Code of Conduct

- i) Clients shall abide by the rules and regulations of the host library.
- ii) Entrance fees to the host library or membership fees are payable by the client.
- iii) Fines for lost, damaged and overdue items shall be on the account of the client.
- iv) A client's membership from KMTC Library and Information Services will be suspended until all overdue items have been returned and/or fines have been paid to the host library.
- v) If the host library is unable to collect liabilities from the client, the amount paid by KMTC will be deducted from the staff member's salary, and in the case of students it will result in additions of fines to the student's accounts.
- vi) A client's access to this service may at the discretion of the HoD Library be suspended due to misuse of the service.

4.4.3 Procedures

- i) A client applies for access to another library at his or her campus library by completing the official application form.
- ii) The Subject Librarian checks the need for the service and recommends the application to the HoD Library.
- iii) The HoD Library signs and issues letters of introduction following a check on the standing of the client.
- iv) Client submits letter of introduction to host library.
- v) Host library approves or rejects client's application.

4.5 Collection Development

It is the responsibility of the Library and Information Services to build a well-balanced and up to date collection of various information resources so as to always meet the ever changing information needs of the College.

4.5.1 Regulations

- i) The collection shall be built from the information resources purchases, gifts and donations.
- ii) Funds from the information resources budget shall be allocated to departments according to:
 - a) Numbers of students
 - b) New curriculum needs
 - c) New subjects
 - d) Requirements for currency of information
 - e) Requirements for visual or digital information
 - f) New staff requirements
 - g) Format
- iii) The subject librarians and other relevant library staff, in collaboration with departments, are mainly responsible for the selection of information resources that support academic programmes and research.
- iv) Information resources are acquired according to but not limited to the following criteria:
 - a) Relevance to the academic programmes
 - b) Authority of author and publishers, including book reviews
 - c) Physical format and technical quality
 - d) Scope and contents
 - e) Depth of the existing collection in the subject
 - f) Price – including foreign currency
 - g) Timeliness
 - h) Appropriateness - language, currency, target readership
 - i) E-resources - refer to policy for E-resources
- v) The Library and Information Services accepts donations of information resources. However, the Library reserves the right to integrate donated information resources into the collection and place or dispose of the resources in the most suitable manner for its purposes.
- vi) Guidelines may be compiled for the development of specific subject areas.
- vii) For a collection to be properly developed, weeding must be done on a regular basis in conjunction with Departments. (See Policy on Weeding).

4.5.2 Procedures

Procedures for collection development are covered under the policy on acquisition of information resources.

4.6 Acquisition of Information Resources

The Library and Information Services is responsible for the acquisition of information resources to deliver library and information services geared to the business of the College.

4.6.1 Regulations

- i) Acquisition of information resources shall be done in accordance with the Collection Development Policy of the Library.
- ii) An authorized recommendation form for purchasing of information resources is required before an official order will be placed.
- iii) Sufficient funds should be available in the Library and information resources budget.
- iv) A final list and a Local Purchase Order (LPO) shall accompany the order sent to the supplier.
- v) The Library shall not accept items or reimburse staff for items bought without prior arrangement with the Library.
- vi) The Library will use the most appropriate supplier for the acquisition of information resources to ensure that the required resources are received in time and cost effectively.
- vii) The Library may limit the number of copies to be ordered according to factors such as need for the items, price, available funds etc.
- viii) Gifts of either information resources or money to purchase them will be accepted provided they fit into the above policies and provided that there are no conditions attached.
- ix) The library must be free to dispose of any resources that are not needed. The gift collection will be integrated with the library collection.
- x) An acknowledgement letter shall be written to the donor.
- xi) Unwanted donations may be offered to other libraries, students, staff, sold or discarded.

4.6.2 Procedures

- i) Requester completes purchase recommendation form giving as much information as possible for Library staff to identify the information resource wanted, e.g. author, title, edition, year of publication, ISBN/ISSN if known.
- ii) Requester's departmental head approves recommendation by signing the purchase recommendation form.
- iii) Form is submitted to Acquisitions Librarian
- iv) Librarian informs requester when order has been placed and received.

4.7 Information Literacy Training

The College's Library and Information Services has the responsibility to provide information literacy training to all Library clients with the aim of equipping them with the necessary skills to effectively utilize information for life-long learning.

4.7.1 Regulations

- i) Information Literacy shall be:
 - a) Targeted at all KMTC students.
 - b) Offered to all KMTC new staff members as part of their library induction and to existing staff members on request.
 - c) Marketed to all faculties/departments, students and staff as a core competency for life long learning offered in partnership with faculties.

- d) Primarily disciplined and subject-based.
- e) Free of charge.
- ii) Information literacy programme shall meet all the requirements for teaching programmes, i.e. have measurable outcomes, grouped content, different teaching methods, scheduling of content and evaluation of outcomes.
- iii) Information literacy programme shall have explicit goals and measurable outcomes; group content, scheduling of content, different teaching methodologies.
- iv) Information literacy training shall be aligned to the skills development plan of KMTC.

4.7.2 Procedures

- i) The programmes shall provide for all study levels, be integrated into the curriculum.
- ii) Interactive study programmes; e.g. web-tutorials, shall be provided.
- iii) Information Literacy Librarians shall present the programme at each learning site.
- iv) Programmes shall be presented according to a schedule,
- v) Marketing of the programme shall be ongoing and via appropriate communication channels.

4.7.2.1 Measurement and evaluation:

- i) Practical applications of skills.
- ii) Subject-directed, depending on the particular department.

4.7.2.2 Modes of presentation may include but are not limited to:

- i) Practical and hands-on
- ii) Power Point presentations
- iii) Web-tutorial – (self study)
- iv) Library physical tours
- v) Virtual tours
- vi) Audiovisual

4.8 Library Electronic Resource Centres (ERC)

It is the responsibility of the Library to give enrolled students and staff access to electronic resources (Internet, databases, etc) in Electronic Resource Centres.

4.8.1 Purpose of the ERC

- i) ERCs are library rooms equipped with computers and other peripherals to give clients access to electronic resources.
- ii) The ERCs are associated with the campus library buildings and are confined to library hours. They have a specialized training component, where students and staff are trained and guided to become information literate.
- iii) The purpose of the ERCs is to provide the students of KMTC with access to

computer and internet facilities in order for them to become more information literate. The facility can therefore be used for the following:

- a) Search and obtain information (via www, library databases)
- b) Learning how to search and filter information
- c) Send and receive formal and informal electronic mail
- d) Have electronic discussions with fellow students, lecturers, librarians and other academic experts
- e) Type, print, downloading or save projects, assignments, tutorials etc.

4.8.2 Regulations

4.8.2.1 Users

- i) A pre-determined levy (determined each year) may be charged where necessary.
- ii) The Library may at its discretion make available ERC Centres for use by other departments and outside organizations, when not required by the library, at pre-determined, approved charges.
- iii) A time restriction to be determined by the libraries will apply with respect to using the computers in the ERC Centres to allow equitable access for clients.
- iv) Care should be exercised to use the service responsibly, ethically and lawfully.
- v) Students will not utilize the facility to deliberately originate, store or forward mailings, chain letters, computer viruses, illegal copies of material protected by copyright.
- vi) Students may not originate, store or forward messages containing discriminatory, intimidating, intolerant remarks based on race, religion, gender, age, sexual orientation, disability, belief, political opinion, culture, language or birth, pornography, explicit nudity, gross depictions and religious content.
- vii) Access to any official, prescribed academic information would be regarded as priority i.e. library information systems, online catalogues, the official KMTC website and other official academic resources.
- viii) Printing, copying etc will be allowed at an additional cost for the student.

4.8.2.2 Management

- i) The operational management of the ERCs will be done by the appropriate library staff.
- ii) ICT Department will be responsible for supplying all ICT support, e.g. Internet access, maintenance etc.
- iii) All departments in the College, teaching and non-teaching will be availed with departmental library/books for reference while carrying out their duties

4.9 Weeding

- i) Weeding or the removal of materials from the library should be considered an internal part of the total organized effort to study and develop the collection. Weeding is an essential element of collection development that ensures the library materials are useful and accessible. A library collection is limited by the space available to house it.
- ii) Academic library collections change over time to reflect changing information needs of the programmes. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection. Weeding may involve the transferring of lesser used material to storage, or the discarding of excess copies of seldom used titles, irreparably damaged copies, and materials which contain inaccurate or outdated information.

4.9.1 Decisions on Weeding

Decisions to remove materials will be made by library staff in consultation with academic departments most directly concerned with their possible future use.

4.9.2 Criteria for Weeding

- i) Criteria which may be used as guidelines for weeding are:
 - a) Superfluous multiple copies
 - b) Superseded editions (e.g. annuals, yearbooks, manuals)
 - c) Worn out, badly marked or mutilated volumes
 - d) Works containing outdated or inaccurate information
 - e) Works superseded by, or cumulated in, more comprehensive publications
 - f) Textbooks and instructional material more than 10 years old
 - g) Subject areas no longer collected, i.e. irrelevant to client needs
 - h) Material that has not circulated for 10 years
- ii) Trivial material of no discernable literary or scientific merit
- iii) These criteria are guidelines and the staff concerned must decide whether to apply them in specific cases.
- iv) Authorization to write off weeded material should be according to College procurement department guidelines.

5. POLICY IMPLEMENTATION

5.1 Implementation Date

This Policy takes effect on the date it is approved by the Board of Directors of KMTC.

5.2 Monitoring and Evaluation

- i) The College shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.
- ii) The College shall:
 - a. Develop and maintain strategies and mechanisms for monitoring and evaluation of this Policy.
 - b. Undertake regular check on implementation of the Policy.
 - c. Carry out annual evaluation on the implementation of the Policy.
 - d. Use the information for planning and management.
 - e. Propose potential areas for review.

5.3 Review

The Policy will be reviewed after every five (5) years or earlier as need arises with an aim to enhance efficient delivery of effective outcomes.

APPENDIX I: LIBRARY MEMBERSHIP FORM



Visitors

Visitors or other persons who are not library members.

CAMPUS.....

LIBRARY MEMBERSHIP FORM: Individual/Institutional/Alumni

Serial. No. _____

Date:.....

Receipt No.._____

I, the undersigned would like to apply for **Library Membership as Individual/Institutional/Alumni**. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage of any library resources borrowed by me, I am willing to pay the required amount.

Name in full Mr./Miss/Mrs : _____

Name of the Institute and Address (If applicable): _____

Present Address : _____

TelephoneNo./MobileNo : _____

E-mail Address : _____ (Please write legibly)

Date: _____ Signature: _____

I recommend that Mr. /Miss/Mrs. : _____

to be given library Membership for the year _____

Head of the Department

Approved membership

Librarian (Circulation):

APPENDIX II: DAY MEMBERSHIP FOR VISITORS

Librarian:



LIBRARY SERVICES

CAMPUS.....

DAY MEMBERSHIP FOR VISITORS

Name (IN CAPITAL LETTERS) :

Age:.....Years. Male Female [Please tick (✓)]

Year of study :

(Cert., Dip. HND, Under Graduate,

Post Graduate/Ph.D)

College/Institution :

Contact Address :

E-Mail:..... (Please write legibly)

Mobile No (s):...../.....

No. of day (s) @ Ksh. per day

Total charges is Ksh.to be paid for by Visitor(s).

I have read and understood the contents and therefore, I shall abide by the rules and regulations governing the KMTC Library.

Signature of User**Date:.....**

APPROVED/NOT APPROVED

Name of Librarian.....

Date:.....

Signature.....

APPENDIX III: BOOK RECOMMENDATION FORM**LIBRARY SERVICES****CAMPUS.....****BOOK RECOMMENDATION FORM**

To,

The Librarian

Date:.....

KMTC

Please procure the following titles which are useful for my teaching and research purpose.

Name of Department:

Debit to:

Sr. No.	Author	Title and edition	Year of Pub.	Publisher	Price	No. of Copies

Signature.....**Approximate Cost of the above Books is: Ksh.....****Librarian:****Signature.....**



CAMPUS.....

PERIODICAL RECOMMENDATION FORM

To: The Librarian

I recommend the Library subscribes to the following journal (s):

SR. NO.	TITLE	PUBLISHER	ISSN	APPR. SUBS. PRICE	Remarks
TOTAL AMOUNT (Ksh.)					

NB

Remarks

APPENDIX V: PHOTOCOPY REQUISITION FORM



LIBRARY SERVICES

CAMPUS.....

PHOTOCOPY REQUISITION FORM

STUDENTS/VISITORS/DEPARTMENT

Requisition for Xeroxing pages from Books/Documents/Papers etc.

Name of the Requisitioning Party:.....

No. of pages to be Xeroxed/Copies required:.....

Request date Time

Cost to be paid Ksh..... per page for students/department and for Visitors Ksh.....per page

Totals.....

Name:.....

Sign of the Requisitioning party

Librarian

LIBRARY RULES & REGULATIONS

RULES & REGULATIONS ON THE USE OF THE LIBRARY (REVISED)

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

- i. All Books taken into the library MUST be opened for checking at the exit. The library staff has the right to check on any item a reader maybe having on his/her way out.
- ii. Overcoats, jackets, lab coats, bags, briefcases, paper bags and other personal belongings SHALL not be taken inside the library.
- iii. Silence must be observed in the library at all times. The library is a place for private study. Consultations, discussions, group study etc should not be held in the library.
- iv. Always switch-off your cell phone before entering the library. No call should be made or received in the library. USE OF EAR PHONES IN THE LIBRARY IS PROHIBITED.
- v. Smoking, sleeping, eating, drinking and littering in the library are forbidden.
- vi. All registered library users must carry with them current College Identity Cards. Persons without valid College identity cards entitling them to use the Library will not be allowed to enter the library.
- vii. The reservation of seats in the public areas of the library is not permitted. Books and other articles left on unoccupied tables for booking purposes may be removed by the library staff. Items left in those areas at closing time will be cleared away. The Library accepts no responsibility for personal belongings left in the building.
- viii. Reading between shelves is prohibited.
- ix. When consulting a book place it flat on the table or carrel to avoid damaging the spine. Do not re-shelf books after use. Books should be left on tables.
- x. On borrowing check the item very well and report any damage before you leave the library.

Loan Periods

Authorized borrowers are allowed to borrow as follows:-

- | | | |
|------|--------------------|------------------------------------------------------------|
| i. | Lecturers | : 4 books for 1 month, renewable once for another 1 month. |
| ii. | Students | : 2 books for 2 weeks, renewable once for another 2 weeks. |
| iii. | Non-Academic Staff | : 2 books for 2 weeks, renewable once for another 2 weeks. |
| iv. | Others | : To be determined by the librarian. |

Regulations on Loans

- i. Only registered persons with borrowers library cards will be allowed to borrow from the library.
- ii. Books will only be issued on production of valid College I/D plus borrowers cards. Users shall not obtain or use a library card under false pretence.
- iii. Library items should not be taken out without proper authorization. Theft or attempted theft of library items, equipment, furniture or furnishings is proscribed.
- iv. Some library collections are not for loan and these are appropriately marked. Materials on reserve can only be used in the library except when overnight loan is allowed.
- v. Items must be returned on or before the due date. The user is responsible for checking this date for returning and renewing materials on time.
- vi. The user remains responsible for any items borrowed in his/her name until returned to the library and the transaction cleared by library staff.

- vii. The borrower is held responsible for any loss or mutilation of any item which occur while held by him/her.
- viii. Borrower's cards are not transferable; the owner will be responsible for any misuse of his/her borrower's cards.
- ix. Students shall be issued with 2 (two) borrowers card each for free, but in case of loss of the same please report to the Librarian IMMEDIATELY. If the card is lost a duplicate may be issued two weeks after reporting at a cost of Ksh.250/= (two hundred and Fifty shillings) each.
- x. 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.

Fines and Penalties

- i. Borrowers and readers will be held responsible for any book in their charge and will be required to pay current cost for replacement of a lost book, damaged or defaced together with a non-refundable administrative charge of Ksh.500/= (Five hundred shillings) to cover the cost of ordering, cataloguing and other processing of the books which have been lost. In case of a title which is out of print an alternative title shall be accepted only after recommendation from the department.
- ii. Damage of other library properties will be paid for by the person responsible. These include writing on the study tables.
- iii. Overdue will be charged until the book is returned or replaced.
 - Two week loan books will be charged Ksh.10/= (Ten shillings) a day.
 - One week loan books will be charged Ksh.20/= (Twenty shillings) a day.
 - Three (3) days loan will be charged Ksh.30/= (Thirty shillings) everyday overdue.
 - Maximum overdue fine is Ksh.200/= (Two hundred shillings) per item, after which borrowing privileges SHALL be withdrawn. No more loans will be made to a defaulter until he/she has cleared the fines.

NB:

- The librarian has the power to suspend or exclude for use of library facilities, any reader regardless of the category – student, lecturer, staff or any other reader who owing to persistent disregard of the library rules and regulations or any other adequate cause shall be considered to be in our opinion undesirable.
- Library staffs are charged with the duty of providing service to the users and to see that the library rules and regulations are observed. Library users should therefore not hesitate to approach the staff for guidance and assistance when it is required.
- Users are encouraged to be vigilant and report other library users who are breaking library rules to any library staff member.
- Report any items in short supply such as books to the staff at the issue desk.
- Communication to users is through notice boards, continuous user education and point of service areas.

APPROVAL

Title : Library Policy

Contact : Deputy Director Academics

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



**Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.**

15th May 2019
Date



KMTC is ISO 9001:2015 Certified.

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