

# **LIBRARY PROFILE**

## **KENYA MEDICAL TRAINING COLLEGE LIBRARY (NAIROBI)**

The present Kenya Medical Training College library is as old as the college itself. In the 1950's following the introduction of book boxes by the Kenya Literature Bureau, the Library was moved to a small room to accommodate the books. In 1976, the School of Nursing library and the MTC library merged and moved to a new building to form KMTC Library.

The College has grown over the years both in number of students and the library stock; hence the college has constructed a new ultra modern Resource Centre which opened its doors to the users at the beginning of 2006. It provides a full range of high quality services based on both print and electronic media to students, lecturers, non teaching staff of KMTC and external readers from other constituent colleges.

The library is in a strategic position within the compound of KMTC- Nairobi and provides excellent studying environment for users.

The KMTC library has seating capacity of 700 readers.

### **MISSION**

To foster excellence in teaching, learning, research and to promote service to the users through developing and providing continuous access to information resources and services, to produce high quality health professionals capable of responding to present and future needs of the community.

### **THE LIBRARY CORE VALUES**

- Allegiance to the Institution
- Integrity/accountability/honesty
- Customer responsiveness/user-centeredness
- Professionalism
- Openness to diversity

- Teamwork

### **OBJECTIVES OF K.M.T.C LIBRARY**

- To make positive contribution to the learning of the college through provision of information resources by purchase, donation, exchange programme and inter library loan.
- To organize and maintain the materials for quick retrieval and maximum access by readers.
- Control the distribution of these materials and equipment for which K.M.T.C Resource Centre is responsible through loaning system.

### **OPENING HOURS.**

- Monday to Friday between 9.00am to 9.00pm.
- Saturdays from 9.00am to 1.00pm.
- Library remains closed on Sundays and Public holidays.

### **LIBRARY COLLECTIONS**

All information materials are arranged in a definite order. Books and other library materials are found in different collections. Information materials are organized and shelved according to the Library of Congress Classification Scheme which uses the letters of the alphabet. The Library maintains both open and closed access. However all information materials and their locations are reflected in the card catalogue/cardex on the 1<sup>st</sup> floor of the building.

K.M.T.C Library stocks about 23,000 volumes of books, covering the following subjects:

Philosophy, psychology, religion, social and political sciences, law, education, language and literature, science, medicine, agriculture, technology and bibliography and library science.

### **OPEN ACCESS**

#### *Open Shelf*

This is the main Library stock located on the 1<sup>st</sup> floor. These materials may be borrowed for the normal stipulated period.

#### *Reference/reserve collection.*

Encyclopedias, dictionaries, bibliographies, handbooks, yearbooks and other reserved materials

are shelved on the first floor.

#### *Periodicals /Serials collection*

Journals are arranged alphabetically by title. Current journals/serials are displayed on the first floor and back issues are arranged at the second floor.

The Library subscribes to a number of journals and also receives from other sources through gifts and donations.

### **CLOSED ACCESS**

These include rare books, materials on high demand, student's projects press/newspaper cuttings services on issues of significant and important interest to the KMTC fraternity.

These collections also include a number of in-house KMTC Circulars and Manuals.

### **LIBRARY SERVICES**

#### **Circulation desk services**

This is the front desk in the library located on 1<sup>st</sup> floor and second floor respectively, where all library transactions take place i.e. registration of members, charging and discharging of library materials, book renewal, reservation of documents, filing of book cards, Interlibrary Lending, and maintenance of statistics among other services.

#### **Loan Period.**

- Lecturers can borrow four (4) books at a time for a month.
- Students may borrow two (2) books at a time for 2 weeks.
- Non-academic staff of KMTC can borrow two (2) books at a time for 2 weeks.
- Users from other branches of KMTC may borrow through their Librarian for 2 weeks.
- Items may be renewed once if not requested for by another users.

#### **Book reservation/Recall service**

Items not available on the shelves can be reserved for users on request by filling a reservation form available at the circulation desk. Users will be notified when the items are available for

collection. The reserved item will be held for 4 days only. Items required by another user may be recalled and must be returned within 4 days.

### **Inter-Library loans**

The library has Inter-Library Loan arrangements with several libraries in Nairobi . They include, Medical School Library, KEMRI Library, and WHO Library among others.

### **Photocopying Services.**

Photocopying facilities are available in the Library at a fee. Users are requested to observe the copyright law.

## **RULES AND REGULATIONS**

### **Admission/Membership**

The library is specifically set up to serve all KMTC students, lectures and members of staff. All persons registered to use the Library are required to abide by the rules and regulations of the Library.

### **General Rules.**

- All books taken into the Library **MUST** be checked at the exit. The Library staff has the right to check on any item a reader maybe having on his/her way out.
- Overcoats, bags, lab coats and other personal belongings may not be taken inside the Library.
- Order and Silence must be observed in the Library at all times. Mobile phones should be switched off or put on silence mode.
- Smoking, eating , drinking and littering the Library are forbidden.
- Reshelving of materials used within the Library is prohibited. Materials should be left on the table.
- Readers must dress well and behave well in a manner that will cause neither offence nor damage i.e. removal of shirts, placing of feet on furniture etc.

## **Borrowing**

- i) Books will only be issued on production of the College I/D plus borrowers tickets.
- ii) Items must be returned on or before the date due.
- iii) The user is responsible for checking this date and for returning and renewing Materials on time.
- iv) The borrower is responsible for:
  - Any item borrowed in his/her name until returned to the library and cleared by the library staff.
  - Any lose or mutilation of any item which occurs while held by him or her.
- v) Borrowers ticket are not transferable, the owner will be responsible for any misuse of his/her borrowers' ticket.
- vi) The librarian may change the loan category of any item and may approve additional or lessen borrowed privileges for any user.
- vii) Borrowed books should not be brought back to the library until the time of returning.

## **Loan Period**

Lecturers can borrow four (4) books at a time for a month.

Students may borrow two (2) books at a time for 2 weeks.

Non-academic staff of KMTC can borrow two (2) books at a time for 2 weeks.

Users from other branches of KMTC may borrow through their Librarian for 2 weeks..

Items may be renewed once if not requested by another reader.

## **Fines and penalties**

- a) Borrowers should expect to replace materials lost while on loan to them. The borrower will be required to pay the current cost for replacement of lost, damaged or defaced item together with a non refundable administrative charge of ksh.100 to cover the cost of ordering, and processing. The over due charges will continue to accumulate whether one reports the loss of the item or not.
- b) Damage to the library materials, if in-sufficient to cover a full replacement, a fine 50/- for each offence and the cost of repair will be charged e.g. underlining or putting marks on the books.
- c) Over due fines (Applies to all library borrowers)

- A fine of ksh.5 per day per item overdue will be charged for the first two weeks, and Ksh. 10 for the next two weeks until the book is returned or replaced.
- One week loan books will be charged Ksh.10 per day for the first one week and Ksh.15 thereafter until the book is returned or replaced.
- Three (3) day loan will be charged Ksh. 10 per day.
- Maximum over due fine is Kshs. 200 per item, after which borrowing privileges **SHALL** be withdrawn (over due are calculated including the date stamped, weekends and Public holidays).
  - Lost borrowers ticket will be replaced by payment of Kshs. 50 per one ticket.

**NOTE**

The librarian has the powers to suspend or to exclude from use of the library, any reader regardless of the category – Lecturer, student, 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. This will be done for the good of all clientele of our library.

**Copyright**

Most library materials are protected by the copyright law, which makes deliberate infringements, such as unauthorized copying a criminal offence. Permissible limits of less than 10% of a book shall be for academic purposes. All users of library materials and equipment shall observe these limits.

**LIBRARY STAFF DIRECTORY**

**KMTC Librarian office**

<b>Name</b>	<b>Designation</b>	<b>Tel. Extension</b>
Grace Amayo	Senior Librarian	47251
Raymond Wafula	Senior Librarian	47263

**Technical Services.**

<b>Name</b>	<b>Designation</b>	<b>Tel. Extension</b>
Peter Mutuohoro	Librarian 1	47248

Grace Wanyoike	Librarian II	47248
Joel Towett	Book Binder	47247
Yophes Maena	Computer Aid Assistant	47249

### **User Services.**

<b>Name</b>	<b>Designation</b>	<b>Tel. Extension</b>
Mildred Otiang'o	Librarian 1	47256
Johnstone Kiptoo	Library Clerk	47249
Henry Musau	Library Clerk	47249
Maureen Okello	Library Clerk	47249

### **Audio Visual Aid Services**

<b>Name</b>	<b>Designation</b>	<b>Tel. Extension</b>
Nelson Mugo	Librarian 1	47258

### **Secretarial Services**

<b>Name</b>	<b>Designation</b>	<b>Tel. Extension</b>
Joyce Belinda	Copy typist	47247

## **FREQUENTLY ASKED QUESTIONS**

1. How do I become a member of KMTTC library?
2. What do I need to have if I need to borrow library materials?
3. How many books can I borrow?
4. When is the library open?
5. How many times can I renew an item?
6. How much does one pay overdue materials?
7. What is the sitting capacity of the Library?

### **Q. How do I become a member of KMTTC library?**

**A.** One must be a KMTTC student, lecturer and member of staff who has registered with the library.

**Q. What do I need to have if I need to borrow library materials?**

A. Books will only be issued on production of the college I/D plus borrowers ticket.

**Q. How many books can I borrow?**

A. Lecturers can borrow four (4) books at a time.

Students may borrow two (2) books at a time.

Non-academic staff of KMTC can borrow two (2) books at a time.

Users from other branches of KMTC may borrow through their Librarian.

**Q. When is the library open?**

A. Monday to Friday between 9.00am to 9.00pm.

Saturdays from 9.00am to 1.00pm.

**Q. How many times can I renew an item?**

A. Items may be renewed once if not requested by another reader.

**Q. How much does one pay overdue materials?**

A. - A fine of ksh.5 per day per item overdue will be charged for the first two weeks, and

Ksh. 10 for the next two weeks until the book is returned or replaced.

- One week loan books will be charged ksh.10 per day for the first one week and 15 shilling thereafter until the book is returned or replaced.

- 3 day loan will be charged ksh. 10 per day.

- Maximum over due fine is Kshs. 200 per item, after which borrowing privileges may be withdrawn (over due are calculated including the date stamped, weekends and public holidays)

**Q. What is the sitting capacity of the Library?**

A. The KMTC library has a seating capacity of Seven Hundred (700) readers.