

MURANG'A UNIVERSITY OF TECHNOLOGY LIBRARY AND INFORMATION SERVICES

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*Murang'a University Of Technology Library And Information
Services brochure*

1. INTRODUCTION



The Muranga University of Technology library is the university's knowledge and information hub. The library's primary responsibility is to provide access to relevant and timely information and knowledge to support teaching, learning, research and innovation in the university.

2. LIBRARY SERVICE POINTS

Luggage area



For Safe keeping of patrons bags.

Information and circulation section.



- Borrowing and returning of library books and providing answers to patrons' questions are carried out in this section.
- This section also has short-loan books. These books are borrowed to be read within the library.

Newspaper reading section



Physical newspapers are read from here

Computer Lab



computers in the lab are for accessing e-resources

Study and reading areas



These sections have tables and chairs for Reading and studying.

Opac Station



Used for searching for information on books in the library.

Postgraduate Reading Area



A section in the library where postgraduate students study from

Wi-fi Access Points



Every floor is equipped with Wi-Fi access points for uninterrupted internet access.

Wash Rooms



Floor	Location	Gender
Ground	Next to information desk	Ladies library staff
	Far Left-wing 1 st door	Gents
	Far left-wing 2 nd door	Ladies
1 st floor	1 st floor	Gents
2 nd floor	2 nd floor	Ladies

3. ARRANGEMENT AND LOCATION OF LIBRARY BOOKS

3.1 ARRANGEMENT OF LIBRARY BOOKS

Library books are grouped into 21 subjects, as outlined below, according to the Library of Congress Classification Scheme (LCC). The scheme uses 21 letters of alphabets to represent 21 broad subjects:

A	General Works
B	Philosophy. Psychology. Religion
C	Auxiliary Sciences of History
D	World History and History of Europe, Asia, Africa, Australia, New Zealand,
E	History of the Americas
F	History of the Americas
G	Geography. 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. Information Resources (General

3.2 LOCATION OF BOOKS

3.3 GROUND FLOOR RIGHT WING

Shelf No.	Class (subject) No.	Subject
1	A-ZA	Reference Books.
2	B-BF	Philosophy, Psychology
3	BF-C	Psychology, Religion, Auxiliary Sciences of History
4	D-GN	History, Geography.
5	GN-L	Anthropology, Recreation, Political Science, Law, Education
6	LB-PC	Education, Music, Fine Arts, Language and Literature
7	PC-PQ	Language and Literature
8	PR-PZ	Language and Literature

3.4. FIRST FLOOR RIGHT WING

Shelf No.	Class (subject) No.	Subject
9	H-HB	Social sciences (General), Statistics, Economics
10	HB-HD	Economics, Management
11	HD	Management
12	HD-HF	Management , Transportation and communications, Commerce
13	HF	Commerce, Business, Marketing
14	HF	Marketing, Purchasing, Office management, Personnel management (Human Resource Management). Accounting
15	HF	Accounting,
16	HF-HG	Accounting, Business mathematics, Business communication, Advertising, Finance
17	HG-HM	Finance, Insurance, Public finance, Auditing, Sociology
18	HM-HV	Sociology, Social problems, The Family, Marriage, Women, Societies, Communities. Classes. Races, Criminology

3.5 FIRST FLOOR MIDDLE WING

Shelf No.	Class (subject) No.	Subject
19	Q-QA	Mathematics, Computer science
20	QA	Computer science
21	QA	Computer science, Mathematics
22	QA	Mathematics
23	QA	Mathematics

3.6 FIRST FLOOR LEFT WING

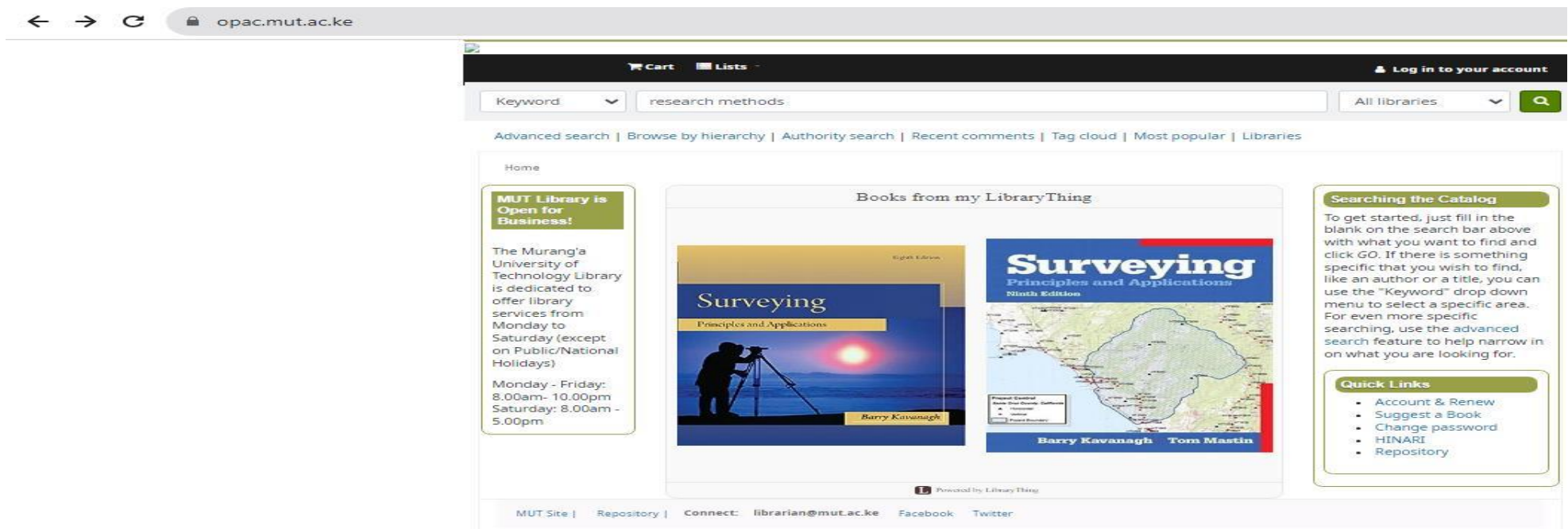
Shelf No.	Class (subject) No.	Subject
24	QB-QC	Astronomy; Physics
25	QD	Chemistry
26	QD-QE	Chemistry, Geology
27	QH	Biology
28	QH-QL	Biology, Botany, Zoology
29	QM-QP	Human anatomy, Physiology
30	QP-QR	Physiology, Microbiology
31	R-RC	Medicine (General), Public aspects of medicine, Pathology, Internal medicine
32	RC-RJ	Internal medicine, Surgery, Ophthalmology, Otology. Gynaecology and obstetrics, Paediatrics
33	RJ-RT	Paediatrics, Dentistry, Dermatology, Therapeutics, Pharmacology, Pharmacy and material medical, Nursing
34	RT	Nursing

3.7 SECOND FLOOR RIGHT WING

Shelf No.	Class (subject) No.	Subject
35	T-TD	Technology , Civil engineering , Hydraulic engineering, Water Engineering, Environmental technology
36	TE-TK	Highway engineering, Railroad engineering and operation, Bridge engineering, Building construction, Mechanical engineering and machinery, Electrical engineering
37	TK-Z	Electrical engineering, Motor vehicles, Metalworking, Wood technology, Handicrafts. Arts and crafts, Home economics, Hospitality industry, Library Science

4.SEARCHING AND LOCATING LIBRARY BOOKS

Before locating a book from the library, do a search for the book in the Online Public Access Catalogue (OPAC), a database containing details of the books in the library. The OPAC is accessible through: <https://opac.mut.ac.ke>



The screenshot shows the OPAC website interface. At the top, there's a navigation bar with 'Cart' and 'Lists' links. Below it, a search bar with 'Keyword' and 'research methods' dropdowns, and a 'Log in to your account' link. A secondary navigation bar includes links like 'Advanced search', 'Browse by hierarchy', 'Authority search', 'Recent comments', 'Tag cloud', 'Most popular', and 'Libraries'. The main content area features a 'Home' section with library hours, a 'Books from my LibraryThing' section displaying two book covers ('Surveying: Principles and Applications' by Barry Kavanagh and 'Surveying: Principles and Applications' by Barry Kavanagh and Tom Mastin), and a 'Searching the Catalog' section with instructions. A 'Quick Links' section on the right lists 'Account & Renew', 'Suggest a Book', 'Change password', 'HINARI', and 'Repository'. The footer contains 'MUT Site', 'Repository', 'Connect: librarian@mut.ac.ke', 'Facebook', and 'Twitter' links.

5.ADMISSION AND USE OF THE LIBRARY

The following persons are allowed to use the library:

5.1. All members of the University staff and students.

5.2. Non-members of the university should obtain written permission from the University Librarian.

5.3. Admission to the library shall be by production of university identification, for both staff and students, or letter of permission from the University Librarian.

6. LIBRARY RULES AND REGULATIONS

The following rules and regulations shall govern the admission and use of the library:

6.1. Opening Hours

Monday – Friday :8.00a.m. - 10.00p.m.

Saturday : 8.00a.m. - 5.00p.m.

The library shall be closed on Sundays and public holidays.

6.2 BORROWING

6.2.1. The right to borrow from the library is accorded to bona fide MUT staff and students.

6.2.2. Certain materials may not be borrowed for use outside the library.

6.2.3. No library item should be taken out of the library until it has been officially issued.

6.2.4. The patron in whose name a library item is issued shall be solely responsible for returning it.

6.2.5. The Librarian has the right to recall any item on loan or issued out.

6.2.6. Information resources which not available in the library may be obtained through inter-library loan once requests are made to the circulation librarian. The use of such items will be subject to policies in place.

6.2.7. All students may borrow 4 books, 6 teaching staff and non -teaching staff 4.

6.2.8. Short loan books will be issued to be read within the library for 3 hours

6.2.9. The loan period for students shall be TWO weeks, and all staff 4 weeks.

6.2.10. Only the teaching staff may be allowed to renew a Library loan once.

6.2.11. The loan for any library items may be reduced by University Librarian depending on the demand for the resource. the person responsible.

6.3. DAMAGE AND LOSS OF LIBRARY BOOKS AND/OR PROPERTY

6.3.1. Users shall be held responsible for any damage occurring to library resources while in their possession and will be required to pay for the value of the resource plus administrative costs of Ksh. 500.

6.3.2. Users are responsible for checking that the library resources they borrow are not damaged before they check them out, otherwise, they shall be held responsible for the damage and shall be charged.

6.3.3. Any defect in or damage to a library resource should be reported to the Circulation Librarian.

6.3.4. The marking and defacing of any library resources are strictly forbidden.

6.3.5. Refreshments, ink bottles and any other materials which might accidentally damage library resources or property must not be brought to the library.

6.3.6. Wilful damage to the library property shall be paid for by the person responsible.

6.4. FINES AND PAYMENT FOR LOST RESOURCES

6.4.1. Any borrower who fails to return or renew a library item on the due date shall be charged a fine of Ksh. 5 per item per day for the days the item is overdue. (Sundays and public holidays are included in calculating the fines charged).

6.4.2. Users who lose library items will be required to pay the current cost of the item plus Ksh. 500 administrative fees.

6.4.3. Loss of borrowed library resources must be reported immediately to the University Librarian or library staff.

6.4.4. Any borrower who fails to return library items to short loan collection at the specified time shall be charged a fine of Ksh. 5 per item per hour.

6.4.5. The right to borrow may be withdrawn until all library items checked out have been returned and any outstanding fines paid.

6.5. DISCIPLINE

6.5.1. Silence shall be maintained in ALL library areas. Use of communication devices in the library, including mobile phones, is prohibited.

6.5.2. Good order must be observed in the library. Sleeping in the library, placing feet on furniture, removal of shirts, eating and drinking in the library is prohibited.

6.5.3. Booking of seats in the library is prohibited.

6.5.4. Smoking and the use of open fire in any part of the library are prohibited.

6.5.5. Cases, parcels, overcoats, hats/caps, paper bags etc. must be left in the baggage area.

6.5.6. Pets and toddlers/children accompanying a user shall not be allowed to the library.

6.5.7. All users leaving the library carrying any books or parcels must show them at the circulation desk and to the security personnel.

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6.5.2. Good order must be observed in the library. Sleeping in the library, placing feet on furniture, removal of shirts, eating and drinking in the library is prohibited.

6.5 DISCIPLINE *cntd*

6.5.8. Stealing and attempting to steal a library book or property is an offence and those caught will be severely dealt with.

6.5.9 Behaviour that adversely impacts other individuals' use or access to library facilities and resources is not allowed.

6.5.10. Possessing, displaying or using any dangerous weapon within library premises is prohibited.

6.5.11. Engaging in any physically or verbally intimidating or assaultive behaviour, including any threats of violence or unlawful activities in the library is prohibited.

6.5.12. Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage in the library is prohibited.

6.5.13. Trespassing by entering or remaining in the Library premises after having been notified by an authorized individual not to do so is prohibited.

6.5.14. Refusing to follow the reasonable directions of library staff, including failure to take shelter in an emergency as directed by staff is not allowed.

6.5.15. Engaging in any behaviour that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff is prohibited

6.5.16. Engaging in any sexual contact, activities or conduct within the library is prohibited.

6.5.17. Selling, soliciting, surveying, distributing written materials, canvassing for any political, charitable or religious purposes inside a library building is prohibited.

6.5.18. Moving furniture and equipment without the express consent of the library staff or use of the same in any manner that may damage is prohibited.

6.5.19. Indecent and inappropriate dressed users will not be allowed into the library.

6.5.20. Discussion in the library open area is prohibited.

6.5.21. Re-shelving of materials used within the library is prohibited. Materials used should be left on the table.

6.5.22. All materials leaving the library must be legally discharged by the library staff.

6.5.23. All physical newspapers and periodicals must be read within the periodical section.

6.5.24. In case of a pandemic outbreak, the health protocols officially established must be observed.

6.5.25. The University Librarian shall suspend any patron whose conduct in the library is in his/her opinion, disorderly. Such persons shall be reported to the university authorities for further disciplinary action.

6.6. COMMUNICATION TO LIBRARY USERS

Communication to library users shall be via institutional email. Failure to receive such communication will not invalidate any subsequent action.

7 INFORMATION RESOURCES

The library provides access to both print and electronic information resources.

7.1 Print Information Resources

The library provides access to over 30, 000 print books and daily newspapers namely National newspaper, Standard Newspaper, Business Daily and Tiafa leo.

7.2 Electronic information resources

The library also provides access to electronic journals and books published by authoritative and reputable academic publishers.

The electronic sources are accessible 24/7 through MyLOFT - My Library on Finger Tips, app and platform accessible through: <https://app.myloft.xyz/> . Sign up to use the app or the platform.

Electronic journal databases

Databases	Subject Coverage
Ebscohost	Science, technology, medicine, social sciences and humanities.
Emerald publishing	Management, library & information science marketing, business disciplines, engineering and materials science.
Oxford journals	Medicine & Health, Arts & humanities, sciences & mathematics, social sciences and Law
Sage research methods	research Methods, Qualitative and Quantitative
Taylor & France journals	Information Science, Interdisciplinary Studies, Language & Literature, Law, Mathematics & Statistics, Medicine, Dentistry, Nursing & Allied Health, Museum, Heritage Studies & Visual Arts, Physical Sciences, Social Sciences, Sports, Leisure, Travel & Tourism and Urban Studies
Proquest academic (EbookCentral)	Architecture, Business, Education, Tourism/Hospitality, Health & Medicine, History & Political Science, Law, Literature & Language ,Religion & Philosophy Science & Technology
University of Chicago	Social Sciences, Humanities, Education, Biological and Medical Sciences, and Physical Sciences
Henry Stewart talks Ltd	Biomedicine, Life Sciences, Marketing and Management
IEEE	Electrical Engineering, Telecommunications, Computer Science.

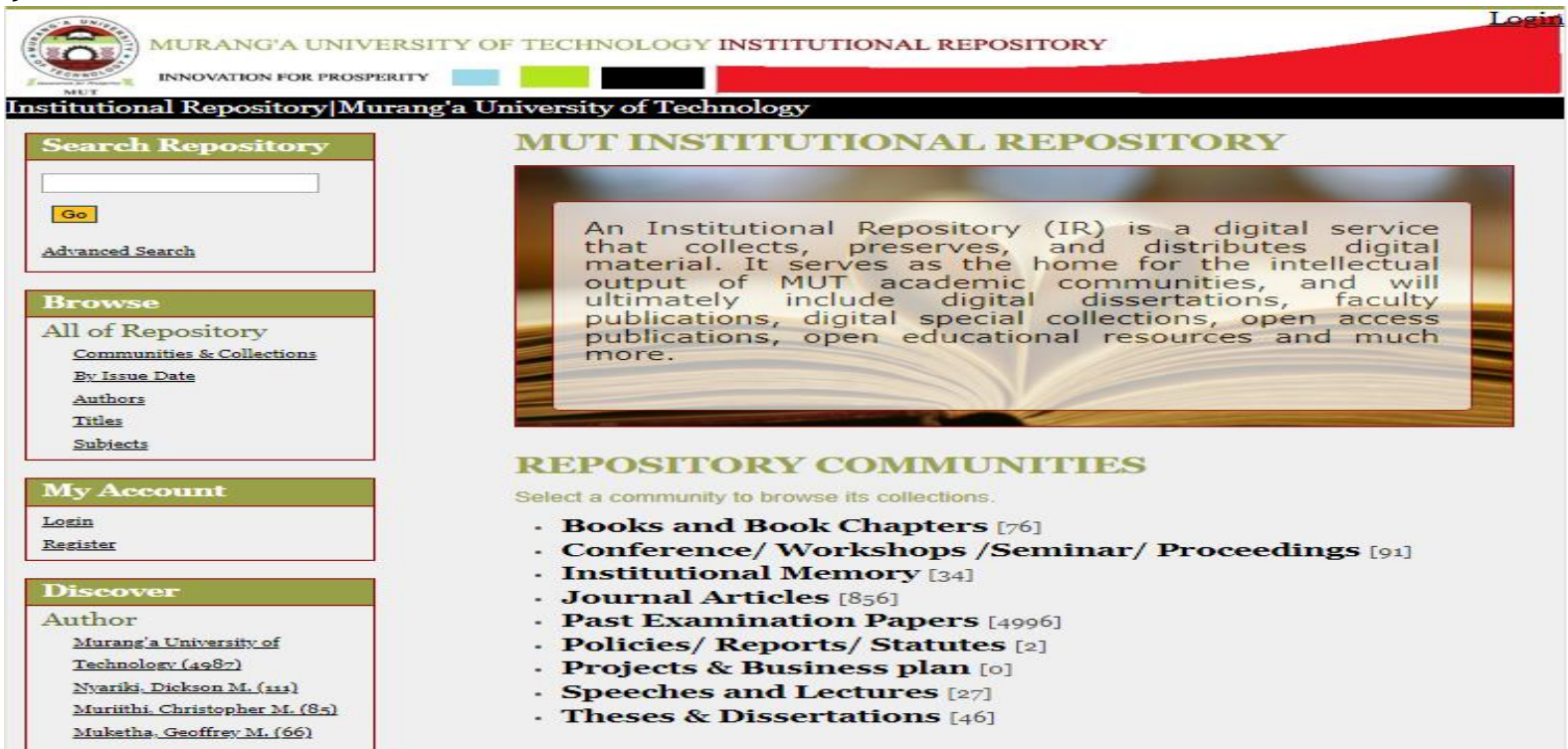
ELECTRONIC BOOKS DATABASES

Databases	Subject Coverage
Ebscohost research databases	Science, technology, medicine, social sciences and humanities.
Proquest academic (EbookCentral)	Architecture, Business, Education, Tourism/Hospitality, Health & Medicine, History & Political Science, Law, Literature & Language Religion & Philosophy Science & Technology
LWW: Health Library Medical Education	Anatomy, Behavioral Science, Biochemistry Embryology, Epidemiology, Genetics, Histology Intro to Clinical Medicine, Microbiology/Immunology, Neuroscience Pathology/Pathophysiology, Pharmacology Physical Examination, Physiology
OVID Wolters Kluwer	Medical science
Vital source	Nursing
BUKU	Technology & Engineering Agriculture, Drama, Business & Economics Management, Education, Language, Sociology, Computers, History, Medical Political Science, History, Resources & Personnel Management

8. INSTITUTIONAL REPOSITORY

The library preserve and provide access to all types of university digital content, including text, images, moving images, and data sets in the institutional repository accessed via <http://repository.mut.ac.ke:8080/xmlui/> . The repository provides access to :

- a) Books and Book Chapters
- b) Conference/Workshops/Seminars/Proceedings
- c) Institutional Memory
- d) Journal Articles
- e) Past Examination Papers
- f) Policies/Reports/Statues
- g) Projects and Business Plan
- h) Speeches and Business Plan
- i) Theses and Dissertations



The screenshot shows the homepage of the Murang'a University of Technology Institutional Repository. The header includes the university logo, name, and tagline 'Innovation for Prosperity'. A navigation bar contains 'Institutional Repository', 'Murang'a University of Technology', and a 'Login' link. The main content area is titled 'MUT INSTITUTIONAL REPOSITORY' and features a descriptive text box about Institutional Repositories. Below this, a section titled 'REPOSITORY COMMUNITIES' lists various categories with their respective item counts. The left sidebar contains sections for 'Search Repository' (with a search bar and 'Go' button), 'Browse' (with links for 'All of Repository', 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'), 'My Account' (with 'Login' and 'Register' links), and 'Discover' (listing authors like 'Murang'a University of Technology (4987)', 'Nyanjiri, Dickson M. (311)', 'Muriithi, Christopher M. (85)', and 'Muketha, Geoffrey M. (66)').

MUT INSTITUTIONAL REPOSITORY

An Institutional Repository (IR) is a digital service that collects, preserves, and distributes digital material. It serves as the home for the intellectual output of MUT academic communities, and will ultimately include digital dissertations, faculty publications, digital special collections, open access publications, open educational resources and much more.

REPOSITORY COMMUNITIES

Select a community to browse its collections.

- **Books and Book Chapters** [76]
- **Conference/ Workshops /Seminar/ Proceedings** [91]
- **Institutional Memory** [34]
- **Journal Articles** [856]
- **Past Examination Papers** [4996]
- **Policies/ Reports/ Statutes** [2]
- **Projects & Business plan** [0]
- **Speeches and Lectures** [27]
- **Theses & Dissertations** [46]