





**FRIENDS COLLEGE KAIMOSI  
LIBRARY PROCEDURE MANUAL  
FCK/QMS/PM/MR/14**

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**PROCEDURE NUMBER 1: ACCESSIONING, CATALOGUING AND CLASSIFICATION OF LIBRARY MATERIALS**

**1.0 GENERAL**

**1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, timeliness, and accountability in accessioning, cataloguing and classification of library materials

**1.2 SCOPE**

This procedure applies to accessioning, cataloguing and classification of library materials in the College

**1.3 REFERENCES**

- a) Dewey Decimal Classification Scheme
- b) Cataloguing manual /codes

**1.4 TERMS DEFINITIONS**

- a) ID - Identity Card
- b) KPIs - Key Performance Indicators
- c) DDC - Dewey Decimal Classification

**1.5 PRINCIPAL RESPONSIBILITY**

The Librarian shall ensure that this procedure is adhered to.

**1.6 INPUTS**

- a) Newly acquired library materials
- b) Resources in 1.7.

**1.7 RESOURCES**

- a) Human Resources
- b) Stationery
- c) Computer and accessories
- d) Furniture and fittings
- e) Library space
- f) Library Management System

**2.0 METHOD**

**2.1 Accessioning of library materials**

2.1.1 This shall start with the Librarian being issued with the library materials as per the issuance of stores procedure number 3 in the Supplies procedure manual.

- 2.1.2 Upon receipt of the materials, the Librarian shall stamp them appropriately.
- 2.1.3 The Librarian shall ensure the library materials are assigned accession numbers and entries are made in the accession register within two days of receipt of library material.

**2.2 Cataloguing and Classification**

- 2.2.1 The Librarian shall ensure that materials are classified and catalogued as per the Dewey Decimal Classification Scheme.
- 2.2.2 Cataloguing shall be done by recording the bibliographic details of the respective library materials on the title/author online catalogue cards.

**2.3 Labelling of Library Materials**

- 2.3.1 This shall start with the Librarian preparing the date slips and spine label for the new library materials.
- 2.3.2 Upon preparation, the Librarian shall label the library materials by affixing the following on each material:
  - a) Date slip
  - b) Spine label
- 2.3.3 Upon completion of labelling, the Librarian shall ensure that the library materials are shelved as per the classification numbers.
- 2.3.4 In case of new titles, the Librarian shall as per the internal communication procedure number 2 in the administration procedures manual, notify the library users and the procedure shall be deemed complete.

**3.0 OUTPUTS**

- a) Updated Accession Register
- b) Updated Library Catalogue
- c) Correctly processed and shelved library materials

**4.0 PROCESS KPIS**

<b>KPI</b>	<b>MONITORING AND MEASUREMENT</b>
Accuracy of processing library materials	Analysis of library materials against the accession register
Timely accessioning of library materials	Analysis of the percentage of library materials accessioned against the number received within the accession period (two days)

**5.0 PROCESS INTERFACES**

- a) Issuance of Stores Procedure
- b) Internal Communication Procedure

**6.0 LIST OF APPLICABLE RECORDS**

- a) Updated Accession Register
- b) Updated Library Catalogue

## **PROCEDURE NUMBER 2: REGISTRATION OF LIBRARY USERS**

### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness in the registration of library users in the College

#### **1.2 SCOPE**

This procedure applies to the registration of library users in the College.

#### **1.3 REFERENCES**

- a) Current Library Rules and Regulations

#### **1.4 TERMS AND DEFINITIONS**

- a) User – student/staff of the College
- b) ID – identity card

#### **1.5 PRINCIPAL RESPONSIBILITY**

The Librarian shall ensure that this procedure is adhered to.

#### **1.6 INPUTS**

- a) Student ID/National ID
- b) Online registration form
- c) Requests for registration

#### **1.7 RESOURCES**

- a) Human Resources
- b) Computer and accessories
- c) Library space
- d) Library Management System

### **2.0 METHOD**

2.1 This procedure shall start with the Librarian receiving a request for registration from a User.

2.2 Upon receiving the request, the Librarian shall request for an identification document from the User.

2.3 In verifying, the Librarian shall capture the details of the user in the library management system.

2.4 In the event the Librarian establishes an anomaly, he/she shall advise the user accordingly and this procedure shall be deemed complete.

**3.0 OUTPUTS**

- a) Registered Library user
- b) Updated records of registered library users

**4.0 PROCESS KPIs**

<b>KPIs</b>	<b>Monitoring and Measurement</b>
Registration of Library users (students).	Incidents of unregistered Library users. Analysis of enrolled students and registered Library users' records.
Accuracy of Library users information	Analysis of Library users' records.

**5.0 PROCESS INTERFACES**

- a) Admission of students
- b) Internal Communication
- c) Recruitment of staff

**6.0 LIST OF APPLICABLE RECORDS**

- a) Updated records of registered library users

**PROCEDURE NUMBER 3: CIRCULATION OF LIBRARY MATERIALS**

**1.0 GENERAL**

**1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, timeliness, and accountability in the circulation of library materials

**1.2 SCOPE**

This procedure applies to the circulation of library materials in the College.

**1.3 REFERENCES**

Current Library Rules and Regulations

**1.4 TERMS DEFINITIONS**

- a) ID – identity card
- b) KPIs – Key Performance Indicators

**1.5 PRINCIPAL RESPONSIBILITY**

The Librarian shall ensure that this procedure is adhered to.

**1.6 INPUTS**

- a) Student ID/National ID
- b) Processed library material

**1.7 RESOURCES**

- a) Human Resources
- b) Computer and accessories
- c) Library space
- d) Library Management System

**2.0 METHOD**

**2.1 Lending of Library Materials**

2.1.1 This shall start with a registered user presenting a library material he/she wishes to borrow together with college ID/I.D Number to the librarian.

2.1.2 Upon receipt, the librarian shall verify the:

- a) authenticity of the user and the lease period, from the Library Management System
- b) state of the material.

2.1.3 In the event of an anomaly, the librarian shall advise the user accordingly.

2.1.4 Upon verification, the librarian shall checkout the materials from the Library Management System.



**2.2 CHECKING IN LIBRARY MATERIALS**

- 2.2.1 This shall start with the librarian receiving a library material(s) from a user alongside the College ID/National I.D number.
- 2.2.2 Upon receipt, the librarian shall verify the condition of the material and key in the user details in the Library Management System.
- 2.2.3 In the event that the library material is not in good condition, the user shall be advised accordingly
- 2.2.4 In the event that a library material is overdue, lost or damaged, the librarian shall ensure the library rules and regulations are applied.

**2.3 RESERVATION OF LIBRARY MATERIALS**

- 2.3.1 This shall start with the librarian receiving a request from user for reservation of a library material (s).
- 2.3.2 On receipt of the request, the Librarian shall request for the admission number/ID number as applicable to verify the authenticity of the user and the availability of library material.
- 2.3.3 In the event the material is not available, the Librarian shall advise the User accordingly.
- 2.3.4 Upon verifying the authenticity of the User and confirming that the material is available, the Librarian shall reserve it in the Library Management System and clause 2.1 and 2.2 in this procedure shall apply.

**3.0 OUTPUTS**

Updated records of circulation of library materials

**4.0 PROCESS KPIS**

<b>KPI</b>	<b>MONITORING AND MEASUREMENT</b>
Accuracy in circulation of library materials	Review of the circulation records.

**5.0 PROCESS INTERFACES**

- a) Accessioning, cataloguing and classification of library materials
- b) Registration of library users

**6.0 LIST OF APPLICABLE RECORDS**

- a) Updated records of circulation of library materials
- b) Updated records of due date of library materials

**PROCEDURE NUMBER 4: ACQUISITION OF NEW TITLES**

**1.0 GENERAL**

**1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, timeliness, and accountability in the acquisition of new titles

**1.2 SCOPE**

This procedure applies to acquisition of new titles the College.

**1.3 REFERENCES**

- a) Public Procurement and Asset Disposal Act (2016)
- b) Public Procurement and Disposal Regulations

**1.4 TERMS AND DEFINITIONS**

- a) HOD – Head of Department
- b) DP – Deputy Principal
- c) KPIs – Key Performance Indicators

**1.5 PRINCIPAL RESPONSIBILITY**

The Librarian shall ensure that this procedure is adhered to.

**1.6 INPUTS**

- a) List of titles
- b) Library work plan

**1.7 RESOURCES**

- a) Human Resources
- b) Funds
- c) Library Management System

**2.0 METHOD**

2.1 This procedure shall start with the librarian communicating to academic HODs, as per the internal communications procedure number 2 in the administration procedure, to submit lists of new library information material required by their respective departments within the last month of each budget year.

2.2 Upon receipt, the HOD shall in liaison with departmental staff determine new titles of library materials required by the department as guided by:

- a) Course syllabus
- b) Curriculum

- 2.3 The HODs shall forward the list of identified materials to the librarian
- 2.4 Upon receipt, the librarian shall consolidate the materials into the Colleges list of new titles, prepare a stores requisition and the procedure on requisition and issuance of stores in the Supply Chain Procedure Manual shall apply.

**3.0 OUTPUTS**

Compiled list of new titles

**4.0 PROCESS KPIs**

<b>KPI</b>	<b>MONITORING AND MEASUREMENT</b>
Acquisition of relevant library materials	Analysis of acquired library materials against the requested

**5.0 PROCESS INTERFACES**

- a) Internal Communication Procedure
- b) Procurement Procedure
- c) Requisition and issuance of stores

**6.0 LIST OF APPLICABLE RECORDS**

- a) Compiled list of new titles
- b) Notice to HODs