

# **TANGAZA UNIVERSITY COLLEGE**

## **LIBRARY HANDBOOK**



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# INTRODUCTION

## Preamble

Welcome to Tangaza University College (TUC) library handbook. We hope you find this handbook helpful. The handbook provides an introduction to the services and resources available at Tangaza University College library.

## Historical Context

Tangaza University College Library history dates back to the foundation of the college. The college was founded as a Theological Centre for Religious. It opened its doors to the first group of students on 25 August 1986. Tangaza University College is currently recognized as a constituent College of Catholic University of East Africa. Since then, the library has been part of the departments that support academic excellence and research.

As a centre of intense intellectual inquiry, the Tangaza University Library shares with the university the aspiration to be the most dynamic learning environment in the provision of holistic and transformational Christian education through dissemination and preservation of knowledge. The library continues to embrace change and align itself to thrive on diversity, to support professional growth and opportunity, and to reward flexibility and innovation.

## About TUC library

The library provides print, audio-visual, and electronic resources to meet the teaching and learning needs of Tangaza University College students and staff. With 400,000 plus print items and subscriptions to over 30 print journals, e-journals and e-book databases, the library's collections reflect a diverse and dynamic collection of information materials from all academic disciplines, with a sole purpose of providing readily available information to all our patrons.



The library staff are committed to providing user-oriented services and cultivating a dynamic resource collection in support of the academic programmes. The library is recognized for the excellence of its collections and for its response to the information needs of students, faculty, and other researchers.



## **Vision**

To provide information resources and services that enhance academic excellence and impact social transformation in accordance with the vision of Tangaza University College.

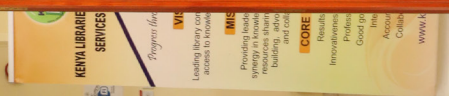
## **Mission**

To facilitate the acquisition, storage and dissemination of quality information resources and services that support teaching, learning and research activities that reflect the mission of the College.

## **Objectives**

1. To identify, collect, store, manage and make available relevant, quality and up-to-date sources of information to support the university's programs
2. To provide efficient and effective library and information services that meet the information needs of the clients.
3. To provide information and communication technology facilities in step with current advances and user needs.
4. To assist and enhance library skills among library users in searching, accessing and acquiring accurate information through information literacy skills.
5. To adopt information dissemination strategies e.g Current Awareness Services (CAS) and Selective Dissemination of Information (SDI) to enhance maximum utilisation of available information resources
6. To provide sufficient archival services
7. To manage the institutional repository
8. To recruit, develop and capacitate a highly motivated and qualified staff in the provision of library and information services.







## TUC Libraries

Tangaza University College has three libraries

### 1. Mary Immaculate Library (Main Library)

Located at the lower ground floor of Imani building. It contains a collection of books and other print resources.

### 2. Nuru Library

Located at Nuru building. It contains a collection of periodicals, journals, and audio-visual materials.

### 3. TAMCAS Library

Located at the Imani building. The library collection specializes in Africana information resources.

#### *NB: Access to the Library*

Admission to the library is permitted only upon presentation of a valid Student or Staff Identity card.

### Working days and hours

Library	Weekdays	Weekends (Saturday only)	Public Holidays
Mary Immaculate Library	8.00am - 6.30pm.	9.00 am- 5.00pm	Closed
Nuru library	8.00am - 5.00pm.	9.00am - 5.00pm.	Closed
TAMCAS Library	8.00am - 5.00pm.	9.00am - 5.00pm.	Closed

#### **NOTE**

All libraries remain closed on Sundays and Public Holidays.



## **LIBRARY MEMBERSHIP**

Membership is open to all registered students, members of the faculty and staff of Tangaza University College.

Membership privilege is also extended to colleges that are in partnership with TUC such as Amani Counselling Centre, Embulbul Counselling Centre, members of Kenya Religious Institutes Consortium (KRIC) libraries and the Christian University libraries. These members may also use the library and borrow according to the requirements in the signed MOU.

Alumni and visitors (including academic staff and research students from other institutions) may use the library upon the payment of Ksh. 2000.

However, they are not allowed to borrow.

### **Creating a Library Account**

Every library user **MUST** have a library account for them to borrow library items. In order to create users' library accounts, the library imports data from the admission office to create your library account. However, it is your responsibility to ensure that the library has the correct information about you. This account will allow you to view and renew materials that you have checked out from the TUC library, and view any holds or overdue fees associated with your patron/user account.

### **Library User Categories**

All TUC students, staff and lecturers are allowed to borrow library materials as in-line with the terms stipulated below.





Patron type	Material	Number of books	Duration
Undergraduate Cert/dip	Long loan Books	4	14 days
	Short Loan Books	1	Overnight
Postgraduate	Long loan Books	9	30 days
	Short Loan Books	1	Overnight
Staff/Lectures	Long loan Books	9	30 days
	Short Loan Books	1	Overnight

## Library Rules

1. Wear your lanyard with your ID at all times.
2. Leave all bags (including laptop bags), and bulky overcoats or jackets at the luggage section.
3. Library security and staff are entitled to search any person entering or leaving any Tangaza library.
4. Food and drinks are not allowed in the library.
5. Silence is a must in all libraries at all times. Therefore, conversations and using mobile phones are not allowed. Switch off your mobile phone before entering any library or switch it to silent mode. Answering your mobile in the library will earn you a ONE MONTH suspension from the library. Please let us have a real working atmosphere in the libraries. We all know that some calls are urgent/important, but this is not an excuse for answering your mobile in the Library.
6. 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. Please take care of your belongings.
7. If you lose or damage a library item, a new copy must be bought at your own expense, either by yourself, or through the college (a substantial down payment will be requested to cover the cost, together with postage and administration



- fees-any surplus will be refunded when the item arrives).
8. Library users caught stealing or damaging TUC library books or other property will be reported to the Tangaza College Disciplinary Committee.
  9. Photocopying Copyright rules apply: DO NOT photocopy more than a small section of a book.
  10. Access to the Library will be permitted only upon presentation of a valid Student or Staff Identity card.

## Library Dos and Don'ts

Users may download, save, or print reasonable portions of text, search results, and other information from the library's online resources for studying, teaching, and/or research purposes.

1. **DO NOT** share your library login and passwords to online resources with unauthorized users or any other person.
2. **DO NOT** use robots, spiders, or other automated programmes to download electronic resources;
3. **DO NOT** use online resources for commercial purposes;
4. **DO NOT** sell text, search results, or other information in any form or medium;
5. **DO NOT** post information retrieved or downloaded from online resources to a website, or to an email list.
6. **DO NOT** re-distribute information from online resources to unauthorized users.

Accounts are assigned to individuals. Users are solely responsible for all functions performed from the accounts assigned to them. Do not allow others to use your account. Users should not attempt to crack, guess and/or capture another person's computer password.



# LIBRARY SERVICES AND RESOURCES

## Circulation Desk Services

### Circulation services

The **circulation** or lending desk or loans desk, is found near the main entrance of the libraries. It provides **lending services** and facilities for returning all loaned items. For a user to be accorded this service they **MUST** have the College's ID card. A lost ID card must be reported immediately and replaced.

In Mary Immaculate and TAMCAS libraries all books may be borrowed except for reference books and new books on display. In Nuru library all materials are for reference only that is they are to be used within the library premises only.

At the Circulation Desk, you can find information on the library's resources, check out materials, access to course reserves, place Interlibrary Loan requests and ask for assistance. The staff and at the Circulation desk are available to help you find the information you need, or direct you to the appropriate section, individual, or department.

NB: Students and staff of the Tangaza university college are required to have their college ID cards while borrowing library materials. Circulating materials are issued at the Circulation desk by a library staff. Library users can return their loan items at the circulation desk and ensure the items have been checked in.

### Overdue and Losses

A book once borrowed must be returned before the date stamped on the Due Date slip in the book except when renewed. Borrowers are responsible for returning their loaned materials on or before the due date. A fine of Ksh. 25 per day per book is charged for both the long loan book and reserve books for late return of a book or failure to renew on time.



Lost item fines are based on the replacement cost of the item, as well as a processing fee which is 10% of the total cost of the item lost. Unpaid fines will result in a hold being placed on the user's account hence blocking the user from any further borrowing.

If an overdue item accrues fines which surpass the total price of the book, the user will pay only the total price of the book plus 10% of the total price as shipping fee.

For lost or damaged items, borrowers are liable and are required to purchase the latest edition of the lost book.

### **Note**

The library strives to meet the information needs of its patrons. If you need help finding a book, or are unable to locate it in the stacks, you may request that a search be conducted to locate it. If you need a book that has been checked out by another patron, you may request that a Hold or Recall be placed on the item. We will do our best to locate the item and notify you when it is available.

You may also request an Interlibrary Loan in order to borrow materials that are not available at the TUC library.

## **Course Reserves**

Lecturers may place library materials, personal texts, audio visual materials, or photocopied materials on reserve at the circulation desk.

Course reserves can be checked out at the circulation desk for overnight use and must be returned by 9.00am the next day. Course reserves are available for in-library use only unless one is borrowing it as an overnight item which should be done one hour before the closure of the library.



## Renewal Services

Items that have been checked out can be renewed in-person, online, or over the phone by calling the library Circulation desk. Online/self-renewal is only possible when the account has no overdue fines accrued.

Library materials cannot be renewed if:

- The items concerned are overdue OR
- Maximum renewal limit has been reached OR
- Items has been reserved by other users OR
- You have a fine exceeding Ksh300.

## Reference Services

TUC library offers reference service to its users both online and offline. Reference services offered include;

- Assisting patrons to locate information materials in the library and answering general questions about knowledge in various subject areas
- Providing instruction/training on how to access, retrieve and apply scholarly information appropriately in academic work
- Assisting patrons in retrieving exhaustive literature on the subject of your research needs from databases
- Providing users with tools for retrieving relevant books and journals for research and reading from the library: e.g., catalogues and indexes, bibliographies.
- Providing access to wide range of information sources (printed books and journals, e-books and e-journals, theses and dissertations, newspapers etc) to fulfil research needs in different disciplines.

## Inter-Library Loan Services

Any eligible Tangaza University College library patron/user can borrow library materials through interlibrary loan request. The user should fill an inter-library loan request form and submit it to the Circulation Librarian for processing.





The Tangaza University College Library does not accept responsibility for any reading materials a user borrows from another library.

Any library patron who fails to return a reading material borrowed on the inter-library basis by its due date forfeits all his/her borrowing privileges. The same patron is subject to the rules, procedures and regulations of the lending institution.

## Research Services

This service provides TUC students, staff and lecturer's quick access to information and tools to plan, conduct, and disseminate their work. This will involve: -

- Search tools discover and access library and archival materials, data, and e-resources beyond the library catalogue.
- Specialists advanced research assistance in dozens of subject areas.
- Topic guides Library resources selected by subject specialists to focus your research on a topic.
- Turnitin plagiarism checker services



## **Photocopying Services**

Tangaza University College offers photocopying service in both libraries at a cost of Ksh. 2 per page. The procedure requires the patron to pay a minimum of Ksh100 at the Finance Office before photocopying.

This is a self-service process. Patrons are trained to use the photocopier machines.

## **OPAC, internet workstations, and WIFI**

TUC library provides computer workstations that offer access to the library catalogue and electronic Library. All workstations are available to Library users on first-come-first-serve basis. WIFI is available in the library for accessing the internet using your own electronic gadget.

## **Library resources**

There are two major types of resources in TUC. These are print and electronic resources.

### **Print resources**

TUC offers a wide range of print information resources.

### **Print resources in Mary Immaculate library**

In Mary Immaculate library, users can access and borrow books. Books are classified according to the Library of Congress Classification Scheme and arranged on shelves by call number. There are different sections of books in Mary Immaculate library which include; Open shelf, Research, Africana, IYS, Reserve, Reference, CTIE and Display.



## How to search the stacks (Mary Immaculate Library)

Items in the library collection are arranged according to Library of Congress (LC) Classification. The call numbers indicate where an item is located on the shelf.

Call numbers contain several parts: A letter (or set of letters) and a series of numbers followed by a decimal and "Cutter" number. The letters indicate what shelf the item is on while the numbers indicate where the item is located in relation to the others around it.

The alphanumeric combination reflects the subject of the item, facilitating browsing by subject.

How to read a call number:

PR 4560. S23

The "PR" means the item is located on the PR shelf. Read the letters in alphabetical order, e.g., PR before PS. The numbers and Cutter entry "4560. S32" tell you where the item is on the shelf. Read the numbers before the decimal in numerical order. Read the Cutter number in alpha-numerical order (e.g. .S32 will come before .T2)

## Nuru library

Nuru library (hosted in Nuru building) is home to all periodicals (print journals, magazines, newspapers, long essays. The following is a list of journals by subject found in Nuru library.

### African (& some Asian) Theology

- ACUHIAM
- AFER
- Africa Today
- Africa Tomorrow
- African Christian Studies
- African J. of Contextual Theology
- African J. of Canon Law Studies
- AICMAR
- AJET



- ATJ African Journal of Theology
- Grace & Truth
- Hekima Review
- J. of African Christian Thought
- J. of Asian and African Studies (JAAS)
- J. of Religion in Africa
- Kristu Jyoti
- Nigerian Journal of Religion & Society
- Spearhead (full set – also individually shelved in Mary Immaculate )
- St. Augustine Papers
- Tangaza Occasional Papers (full set – also individually shelved in Mary Immaculate)
- Telema
- Waliggo, The
- Théologie Africaine, Eglises et Sociétés
- Vidyajyoti

### **Africa Other (Political, Sociology, Communication etc)**

- Africa - J. of the International African Institute
- Africa Bibliography
- Africa Media Review
- African Affairs
- African Communication & Research
- African Geopolitics
- African Studies
- Eastern Africa J. of Humanities and Sciences (CUEA)
- Ecquid Novi, African Journalism Studies
- J. of African Cultural Studies
- J. of African Economies
- J. of Contemporary African Studies
- J. of Modern African Studies
- Journal of African History
- Journal of African Law
- Research in African Literatures
- Kenya Gazette (now online Kenya Gazette Supplement)



### **Business/Finance/ Leadership & Management**

- Harvard Business Review
- Management (KIM)
- Int. J. of Entrepreneurship & Innovation
- J. of African Economies
- Scandinavian J. of Economics
- International J. of Entrepreneurship and Innovation
- Appropriate Technology
- Footsteps
- Journal of African Business
- Human Resource Development Review
- Public Relations Inquiry
- Educational Leadership
- International J. of Leadership in Education
- J. of Leadership and Organizational Studies
- J. of Conflict Resolution
- J. of Change Management
- J. of Management
- Leadership
- Management (KIM)
- International J. of Entrepreneurship and Innovation
- J. of Management (J.O.M)
- J. of Change Management
- J. of Education for Sustainable Development
- J. of Leadership and Organizational Studies
- Management (KIM)
- International Journal of Entrepreneurship & Innovation

### **Communication & Media**

- Africa Media Review
- African Journalism Studies (=Ecquid Novi)





- Communicatio
- Communication and Critical / Cultural Studies
- Communication Education
- Communication Monographs
- Communication Research Trends
- Communication Teacher
- Communication Theory
- Communication, Culture and Critique
- Critical Arts
- Critical Studies in Media Communication
- Human Communication Research
- J. of African Communications
- J. of Applied Communication Research
- J. of Communication
- J. of International and Intercultural Communication
- J. of Mass Media Ethics
- J. of Media & Religion
- J. of Public Relations Research



- Media Development
- Nordicom Review
- Quarterly J. of Speech
- Text and Performance Quarterly

### **Current Affairs**

- America
- Catholic Mirror (was the National Mirror)
- Commonweal
- Osservatore Romano, L'
- Tablet, The

### **Ecumenism/ Islam**

- Bulletin of Ecumenical Theology (Nigeria)
- Ecumenical Trends
- Ecumenical Review
- Information Service
- J. of Ecumenical Studies
- Encounter
- Se Comprendre (ceased Jan 2014)
- Muslim World
- Sobornost
- St Vladimir's

### **Education/ Research/ Counselling and Psychology**

- Educational and Psychological Measurement
- Educational Leadership
- Educational Psychologist
- Educational Psychology in Practice
- Educational Research
- Educational Researcher
- Human Development
- International J. of Leadership in Education
- J. of Applied School Psychology
- J. of Educational Psychology
- J. of Educational Research



- J. of Psychoeducational Assessment
- J. of Teacher Education
- J. of Youth Studies
- Educational and Psychological Measurement
- Educational Research Bulletin American J. of Psychology (AJP)
- Educational and Psychological Assessment
- Educational Psychologist
- Educational Psychology in Practice
- Human Development
- J. of Applied School Psychology
- J. of Clinical Psychology
- J. of Educational Psychology
- J. of Psychology and Theology

### **Environmental Studies**

- Miti
- National Geographic

### **Pastoral (and Pastoral Theology)**

- Messenger of Mary Immaculate
- East Asian Pastoral Review
- Good Shepherd (new from CUEA)
- New City
- New People
- The Seed
- Peoples du Monde
- The Catechetical Review
- The Priest
- Traces
- The Pastoral Review
- Wellsprings

### **Scripture**

- Bible Today
- Biblica



- Biblical Archeology Review
- Biblical Theology Bulletin
- Catholic Biblical Quarterly
- Elenchus of Biblica
- Interpretation
- J. for the Study of the New Testament
- J. for the Study of the Old Testament
- Near Eastern Archeology
- New Testament Studies
- Novum Testamentum
- Vetus Testamentum

### **Social Questions**

- Gender and Society
- HAART (Newsletter on awareness against trafficking)
- Human Rights Report
- Transparency International
- Adili
- Forced Migration
- Hakimani
- International Journal of Peace Studies
- International Review of Sociology
- Journal of Catholic Social Thought
- Journal of Conflict Resolution
- Journal of Peace Research
- Journal of Sociology
- Peace Review
- Review of Social Economy
- Social Movement Studies
- Journal of Management for Global Sustainability
- Social Transformations
- Youth worker Journal
- J. of Youth Studies
- Development
- Development in Practice
- Journal of Democracy



- Spearhead
- International Journal of Peace Support Training Center

### **Spirituality, Prayer and Spiritual Direction**

- Carmelite Digest
- American Benedictine Review
- Augustinian Studies
- Mount Carmel
- Presence
- Spiritual Life
- Spiritus - a J. of Christian Spirituality
- Spirituality
- The Sword
- The Way
- J. of Religion
- J. of Religion in Africa
- Modern Theology

### **Theology/Philosophy**

- Acta Apostolicae Sedis (better online)
- African J. of Canon Law Studies
- American Catholic Philosophical Association Proceedings
- American Catholic Philosophical Quarterly
- Anglican Theological Review (ATR)
- Anthropology and Mission
- Black friars
- Biblical Theology Bulletin
- Bibliographia Missionaria
- Canon Law Abstracts
- Canon Law Society of America Proceedings (CLSA)
- Chicago Studies
- Cistercian Studies
- Commentarium pro religiosis et missionariis
- Communio
- Concilium
- Concordia Theological Quarterly





- Church History J. of Ecclesiastical History
- Cord, The
- Doctrine & Life
- Downside Review
- Ephemerides Liturgicae
- St. Augustine Studies
- Journal of Ecclesiastical History
- Practical Theology
- Pro Dialogo
- Jurist
- Ethics
- Ethics & Medics
- Exchange
- Fields Afar
- Franciscan Studies
- The Furrow
- Gregorianum
- Harvard Theological Review
- Heythrop Journal
- International Bulletin of Missionary Research
- International J. of Systematic Theology
- International Review of Mission
- Irish Theological Quarterly
- Journal of Early Christian Studies
- J. of Early Christian Studies
- J. of Feminist Studies in Religion
- J. of Religion
- J. of Religion in Africa
- J. of the Society of Christian Ethics
- Linacre Quarterly
- Liturgy (J. of the Liturgical Conference)
- Louvain Studies
- Miscellanea Francescana
- Missiology
- Missionalia
- Mission Studies



- Mission Today
- Modern Theology
- National Catholic Bioethics Quarterly
- New Black friars
- Nouvelle Revue Théologique
- Origins
- Periodica de Re Canonica
- Pope Speaks, The
- Religious Life Review
- Review for Religious (ceased, but all the old issues are excellent)
- Revue d'histoire ecclésiastique
- Scottish J. of Theology
- Speculum
- Spiritus (Revue d'expériences missionnaires)
- Studia Canonica
- Studia Moralia
- Studia Patristica
- Studies in Christian Ethics
- Studies in Church History
- Studies in Religion – Sciences Religieuses
- Studies in World Christianity
- Tangaza J. of Theology and Mission
- Teologia
- Theological Studies
- Theology
- Theology Today
- Thomist, The
- Questions Liturgiques
- Word and World
- Worship



## Electronic resources

Electronic resources made available by the Tangaza University College Library to students, staff, faculty, and other authorized users, are for activities that support, teaching, learning and research.

In general, these resources are available for non-commercial and scholarly purposes. Eligible users of the resources must comply with the terms and conditions, and be aware that publishers may monitor use of electronic resources to ensure that licensing agreements are enforced. Breach of license may lead a publisher/vendor to turn off Tangaza University College's access without warning, and may threaten the entire campus's access to the resources. The following are some of the e-resources;

### E-Journals

E-resources include e-journal databases which cover numerous full text titles, which include subscribed electronic journals and open access databases. (Visit [library.tangaza.ac.ke](http://library.tangaza.ac.ke) for a full list of all available e-journals).





## E-Books

There are at least three major premium e-book databases available. (Visit [library.tangaza.ac.ke](http://library.tangaza.ac.ke) for a list of all available e-books).



Taylor & Francis  
Taylor & Francis Group



DE GRUYTER

## Accessing E-resources

Tangaza Library users can access the electronic resources on and off campus. Each user has a unique password for off-campus access.

### On campus access

Access to the resources subscribed to by the library is provided on campus through the library's computer terminals and from personal laptops, smartphones, and tablets.

The e-resources can be accessed on or off campus.

For off-campus access use <https://tangaza.remotexs.co/user/login>



## Off-Campus Access

Off-campus access to the library's electronic resources is also available for authorized users as defined by our license agreements. Such access requires the user to log-in using his or her net ID and password. This log-in verifies that the off-campus user is a part of the licensed user group of Tangaza University college community. The ICT department is in charge of creating individual username and passwords.

**NB:** Please ensure that you visit the library for registration of the off-campus access before attempting to gain access.

## Digital Repository

Tangaza Digital Repository is a digital service that collects, preserves, and distributes digital informational materials. It is available at <https://repository.tangaza.ac.ke/>

The main purpose of the digital repository is to disseminate Tangaza's research output.

## Turnitin

TUC library provides Turnitin plagiarism checker services members of TUC can request for there work to be checked, send your work to [antiplagiarism@tangaza.ac.ke](mailto:antiplagiarism@tangaza.ac.ke).

NB. All work must be sent using your Tangaza University College Gmail account. Work sent from personal email accounts will not be accepted.