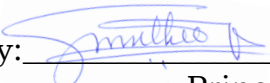
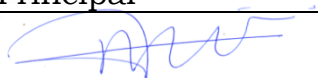


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**MERU NATIONAL POLYTECHNIC**

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**QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015**  
**LIBRARY PROCEDURES MANUAL**  
**MNP/PM/LIB/001**

Authorized by:  Principal	Date: 16 <sup>TH</sup> JUNE 2016
Issued by:  Management Representative	Date: 16 <sup>TH</sup> JUNE 2016



## LIBRARY PROCEDURES MANUAL

**Doc No:**

MNP/PM/LIB/001

**Issue:** 02

**Version:** 0

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### DOCUMENT VERSION CONTROL SHEET

Issue No.	Issue Date	Description of Change	Authored / Revised by	Approved By
Issue 1 Version 0	13-May-2011	Document creation	Librarian	Principal
Issue 2 Version 0	16-June- 2016	Overhaul of the Procedure Manual to meet the requirements of ISO 9001:2015	Librarian	Principal



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### PROCEDURE NUMBER 1: ACQUISITION OF LIBRARY MATERIALS

#### 1.0 GENERAL

#### 1.1 PURPOSE

The purpose of this procedure is to ensure consistency, effectiveness and efficiency in acquisition of library materials.

#### 1.2 SCOPE

This procedure applies to all activities related to acquisition of library materials in the polytechnic.

#### 1.3 REFERENCES

- a) Refer to list of definitions
- b) Current Syllabi
- c) Current Guidelines from examination bodies

#### 1.4 PRINCIPAL RESPONSIBILITY

The Librarian shall ensure adherence to this procedure.

#### 1.5 INTERFACES

- a) Academic HODs – identifications of new materials
- b) Procurement officer - procure materials requisitioned

#### 1.6 PERFORMANCE TARGET

SNO.	PERFORMANCE TARGET	MONITORING & MEASUREMENT
1.	100% response from HODS of new library materials needed	Compiled and signed list of library material needed by all HODs
2.	100% requisition of new materials identified	All materials delivered as requisitioned
3.	Timely requisition of library materials	List of requisitioned materials within a span of 1week

#### 1.7 RESOURCES

Requisition list.



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### 1.8 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
materials catalogue	Lists of identified materials by HODS
Staff identifying inadequate and new library materials	List of materials
Requisition forms	Accurately filled requisition form

### 2.0 METHOD

#### 2.1 Books

2.1.1 This shall start with any of the following or both:-

- a) The Librarian receiving a list of departmental requirements, or
- b) The Librarian identifying a need to acquire new library books.

2.1.2 In the event of 2.1.1 (a) above, the Librarian shall verify whether the requested materials are in circulation and advise the respective HOD appropriately in case they are in circulation.

2.1.3 In case of 2.1.1 (b) or in the event that the materials required are not in circulation, the Librarian shall fill a requisition order and present it to the DP(AA) for verification of the need and accuracy of the requisition.

2.1.4 In the event that the requisition order is not appropriate, the DP (AA) shall advise the Librarian appropriately.

2.1.5 Upon verification, the Librarian shall forward the requisition to the PO who shall purchase the books as per the purchasing procedure in the Procurement Procedures Manual

2.1.6 Once the books have been received at the central stores, The Librarian shall collect them as per the requisition and issuance of stores procedure in the procurement procedures manual

#### 2.2 Journals and Periodicals

2.2.1 The supplier of the daily newspapers shall be selected from the list of the already appointed suppliers as per the purchasing procedure in the Procurement Procedures Manual



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2.2.2 The Librarian shall liaise with the supplier of the daily newspapers to ensure their constant supply.

2.2.3 The Librarian shall receive the daily newspapers, journals, and other periodicals for recording and distribution.

### **3.0 LIST OF APPLICABLE RECORDS**

3.1 Evidence of requests.

3.2 Requisition order.

3.3 Evidence of receipt of library materials.



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### **PROCEDURE NUMBER 2: PROCESSING OF LIBRARY MATERIALS**

#### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure efficiency and effectiveness in the processing of books

#### **1.2 SCOPE**

This procedure applies to all activities related to processing of all books in the polytechnic.

#### **1.3 REFERENCES**

Refer to list of definitions

#### **1.4 PRINCIPAL RESPONSIBILITY**

The Librarian shall ensure adherence to this procedure.

#### **1.5 INTERFACES**

Procurement Officer

#### **1.6 RESOURCES**

- a) Accession register
- b) Catalogue table
- c) Delivery note

#### **1.7 PERFORMANCE TARGETS**

<b>PERFORMANCE TARGETS</b>	<b>MONITORING AND MEASUREMENT</b>
100% delivery of requisitioned library materials	All materials delivered
100% entry in accession register	All materials entered in the accession register
100% cataloguing of new materials	All new materials catalogued as per the classification scheme



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### 1.8 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stamping of books	The material is a polytechnic material
Classification according to library of congress	Material is classified for easy retrieval
Labelling and shelving	Easy retrieval from the shelves
Disseminate the materials to the users	Awareness of new materials in the library

### 2.0 METHOD

- 2.1 This procedure shall start with the librarian receiving by stamping all the materials received in the library using the Polytechnic's Library stamp.
- 2.2 The Librarian shall ensure that the materials are catalogued and classified and recorded in the accession register.
- 2.3 The Librarian shall ensure that all the books are placed on labelled shelves according to their classification numbers.
- 2.4 The Librarian shall prepare a list of the new library materials acquired and post it on the library notice board to notify the library users of the new arrivals.

### 3.0 LIST OF APPLICABLE RECORDS

- 3.1 Communication to library users.
- 3.2 Accession register.





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### **PROCEDURE NUMBER 3: REGISTRATION OF LIBRARY USERS**

#### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure efficient and consistent registration of library users.

#### **1.2 SCOPE**

This procedure applies to all activities related to the registration of library users in the polytechnic.

#### **1.3 REFERENCES**

Refer to list of definitions

#### **1.4 PRINCIPAL RESPONSIBILITY**

The Librarian shall ensure adherence to this procedure.

#### **1.5 INTERFACES**

- a) Registrar – providing a list of new students
- b) HODS – providing an introductory letter for new lecturers

#### **1.6 RESOURCES**

- a) List of name of students
- b) Introductory letter
- c) Working system

#### **1.7 PERFORMANCE TARGETS**

<b>PERFORMANCE TARGETS</b>	<b>MONITORING AND MEASUREMENT</b>
100% registration of all potential library users	Checking lists of registered students and members of staff

#### **1.8 INPUT AND OUTPUT**

<b>INPUTS</b>	<b>OUTPUTS</b>
List of new students	Registered Library users
Introductory note	



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### 2.0 METHOD

2.1 This procedure shall start with the Librarian receiving a request from a newly registered user.

*NB: A student shall produce student's ID and a lecturer, introduction letter*

2.2 In the event that requesting person does not meet criteria in 2.1 above as applicable, the Librarian shall advise him/her appropriately.

2.3 Upon qualification, the Librarian shall enter the details of the students/staff in the library management system and the procedure shall be deemed complete.

### 3.0 LIST OF APPLICABLE RECORDS

3.1 List of registered library users.

3.2 Staff introductory note.



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### PROCEDURE NUMBER 4: CHARGING AND DISCHARGING OF LIBRARY MATERIALS

#### 1.0 GENERAL

#### 1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness and consistency in charging and discharging of library materials.

#### 1.2 SCOPE

This procedure applies to all activities related to the charging and discharging of the polytechnic's library materials.

#### 1.3 REFERENCES

Refer to list of definitions

#### 1.4 PRINCIPAL RESPONSIBILITY

The Librarian shall ensure adherence to this procedure.

#### 1.5 INTERFACES

- a) Students
- b) Staff

#### 1.6 RESOURCES

- a) Students ID cards
- b) Staff ID cards
- c) Computer
- d) Barcode Sensor
- e) Personnel

#### 1.7 PERFORMANCE TARGET

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
100% compliance with requirements of library usage in borrowing of materials	Ensuring library user provides polytechnic identification card
100% effectiveness on book returning	Review library management systems



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### 1.8 INPUT AND OUTPUT

INPUT	OUTPUT
Book presented by user to librarian	Book lend to the user
Indicate date of return on book slip	Awareness of the date due
Requests	Issuance of materials or decision to issue or not

### 2.0 METHOD

- 2.1 This procedure shall start with an authorized library user presenting the library material(s) he/she intends to borrow from the library to the Librarian at the circulation desk.
- 2.2 The Librarian shall require the library user to produce his or her student/ staff ID card which he/she will inspect to ascertain its validity.
- 2.3 Once the validity is ascertained the Librarian shall indicate the due date on the book slip and issue the book to the user.
- 2.4 Once the borrower has returned the book, the Librarian shall verify that the user kept the user dates.
- 2.5 In the event that the borrower exceeds the due date, he/she shall be charged at the current rate as indicated in the Library's rules and regulations.
- 2.6 The Librarian shall keep a record of all surcharged users and advice them to pay the penalty at the cash office after which he/she shall clear the user upon presentation of a payment receipt.

### 3.0 LIST OF APPLICABLE RECORDS

- 3.1 List of defaulters.
- 3.2 Evidence of payment of fines by defaulters.



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### **PROCEDURE NUMBER 5: WEEDING OF LIBRARY MATERIALS**

#### **1.0 GENERAL**

#### **1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness, efficiency and accountability in weeding of library materials.

#### **1.2 SCOPE**

This procedure applies to all activities related to the weeding of the Polytechnic's library materials.

#### **1.3 REFERENCES**

- a) Refer to list of definitions
- b) Current syllabi

#### **1.4 PRINCIPAL RESPONSIBILITY**

The Librarian shall ensure adherence to this procedure.

#### **1.5 INTERFACE**

Academic HODs – confirming they don't need those books

#### **1.6 PERFORMANCE TARGET**

<b>PERFORMANCE TARGET</b>	<b>MONITORING AND MEASUREMENT</b>
100% identification of obsolete library materials	Identified obsolete materials list endorsed by HODS academics

#### **1.7 RESOURCE**

- a) Personnel
- b) List of obsolete materials

#### **1.8 INPUTS AND OUTPUTS**

<b>INPUT</b>	<b>OUTPUT</b>
Identifying obsolete materials	Memos to HODs

#### **2.0 METHOD**

- 2.1 This procedure shall start during shelf reading with the Library staff identifying obsolete library materials on the shelves.



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- 2.2 Upon identification, the library staff shall get rid of the materials from the shelves and record them in the obsolete library materials register.
- 2.3 The Librarian shall in liaison with the user departments (as applicable) verify whether the materials warrant disposal.
- 2.4 In the event that the materials do not warrant disposal, the Librarian shall ensure that they are re-shelved for use.
- 2.5 In case there is need to dispose the materials, the Librarian shall as per the internal communication procedure number in the Administration Procedures Manual inform the Disposal Committee for disposal as per disposal procedure number in the Procurement Procedure Manual.
- 2.6 Once the materials have been disposed the Librarian shall ensure that the accession register is updated and the procedure shall be deemed complete.

### **3.0 LIST OF APPLICABLE RECORDS**

- 3.1 List of identified obsolete materials.
- 3.2 Evidence of verification of identified obsolete materials.
- 3.3 Evidence of communication to the Disposal Committee.