DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

UNIVERSITY LIBRARY

Library Guide

RULES AND REGULATIONS OF DeKUT LIBRARY

The following categories of persons are eligible to use the library
a) Registered DeKUT students
b) DeKUT staff
c) Council members
d) Researchers on the recommendation of their organization, at a fee

NB: Persons who wish to use the library must be registered members. All persons registered as library users must abide by these library rules and regulations: which include:

• All library users must produce their identification as required during the service period.
• Order and silence must be maintained at all time in the library. Smoking, eating, drinking and sleeping in the library is prohibited.
• Briefcases, Bags, overcoats, hats, umbrellas are not allowed in the library and should be deposited at the luggage area at the users own risk
• Loan procedures must be adhered to before any library and information materials are taken out of the library. An attempt to take improperly loaned materials will be treated as theft as theft and appropriate disciplinary measures will be taken against the offenders.
• All persons leaving the library must show all their documents to the security staff at the exit
• Use of mobile phones or any devices likely to cause disturbance in the library is prohibited. Ink bottles, paint and other electronic gadgets which may accidentally damage library material and other facilities are not allowed in the library
• Any lost or mutilated information materials on loan will be replaced at the full cost of the material
(Current cost) plus 20 per cent administrative charges
• Fine of ksh. 10/= is charged for all overdue of short-loan materials and Long-Loan Materials.
• The right to borrow may be withdrawn until all books have been returned and any outstanding fines have been paid.
• All registered members of the library must clear with the university library at the expiry of their Membership
• There is a copyright protection law on most of the library materials. Deliberate infringement on this law e.g unauthorized copying, is a criminal offence.
• However, permissible limits of not more than a quarter of a book may be made for academic purposes. All library users must observe this limits observe this limits in the library premise or elsewhere.

NB: The library reserves the right to withdraw library use rights on the basis of violation of set guidelines

LOANING POLICY MAIN CAMPUS

Registered members can borrow materials as indicated
(a) Undergraduates   4 items   2weeks
(b) Postgraduates   5 items   1 month
(c) Staff   5 items   1 month

LOANING POLICY DeKUT NAIROBI PENSION TOWERS CAMPUS

Registered members can borrow materials as indicated at our Nairobi CBD Campus
a) Students- 2 books are loaned out for two weeks
b) Lecturers- 2 books for 2 weeks
c) Students are allowed to carry books outside the library but to use within the Nairobi Campus premises.

QUICK LINKS
• **Library website:** *https://dkut.ac.ke/index.php/library/library-website-1*
• **Library Catalog:** *https://library.dkut.ac.ke*
• **Ebooks:** *https://ebookcentral.proquest.com*
• **E-journals:** *https://dkut.ac.ke/index.php/library-page/e-journals*
• **Institutional Repository:***http://repository.dkut.ac.ke:8080/xmlui/*

CONTACT US

We are pleased to help you. You can reach us in many ways:

In Person: Talk to us directly

Facebook: Dedan Kimathi University library

Email: librarian@dkut.ac.ke

Written: Fill in our Compliments and Complaints Register from the circulation Desk.

Better Life Through Technology

Welcome

Welcome to the Dedan Kimathi University Library. Remember, we are always here to empower you through information. You will need the library in the course of your studies at the University. This guide provides the bare basics for your aquitance to use of the library. Feel free to contact us whenever you have any information need to be met.

LIBRARY SECTIONS AND SERVICES

• Circulation Counter

The Circulation Counter is the front desk that you see as you enter the library. Use the desk to borrow, return, and renew items. Seek assistance on e-books. Use the Counter to give feedback to us and request additional assistance.

• Reprographic

The reprographic section of the library provides you with photocopying, printing and binding services at a charge. Overdue fines are also paid here. Reprographic services are offered at the Circulation Counter.

• Automation and Digital section

Borrow multimedia resources (CDs/DVDs), from this section. Also access laptop internet configuration services at this area.

• Africana and Special Collection

Borrow and have access to Undergraduate and postgraduate thesis and Dissertation from this area. Have access to a wide range of books and articles published and authored by African writers. Also if you are interested in having access to publication of other international Universities from Africa and other Continent this is the place to be.

• Reference and Information Section

This section is in charge of offering general and/specific information to readers. It entails to perform the following; To educate users on how to access reference information from reference sources e.g. Dictionaries, Directories, and encyclopedias among others. Charging and discharging of examination past papers and also course syllabuses. Handle any other information query from users. Thus, the reference librarian judges what information is required, by who, in what form, how quick it is required, what details are necessary and from which source.

• Library Shelves

There are three types: Open shelves, Reference shelves, and Short Loan shelves. Books from Reference are for use internally. Short loan books are borrowed for 3 hours while books from Open Shelves are borrowed for use outside the library.
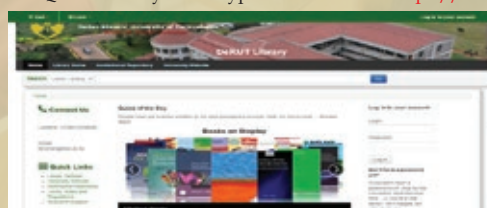
LIBRARY SYSTEM KOHA

Dedan Kimathi University library is fully automated, and uses a commercial library management system called Mandarin. Here we illustrate the basics of using the system:

i. Access the System

Library Catalogue

For Quick access you can type this URL codes:https://library.dkut.ac.ke

Type your search word at the address bar e.g. Mechanical Engineering. You will see results displayed. Write down the call number and locate item from the appropriate shelf.

ii. Retrieve the item

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 e.g. Q Pure Sciences T for Technology, R Medicine,. To code a book, a combination of letters and numbers are used. Eg TA 174 .D5 2009, QD256, RB 115 .B8 2000 etc


Each book in the library is given a number on the spine called a Call Number which is made up of the subject number, initials of the author and year of publication. Books on the shelf are then organized alphanumerically in ascending order by the call number on the spin

HOW TO ACCESS EBOOKS

In addition to the print books, the library provides access to over 200,000 ebooks. The most important database for ebooks is ebrary. Here we give the basics of how to access this resource.

i. From the library webpage select -Resources then Ebrary from the library right menu. If you are away from campus, click Elibrary Ebooks from the library website. N/B you will need a password and User which you can obtain from the librarians at the circulation Desk.
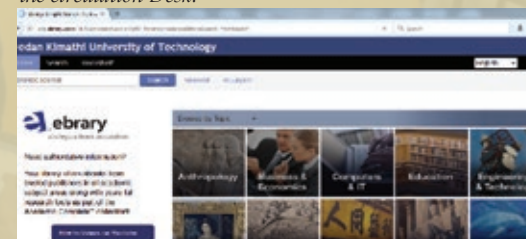
ii. Once you click the ebrary tab you will see the screen displayed as above:
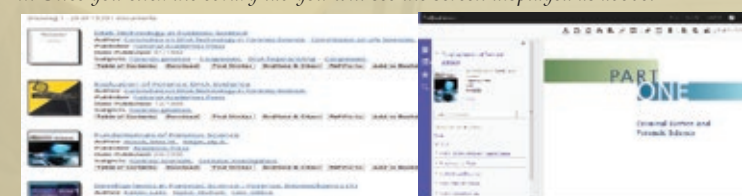
iii. Type your search term. E.g. Forensic Science. Click the book cover to read the ebook. Register for an account with ebrary to download book chapters.