





MASENO UNIVERSITY

DOCUMENT TITLE:	PROCEDURE FOR CIRCULATION & READER SERVICES		
DOC. NO:	MSU/ASA/LIB/OP/02	ISSUE NO:	1
DATE OF ISSUE:	10 TH MARCH, 2023	REV. NO:	0
AUTHOR:	UNIVERSITY LIBRARIAN		
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SIGNATURE:		SIGNATURE:	

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0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.				
2.				
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0.2 DOCUMENT DISTRIBUTION

This procedure shall be available on the University website for authorized users

1.0 PURPOSE:

The purpose of this procedure is to ensure consistency, effectiveness and timeliness in all readers' services.

2.0 SCOPE:

This procedure shall apply to the registration of patrons, checking in and checking out of information materials

3.0 REFERENCE:

- 3.1 ISO 9001-2015: Quality Management System - requirements
- 3.2 Maseno University Quality manual
- 3.3 MSU/VC/MR/OP/01

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3.4 Library Rules and Regulations

3.5 Library Policy

4.0 TERMS AND DEFINITION / ABBREVIATIONS

- 4.1 UL – University librarian
- 4.2 Check out: Refers to lending out of information materials (borrowing)
- 4.3 Check in – returning of the information material
- 4.4 Patron – Refer to library users
- 4.5 KOHA – Library Management Systems
- 4.6 KPI – Key Performance Indicators

5.0 Responsibilities

The University Librarian shall be responsible for the implementation and effective supervision of this procedure.

6.0 METHOD

6.1 Circulation & Reader Services

Registration of patrons

6.1.1 The Library staff shall verify the legibility of the patron using the students Identity or staff identity upon which they are registered into the system.

Check-outs Information Material

6.1.2 Upon confirmation the library staff shall check-in and reactivate the information material using the book sensor machine.

6.1.3 The library shall stamp the due date and deactivate the information material before issuing to the patron

Check- in information materials

6.1.4 Upon return, staff shall check-in the information materials and re-activate.

6.1.5 In the event that the library information material is overdue, the patron shall be charged and a receipt is issued.

6.1.6 If the information material is lost, library policy shall apply.