



KCA UNIVERSITY (KCAU)

LIBRARY CIRCULATION PROCEDURES

PREAMBLE

The primary role of the KCAU Library is to support the varying research and instructional needs of the University's primary community: KCA's faculty, staff, and students. The circulation Procedures of the KCAU exists to facilitate community access to the materials and information contained in the Library's Collection and are based on the University Library Circulation Policy (Policy number (ii) of the Collection Development and Management Policy).

ELIGIBILITY

In order to borrow library materials from KCAU main library and its branches, users must register for a Borrower's account with the Library. The account is created with the Library Management System in order to maintain accurate records of materials that are checked out, and to gather library usage data so the library can evaluate and improve collections and services. These accounts are created free of charge when requested by qualified and approved member of the University community. Students undertaking Professional programs will need to provide proof of payment of caution fee (refundable at the end of your course) in order to be eligible to borrow.

BORROWING PRIVILEGES

Library patrons or users with Borrower's Account may borrow library resources upon presentation of a valid Student or Staff Identification card. Borrowing privileges are not transferable and are subject to withdrawal if abused. The borrower is responsible for library material charged out in his/her name until it has been returned in good condition to the library.

SUSPENDED ACCOUNTS

The Library blocks or suspends further circulation transactions, under the following conditions:

- ✓ If a borrower has outstanding fines
- ✓ If a borrower has presented clearance forms and has been cleared by the University Librarian.
- ✓ If a borrower has not returned all items borrowed the previous semester/ trimester.
- ✓ If a borrower has not registered for the new semester/ trimester.
- ✓ If a borrower has withdrawn their caution fee.
- ✓ If a borrower has a pending case to sort out with the Librarian. **CHECKING- OUT ITEMS**
Below are the steps undertaken when issuing out a book:
- ✓ Using the Online Public Access Catalog, the user search and retrieves desired material from the library collection.
- ✓ The user presents his/her ID which acts as the borrower's card to the librarian at the Loans/Return desk together with the item to be checked out.
- ✓ Using the Circulation Module of the Library Management System, the Circulation Librarian scans the user's ID card barcode with the barcode reader to gain access to his/her account.
- ✓ Once in the user's account, the librarian **CHECKS OUT** the presented item against the user's account by scanning the item Barcode. Details of the Record retrieved from the system must **MATCH** with the presented item, if not the transaction should be canceled.
- ✓ Depending on the nature of the item and the category of the user, the automated system will automatically set the loan period for the book and set an alert message to the users e-mail account on the checked out item.
- ✓ The Librarian then stamps the system generated due date on the Date due Label/slip on the book.
- ✓ The Item is then demagnetized and then presented to the user who can now legitimately walk out of the library with it.

CHECKING-IN LOANED ITEMS

- ✓ Users/Patron presents the information material to be checked-in to the librarian at the Loans/Return desk.
- ✓ Using the Circulation Module of the Library Management System, the librarian scans the item's barcode to CHECK IN the item.
- ✓ Users/Patron presents the information material to be checked-in to the librarian at the Loans/Return desk.
- ✓ Using the Circulation Module of the Library Management System, the librarian scans the item's barcode to CHECK IN the item.
- ✓ Details of the records retrieved from the system including the users details are checked against the presented item and if they match a verbal acknowledgement is given to the user on successful return. The librarian then cancels the due date on the returned item.

- ✓ The item is then passed through the demagnetizing machine for return Status.
- ✓ Returned item is then placed in the sorting bay awaiting collection to be shelved.
Borrowing/Return of Items is open for loan until five (5) minutes before the library closing time.

Library Hours Monday – Friday 7:30am – 8:30pm

Saturday 8:00am – 6:00pm Sunday 9:00am –5:00pm

Public Holidays – Closed BORROWING/CHECK-OUT CRITERIA

The lending services criteria are subject to availability and demand of particular resources. The current general criteria are as follows:

Borrower Category		No. of items	LOAN PERIODS		RENEWALS	
			Main long	Short loan	Main long	Short Loan
1	Admin Staff	3	30 Days	14 Days	2	1
2	Certificate, Diploma & Undergraduate	3	14 Days	7 Days	2	1
3	Postgraduate	5	14 Days	7 Days	2	1
4	Professional	1	14 Days	7 Days	2	1
5	Professors/ Doctors	10	30 Days	14 Days	2	1
6	Teaching Part-time	3	30 Days	14 Days	2	1
7	Teaching Staff	5	30 Days	14 Days	2	1

When necessary, the library may vary loan conditions and categories in order to meet the needs of particular groups of users, subject to availability of resources.