MARTIN ODUOR-OTIENO LIBRARY

Introduction

KCA University is committed to ensure that a conducive and vibrant learning environment is

created for students and staff. KCA University's, the Martin Oduor- Otieno Library is state of the

art learning and research centre for the University community, where scholars create, retrieve
and share knowledge. Our professional library staff strive to provide an excellent service that
meets customer information requirements.

Mission of the Library

Our mission is to provide access to a rich and up-to-date unique record of information that will

empower KCA University to carry out its core activities of Teaching, Learning and Research.

Hours of Operation

Monday – Friday 07:30 – 20:30

Saturday 08:00 – 18:00

Sunday 09:00 –17:00

Public Holidays- Closed

Collection

The library provides access to an extensive collection of print books, print journals, e-books, e-
journals, other periodicals and audio-visual material. The overall print collection is over 30, 000

volumes, and consists of resources to support curricula and research as well as personal and

spiritual development of our community. The library continuously acquires new editions of

information materials and therefore has most of the latest editions. Electronic Databases, e-books

and e-journals provides access to unique groups of high quality peer-reviewed journals articles in

specific disciplines, ensuring the information is directly relevant to your interest area. We believe that for knowledge to advance, it must be based on the best, most current information and knowledge.

Past Examination Papers

The library has digitized and availed the University past examination papers online through

Off campus resources (library) and e-learning system (http://41.89.49.6/moodle/login/index.php). Kindly visit TC 1 GROUND FLOOR COMPUTER MAINTENANCE OFFICE to get log-in credentials for the E-learning platform. The library also avails original copies of KASNEB past examination papers that you can use for revision at the photocopy section at a fee.

Institutional Repository (IR)

To enable the library and the University achieve its vision and mission, the aims of the IR are to collect, organize, safeguard and disseminate - in digital form, the intellectual property of KCA University and its community beyond geographic precincts. For postgraduate theses, follow the link below. (http://ezproxy.kca.ac.ke:8010/xmlui/).

Library Services

Our library offers a range of library and information services that include the following:

• Reference and information services

• Lending (loan) services

• Current awareness services

• Online data searches

• Provision of the information literacy skills

• Ensuring that the library is open for at least 80 hours per week.

Library Caution fee

Students taking professional programmes are required to pay **library caution fee** if they wish to borrow books and use them outside the library. However, members who have not paid the caution fee are only allowed to use the books within the library. You are highly encouraged to pay the caution fee. The library caution fee is refundable at the end of your course.

Lending services

All registered students and staff may borrow library materials subject to the lending regulations.

The following table indicates the number of loan limits and loan duration.

	BORROWER CATEGORY	NO.OF TEMS	LOAN PERIODS		RENEWALS	
			MAINLONG	SHORTLOAN	MAINLONG	SHORTLOAN
1.	Admin. staff	3	30 days	14 days	1	2
2.	Teaching staff	5	30 days	14 days	1	2
3.	Postgraduate	5	14 days	7 days	1	2
4.	Undergraduate (Bcom,Bsc,Dip)	3	14 days	7 days	1	2
5.	Professional	1	14 days	7 days	1	2
6.	Bridging Maths	3	14 days	7 days	1	2
7.	Professors/ Doctors	15	30 days	14 days	1	2
8.	Unisa	2	3 days	3 days	1	2
9.	Teaching part-time	3	30 days	14 days	1	2
10.	ICPAK Librarian	5	30 days	14 days	1	2
11	ICPAK staff	1	30 days	14 days	1	2

Book Chute

Our library has a book chute facility where clients may return books when the library is closed.

The books returned via book chute are removed and checked in the next working day. Clients

who return books through this service receive an e-mail notification whenever the items they returned are checked in.

OPAC (catalogue)

The following functions are available on the OPAC:

• Status of items in the collection e.g. on loan, out for repair e.t.c.)

• Active links to electronic information resources

• User status check (users are able to check status of items on loan to them)

• Renewals (users can do their own renewals)

• Loan history (user loan history)

User Education/ Library orientation

Training sessions are done by library staff on a regular basis. These trainings are done in the library's seminar rooms, though at times the trainings may also be conducted from the university's computer laboratories. The main purpose of the trainings is to equip students with knowledge and skills on how to use the library and its resources effectively. We have in place a library training course outline. The pedagogy includes Power Point presentations, photos, handouts (user guides), and online demonstration of OPAC and e-resources in an interactive way.

The major areas of training include:

a) Library Catalogue -OPAC

b) Basic and advanced library skills

c) Subject databases, e-journals and eBooks

d) Plagiarism and ethical use of information sources

e) Library facilities, services, collections, among others

The library works very closely with the faculty and especially those training on research methodology in order to impart skills in the use of library resources (both print and electronic) and other information skills. The overall objective is to develop and enhance information literacy skills that ensure our clients are able to "know when and why they need information, where to

find it, and how to evaluate, use and communicate it in an ethical way".

Computer and Internet Service

The Library has an e- library centre equipped with computers for accessing e- resources.

The library has in-built network link and reliable wireless access to the internet. The Library subscribes to subject databases e-journals and e-books. Electronic resources are available online http://www.kca.ac.ke/#!electronic-resources/c1s6j on campus and http://ezproxy.kca.ac.ke:2048/login while off campus. Kindly get your off- campus login credentials at the circulation desk.

Library Seating Services

The library is designed as a 1,500 seater furnished with excellent modern furniture and in addition to enhancing the physical capacity, the spacious library incorporates the latest technology that makes studying fun. It is an ideal place where clients can retreat to, away from the noise of our ever-busy lives and study in quiet, peace and comfort.

Clients with Special Needs

The library staff provides assistance to clients with special needs in accessing and locating library materials. The library building has a ramp that facilitates easy movement within all the library floors.

Study Rooms (Carrels)

These are located on the Library's 4th Floor. They are furnished with desk, chair and internet, intended to provide space for uninterrupted study, research and writing.

Students and faculty pursuing Master's and Doctoral degrees are eligible to use this facility.

Communication via e-mail

In order to reach more students on/before and after they attend user education sessions, the

library sends them user guide and PowerPoint slides presentations to their individual e-mails. This has been very useful and has enhanced use of library resources especially the e-resources. We also periodically send e-mails to clients informing and encouraging them to use e-resources.

Online Customer Satisfaction Survey

Library clients can give us their feedback via the online customer satisfaction survey available on e-learning system where they can fill and submit online. The librarian is able to view the feedback online while on the KCA mailing system. We also carry out periodic quality survey in partnership with Quality Assurance Directorate.

Use of other Libraries

The University of South Africa permits their current students to borrow books from UNISA library and also access electronic resources.

Unique Design

Our library building has a unique design resembling the pyramids in Egypt. Martin Oduor-Otieno Library's design is theme based: just as pyramids are a symbol of wisdom and treasure, so is the Library.

Social Media

You can like/follow as on facebook and twitter for library updates and other relevant information concerning your access to library resources. The facebook page is *"KCA University Library"* and twitter handle is *"KCALibrary".*

For more information about the Martin Oduor-Otieno Library

Contact the University Librarian

P.O. Box 56808 - 00200, Nairobi.

Tel: (+254) (020) 8070408/ 0722981106

E-mail: **librarian@kca.ac.ke** or **cosmas@kca.ac.ke**

Website: www.kca.ac.ke