WELCOME

Welcome to the Reuben Marambii Library. Remember, we are always here to empower you through information. You will need the library in the course of your studies at the University. This guide provides the bare basics for your aquitance to use of the library. Feel free to contact us whenever you have an information need that needs to be met.

LIBRARY SECTIONS AND SERVICES

USER SERVICES

The User Services is the front desk that you see as you enter the library. Use the desk to borrow, return, renew items. Seek assistance on e-books. Use the desk to give feedback to us and request additional assistance.

REPROGRAPHIC

The reprographic section of the library provides you with photocopying, printing and binding services at a charge. Overdue fines are also paid here.

The printer password is 9999

AUDIO VISUALS

Borrow multimedia resources (CDs, DVDs) and Head-phones from this section. Also access the e-resource lab. Headphones and patch codes are for use within the library.

PERIODICALS

Read newspapers and magazines from this section. Seek assistance on ejournals emagazines, enewspapers, thesis and projects and epastpapers here.

SHELVES

There are three types: Open, Reference, and Short Loan. Books from Reference are for use internally. Short loan books are borrowed for 3 hours or overnight from 5:oopm while books from Open Shelves are borrowed for use outside the library.

INFORMATION COMMONS

The Information Commons Room allows collaborative learning by providing a room for discussions. Keep it academic and keep it discussion. Do not remove furniture from this room.
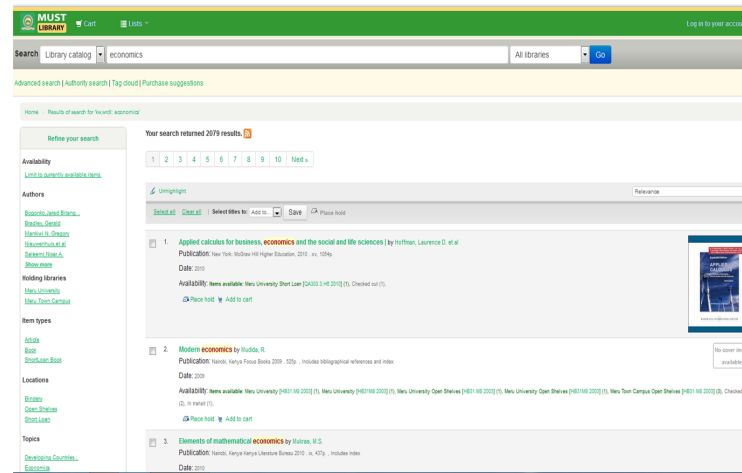
THE LIBRARY SYSTEM - KOHA

The Reuben Marambii library is automated, and uses an open source library management system called KOHA. Here we illustrate the basics of using the system:

a) Access the System
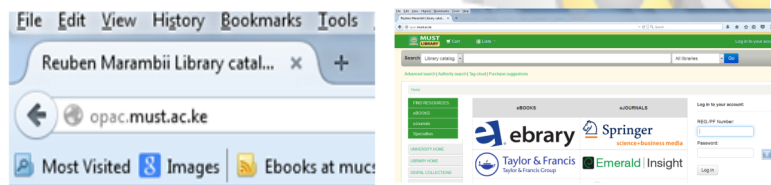
*Type **opac.must.ac.ke** in the address bar. You'll see results as above ⇧*

b) Conduct a Search

*Type your search word at the address bar. Eg economics. You will see results displayed. Write down the **call number** and locate item from the*

c) Retrieve the item

The library organizes its information resources using an international system called the Library of Congress Classification Scheme. Here, alphabets and numbers are used to code subjects eg H for Social Sciences, G Geography, Q Pure Sciences. To code a book, a combination of letters and numbers are used. Eg HF5565, QD256, L128 Each book in the library is given a number on the spine called a **Call Number** which is made up of the subject number, initials of the author and year of publication. Books on the shelf are then organized **alphanumerically** in ascending order by the call number on the spine.

LIBRARY GUIDELINES

Guidelines

1. Students will be issued with a Student's ID. If lost please report to the library immediately.
2. Users shall not obtain or use a library card under false pretences.
3. Library books removed on the shelves should be left on the desk to be collected by library staff for re-shelving. Willful mis-shelving library books is punishable.
4. Reading space is limited and readers must not reserve seats by leaving person-al items on them.
5. All bags, briefcases, overcoats etc should be left at the baggage store at the library entrance.
6. Respect the borrowing guidelines for various categories of books.
7. Be courteous to library staff.

Regulations

1. Library items should not be taken out without proper authorization.
2. Defacing, mutilating or damaging library items, facilities, equipment, furniture or furnishing is prohibited.
3. Smoking, eating and drinking and sleep-ing in the library buildings is not al-lowed
4. All communication gadgets should be put on silent mode before entering the library. **No call should be made or re-ceived in the library**
5. The library is a place for silent, private study. For discussions, use the Infor-mation Commons provided.
6. A user serving a suspension from the library is required to strictly adhere to the suspension term.
7. Use or possession of items from other libraries that have evidence of use with-out proper authorization will be confis-cated.

Comprehensive Guide available online
http://library.must.ac.ke

BORROWING MATRIX

Category	Books	Days
Post Graduate	4	14
Undergraduate	4	14
Certificate & Diploma	3	14

Note: In addition users are entitled to borrow **1** short-loan item and **1** Audio visual and **1** Headphone .
Users may not renew a book if its on hold for another user.

WORKING HOURS

Mon - Fri : 7:45 - 9:00 pm
Borrowing begins at 8:15am
Saturday: 9.00am - 3:00 pm
**Closed on Sunday and Public Holidays**

HOW TO ACCESS EBOOKS

In addition to the print books, the library provides access to over 80,000 ebooks. The most important database for ebooks is ebrary. Here we give the basics of how to access this resource.
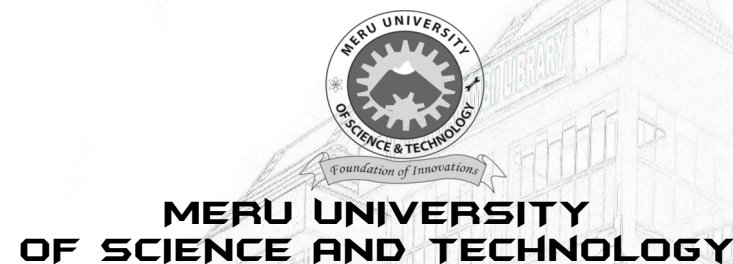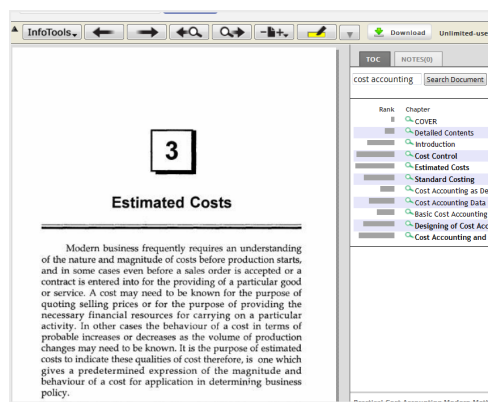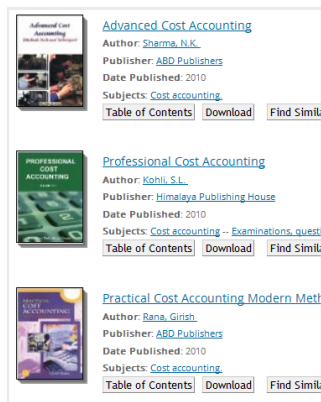
a) From the library Catalogue (opac.must.ac.ke) select **Ebooks** *then* **Ebrary** *from the library drop down menu. If you are away from campus, click* **Off Campus Access** *from the library website: library.must.ac.ke and select* **ebrary.**
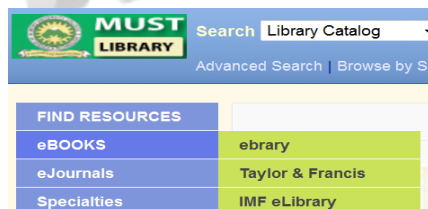
b) You will see the screen displayed as below:
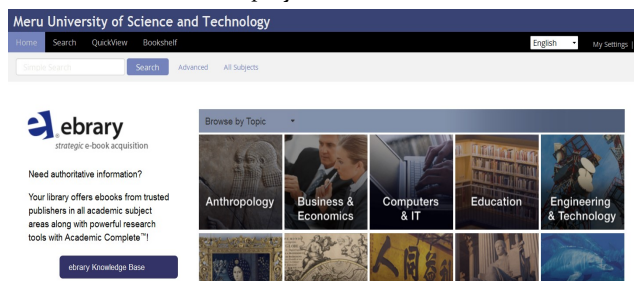
c) Type your search term. eg cost accounting . Click the book cover to read the ebook. Register for an account with ebrary to download book chapters