

MAASAI MARA UNIVERSITY

LIBRARY HANDBOOK

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1.0 INTRODUCTION

Welcome to the Maasai Mara University library. The purpose of this 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 Handbook 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.

1.1 Our Vision

To be the leading library providing a world class information service.

1.2 Our Mission

To provide an efficient and effective customer driven library service in support of teaching, research, consultancy and extension.

1.3 Our Motto

Quality information service is our goal

1.4 Our objectives

- i. To ensure fair and equitable access and use of library services by all library users;
- ii. To ensure that the library staff maintain high standard of professional-ism in provision of library and information services;
- iii. To equip library users with information literacy skills;

iv. To develop and secure high-quality, relevant, and balanced collections, that support and strengthen teaching, research and consultancy.

v. Expanding access to works by staff in order to demonstrate the scientific, societal, and economic relevance of the University's research activities by developing a digital repository.

1.5 Operating hours

The Maasai Mara University operates all days of the week as follows Monday to Friday- 8: 00 am- 10:00 Pm

Saturday- 9:00am-6:00 pm

Sunday- 2:00pm- 6:00pm

1.6 Contact Us

Website: <http://www.mmarau.ac.ke/library/mmu-library.html>

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

Email: library@mmarau.ac.ke

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

2.0 LIBRARY COLLECTION

2.1 Print Collections

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.

2.2 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.

E- Journals include;

 American Physical Society	EBSCO Host Research Databases	 JSTOR	 Research4Life
 Canadian Science Publishing	 EBSCO Religion and Theology Collection	 Liverpool University Press	 Royal Society
 Cochrane Library	 Geological Society	 Mary Ann Liebert	 Royal Society of Chemistry
 EBSCO	 International Monetary Fund (IMF)	 Nature ALL Plus	 Sage Journals
 Society for Industrial and Applied Mathematics	Taylor & Francis Journals	 Taylor & Francis eBooks	Henry Stewart Talks Ltd
	E-books include;  Project MUSE books	Audio visual materials include; HSTalks	 HST - Libraries in a Digital Age

2.3 Reference Collection

The Reference Collection consists of standard reference tools such as dictionaries, directories, encyclopedias, indexes and abstracts, handbooks and atlases. Reference materials are indicated by a prefix “REF” to the call number. They are for use in the Library only.

2.4 Special collection

Special collection consists of undergraduate, and post graduate projects, assignments, print journal papers and selected research books.

3.0 FINDING LIBRARY MATERIALS

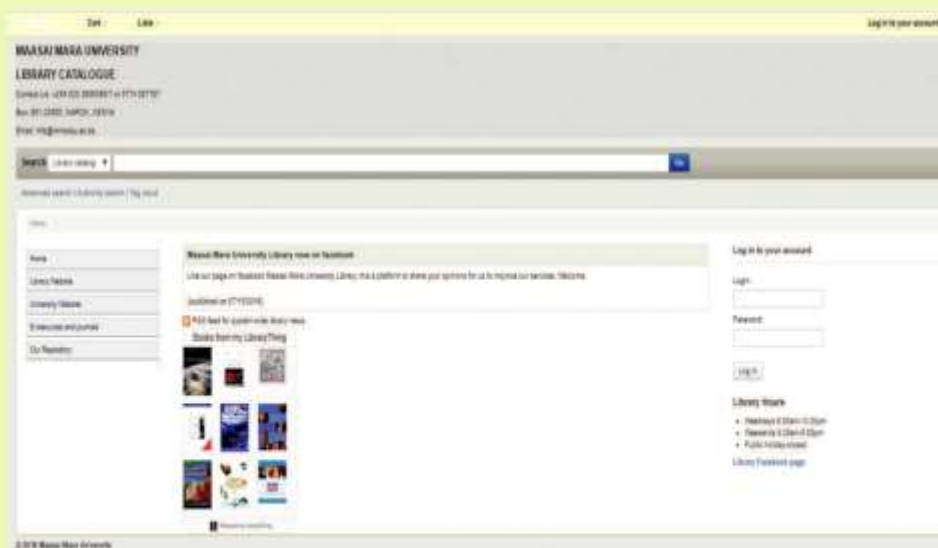
3.1 Institutional repository

Institutional repository provides a one-stop search design with enhanced features for users to quickly discover and access to a wealth of library resources on PC, smart phones or tablets. Just type in the keywords in the search box and users can easily get all the information, including past papers, journals, thesis, dissertation, student projects and documentaries.



3.2 Locating Library Materials

Users can access the Library Catalogue or the new Online Public Access Catalogue discovery platform to search Library resources in all formats, check loan records and online renewals. Users can also perform searches anywhere anytime with wifi-enabled smartphones.



3.3. New arrivals display

Newly acquired and catalogued books are put on display shelves at near the entrance. They are usually displayed for one month. Reservations for these new books can be made on the circulation desk.



3.4 The library classification scheme

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

A: General Works

AC Collections, series, collected works
AE: Encyclopedias
AG: Dictionaries and other general reference works
AI: Indexes
AM: Museums, collectors and collecting
AN: Newspapers
AP: Periodicals
AS: Academies and learned societies
AY: Yearbooks, almanacs, directories
AZ: History of scholarship and learning.

B: Philosophy, Psychology, Religion

B: Philosophy (General) BC: Logic
BD: Speculative philosophy
BF: Psychology
BH: Aesthetics
BJ: Ethics
BL: Religions, mythology, rationalism
BM: Judaism
BP: Islam, Bahaism, Theosophy
BQ: Buddhism
BR: Christianity
BS: The Bible
BT: Doctrinal theology
BV: Practical theology
BX: Christian Denominations

C: Auxiliary Sciences of History
C: Auxiliary Sciences of History
(General)
CB: History of Civilization
CC: Archaeology
CD: Diplomats, archives, seals
CE: Chronology
CJ: Numismatics
CN: Epigraphy
CR: Heraldry
CS: Genealogy
CT: Biography

**D: World History and History
of Europe, Asia, Africa,
Australia, New Zealand, etc.**

D: History (General)
DA: Great Britain
DAW: Central Europe
DB: Austria - Liechtenstein -
Hun-gary - Czechoslovakia
DC: France - Andorra - Monaco
DD: Germany
DE: Greco-Roman World
DF: Greece
DG: Italy - Malta
DH: Low Countries –
Benelux countries
DJ: Netherlands (Holland)
DJK: Eastern Europe (General)
DK: Russia. Soviet Union, former
Soviet Republics - Poland
DL: Northern Europe, Scandinavia
DP: Spain - Portugal
DQ: Switzerland
DR: Balkan Peninsula
DS: Asia
DT: Africa

DU: Oceania (South Seas)
DX: Gypsies
E-F: History of the Americas
E11-143: America
E151-904: United States
F1-975: United States local history
F1001-1145.2: British
America (Including Canada)
Dutch America
F1170: French America
F1201-3799: Latin America,
Span-ish America

**G: Geography,
Anthropology, Recreation**

G: Geography (General), Atlases,
Maps GA: Mathematical geogra-
phy, cartography
GB: Physical geography
GC: Oceanography
GE: Environmental sciences
GF: Human ecology, anthropoge-
ography GN: Anthropology GR:
Folklore
GT: Manners and customs
(Gen-eral)
GV: Recreation, leisure

H: Social Sciences

H: Social sciences (General)
HA: Statistics
HB: Economic theory,
demography
HC: Economic history and
conditions
HD: Industries, land use, labor
HE: Transportation
and communications

HF: Commerce
HG: Finance
HJ: Public finance
HM: Sociology (General)
HN: Social history and conditions, social problems, social reform
HQ: The family, marriage, women
HS: Societies: secret, benevolent, etc.
HT: Communities, classes, races
HV: Social pathology, social and public welfare, criminology
HX: Socialism, communism
J: Political Science
J: General legislative and executive papers
JA: Political science (General)
JC: Political theory
JF: Political institutions and public administration
JJ: Political institutions and public administration (North America)
JK: Political institutions and public administration (United States)
JL: Political institutions and public administration (Canada, Latin America, etc.)
JN: Political institutions and public administration (Europe)
JQ: Political institutions and public administration (Asia, Africa, Australia, Pacific Area, etc.)
JS: Local government, municipal government
JV: Colonies and colonization, emigration and immigration, international migration
JX: International law
JZ: International relations

K: Law
K: Law in general
KB: Religious law in general
KBM: Jewish law
KBP: Islamic law
KBR: History of canon law
KBU: Law of the Roman Catholic Church, The Holy See
KD-KDK: United Kingdom and Ireland
KDZ: America, North America
KE: Canada
KF: United States
KG: Latin America - Mexico and Central America - West Indies, Caribbean area
KH: South America
KJ-KKZ: Europe
KL-KWX: Asia and Eurasia, Africa, Pacific Area, and Antarctica
KZ: Law of nations
L: Education
L: Education (General)
LA: History of education
LB: Theory and practice of education
LC: Special aspects of education
LD: Individual institutions - United States
LE: Individual institutions - America (except United States)
LF: Individual institutions - Europe
LG: Individual institutions - Asia, Africa, Indian Ocean islands, Australia, New Zealand, Pacific islands
LH: College and school magazines and papers

LJ: Student fraternities and societies,
United States
LT: Textbooks
M: Music
M: Music
ML: Literature on music
MT: Instruction and study
N: Fine Arts
N: Visual arts NA: Architecture NB: Sculpture
NC: Drawing, design, illustration
ND: Painting
NE: Print media
NK: Decorative arts
NX: Arts in general
P: Language and Literature
P: Philology. Linguistics
PA: Greek language and literature,
Latin language and literature PB:
Modern languages, Celtic languages
PC: Romanic languages
PD: Germanic languages,
Scandinavian languages
PE: English language
PF: West Germanic languages
PG: Slavic languages, Baltic
languages, Albanian language
PH: Uralic languages, Basque
language
PJ: Oriental languages and
literatures
PK: Indo-Iranian languages and
literatures
PL: Languages and literatures of
Eastern Asia, Africa, Oceania PM:
Hyperborean, Indian, and artificial
languages
PN: Literature (General) PQ:
French literature - Italian
literature
-Spanish literature – Portuguese
literature
PR: English literature
PS: American literature
PT: German literature -
Dutch literature
- Flemish literature
PZ: Fiction and juvenile
belles lettres
Q: Science
Q: Science (General) QA: Math
ematics QB: Astronomy QC:
Physics
QD: Chemistry
QE: Geology
QH: Natural history - biology
QK: Botany
QL: Zoology
QM: Human anatomy
QP: Physiology
QR: Microbiology
R:Medicine
R:Medicine (General)
RA: Public aspects of medicine
RB: Pathology
RC: Internal medicine
RD: Surgery
RE: Ophthalmology
RF: Otorhinolaryngology
RG: Gynaecology and obstetrics
RJ: Paediatrics
RK: Dentistry
RL: Dermatology
RM: Therapeutics, pharmacology
RS: Pharmacy and material med-

ica
RT: Nursing
R: Botanic, Thomsonian, and eclectic medicine
RX: Homeopathy
RZ: Other systems of medicine

S: Agriculture

S: Agriculture (General)
SB: Plant culture
SD: Forestry
SF: Animal culture
SH: Aquaculture, fisheries, angling
SK: Hunting sports

T: Technology

T: Technology (General)
TA: Engineering (General), civil engineering
TC: Hydraulic engineering, ocean engineering
TD: Environmental technology, sanitary engineering
TE: Highway engineering, roads and pavements
TF: Railroad engineering and operation
TG: Bridge engineering
TH: Building construction
TJ: Mechanical engineering and machinery
TK: Electrical engineering, electronics, nuclear engineering
TL: Motor vehicles, aeronautics, astronautics
TN: Mining engineering, metallurgy
TP: Chemical technology

TR: Photography
TS: Manufactures
TT: Handicrafts, arts and crafts
TX: Home economics

U: Military Science

U: Military science (General)
UA: Armies: Organization, distribution, military situation
UB: Military administration
UC: Maintenance and transportation
UD: Infantry
UE: Cavalry, Armor
UF: Artillery
UG: Military engineering, air forces
UH: Other services
V: Naval Science
V: Naval science (General)
VA: Navies: Organization, distribution, naval situation
VB: Naval administration
VC: Naval maintenance
VD: Naval seamen
VE: Marines
VF: Naval ordnance
VG: Minor services of navies
VK: Navigation, merchant marine
VM: Naval architecture, shipbuilding, marine engineering

Z: Bibliography, Library Science, Information Resources (General)

4.0 LIBRARY SERVICES

4.1 Ask a Librarian

Ask a Librarian service is being established as a pathway to obtaining professional guidance and recommendations regarding your research. You will receive a detailed response with specific referrals to appropriate resources and research techniques.

4.2 Digital library

A digital library is a library in which a significant proportion of the resources are available in electronic format (as opposed to print or microform), accessible by means of computers. The digital content may be locally held or accessed remotely via computer networks. Digital libraries provide students with unlimited resources of knowledge extending and enhancing the physical library of a University. Plans are underway to have off-campus access.



4.3 Suggestion book

The Library welcomes any suggestions that help to improve Library services. Users may submit their constructive ideas via library email or the complaint register.

4.4 Borrowing Privilege

Students and staff of the University can use the University ID cards to enter the Maasai Mara University library. University ID cards and Library fines are not transferable.

Discharge

Library users can return their loan items to the Circulation Counter. Loan records of the library materials returned will be updated immediately.

4.5 Overdue and Losses

Borrowers are responsible for returning their loans on or before the due date. Late return of Library materials is subject to an overdue fine and the amount of which is specified in the Library Regulations. For lost or damaged items, borrowers are liable for the cost of replacement plus the shipping and/ or processing fees

4.6 Information literacy

The Library provides users with education programmes and training workshops to assist users in using the Library effectively. Library orientation programmes for new students and staff are scheduled at the beginning of an academic year. Training workshops on using resources of different subject areas are held from time to time. Library will also coordinate with Schools to customize training programmes related to the needs of their courses.

4.7 Wireless LAN

The wireless network is accessible in all public areas in the Library. Users are required to configure and authenticate their devices once and all future logins will be authenticated automatically.

5.0 CONDUCT OF THE LIBRARY USERS

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.

5.1 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.

5.2 Mobile Phones

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

5.3 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.

5.4 Food & Drink

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

5.5 Personal Belongings

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

5.6 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.

5.7 Computer Equipment

Library computer equipment is intended for library research and should not be used for games, chat programs, or similar applications. Users should not use public Library computers to display materials that might be defined as harassing or obscene.

5.8 Admission

Admission to the Library is conditional upon the presentation of a valid University Identity Card. These cards are not transferable. In addition, the University Librarian or his/her designated representative shall have the authority to request a user to produce his/her University Identity Card for identification.

5.9 Loss and damage of library materials

Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement by writing or other marks and shall be required to pay the full cost of replacing or repairing such materials. In order to stop overdue fines from accruing, these cases should be reported to the University Librarian without delay. The cost of replacement will be the estimated price of the material plus a service charge per item as determined by the University Librarian. The book replacement cost may be waived if the lost item is found and returned. However, the overdue fine calculable from the due date to the date the item is actually returned still has to be settled. Lost library books or materials will continue to remain the property of the Library even if replacement costs have been paid. All sums paid are non-refundable.



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