



AFRICA NAZARENE
UNIVERSITY

GRACE ROLES LIBRARY USER MANUAL

A guide to the use of the Library facilities, Services, Information Sources and Resources

LIBRARY VISION

To transform lives through provision, dissemination and preservation of information resources and innovative services.

LIBRARY MISSION

To provide state-of-the-art information resources and services that meet the teaching, learning, research and community needs of Africa Nazarene University through such means as:

- Acquiring, organizing, managing, housing and preserving the information resources.
- Using appropriate technologies for retrieval and manipulation of information.
- Providing personalized reference and bibliographical services.
- Empowering library patrons with Information Literacy Skills that will enable them to find, access, evaluate, and use information independently as a basis for life-long learning.

LIBRARY CORE VALUES

The library core values are excellence, Innovation, Teamwork

LIBRARY GOAL

Our goal is to excel as the intellectual heart of the University where a vast heritage of human thought and experience will be preserved and will provide a space for interaction of scholarly minds in addition to contributing to the university in pursuit of its vision, mission and philosophy, thereby enabling the University deliver its mandate.

INTRODUCTION

This manual is a guide on how to access information services and resources at Africa Nazarene University main library in Ongata Rongai Campus. It provides information on library rules and regulations, working hours, access to library holdings, different sections of operation and staff involved and their contacts. However if you do not find what you need in this manual, please ask any library staff member for assistance.

Africa Nazarene University has a modern and well stocked Library. The library was built with funds donated by a missionary Ms. Grace Roles hence the name Grace Roles library.

Grace Roles Library occupies four floors. The collection is open access, which enables users to get the resources they require on their own from the shelves except in the following areas:

- i) Short loan materials section at the circulation desk on ground floor,
- ii) Multimedia section on the third floor
- iii) Special collections section located on the third floor.

The Library provides a quiet and serene place conducive for study, books and other information resources. The information resources are relevant, accurate and up to date. The library is equipped with adequate professional and experienced staffs that assist users to convert information to knowledge.

LIBRARY RULES AND REGULATIONS

PREAMBLE

Library users are advised to read and understand the Library Rules and Regulations stated herein. Ignorance of these will not be a defense. These are University Senate approved rules.

WORKING HOURS

Monday to Friday 8.00 a.m. to 10.00 p.m.

Saturdays 8.00 a.m. to 5.00 p.m.

The library closes on Sundays and on public holidays.

LIBRARY USE

All students, faculty and staff with Africa Nazarene University identification cards qualify to register with the library and may check out library materials. Nonmembers of the University who wish to use the library may apply through the University Librarian.

Borrowing of Library Information Materials

1. Library information materials will only be issued to persons who present their own identification cards.
2. Students enrolled in undergraduate, diploma and certificate programs are allowed to borrow seven books for two weeks. Students enrolled in bridging courses are allowed to borrow two books for a period of two weeks; postgraduate students are allowed to borrow ten books for a period of one month; faculty are allowed to borrow ten books for a period of three months.
3. Africa Nazarene University staff are allowed to borrow four books for a period of one month.
4. Any borrower who fails to return or renew a book on the due date shall be charged a fine of five shillings per day for long loan materials and five shillings per hour for short loan materials. In addition, if a period of one month elapses, one will be liable to pay all the accumulated fines plus pay two times the cost of the book. Sundays and public holidays are included in calculating the fines.

5. Library users who lose or damage library information materials will be required to replace them by buying a current edition of the lost items. In case the book/ material is out of print, one should pay an alternative title of the same value or as advised by the University Librarian. In addition, 20 % of the cost of the book/ material will be charged for administrative charges.
6. Library users should be careful not to take out of the library information materials that have not been legally issued out. This will be treated as theft which is an offence and will be required to pay three times the cost of the book or property.
7. All books are the property of the University; replacement costs paid for books will not be refunded when the lost books are found and returned.
8. Any borrower with overdue information materials will not be allowed to borrow additional information materials until the information materials are returned and all pending fines are paid.
9. The user in whose name a library material is issued is solely responsible for returning it and paying all related charges if the book is returned after the due date, mutilated or lost.
10. Renewal of items/books will not be permitted if there is a reserve on the material.
11. Reference materials and short loan materials may be checked out at closing time for overnight use. They must be returned by 8.00 a.m. the next day when the library opens.
12. The library staff may recall any borrowed library information materials. The item recalled shall be returned to the library by the date specified in the recall notice and the user must comply with the notice.
13. Every borrowed library information material shall be returned to the library by the due date.

USER'S CONDUCT IN THE LIBRARY

1. Silence should be observed as a courtesy to other library users. Discussion groups or any noisy groupings should not be held at all in the library.
2. Placing of feet on the furniture, eating or sleeping in the library is forbidden.
3. All users leaving the library carrying books, briefcases or other parcels must show them to the security staff.
4. Drinks, food, wet umbrellas and any other material that might damage library books or property should not be brought to the library.
5. Stealing and attempting to steal a library book or property is an offence. Culprits will pay three times the cost of the book or property.
6. Use of mobile phones in the library is prohibited
7. The University Librarian will suspend any user whose conduct in the library is rude or disorderly. Such persons will be reported to the University authorities for further disciplinary action which may lead to exclusion from use of the library and possible exclusion from the University.

CLEARANCE FROM THE LIBRARY

All library users are required to clear with the library before leaving the University. Library users who have lost books and have overdue fines must first pay before they are cleared by the Library.

ACCESS TO LIBRARY HOLDINGS

The library collection is in two major formats: Print and Electronic based. Access to the print resources is done through the library catalogue. The OPAC (Online Public Library Catalogue) is the interface through which users identify the print

information resources. The print resources are arranged according to the Library of Congress Classification Scheme. This scheme uses a mixed notation i.e. a combination of both letters and numerals e.g. HB 35 (A book with classification H is primarily under social sciences, and adding B and 35 to H indicates that it is specifically under the subcategory of Economic theory). Using the Library of Congress Classification scheme, knowledge/ subject areas are arranged from A-Z as follows:

A	General Works
B	Philosophy. Psychology. Religion
C	Auxiliary Sciences of History
D	History: General and Old World
E - F	History: America (Western Hemisphere)
G	Geography. Maps. Anthropology. Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music and Books on Music
N	Fine Arts
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography. Library Science

The floor guides on each floor of the library enables users to locate books in the library. The guides show users what information resources are on each floor. In addition, there are shelf guides that show users which information resources are on each shelf. Users are advised to first consult the library OPAC in order to get the Call Number of the book they require before they proceed to the shelves. The call number is printed on the spine of the book. Library users are advised not to shelve books after using them but to leave them on the tables.

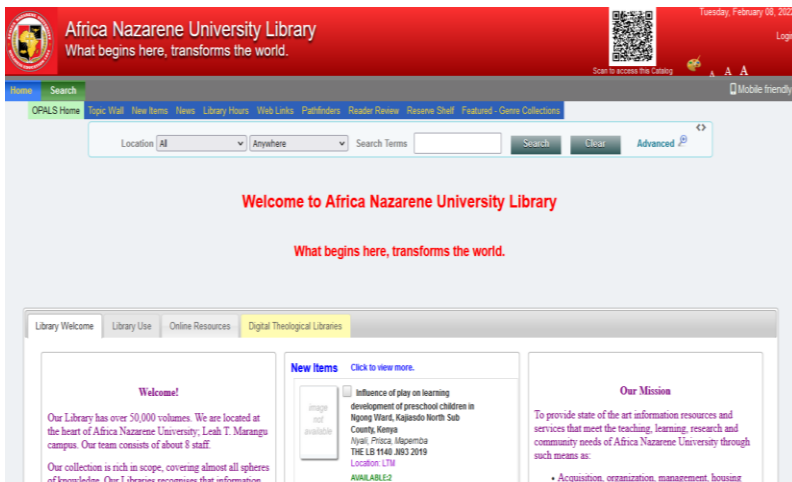


Photo showing Library OPAC

The library provides databases of electronic resources that supplement the print resources. The electronic resources can be accessed inside the library and in locations outside the library where internet is available.

ACCESS TO E-RESOURCES

There are several ways by which you can access the ANU library E-resources:

- a) Use elibproxy@anu.ac.ke into the address bar, on your browser then fill in your user name and password. The interface with the list of E-resources appears.
- b) Use the E-Naz platform and on the left hand side, select E-resources.
- c) Use the student or faculty portals and on the left hand side, select E-resources.
- d) Go to the ANU website through www.anu.ac.ke

Under the Library icon or through the E-resources link, browse on your left, click on E-resources and select among the categories given for whatever resources you are interested in. These are:

Library
Mission & Vision
Library Objectives

Sections

Staff directory

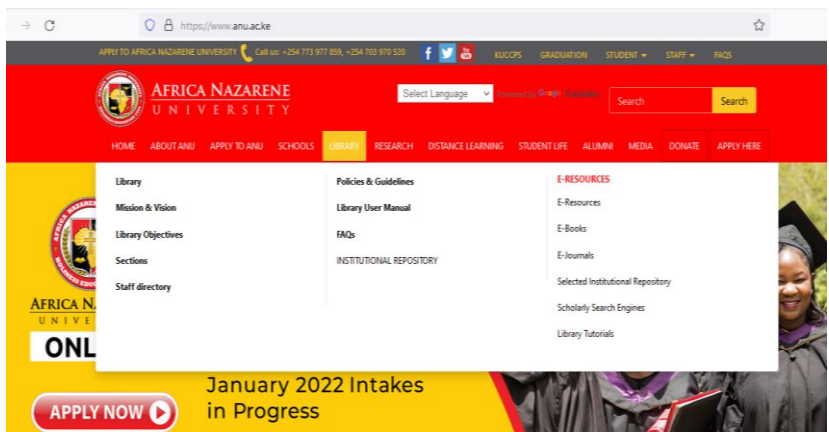
Policies & Guidelines
Library User Manual
FAQs

INSTITUTIONAL
REPOSITORY

E-Resources
E-Books
E-Journals

Selected Institutional
Repository

Scholarly Search Engines
Library Tutorials



This is the library drop down menu.

ELECTRONIC RESOURCES PLATFORM

A platform for accessing thousands of online full-text databases. These are in the form of subscribed electronic journals, electronic books, free online resources and selected institutional repositories. The resources are arranged alphabetically from a-z

Please contact the library reference desk or the Librarian if you have any problem accessing these resources.

1. Academic Journals

Subject strengths: medical sciences, social sciences, biological sciences, agricultural sciences, physical sciences, engineering, arts and education, legal studies, peace and development studies.

2. ACCESS to Global Online Research in Agriculture (AGORA).

Subject strengths: Agriculture, Biology, Biotechnology/Applied microbiology, Chemistry/Biochemistry/Biophysics, Economics, Entomology/pest control, Environment/Ecology/Natural Resources, Fisheries/Aquatic science and Food science.

3. African Journals Online (AJOL)

Subject strengths: Agriculture, Biology, Economics, Environment, Natural Resources, Food science.

4. ALUKA

Subject strengths: Access to full-text journal articles available as searchable, scanned page images from over 800 important scholarly journals in 48 disciplines. Subject strengths are: Law, sociology, religion, journalism & communication, international relations, geography, history, architecture, cultural studies, feminist & women studies, music.

5. American Institute of Physics Journals

Subject strengths: Applied and multidisciplinary Physics

6. American Physical Society.

Subject strengths: Access to the Physical Review Online Archive (PROLA) and 11 journals produced by the American Physical Society. Subject strength: Physics

7. Annual Reviews.

Subject strengths: Publications operate as a high quality filter, prioritizing and synthesizing the primary research literature in 37 different disciplines. Subject strengths: for the Biomedical, Life, Physical and Social Sciences.

8. ACCESS to Research for Development and Innovation (ARDI).

Subject strengths: Has over 20,000 journals, books, and reference works. Subject strengths: Science and Technology.

9. Bangladesh Journals Online.

Subject strengths: Agriculture, Biological Sciences; Engineering; Linguistics, Classics and related subjects; Mathematics and Computer Sciences; Medicine and Dentistry

10. Beech Tree Publishing.

Subject strengths: Public policy for science and technology and Research evaluation

11. BioMed Central.

Subject strengths: Biology, clinical medicine and health, AIDS Research and Therapy, BMC Infectious Diseases, BMC International Health and Human Rights, BMC Public Health, Chinese Medicine

12. BIOONE

Subject strengths: Bioscience research journals, featuring timely content on a wide-array of today's most pressing topics, including global warming, stem cell research, ecological and biodiversity conservation.

13. Bookboon

Subject strengths: (E-Books) Free online textbooks. They are downloadable. Cover topics such as economics, statistics, IT, engineering and natural science.

14. THE British Institute of Radiology Journals.

Subject strengths: Diagnostic radiology, radiotherapy, oncology, nuclear Medicine, ultrasound, radiation physics, radiation protection, Radiobiology; BJR/case reports: diagnostic radiology, radiotherapy, radiation Sciences; DMFR: oral radiology, head and neck imaging.

15. Cambridge Journals.

Subject strengths: linguistics, politics, medicine, science, technology, social science and humanities.

16. Chicago Journals Online

Subject strengths: Contains journals and serials in a wide range of disciplines, including several journals that were the first scholarly publications in their respective fields.

17. The Cochrane Library.

Subject strengths: Contains high-quality reliable evidence based resources.

18. CSIR Researchspace.

Subject strengths: This database provides access to some of the research outputs generated by CSIR scientists. The CSIR in South Africa is one of the leading scientific

and technology research, development and implementation organizations in Africa.

19. Directory of Open Access Books (DOAB)

Subject strengths: This directory has more than 2116 e- books, all of which are in Open Access and meet academic standards. Subject strengths: multidisciplinary.

20. DIRECTORY of Open Access Journals (DOAJ).

Subject strengths: General works, social sciences, sciences, law, engineering, philosophy and religion, languages and literatures, arts and architecture, agriculture and food sciences

21. E-BOOK Central

Subject strengths: Anthropology, business and economics, computers & IT, education, fine arts, history, language and literature, law, life sciences, medicine, physical sciences, psychology, religion, social sciences, technology.

22. EBSCO Host Research Databases

Subject strengths: Theology, education, business, philosophy and ethics, library and information science.

23. EDWARD Elgar Publishing Journals Collection

Subject strengths: Law, economics, management and leadership studies.

24. EDWARD Elgar Publishing Development Studies e-book Collection

Subject strengths: Multidisciplinary collection of books in development studies including finance, economics, innovation studies, infrastructure development, health, corporate governance, public and social policy, migration, research methods, intellectual property, legal reform, and more.

25. EMERALD Insight.

Subject strengths: Features 50 full text journals and reviews from the world management journals. Subject strengths: Management, Library and information sciences, Marketing, Engineering, computer science

26. eSCHOLARSHIP (UNIVERSITY of California).

Subject strengths: eScholarship provides Open-Access scholarly publishing services to the University of California and delivers a dynamic research platform to scholars worldwide. Powered by the California Digital Library.

27. FREEBOOKS4DOCTORS!

Subject strengths: Provides access to over 395 free medical books on different fields of medicine.

28. GALE Expanded Academic and Health & Wellness Resource Center.

Subject strengths: Expanded Academic: Offers balanced coverage of every academic subject -- from advertising and microbiology to history and women's studies.

29. GEOLOGICAL Society.

Subject strengths: The Lyell Collection is an electronic collection of new and archival journal, Special Publication and book content, published by the Geological Society of London. Subject strength: It contains key peer-reviewed Earth science literature of the highest quality.

30. Google Scholar

Subject strengths: Provides a simple way to broadly search for scholarly literature, across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research.

31.HINARI

Subject strengths: Words from across the English speaking world, etymology

32. INSTITUTE of Electrical and Electronic Engineers (IEEE).

Subject strengths: electrical engineering, telecommunications, computer science & architecture, Imaging science & photographic technology, robotics, biomedical engineering, computer science information systems, software engineering, remote sensing & artificial intelligence.

33. International Monetary Fund (IMF eLibrary).

Subject strengths: economic information, analysis and harmonized statistics. Has a special focus on developing and emerging economies.

34. INSTITUTE for Operations Research and Management Sciences (INFORMS)

Subject strengths: Publishes 14 SCHOLARly journals, including the flagship journals Management Science and Operations Research.

35.InTech

Subject strengths: Pioneer and world's largest multidisciplinary open access publisher of books covering the fields of Science, Technology and Medicine.

36.Institute of Physics Publishing

Subject strengths: Provides access to over 60 of the world's most prestigious journals in physics and related disciplines.

37.JSTOR

Subject strengths: Economics, History, Political Science, Language & Literature, Art & Art History, Music, Mathematics & Statistics, Education, Health Science, Biology, Architecture

38. KENYA Law Reports.

Subject strengths: Free online reference resources of the republic of Kenya. Subject strengths: Articles, Bills, Case Search, Cause List, Complete Laws of Kenya (Statutes & Subsidiary Legislation), Kenya Gazette, Legal Notices, Newsletters, Parliament and Practice Notes.

39. LexisNexis. Lexis Library

Subject strengths: has thousands of trusted legal, tax and regulatory sources, e.g. Butterworths, Halsbury's Laws, Tolley's, Harvey on Industrial Relations and Employment Law and Civil Court Practice. Also has primary source materials like all England Law Reports, Encyclopaedia of Forms and Precedents, Atkins Court Forms etc. Access through Hinari

40. MARY Ann Liebert, Inc. Publishers.

Subject strengths: biotechnology, biomedical research/life sciences, clinical medicine, engineering/informatics, environmental studies, psychology, surgery and Law.

41. NATURE Publishing Group

Subject strengths: Publishes 79 journals and online databases across the life, physical and applied sciences and, most recently, clinical medicine.

42. ONLINE Access to Research In the Environment (OARE).

Subject strengths: Has up to 5710 peer reviewed journals and 1119 online books, and other information resources are available to environmental institutions. Subject strength: Environmental research.

43. ORGANIZATION for Economic Co-operation and Development.

Subject strengths: statistics, analysis, Economics, Public Policy, Social Sciences and Environmental issues.

44. OXFORD English Dictionary (OED).

Subject strengths: Online Dictionary. Search for words from across the English speaking world.

45. ONLINE Books

Subject strengths: is a website that facilitates access to books that are freely readable over the Internet.

46. OPENDOAR.

Subject strengths: List of world repositories archiving scholarly materials and peer reviewed journals of interdisciplinary nature

47. OPEN Book Publishers

Subject strengths: offers online digital editions free of charge. The books are multidisciplinary.

48. OPTICAL Society of America (OSA).

Subject strengths: Contains 15 Optics and photonics journals by OSA. Subject strengths: engineering, education, optics.

49. OXFORD Journals

Subject strengths: science, technology, medicine, public health & epidemiology, computing and physics, humanities and social sciences.

50. Palgrave Macmillan Journals- NPG.

Subject strengths: Business, & management, economics, education, information systems & technology, political science & international studies, social and cultural studies, urban design.

51. Project Gutenberg.

Subject strengths: Project Gutenberg offers over 45,000 free ebooks to download to your PC, Kindle, iPad, iPhone, Android or other portable device.

52. PROJECT MUSE Books.

Subject strengths: Thousands of peer-reviewed digital books from major university presses and scholarly publishers

53. Project MUSE JOURNALS.

Subject strengths: (Provides online access to over 430 full-text journals from 70 publishers.) international relations, language and linguistics, library science and publishing, cultural studies, economics, education, music, philosophy, religion, sociology.

54. ROYAL Society for Chemistry - RSC Journals Online.

Subject strengths: Chemistry

55. Sage Online Journals.

Subject strengths: Business, humanities, social sciences

56. Society for Industrial and Applied Mathematics Journals (SIAM).

Subject strengths: Applied mathematics and computational science.

57. Springer eJournals.

Subject strengths: Biomedicine and the life sciences, clinical medicine, physics, engineering, mathematics, computer sciences, human sciences, social sciences and economics.

58. SUNSCHOLAR

Subject strengths: Open access electronic archive for the collection, preservation and distribution of digital materials created by members of Stellenbosch University, which are of great academic research importance.

59. Symposium Journals

Subject strengths: (Pioneer in the publication of online-only academic journals, i.e. journals that have no printed editions but otherwise have the same aims, traditions, standards, and presentation as conventional journals.) Education, learning

60. Taylor & Francis Journals

Subject strengths: contains more than 1,300 titles in humanities, social sciences and applied sciences.

61. Taylor and Francis Electronic books

Subject strengths: various disciplines including, Information Science, Interdisciplinary Studies, Language & Literature, Law, Mathematics & Statistics, Medicine, Dentistry, Nursing & Allied Health, Museum, Heritage Studies & Visual Arts, Physical Sciences, Reference & Information Science, Social Sciences, Social Work, Sports, Leisure, Travel & Tourism and Urban Studies

62. UNITED Nations Library.

Subject strengths: This is the library bibliographic catalogue with data from 1979.

63. UN member states on record

Subject strengths:

64. UN official document system.

Subject strengths: For full -text official documents.

65. United Nations Research and Knowledge Management Platforms.

Subject strengths: UNHQ Library Knowledge Management Portal. Search for an answer to a UN- related question e.g “How many countries are members of UN?”

66. UNHQ Library Research Guide.

Subject strengths: Use this to conduct a quick research on specific topics e.g. Environment, Gender etc.

67. UN Geneva Library Research Guides

Subject strengths:

68. Wiley Online Library STM.

Subject strengths: Contains full text of over 500 leading scientific, technical, medical, and professional journals. Subject strengths: Chemistry, earth & environmental science, education, engineering, humanities & social sciences, information science and computing, law, health sciences, pure sciences, psychology.

69. World Bank eLibrary

Subject strengths: Package of electronic databases that includes: World Bank e-Library, World Development Indicators (WDI) Online and Global Development Finance (GDF) Online.

70. World Health Organization (WHO).

Subject strengths: Free online reference materials on health related topics. Coverage may be on occupation-related disease or safety issue, the burden of the disease, analysis of interventions (cost-effectiveness, etc.), WHO policies, and actual activities carried out by WHO and its partners.

71. WorldWideScience.org

Subject strengths: Global science gateway, providing one-stop searching of over 90 national and international scientific databases and portals from more than 70 countries. Search and translate over 400 million pages of science and technology information.

LIBRARY ORGANIZATION

The Deputy University Librarian, Ms. Beatrice Muthanga, manages the Library. Under her supervision the Library Management Committee.



Ms. Beatrice Muthanga

Deputy University Librarian manages the Library at Leah T. Marangu Campus.

LIBRARY STAFF

The library is endowed with professional staff who work in various sections of the library offering diverse services. The following extensions can be used to access the various officers in charge of different sections.

University Librarian	240
Secretary	218
Circulation desk	247
Reference desk	373
Technical Services	248
Special Collection	374
Multimedia section	249
Acquisition's Section	245
Library boardroom	360

LIBRARY SERVICE POINTS

UNIVERSITY LIBRARIAN'S OFFICE

The office of the University Librarian is charged with the responsibility of managing, administering and supervising library operations and services. It serves as a link between other departments of the University and the library. It operates on an open door policy whereby users can walk in anytime to consult.

ACQUISITIONS SECTION

The acquisitions section is responsible for the acquisition of library materials through purchase, exchange and gift methods. The department acquires library materials in collaboration with Distance Learning Center Coordinators, Library staff and faculty. The major objective of the acquisition section is to procure information resources for the programs offered at the university. Major functions of the section include:

- Obtaining materials by purchase, gift and exchange
- Paying for or acknowledging receipt
- Maintaining appropriate records
- Selection of library materials
- Formulation of selection policy
- Overall collection development, evaluation and weeding
- Recording of serials, gift, exchange and allied operations

TECHNICAL SECTION

Technical section organizes the entire library collection in a systematic order to enable easy and quick retrieval of information. The library uses the Library of Congress classification scheme in classifying and cataloging information resources. The processed bibliographic data is then stored in an automated system (Sirs Mandarin), to enable library users access them via the Online Public Access Catalog (OPAC.)

SECURITY DESK

The security desk is located at the point of entry to the library. Security personnel ensure that the library is safe and conducive for learning. They are also charged with the responsibility of counterchecking whether information materials have been borrowed legally.

CIRCULATION SECTION

The circulation desk is charged with the responsibility of charging and discharging library materials. The Library has over eighty percent of its entire collection on open access to ensure their maximum utilization by users. Open access enables users to browse and pick any material they desire at will.

Within the circulation section is the short loan collection which has information resources that are on high demand. The resources are loaned to users for a short period, ranging from two hours to a maximum of one day.

REFERENCE SERVICES

These are services offered at the reference desk of the library. Library users are :

- Assisted in the use of reference resources, library materials and in development of research strategies
- Provided with current, accurate information in a timely manner
- Provided with advisory services such as how to use different strategies to fulfil their information needs.

The overall aim is to provide users with the right information in the shortest time possible.

MULTIMEDIA SECTION:

This section provides print and electronic resources. The different media include CD Roms, periodicals, newspapers, electronic books, electronic and print journals and magazines. It provides user education, indexing and abstracting services, recreational services, Selective Dissemination of Information (SDI) as well as Current Awareness Services (CAS). Users access the e-resources from computers available in the section. Users are also trained on information literacy skills on a one to one basis or in groups.

SPECIAL COLLECTIONS SECTION:

This is a closed access section, where users are assisted by the librarian in charge to access and read information materials within the section. The information materials available in this section are:

i) AFRICANA COLLECTION

These are publications authored by Africans or about Africa. It has been designed to further readership in African literature and promote knowledge of the African continent. It also includes government publications, thesis and Maasai collection.

ii) HOLINESS/ NAZARENE COLLECTION

These are publications authored by Nazarenes or about Nazarenes. The emphasis in this collection is holiness.

iii) HIV/AIDS COLLECTION

These publications focus on HIV/ AIDS and related publications such as substance

iv) UNITED NATIONS COLLECTION

These are publications that emanate from the United Nations system. These section provide very rich information resources for research in multiple subject areas.

v) POST GRADUATE RESEARCH

These information materials facilitate research in theology particularly for students pursuing PhD in Theology and Doctor of Ministry studies.

GENERAL INFORMATION ABOUT THE LIBRARY

LIBRARY DISPLAY

The library displays newly acquired information resources for a period of one week. During this period, books can be reserved but they cannot be borrowed.

LOST CARDS

Staff and students who lose their university identification cards should arrange for their replacement with the registrar's office.

DAMAGED INFORMATION MATERIALS

Damaged information resources will not be available for borrowing until they are repaired. The irreparable ones shall be replaced if they are available in the market. Library users will be charged if they damage any library materials.

SHORT LOAN MATERIALS

These are books and other information resources that are on high demand. They are to be selected and recommended by the lecturers to be placed in the circulation desk. They are checked out for two hours or twenty-four hours depending on the level of demand. The list of such books shall be displayed in the library to notify users of their availability. The lecturers shall also inform their students of the availability of such books at the issue desk. These materials will be withdrawn every end of trimester by the circulation librarian.

LONG LOAN MATERIALS

These are the library information resources that are issued for a duration of two weeks, one month and three months to undergraduate, postgraduate students & staff and the faculty respectively. Library users shall borrow, use and return them on the due date failure to which they will be charged a fine.

GRACE ROLES RAMP

This ramp is conveniently located to provide access to the library and services in other offices in Grace Roles building by students with physical challenges.



EMERGENCY EXITS

These are located at the rear end of Grace Roles Library on all floors. Next to every door there is a key to access the exits in case of emergencies. Look out for the following signs at the doors to identify these exits.



LIBRARY CLUBS

The library has instituted the Knowledge Ambassador's club whose membership is free. It's major focus is to train students on deep information literacy skills in order for them to in- turn train their peers and market information resources and services. Students are encouraged to join this club. The library also intends to start the Book reading club soon.

INFORMATION LITERACY

Library Users are continually trained on information literacy skills by library staff. This equips them with lifelong skills on how to search for knowledge independently.

COMMENTS AND SUGGESTIONS

We encourage library users to give us their comments or suggestions about the services we provide. The library operates on the motto that reads, 'Library users are my business' and therefore your opinion or contribution matters to us. Help us to improve the services we provide to you, by posting your suggestions in the suggestion box outside the library entrance or emailing them to us on library@anu.ac.ke.

QUERIES

The library department has an online chat service. You can access it from the Library and Electronic Resources web pages of the university's website. This service is live. It enables you to interact and chat with our staff in real-time with regard to your library information needs irrespective of where you are located. We encourage you to start using it.

You can also contact the reference librarian for your queries on the email addresses in the next page.

HOW TO CONTACT US

You can contact the University
Librarian via the following Email
addresses:

library@anu.ac.ke or

reference@anu.ac.ke