







**KENYA UTALII COLLEGE, NAIROBI**  
**PROCEDURES FOR LEARNING RESOURCE CENTRE (KUC/QMS/R/39)**

<b>AUTHORIZATION:</b> Procedures for Learning Resource Centre are issued under the authority of:	
<b>ISO (QMS)MANAGEMENT REPRESENTATIVE</b>	
<b>SIGNATURE</b>	 
<b>DATE</b>	23/08/2024
<b>PROCESS OWNER: ASSISTANT DEPUTY DIRECTOR, LRC</b>	
<b>SIGNATURE:</b>	 
<b>DATE:</b>	23/08/2024



**KENYA UTALII COLLEGE, NAIROBI**  
**PROCEDURES FOR LEARNING RESOURCE CENTRE (KUC/QMS/R/39)**

**RECORD OF CHANGES**

<b>NO.</b>	<b>DATE</b>	<b>CLAUSE</b>	<b>REASON FOR REVIEW</b>	<b>PAGE</b>	<b>PROCESS OWNER</b>
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	ADDLRC



**KENYA UTALII COLLEGE, NAIROBI**  
**PROCEDURES FOR LEARNING RESOURCE CENTRE (KUC/QMS/R/39)**

**SECTION A: QUALITY OBJECTIVES**

<b>OBJECTIVE</b>	<b>ACTIVITIES</b>	<b>RESOURCES</b>	<b>RESPONSIBILITY</b>	<b>TIME FRAME.</b>	<b>KEY PERFORMANCE INDICATORS.</b>
<b>To ensure that all library collections are increased annually by 5% every year</b>  <b>2. Ensure 80% customers are satisfied with services provided in the Library.</b>	<b>Ordering</b>	<b>Financial</b>	<b>DD,LRC</b>	<b>Annually</b>	<b>5% of Library collections.</b>
	<b>Library service</b>	<b>Competent staff Library resources (books, magazines etc.) Borrowers' cards Accession registers</b>	<b>DD,LRC</b>	<b>Annually</b>	<b>80% Satisfaction level</b>



**KENYA UTALII COLLEGE, NAIROBI**  
**PROCEDURES FOR LEARNING RESOURCE CENTRE (KUC/QMS/R/39)**

**SECTION B: PROCEDURES**

**1. PURPOSE**

To provide library services to internal and external customers.

**2. SCOPE**

This procedure applies to the DD,LRC's Procedure for registration, borrowing and clearance of books, journals and magazines.

**3. TERMS AND DEFINITIONS**

DDLRC- Deputy Director Learning Resource Centre  
DD,LRC -Principal Librarian  
LA -Library Assistant

**4. REFERENCE**

Library Rules and Regulations  
KUC Quality Management System Requirements

**5. PRINCIPAL RESPONSIBILITIES**

The Deputy Director Learning Resource Centre

**6. INPUTS**

Competent staff  
Library resources (books, magazines etc.)  
Borrowers' cards  
Accession registers

**7. KEY PERFORMANCE INDICATORS**

- i. Number of registered members
- ii. Number of borrowed and returned books

**8. PROCEDURE**

**8.1 Registration for membership**

8.1.2 The library application form shall be duly filled by external customer or admission list or human resource notification respectively.

8.1.3 The DD,LRC shall enter the relevant details in the library membership register and generate borrowers' cards for the new user.



**KENYA UTALII COLLEGE, NAIROBI**  
**PROCEDURES FOR LEARNING RESOURCE CENTRE (KUC/QMS/R/39)**

8.1.4 The DD,LRC shall record the serial number of the borrowers cards issued.

8.1.5 The DD,LRC shall ensure that the apDD,LRCicant signs for the details recorded in the Library Membership Register.

8.1.6 The DD,LRC shall issue the signed borrower's cards to the new Library member.

**8.2 Borrowing Books**

8.2.2 The LA shall ascertain that the person is registered as a borrower.

8.2.3 The LA shall inspect the books from the user to ascertain it's in good condition. If not available, the user shall do a reservation or get a substitute book.

8.2.4 The LA shall stamp due date on date slip and allow the user to leave with the book(s)

**8.3 Magazines/ journals/ newsletters:**

8.3.1 The LA shall enter details of journals/ magazines/ newsletter in the magazines register

8.3.2 The LA shall enter details of borrower in the magazines register.

8.3.3 The LA shall send the reminders and further follow ups in case the item is not returned as per the loan period.

**8.4 Returning:**

8.4.1 The LA shall ensure that the book being returned is in good condition.

8.4.2 The LA shall check the due date and remove the card from the charging tray. Overdue book shall be referred to the DD, LRC for further action.

**8.5 Clearance**

8.5.1 The DD,LRC shall use the borrowers details to establish if has any pending books from the library.

8.6.2 The DD,LRC shall clear the borrower or otherwise take appropriate action..



**KENYA UTALII COLLEGE, NAIROBI**  
**PROCEDURES FOR LEARNING RESOURCE CENTRE (KUC/QMS/R/39)**

**9. OUTPUTS**

- i. Library users
- ii. Information materials

**10. RECORDS**

- i. Membership Card
- ii. Borrowers Card

**PROCEDURE FOR CLASSIFICATION AND CATALOGING OF LIBRARY**

**BOOKS**

ISSUE NO. 4, REVISION NO. 3, MAY 2024



**KENYA UTALII COLLEGE, NAIROBI**  
**PROCEDURES FOR LEARNING RESOURCE CENTRE (KUC/QMS/R/39)**

**1. PURPOSE**

To reference books for easy retrieval.

**2. SCOPE**

The procedure outlines the steps followed from the receipt of new library books, cataloging

**3. TERMS AND DEFINITIONS**

3.1 DDC - Dewey Decimal Classification Scheme- An international classification scheme used to classify and assign codes to books and other documents in libraries

3.2 AACR2 – Anglo-American Cataloguing Rules 2(1978)

3.3 ISBN – International Standard Book Number

**4. REFERENCE**

4.1 Dewey Decimal Classification Scheme 21<sup>st</sup> edition

4.2 Library Catalogue/ Database

4.3 AACR2

4.4 ISO 9001:2015 Quality Management System Requirements

**5. RESPONSIBILITY**

DD, LRC

**6. INPUTS**

Competent staff

Library resources (books, magazines etc.)

Accession Register

Dewey Decimal Classification system

Rubber stamps

Library software.

**7. PROCEDURE**

**7.1 CLASSIFICATION**

ISSUE NO. 4, REVISION NO. 3, MAY 2024



**KENYA UTALII COLLEGE, NAIROBI**  
**PROCEDURES FOR LEARNING RESOURCE CENTRE (KUC/QMS/R/39)**

7.1.1 The DD,LRC shall determine subject of the document.

7.1.2 The DD,LRC shall use the DDC index to determine the subject number of the document.

7.1.3 The DD,LRC shall do the number building and expand the number to include a call number.

7.1.4 The DD,LRC shall fix the call number on the designated parts of the book and add to the database.

**7.2 CATALOGUING**

7.2.1 The DD,LRC shall identify the bibliographic details of the book.

7.2.2 The DD,LRC shall identify: - Title, Author, Volume, Publisher, DD,LRCace of Publication, Year of Publication, edition, ISBN and Abstract. And call number as in 7.1

7.2.3 The DD,LRC shall put all the above details into the database.

**8. OUTPUTS**

- i. Classified and catalog books.

**9. RECORDS**

- i. Cataloguing Register
- ii. Date slip
- iii. Spine class Mark