

**MAASAI MARA UNIVERSITY**

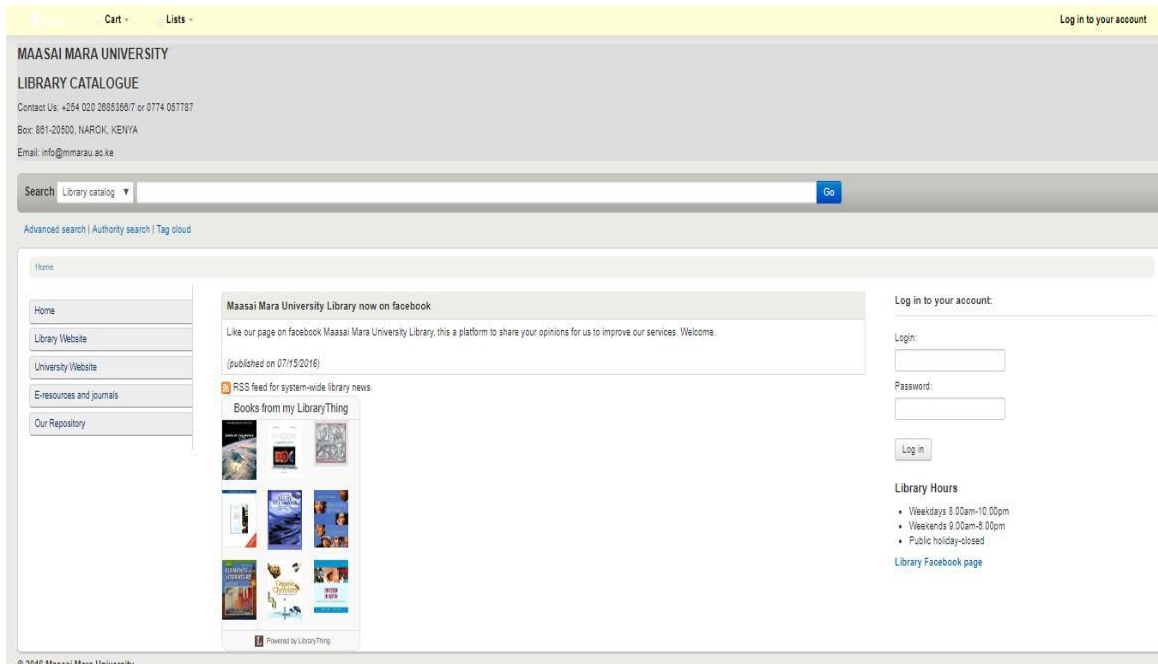
**LIBRARY USER GUIDE**



## Introduction

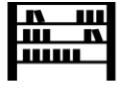
Welcome to the Maasai Mara University library. The purpose of this user guide is to enable you to locate and use Library materials effectively. Our Library contains vast volumes of academic works, reference, general works, literature, fiction, instructional materials and other useful items for class and research purposes. In addition, we provide many resources online, including e-books, databases with magazine and journal articles, and interactive learning tools such as videos. The Library is committed to provide world-class client-centered information resources and services to our users. This user guide will help you to acquaint with our services and also to explore the wealth of materials available in the Library and beyond. If you need assistance, experienced professional librarians are always available to attend to your various needs.

## Locating Library Materials



The screenshot shows the Maasai Mara University Library Catalogue website. At the top, there is a navigation bar with 'Cart -' and 'Lists -' on the left, and 'Log in to your account' on the right. Below this is the header section with 'MAASAI MARA UNIVERSITY' and 'LIBRARY CATALOGUE'. Contact information is provided: 'Contact Us: +254 020 2685368/7 or 01774 057787', 'Box: 681-20500, NAROK, KENYA', and 'Email: info@mmarau.ac.ke'. A search bar is located below the header, with a dropdown menu set to 'Library catalog' and a 'Go' button. Below the search bar are links for 'Advanced search | Authority search | Tag cloud'. The main content area is divided into three columns. The left column contains a navigation menu with 'Home', 'Library Website', 'University Website', 'Eresources and journals', and 'Our Repository'. The middle column features a 'Maasai Mara University Library now on facebook' announcement, an 'RSS feed for system-wide library news' section, and a 'Books from my LibraryThing' section displaying several book covers. The right column contains a 'Log in to your account' section with 'Login:' and 'Password:' fields and a 'Log in' button. Below the login section is the 'Library Hours' section, which lists: 'Weekdays 8:00am-10:00pm', 'Weekends 9:00am-5:00pm', and 'Public holiday-closed'. A link for 'Library Facebook page' is also present. At the bottom left of the page, there is a copyright notice: '© 2016 Maasai Mara University'.

Users can access the new Online Public Access Catalogue (OPAC) discovery platform to search Library resources in all formats and check loan records. Users can also perform searches anywhere anytime with WIFI-enabled smartphones through this link <http://studentscatalogue.mmarau.ac.ke/>



## Library Shelf Guide



The Maasai Mara University library contain more than 30,000 printed items. Books are classified according to the Library of Congress Classification Scheme and arranged on shelves by call number, which can be found in the Library Catalogue

The following gives an outline of the main subject divisions of the Library of Congress Classification

A -- General Works

B -- Philosophy. Psychology. Religion

C -- Auxiliary Sciences of History

D -- World History (Except America)

E -- American History

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



## Borrowing and Renewing Services



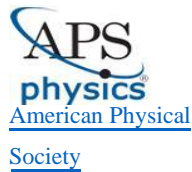
All information resources are borrowed at the circulation desk.

- i. The right to borrow from the library is accorded to registered members.
- ii. No library material is taken out of the library unless it has been officially issued.
- iii. The person in whose name a library item is issued, is solely responsible for returning it.
- iv. The Librarian has the right to recall any item on loan.
- v. A person may reserve an item that is out on loan. However, a patron may be allowed to renew a borrowed item once.
- vi. Information resources which are not available in the library can be obtained through inter- library loan once requests are made to the circulation librarian. Use of such items will be subject to policies in place.
- vii. Undergraduate students and postgraduate students may borrow 4 books, teaching staff and senior administrative staff 8 books and other staff 4 books.
- viii. Reserve / short loan books are issued for 24 hours.
- ix. The loan period for long term books for students is **two** weeks, and **one** month for members of staff and Postgraduate students.
- x. Loaned items can only be renewed once.
- xi. Users are prohibited from re-shelving materials used within the library. Materials used shall be left on the table.
- xii. Any borrower who fails to return or renew a library item on due date, shall be charged a fine at Ksh. 5 per day for long loan materials.
- xiii. Any borrower who fails to return library items to short loan collection at the specified time shall be charged Ksh. 20 per day.
- xiv. Loss of borrowed library resources must be reported immediately to the University Librarian or library staff.
- xv. Users who lose library items will be required to pay the current cost of the item plus 50% administrative fee.



## E-Journals & Databases

The E-Library contains electronic resources including databases which cover thousands of full text titles, subscribed electronic journals and selected Internet resources.



[Geological Society](#)



[Research4Life](#)

[Taylor & Francis Journals](#)

**E-books include;**



[Canadian Science Publishing](#)

[International Monetary Fund \(IMF\)](#)



[Royal Society](#)



[Project MUSE books](#)



[Cochrane Library](#)



[JSTOR](#)



[Royal Society of Chemistry](#)



[Taylor & Francis eBooks](#)



[EBSCO Host Research Databases](#)



[Liverpool University Press](#)



[Sage Journals](#)

**Audio visual materials include;**



[EBSCO Religion and Theology Collection](#)



[Mary Ann Liebert](#)



[Society for Industrial and Applied Mathematics](#)

**HSTalks**

[Henry Stewart Talks Ltd](#)



[Nature ALL Plus](#)



[HST - Libraries in a Digital Age](#)

## Digital Library



Digital libraries provide students with unlimited resources of knowledge extending and enhancing the physical library of the University. The digital libraries provide significant proportion of information resources available in electronic format, accessible by means of computers. The digital content may be locally held or accessed remotely via computer networks.



## Library Conduct

Library users should observe the rules of conduct listed here. Offenders may be liable to disciplinary action as per the library policy, and/or be excluded from the Library.

### *Silence*

Silence must be observed in the Library to maintain a quiet study atmosphere. All discussions are to be conducted in designated areas or OUT-SIDE the Library Building.

### *Mobile Phones*

Use of mobile phones is prohibited. Library users should switch the devices to silent mode before entering the Library.

### *Seating*

Library seats cannot be reserved. Please vacate your seat if it is no longer required. Any person can occupy any seat when nobody is sitting on it. Reading materials should not be left unattended.

### *Food & Drink*

Food and drinks including water are not allowed in the Library.

### *Personal Belongings*

Personal belongings should not be left unattended. The Library will not be responsible for any loss or damage of personal belongings.

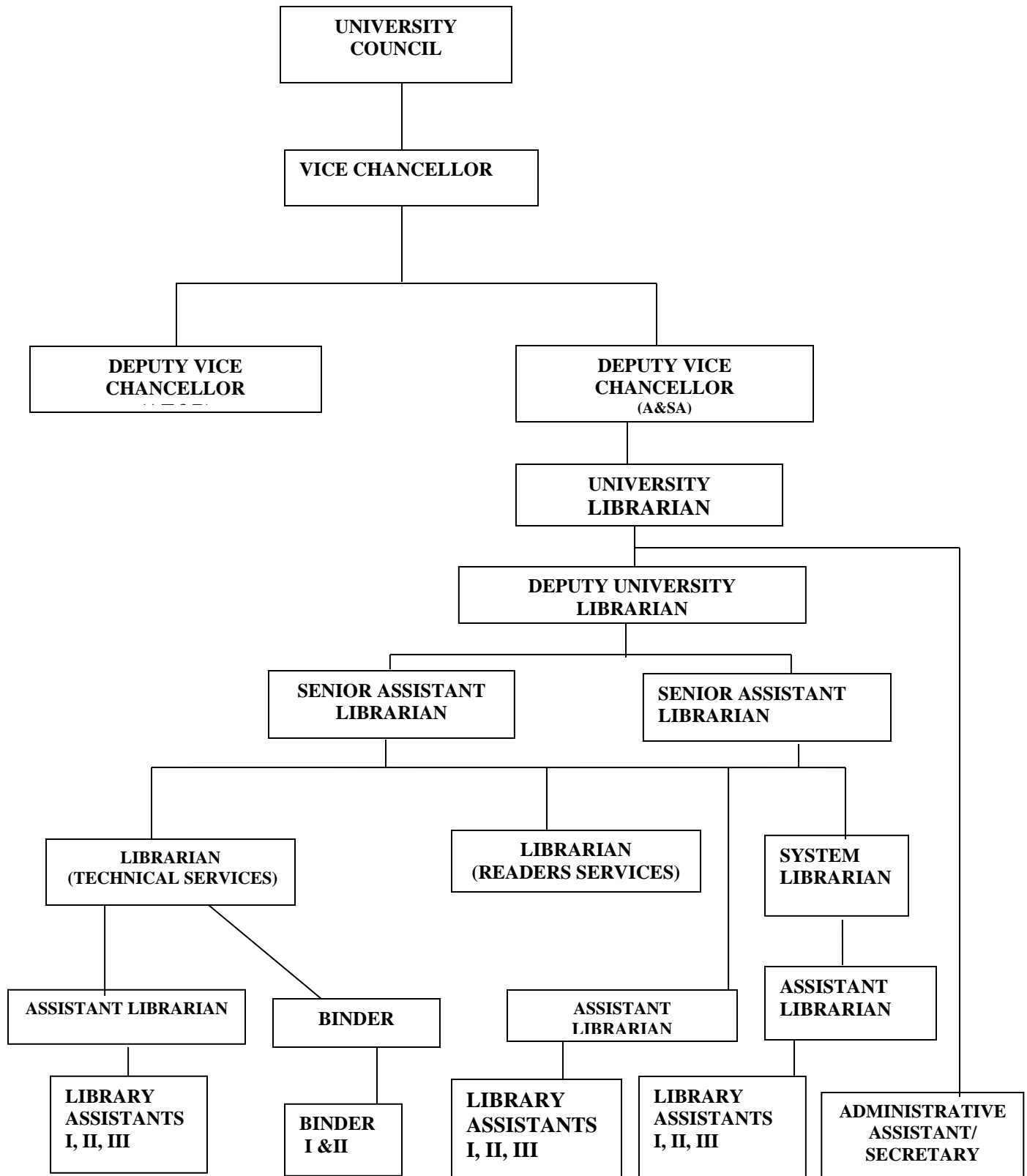
### *Copyright*

Copyright law should be strictly observed by all users when reproducing Library materials, whether by photocopying or by electronic means. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws.

# Library Staff



Current university library organogram is as follows;





### **Ag. University Librarian**

Mrs. Nancy Kimile

### **Library Assistants & Attendants–Readers Services Section**

1. Mrs. Veronica Mwende
2. Mr. Wesley Korir
3. Mrs. Mary Paranai
4. Mr. George Kuntai
5. Mrs. Rahab Koech - In charge of Readers services

### **Library Assistants & Attendants – Technical Services Section**

1. Ms. Eunice Memusi
2. Mrs. Ann Kurui
3. Ms. Susan Jelimo
4. Mrs. Scholastica Idaya
5. Mr. George Oyie
6. Mr. Joseph Kilerai
7. Ms. Ann Wangoi
8. Mr. Elijah Kutingala
9. Mr. Rashid Abdirizack - ICT
10. Mr. George Odhiambo - Book Binder
11. Mrs. Rhodah Koonyo - In charge of Technical services

### **Library Security Checkers**

1. Mr. Philip Tino
2. Mrs. Winnie Surtuy
3. Mr. Sylvester Nkomea

### **Support Staff**

1. Mrs. Justine Kisipan - Secretary
2. Mrs. Esther Mbule
3. Mr. Alezz Makula



## Contact Us



[facebook/mmulibrary.com](https://facebook.com/mmulibrary.com)



[library@mmarau.ac.ke](mailto:library@mmarau.ac.ke)



P.O. Box 861 - 20500, Narok, Kenya



[library.mmarau.ac.ke](http://library.mmarau.ac.ke)