

## TANGAZA UNIVERSITY COLLEGE LIBRARY – LECTURERS’ HANDOUT

Tangaza is lucky to have 3 libraries, very well-stocked in books and journals. The Library is the centre of university learning and Tangaza regards lecturers as key players in this area. It is the lecturers who recommend books and journals, give booklists (including journals), encourage browsing along the shelves, and wider reading. It is the lecturers who are the first to use the E-resources, to pass on their enthusiasm for all that can be found there, to give e-resources in their bibliographies... in this way the students will learn their value. **NB ONENIGHTIN NURU NOT MENTIONED.....**

### Opening Hours

**Mary Immaculate:** Monday - Thursday: 8-5.30, Friday: 8-5, Saturday: 9-5.

**Nuru Library:** Monday - Friday: 8-5.00, Saturday: 9-5.

**MIAS Library:** Monday-Friday: 8-4.15.

**All libraries remain closed on Sundays and Public Holidays.**

### Borrowing

1. Lecturers are entitled to borrow up to **ten library books for one month**. The library system uses the Tangaza ID card. A lost ID card must be replaced before you may borrow more books. Books may be renewed twice, for two weeks each time, either online or during a visit to the library. A fine of Ksh 25 per day per book is charged for late returns.
2. You are advised to **report a lost book immediately** as fines apply. You will be asked to replace the book yourself, or through the college.
3. Clearance: Lecturers who are not returning for the following semester should clear with the Library (at the Circulation Desk in Mary Immaculate) as with any other department. The College is entitled to withhold payment of stipends until the lecturers return all books.
4. **Interlibrary loans:** Tangaza College lecturers and students are welcome to use the libraries at CUEA, Consolata Institute for Philosophy, Apostles of Jesus, Marist International, Utume, Hekima College. You will need to present your Tangaza ID at the college gate and in the library. If you wish to borrow a book, a Borrower's Form should be obtained (two copies, NOT photocopiable) from the Circulation Desk in Mary Immaculate. The library you visit will stamp both forms, and keep one for their records; the second must be returned to the circulation desk here in Tangaza for our records.
5. **Books which will be needed by a whole class may be placed on the Reserve** at the circulation desk. The lecturers should hand in a list at the circulation desk. When no longer needed on Reserve, the lecturer or the circulations librarian should see that they are returned to the open shelves for normal borrowing. During the day, Reserve books are taken for reading in the library only. For overnight use, one Reserve book may be borrowed at 4 pm. It must be returned by 9 a.m. the next morning, or it will incur the 25/= fine.

Lecturers are encouraged to **suggest new acquisitions** for the library collection, especially books that will help keep our library up to date. These requests should give title, author, publisher and date of publication, and should be given to the Library Committee representative of the Institute concerned well in advance of the next ordering date (September 15, January 15, April 1st). Except for locally available books, processing the order can take up 4 months, so please do not wait until the last minute.

**Personal laptops** may be used in the libraries—however the college management is not responsible for damage or loss of any laptop or other personal item. The wireless internet connections are good. For any problem in connecting, please consult a librarian.

**E-RESOURCES – e-journals, e-books.** The library has an INASP/PERII/KLISC subscription. Full text articles from hundreds of journals and e-books can be accessed on and off campus. Journal databases include EBSCO, JSTOR, Oxford, Cambridge, Gale, Project Muse and many others. The subscription has been paid by the college, and you therefore use the service free of charge.

**In Tangaza:** Go to the website ([www.tangaza.org](http://www.tangaza.org)), hover over Library, and click on E-Resources. Going through Google on-campus also usually accesses the Tangaza subscription.

**Off Campus:** Go to the website ([www.tangaza.org](http://www.tangaza.org)), click on Portal, then on Off-campus Access. Fill in your user name and password (the same as on Moodle). In this way you access the Tangaza subscription. Going through Google when you are off-campus will not access the college subscription - you will have to pay. **NB.** Our subscription has conditions.... Do not give your user name and password to anyone else. The publishers' servers register computer IDs and their origin and our subscription could be stopped.