

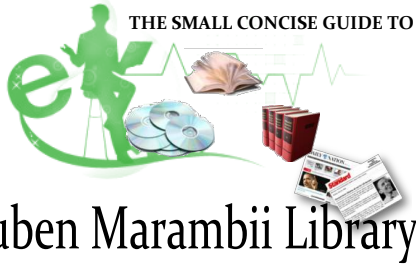


MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

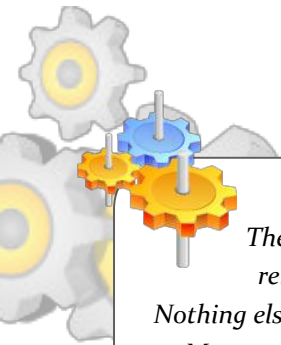


Library Guide



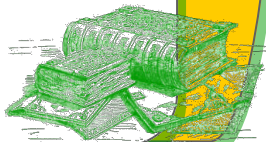


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The world of books is the most remarkable creation of man. Nothing else that he builds ever lasts. Monuments fall, nations perish, civilizations grow old and die out, and after an era new races build others. But in the world of books are volumes that have seen this happen again and again and yet live on, still young, still as fresh as the day they were written, still telling men's hearts of the heart of men centuries dead.

- Clarence Day



CONTENTS

	From a Librarian	1
	Our Vision and Mission	2
	Our Objectives	4
	Our Services	5
	Our Information Products	7
	Our Services	10
	Library Organization	11
	Koha	15
	Library Regulations	21



FROM A LIBRARIAN

This small guide features gears! Lots of them. But why would a library guide do this? Well, the geary theme is actually based on the MUCST logo.

A gear, put in perspective, should educe much in a learner, teacher and researcher. Perhaps concepts of motion, complexity, innovation, machines, plans, engineering, mathematics, systems ... ?

Whatever the case, we could link up these thoughts with those of greater minds. Albert Einstein says this:

The important thing is not to stop questioning. Curiosity has its own reason for existing. One cannot help but be in awe when he contemplates the mysteries of eternity, of life, of the marvelous structure of reality. It is enough if one tries merely to comprehend a little of this mystery every day. Never lose a holy curiosity.

And there exists no better place to plant and nourish this holy curiosity than in books ... in libraries ... in reading. May this guide be your first companion towards a transformative relationship with the library. May you always remember that librarians are your guide in the mazy information world. And may your quest for truth yield you great rewards!

Ruth Gibendi



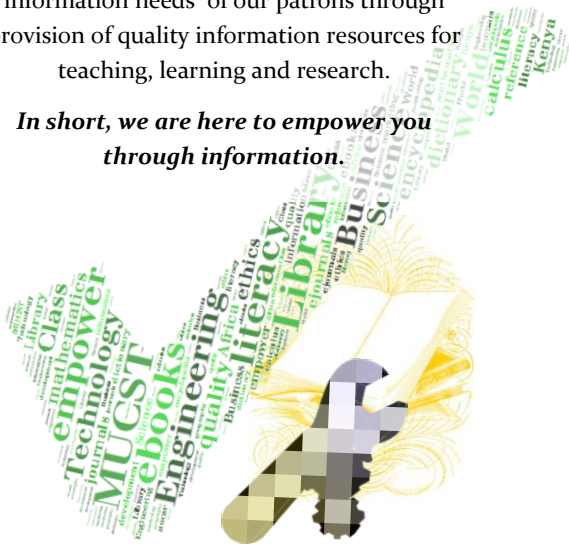
OUR VISION & MISSION

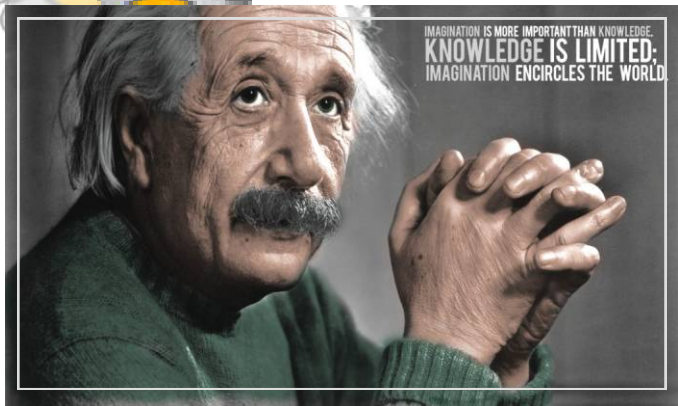


In line with the university vision, we aspire to be a world class knowledge portal inspiring global research, creativity and innovation.

Our mission is to satisfy at all times, the information needs of our patrons through provision of quality information resources for teaching, learning and research.

In short, we are here to empower you through information.





OUR OBJECTIVES



Acquire, organize, make accessible and preserve quality, relevant and current information resources in all formats.



Provide information literacy skills for facilitation of exploitation of information resources



Facilitate communication and dissemination of knowledge



Provide adequate and conducive physical and virtual study and research environment to our patrons.



Develop, encourage and sustain expertise, skill, commitment and an innovative spirit in staff.

OUR SERVICES

LENDING

You can borrow books, CDs and other information materials to use in and out of the library for a specified duration.



RENEWALS

You can extend the duration of the material you had borrowed from the library, if no one else is in need of it.



INFORMATION LITERACY

As information professionals, you can count on us to train you on how to access, evaluate, retrieve, use, reference, and generate information and information products.





REPROGRAPHIC SERVICES

Come to us for your photocopy, printing , binding and scanning services.

Of course you have to do this within copyright provisions ...



RESERVATIONS

Need a book and another user has borrowed it? Count on us to reserve that item for you.



E-RESOURCES

Information is not always about books. We provide you with access to quality electronic resources for your research needs.

OUR INFORMATION PRODUCTS

BOOKS

Books are almost synonymous to libraries
... and we will not hide from our identity.



E-BOOKS

The library provides quality E-Books from
a number of providers. Access from the
library catalogue on <http://172.20.5.26>



AUDIO VISUALS

The library provides quality DVDs and
CDs for you to borrow, available from AV
room on 1st floor.



LIBRARIANS

Professionals well versed and able to help
you meet your information needs. Count
on us to meet your information needs.





REFERENCE

Dictionaries and encyclopedia that serves as your first stop in providing the useful overview.



EJOURNALS AND MAGAZINES

The library provides access to high quality e-journals. Check databases links from the library page : <http://172.20.5.26>

EPAST PAPERS

Past examination papers are available in soft copy. Access them on the intranet from <http://172.20.253.201>

ENEWSPAPERS

Access your favorite daily papers within the intranet from <http://172.20.21.100>



OUR SECTIONS



The open shelves refer to the general reading area of the library. Books from this section are free to pick, read and borrow. They have class numbers B to Z.

OPEN SHELVES



SHORT LOAN

For books on high demand. They are borrowed for 3 hours for use within the library and overnight from 5pm.



Encyclopedia, dictionaries and directories. Used just within the library. The reference books have **REF** before call number. They occupy the first shelves before class **B**.

REFERENCE



PERIODICALS

A designated area for reading newspapers and magazines. The periodicals are not borrowed out of the library but can be photocopied.

OUR SECTIONS



The Audio Visuals room provides you access to CDs, DVDs and headphones, as well as computers

AUDIO VISUALS



The information literacy room located on the first floor of the library, and is used to conduct library trainings.

INFORMATION LITERACY



The Information commons is your room for academic group discussions, with furniture that can be rearranged to meet your group needs.

INFORMATION COMMONS



Photocopy and printing services are available from the reprographic section of the library, right at the entrance.

REPROGRAPHIC SERVICES



LIBRARY ORGANIZATION

The library organizes its information resources using an international system called the Library of Congress Classification Scheme.

Here, alphabets and numbers are used to code subjects as summarized below.

Class	Subject
A	General Works, Encyclopedia
B	Philosophy and Psychology
C-F	History
G	Geography
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music



Class	Subject
N	Art
P	Language and Linguistics
Q	Sciences
R	Medicine
S	Agriculture
T	Technology
V	Naval Science
Z	Library Science

To code a book a combination of alphabets and numbers are used. E.g.

HF5686.3

TJ586

H61

TK5105.5

QA303

LA534

PZ7

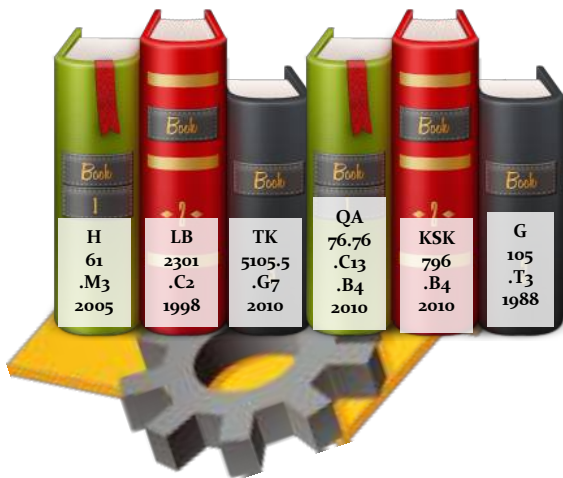
Z690



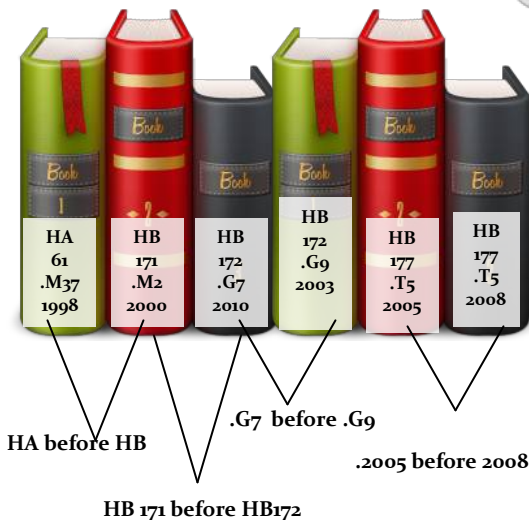
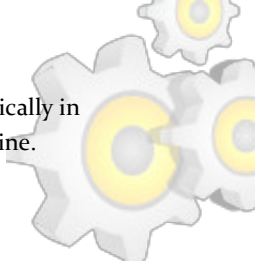
LIBRARY ORGANIZATION

Each book in the library is given a number on the spine called a **Call Number**.

A call number is made up of the subject number, initials of the author and year of publication.



Books on the shelf are organized alphanumerically in ascending order by the call number on the spine.



To retrieve a book, search for it from the library's Online Public Access Catalogue (OPAC), write down the call number and proceed to the shelves to get it. The OPAC is covered in the next section.

OUR LIBRARY SYSTEM: KOHA

The automated library system enables you to know what the library has in stock as well access other services.

To access the OPAC, open your browser (Firefox, Internet Explorer etc) and type the following address on the address bar: **http://172.20.5.26**

192.168.1.50/cgi-bin/koha/opac-main.pl

Log in to Your Account

koha Search Library Catalog All Libraries Go

Cart Lists

Advanced Search Browse by Subject Tag Cloud

Library

Library Catalog

Use Guides

University Homepage

Log in to Your Account:

Login:

pin: 3

Log In

- 1 Main search box. Type a search word here. e.g. calculus
- 2 Select library from here. i.e. Main or Town campus.
- 3 Log in to your account to access more services.
- 4 Click here to view this page from whichever window.

koha Search Meru University

Lists

"kw:rd: economics branch:Meru University" returned 80 results.

Refine your search

Availability **5**

Libraries
[Meru University](#)
[Meru Town Campus](#)

Authors
[Mohan Michael](#)
[Dheweri D.N](#) **3**
[Krugman Paul R et al](#)
[Mc Cleve James T et al](#)
[Nieuwenhuis et al](#)
[Show More](#)

Topics
[Economics](#)
[Macroeconomics](#)
[Economics](#)
[economics](#)
[International Econom](#)
[Show More](#)

Search Results:

1 [Modern economics](#) by [Mudida R.](#)
 Publication: Nairobi, Kenya Focus Books 2003 . 476p . Includes bibliographical references and index
 Date:2003
 Availability: **Copies available:** Meru University (2), **In transit (1).**
 Actions: [Save to Lists](#) [Add to Cart](#)

2 [Economics](#) .
 Publication: New York : Financial Times Prentice Hall, 2001 . xvii, 740 p . ; Rev. ed. of: Economics / John Beardshaw. 1994; updated by David Brewster, Paul Cormack, and Andrew Rass. 25 cm.
 Date:2001
 Availability: **Copies available:** Meru University (1). **4**
 Actions: [Save to Lists](#) [Add to Cart](#)

3 [Principles of economics](#) | by [Case Karl E.](#)
 Publication: New jersey Pearson/ Prentice Hall Inc 2007 . xvii, 784
 Date:2007
 Availability: **Copies available:** Meru University (1).
 Actions: [Save to Lists](#) [Add to Cart](#)

4 [Economics](#) by [Lipsey Richard](#)
 Publication: Oxford Oxford University Press 2007 . xxx, 665

- 1** Type the word to search and press enter. _____
- 2** Total number of results are displayed. _____
- 3** Details of the item found. _____
- 4** Cover image of the book from Google Books _____
- 5** Allows you to limit results by libraries, authors and topics. _____

Object-oriented programming with Java |
 by [Holmes, Barry J.](#)
 Normal View MARC View ISBD View **1**

Authors: [Joyce, Daniel T.](#)
 Published by: [Jones and Bartlett](#) (Massachusetts)
 Physical details: xvii,826p.
 ISBN: 0763714356

Subject(s): [Java, Computer Programming Language](#) | [Object Oriented Programming](#)
 Year: 2000

Tags from this library:
 No tags from this library for this title.
 Log in to add tags.

Holdings **3** Title Notes **4** Comments **5** **6**

Item type	Location	Call Number	Status	Notes	Date Due
Books	Meru University Open Shelves	QA76.73.J3.H6 2000	Available		
Books	Meru University Open Shelves	QA76.73.J3.H6 2000	Available		
Books	Meru University Open Shelves	QA76.73.J3.H6 2000	Available		
LASERDISK CD	Meru University Audio Visual	QA76.73.J3.H6 2000	Available	A set of 2CD'S	
ShortLoan Book	Meru University Short Loan	QA76.73.J3.H6 2000	Available		

- 1** Book details (author, publisher, year etc).

- 2** Google Book preview if available.

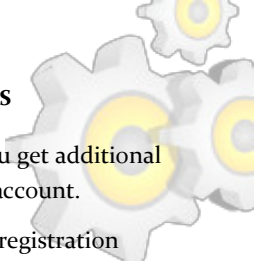
- 3** Item type (book, reference, CD, short loan etc)

- 4** Location (Campus, section)

- 5** Call number of the item

- 6** Item status (Available, checked out, in transit etc)

KOHA PATRON SERVICES



Log in to Your Account:

Login:

pin:

As a registered library user, you get additional services by logging in to your account.

The default user name is your registration number, and the default password is 123456 which should be changed immediately after logging in.

Library	Hello, Ruth Gibendi (Click here if you're not Ruth Gibendi)
Library Catalog	<input type="button" value="Checked Out"/> <input type="button" value="Holds"/>
Use Guides	<input type="button" value="You have nothing checked out"/>
University Homepage	
<input type="button" value="my summary"/>	1 See books that you have borrowed from the library
<input type="button" value="my fines"/>	2 See fines you owe the library
<input type="button" value="my personal details"/>	3 Update your contact details
<input type="button" value="my tags"/>	
<input type="button" value="change my password"/>	4 Change your password
<input type="button" value="my reading history"/>	5 View books you read in the past
<input type="button" value="my purchase suggestions"/>	6 Suggest items you want the library to purchase.
<input type="button" value="my messaging"/>	7 Choose which messages to receive from the library.
<input type="button" value="my lists"/>	

KOHA ADVANCED SEARCHES

Search for:

Keyword

Keyword

Keyword

[Search](#) [\[More options\]](#) [\[New Search\]](#)

Publication Date Range:
For example: 1999-2001. You could also use "-1987" for everything published before 1987 or "2008-" for everything published after 2008.

Limit to any of the following:

<input type="checkbox"/> Articles	<input type="checkbox"/> DVD Audio Visuals	<input type="checkbox"/> BOOK Books	<input type="checkbox"/> LASERDISK CD
<input type="checkbox"/> SOUND Headphones	<input type="checkbox"/> MAP Maps	<input type="checkbox"/> KIT Mixed Materials	<input type="checkbox"/> PERIODICAL Periodical
<input type="checkbox"/> REFERENCE Reference	<input type="checkbox"/> ShortLoan Book	<input type="checkbox"/> E-BOOK eBook	<input type="checkbox"/> E-JOURNAL eJournal

Language
Language:

Location and availability:

Sort by:

Only items currently available for loan or reference

KOHA advanced searches allows you to narrow results by item type (e.g. if you want short loan books only) by particular fields (e.g. books whose author is gitonga) or by year range (e.g. books published between 2000—2012.)

BORROWING MATRIX

Category	Max	Duration	Renew
Academic Staff	5	21	1
Administrative Staff	3	21	1
Part Time Staff	3	21	1
Post Graduate	4	14	1
Undergraduate	4	14	1
Certificate & Diploma	3	14	1

Note:

All users are entitled to borrow 1 short-loan item and 1 Audio visual in addition to the items above.

Users may not renew a book if its on hold for another user.

The library reserves the right to amend the matrix from time to time.



LIBRARY RULES AND REGULATIONS

Library guidelines and regulations help the library to create a conducive atmosphere for all in pursuit of learning, research and discovery. They are not designed to be punitive.

Guidelines

1. Students will be issued with a Student's ID. If lost please report to the library immediately.
2. Users shall not obtain or use a library card under false pretences.
3. Library books removed on the shelves should be left on the desk to be collected by library staff for re-shelving. Willful mis-shelving library books is punishable.
4. Reading space is limited and readers must not reserve seats by leaving personal items on them. Such items will be removed by library staff.
5. All bags, briefcases, overcoats etc should be left at the baggage store at the library entrance.
6. Respect the borrowing guidelines for various categories of books.
7. Be courteous to library staff. They are charged with the duty of giving service to you as well as enforce library regulations.

Regulations

Library items should not be taken out without proper authorization. Theft or attempted theft of library items, equipment, furniture or furnishings is proscribed.

Penalty: Twice the replacement cost of item. Administrative fee of Kshs. 500. Suspension from the library for a maximum period of one academic year. Further University regulations on this clause apply.

Defacing, mutilating or damaging library items, facilities, equipment, furniture or furnishing or willfully altering or destroying identification marks relating to ownership or location of library items, equipment, furniture or furnishings is prohibited..

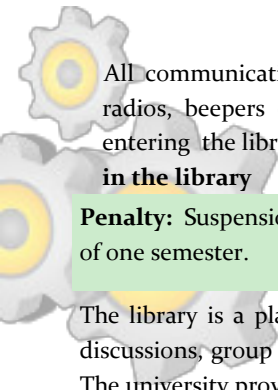
Penalty: Replacement cost of the item, administrative fee of Ksh. 500, suspension from the library for a maximum period of one semester.

Obtaining or using a library card under false pretenses is not allowed.

Penalty: Suspension from the library for a maximum period of one semester.

Smoking, eating and drinking and sleeping in the library buildings is not allowed.

Penalty: Suspension from the library for a maximum period of one semester.



All communication gadgets including cell phones, pagers, radios, beepers etc should be put on silent mode before entering the library. **No call should be made or received in the library**

Penalty: Suspension from the library for a maximum period of one semester.

The library is a place for silent, private study. Consultations, discussions, group study etc should not be held in the library. The university provides many other areas on campus for this.

Penalty: Suspension from the library for a maximum period of one month

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.

Penalty: Additional consultations with the concerned library will be undertaken.

A user serving a suspension from the library is required to strictly adhere to the suspension term.

Penalty: Violating a suspension in effect will result to further suspension for a period of one semester in addition to the current term.

DECLARATION

I have read, understood and commit to abide by the stipulated library guidelines and regulations.

Name: _____

Reg No. _____

Date: _____

✂ --- Please tear and return this copy to the library. ---

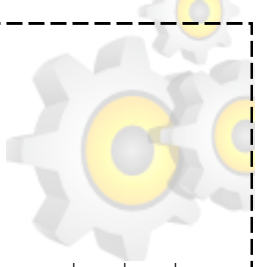
DECLARATION

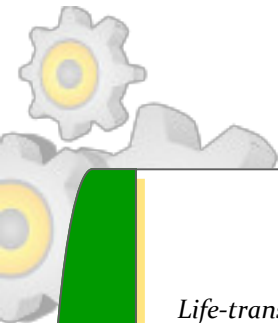
I have read, understood and commit to abide by the stipulated library guidelines and regulations.

Name: _____

Reg No. _____

Date: _____





*Life-transforming ideas have always come
to me through books.*

Bell Hooks, O Magazine, December 2003



CONTACT US

Contact us for assistance, compliments, complaints and ideas!

Meru University of Science and Technology Library



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60200



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+254 20 206 934 9
+254 61 230 921 7



library@must.ac.ke



MUST Library



MUST Library

HOURS OF SERVICE

Monday to Friday

7:45 am—9:00 pm.

Borrowing begins at 8:15am.

Town Campus: 7:30am - 7:30pm

Saturday:

9:00am - 3:00pm.

Sundays and Public Holidays : Closed





*Properly, we should read for
power. Man reading should
be man intensely alive. The
book should be a ball of light
in one's hand.*

Ezra Pound

Reuben Marambii Library Guide
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