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LIBRARY HANDBOOK

Revised 2024

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MESSAGE FROM THE LIBRARIAN

Libraries today have the singular role of bringing information to our patrons (users), in the most acceptable way that these patrons can make use of. Today, librarians have closely followed Shannon principle in communication, though a mathematical theory, to provide contemporary services to their clientele. Not only does the library only house books; but also provides information, in various formats and through various means.

Welcome to the University of Eastern Africa Baraton Library (UEAB) where we pride in making a difference in our academic studies. At UEAB Library we provide you with a modern-day approach to information services.

Here you will be in a community of academicians who have long trusted our productivity for research. Services provided by the library are geared towards making your stay at UEAB a very comfortable one; you will be able to meet the challenges of academic research with ease as you tap from the fountain of knowledge that provides you with the opportunities to not only learn but also develop skills for research.

One of the tools the library uses is social media in connecting with our patrons. Whatever platform you may be comfortable with, the Library will be more than pleased to meet you there with the assistance you need. Countless individuals have joined our WhatsApp platforms for Faculty and Staff, Students, Alumni, Friends of the Library and even Juvenile users. Other social media tools are Facebook, YouTube, the various Google Services and many more. Contact us anytime and we will be more than glad to help you.

Our simple philosophy is that we can be restored to our Maker through quality education that nurtures the whole being of an individual. Our restoration is key to unleashing our God-Given potential to positively affect this world today. Therefore, we strive for excellence under the direction of God Himself to make learners have a lifelong experience of reflecting Jesus Christ.

The Library is at your service both to learn and to grow in knowledge. We will be happy to partner with you in your stay here at UEAB. Please visit the relevant sections of our website to know more about making the most of UEAB Library.

Be Blessed Always.

INTRODUCTION

The library is maintained primarily for the use by the University of Eastern Africa, Baraton students, faculty, and staff. Their spouses and children may also use the Library. Educators, researchers, and pastors may apply for a library card which will entitle them to use the library but not to check out materials. Presently the Library has access to approximately 70,000 volumes of books, subscribes to print and online periodical titles, and electronic databases. It also has access to thousands monographs and millions journal titles through subscriptions to online databases and e-books. These information resources support certificate, diploma, undergraduate and postgraduate programs in all the disciplines offered at UEAB.

VISION

To be a leading center of excellence in promoting teaching, learning and research activities of the University

MISSION

UEAB library promotes and advances quality integrated, innovative and user-friendly library services to enhance teaching, learning and research activities by providing an environment that blends academic, spiritual and social spaces

OBJECTIVES

The objectives of UEAB library are:

- To provide collections that evolve with the changing information environment and align with University curricular and research needs.

- To provide a conducive environment for all users.

- Engage in current and appropriate assessment of services, outreach, collections and workflows.

- Utilize analytic tools associated with the library services platform to improve library services and operations.

SECTION ONE: GENERAL LIBRARY PROCEDURES

LIBRARY HOURS

Sunday-Thursday   7:00 am-5:30 pm; 7:00 pm-10:30 pm
Friday   7:00 am-2:00 pm
Saturday   7:30 pm-10:30 pm
Public Holidays: The Library will operate usual opening hours and remain closed when the University is not in session.
National Holidays: 2:00 pm-5:30 pm; 7:00 pm-10:30 pm

LIBRARY MEMBERSHIP

1. **Students**

    a. Students form the bulk of the Library patrons. Students are automatic users or the library, after they are duly registered as students of the university. Undergraduate Students may borrow up to six (6) books from the Library's main stacks. Books from the mains stack can be borrowed for up to two (2) weeks, after which failure to return them will attract a fine.

    b. Postgraduate students are eligible to borrow up to ten (10) materials at a time for a period of one month.

2. **Workers**

    The Faculty and Staff of the university are our next group of patrons. Faculty are eligible to borrow a maximum of 18 materials for a period of three months. Staff on the other hand are eligible to borrow a maximum of 4 materials. Where a staff serves as a student concurrently, the student status shall be applied.

3. **Children of Workers**

    Juveniles of Faculty and Staff, upon recommendations from their parents could have borrowing privileges. Each individual is issued with a borrower's ID and could check out four (4) materials at a time. Loan period is the same as for undergraduate students.

4. **Community Members**

    The community members of Baraton and its environment are the Library's next set of patrons. Community members who wish to use the Library are required to obtain application forms from the Information Desk, which should be filled and returned either via the library email or to the Information Desk.

SECURITY (ENTRANCE AND EXIT)

1. Entering the Library

   a. Present your valid university ID card, before you are allowed to enter the library. Entry will be denied to individuals who do not present a valid university ID Card.

   b. Leave your bag or any other belongings you bring to the library, at the luggage section. It is advisable you take out your valuables from your bag before handing it over for keeping while you are in the library as the library shall not be held responsible for the loss of any item reported missing from bags kept at the library; patrons leave their bags at their own risk at the luggage section of the library.

2. Exiting the Library

   a. Depending on the time and circumstances you may find the luggage section either within the library or without. In the event the luggage section is within the library, you will be required to hand over your bag for inspection (after taking it back from the luggage section), by the Library Exit Security Desk. Bags deposited at the luggage section outside the library are not required to be inspected before the owners take them away.

   b. Bags left unattended to (after Library hours) in the library will be confiscated. Owners will have to identify and pay a fee for the return of their bags.

THE INFORMATION DESK

Information seeking

The Library Information Desk attends to all queries from library patrons. It is important therefore to stop over at the desk and make any inquiry you may need.

1. **LOST/DAMAGED OR STOLEN ID CARDS**

Lost or stolen ID cards must be reported immediately to the Users' Services Librarian. A replacement is issued at a cost at the Registry department.

Before leaving the institution, each borrower must return all materials on loan to him/her from the Library and clear accordingly.

All messages from the Library are sent via email. So, ensure that you indicate your email address on the ID card registration form.

SECTION TWO: SECTIONS OF THE LIBRARY

1. THE CIRCULATION AREA
This is the big wooden counter that users encounter as they enter the Library. Materials are signed out and returned at the counter. Reserved materials are also borrowed at the Counter.

2. REFERENCE ROOM
The Reference Room is located in the room just behind the Circulation Desk. Materials in this room are under "close access". They are to be accessed only in the room. They are not to be taken out and cannot be checked out of the Library.

3. PERIODICALS ROOM
The Periodicals Room is arranged into three sections: The bound periodicals section is on the extreme left. The current periodicals are in the center of the room. They are arranged on shelves according to their subject areas. The periodicals librarian's office houses periodicals yet to be bound.
All periodicals are to be used within the Periodicals Room. They are not checked out of the Library.

4. WORLD BANK PUBLICATIONS
This is an open access collection. The collection is a prime source of information and data on economic and social development in more than 150 countries. The Library is a depository of the World Bank publications. Current World Bank publications can be accessed at: http://ebrary.worldbank.org

5. OVERSIZE MATERIALS
These are shelved near the end of the Main Stack. They include circulation books, reference books and bound periodicals that are designated "oversize".

6. VERTICAL FILE MATERIALS
They are designated "VF" and are kept in file cabinets in the Periodicals Room. These files contain pamphlets and other thin items, such as clippings, maps and pictures. There is also a collection of overhead transparencies on biblical topics, designated "Tra". Generally vertical file materials are for use within the Library, but in some cases, these items may be taken out for short periods by arrangement with the Librarian.

7. SPECIAL COLLECTION
It is adjacent to the Information Desk, as you enter the library, and next to your immediate left as you take the staircase to the Main Stack. It comprises the following: -

● Government Publications
They are under close access, hence cannot be checked out.

● Baraton Collection

This is a collection of theses, dissertations, articles and works published by the faculty, staff and students of this institution. Again, materials in this category cannot be checked out of the Library.

● Africana Collection

These are publications about Africa and people of African origin. Resources in this section are under close access.

● Multimedia Collection

These materials are classified and arranged in a small room. Audio materials are used within the Library. Films, slides, and video are loaned out for a period of 4 days.

● The Microfiche collection

This is for use within its section in the Special Collection unit.

8. <u>STUDY ROOMS</u>

There are three study rooms on the ground floor and a small one in the Special Collection unit for post-graduate students. At the upper floor of the library, students may use the Main Stack, Reference room and a room designated 'Study Room'.

9. <u>DISCUSSION ROOM</u>

Patrons who would like to engage in discussions can make use of our discussion room located on the ground floor next to the undergraduate Online Research Centre (ORC). This area is meant for academic discussions and patrons are thus cautioned to keep to that.

10. <u>POSTGRADUATES AND UNDERGRADUATES ONLINE RESEARCH CENTRE</u>

There are two rooms reserved for a variety of online learning activities, research, writing, technology skills development and personal study. The spaces are described thus:

● One large room consisting of 30 networked computers and another room with 2 networked computers respectively. The network is for legitimate academic purposes only. Social emailing, chatting, and game playing are not permitted and could result in temporary loss of computing privileges. Printing from the network is available.

● There are two rooms on the first floor next to the main stack reserved for postgraduate personal study. The rooms are internet enabled and these students can carry out their research work.

SECTION THREE: RESOURCES AND SERVICES

ORGANIZATION OF LIBRARY RESOURCES

The classification system used for arranging books and bound periodicals on the shelves is the Library of Congress System. The first part of each classification number consists of one or more letters designating the general subject area. The next part is the number designating a narrower part of the subject. Further parts consist of a mixture of letters and numbers, sometimes including the date of publication. You will find the number at the bottom of the catalog in KOHA (OPAC). Above it, you may find an abbreviation or a word indicating the item is in a specific collection, such as "Ref" for Reference books, "Per" for Periodicals. When you copy the number (usually referred to as the call number), be sure to copy the entire line of the number.

AN OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SCHEME.

A	General Works	K	Law
B	Philosophy	L	Education
C	Auxiliary Sciences of History	M	Music
		N	Fine Arts
D	History: General and Old World	P	Language and Literature
		Q	Science
E	History: Western Hemisphere	R	Medicine, Nursing
		S	Agriculture
F	Local U.S. History and Americas	T	Technology
		U	Military Science
G	Geography, Anthropology,	V	Naval Science
		Z	Bibliography, Library Science
H	Social Sciences		
J	Political Sciences		

FINDING A BOOK

The library is automated using KOHA Library management system. For an effective use of library resources therefore, patrons need to get acquainted with the arrangement of resources as well as the online public access catalog (OPAC) that points to places on the shelves where materials can be found. The catalogue can be accessed online from anywhere at any time as long as there is Internet connectivity.

USING OPAC

Go to the Library: http://opac.ueab.ac.ke
Create your account by clicking "My Account"

LOGGING INTO YOUR ACCOUNT

- Enter the web address- **http://opac.ueab.ac.ke**

- Click "Log in to your Account" located top right of your screen.
- Enter your library ID number
- Enter your ID number again and add a small (s) at the end as your PIN, you are advised to change this PIN to something that you can easily remember. This can be done after logging in.

While logged in, you can view your basic account information: items borrowed, due dates, your borrowing history, and your fines. Once you can operate your account, you will be able to do the following:

- save searches to your account;
- make a list;
- print your list, or export your list as a bibliography;
- place a request (hold) on a title; and
- Or renew (Renewals) some of the items on your list that are about to expire.

HOW TO SEARCH FOR MATERIALS

From this site, http://opac.ueab.ac.ke/cgi-bin/koha/opac-user.pl
you can search the catalogue by:

- Basic Search
- Advanced Search

Basic Search	Search by subject, title, author, call number, series, ISBN, ISSN.
Advanced Search	Search by keywords, item type, publication date range, language using complex queries to return highly focused results Use 'Exactly March' or 'Begins With' button to further refine search criteria.
Fiction	Search for general and subject related fiction by clicking the 'Browse Genre' button.
New Arrivals	Click on 'New Titles' to the left of the screen to browse new arrivals
Set Limits	Limit searches by Collection, Format, Language, Place and Search Branch. You can also limit by Dates, Available Items Only, or change the number of results displayed on each page.

Single click on the Search button to open up the database.

To execute a SUBJECT search, type your topic in the dialog box and press <enter> or click the search button.
In this example, the subject Information technology was entered.
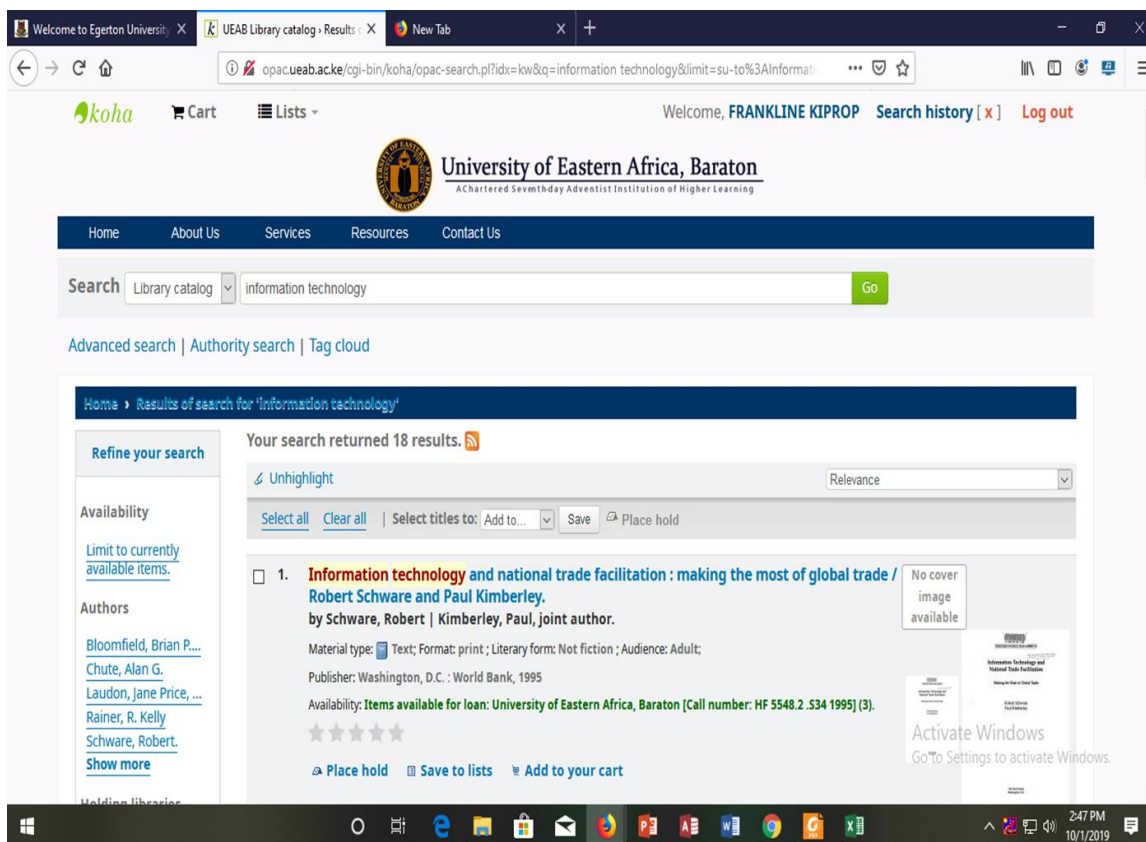
Search Examples	
Keyword Search	Combine search terms with: AND OR BUT; e.g. Nutrition and Diseases Use quotes to search phrases: "Second language learning" Use (?) to truncate: employ? = employee, employment, employed
Subject Browse	Search by any subject, e.g. History

HOW TO LOCATE LIBRARY MATERIALS

Each material is given a call number consisting of a combination of letters and numbers. The call number is located on the spine of the book and is the book's address. In the Library of Congress Classification System, a typical call number has three parts: The first part identifies the book by **broad subject** discipline; the second part represents a **subcategory** of the discipline, and the third part identifies the **author.**

For instance, using the call number HD 57.7. P57 2015, the H represents the broad discipline of social science, while HD represents industries, land use and labor, a branch of social science. Point 7 (.7) signifies a further breakdown in this particular branch of

social science.   P57 identifies the author's last name and 2015 states the year of publication.

Most books in the collection stand together on shelves referred to as the MAIN STACKS. If the material belongs in the Main Stacks, the book will have a label on the spine that reads:

HD
57.7
.P57
2015

Some books stand in special areas like **REFERENCE**, and **OVERSIZE**. Books that are not in the MAIN STACKS carry their special collection codes on their spine labels. For example:

Ref
P
290
.N76
2005

Oversize
RE
421
.G26
2012
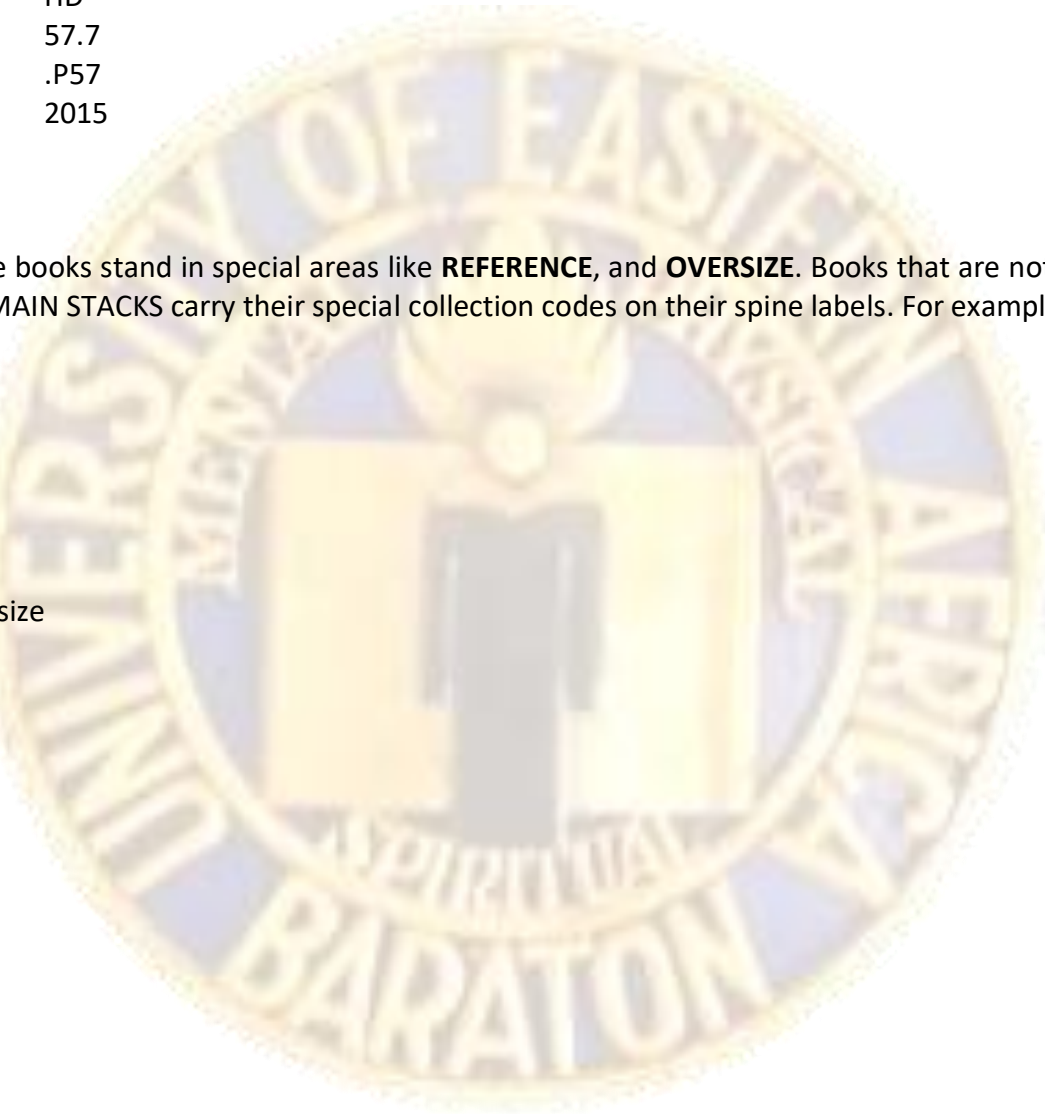
REMOTE ACCESS TO ELECTRONIC RESOURCES

UEAB library has subscribed to a good number of electronic databases as shown:

UEAB SUBSCRIBED E-RESOURCES FOR

	Journals, eBooks, databases and mixed packages	URL LINK
	EBSCO Host Research Databases	http://search.epnet.com/
	EBSCO ATLA	http://search.epnet.com/
	Emerald insight	https://www.emerald.com/insight/
	Oxford journals	**https://academic.oup.com/journals**
	Sage Research Methods	https://methods.sagepub.com/
	Taylor & Francis Journals	https://www.tandfonline.com/
	Taylor and Francis eBooks	https://www.taylorfrancis.com/search?isLicensed=true&key=

	Wiley Online Library	**https://onlinelibrary.wiley.com/**
	PROQUEST Academic complete & Library Thing Book cover widget	**https://ebookcentral.proquest.com/lib/**
	OECD	**https://www.oecd-ilibrary.org/**
	Project Muse	**https://muse.jhu.edu/browse**
	University of Chicago Press	**https://www.journals.uchicago.edu/**
	Henry Stewart Talks Ltd	**https://hstalks.com/**
	IEEE	**https://ieeexplore.ieee.org/Xplore/home.jsp**
	Wolters Kluwer's Basic Sciences Collection	**https://www.lwwhealthlibrary.com**

These resources are accessible on campus through the IP ranges and remotely through MyLOFT remote system. To use MyLOFT, a patron needs to be registered in order to

obtain a username and password. Once registered a patron can access these resources through https://MyLOFT.xyz
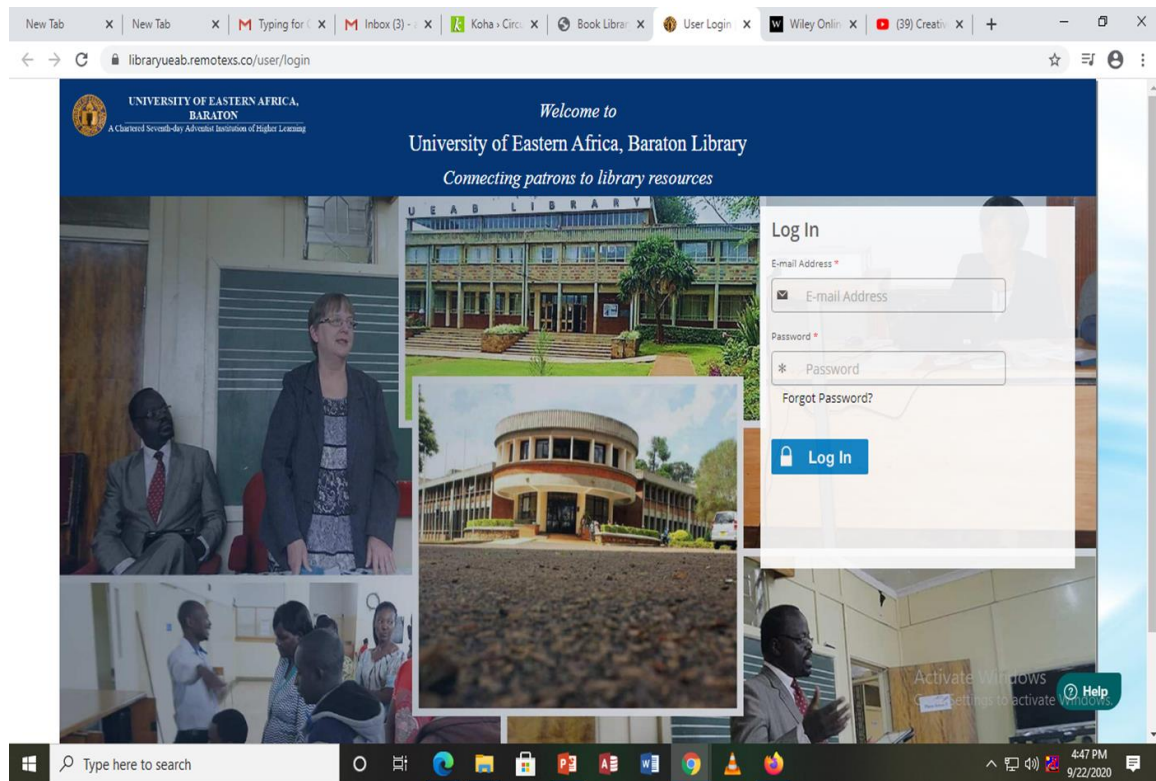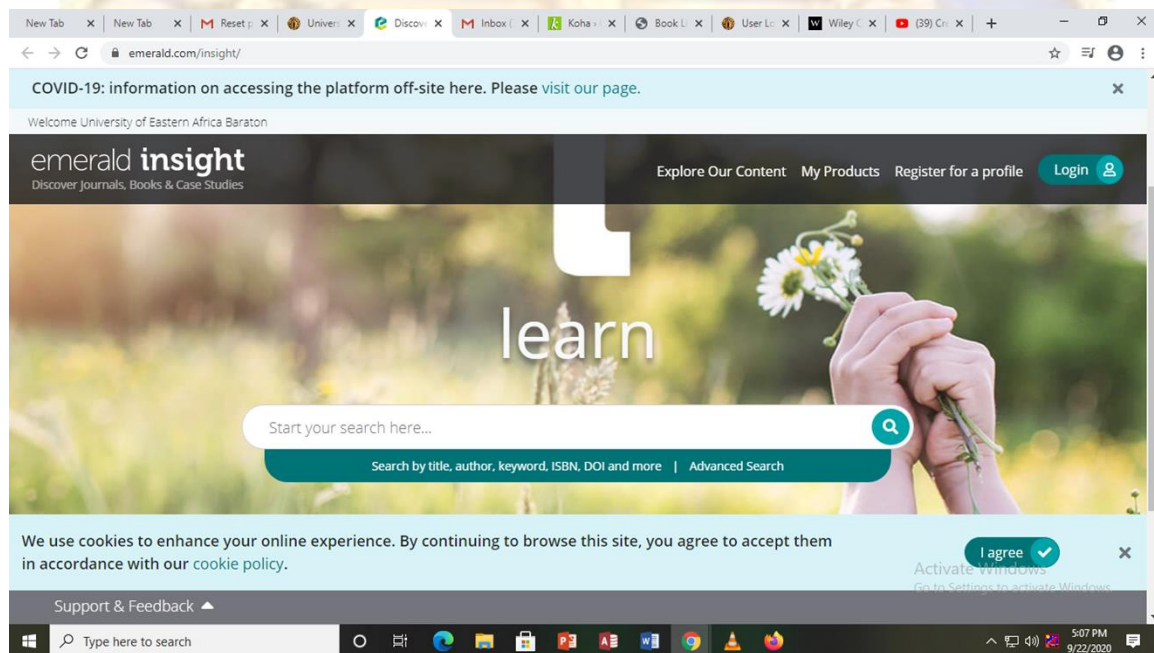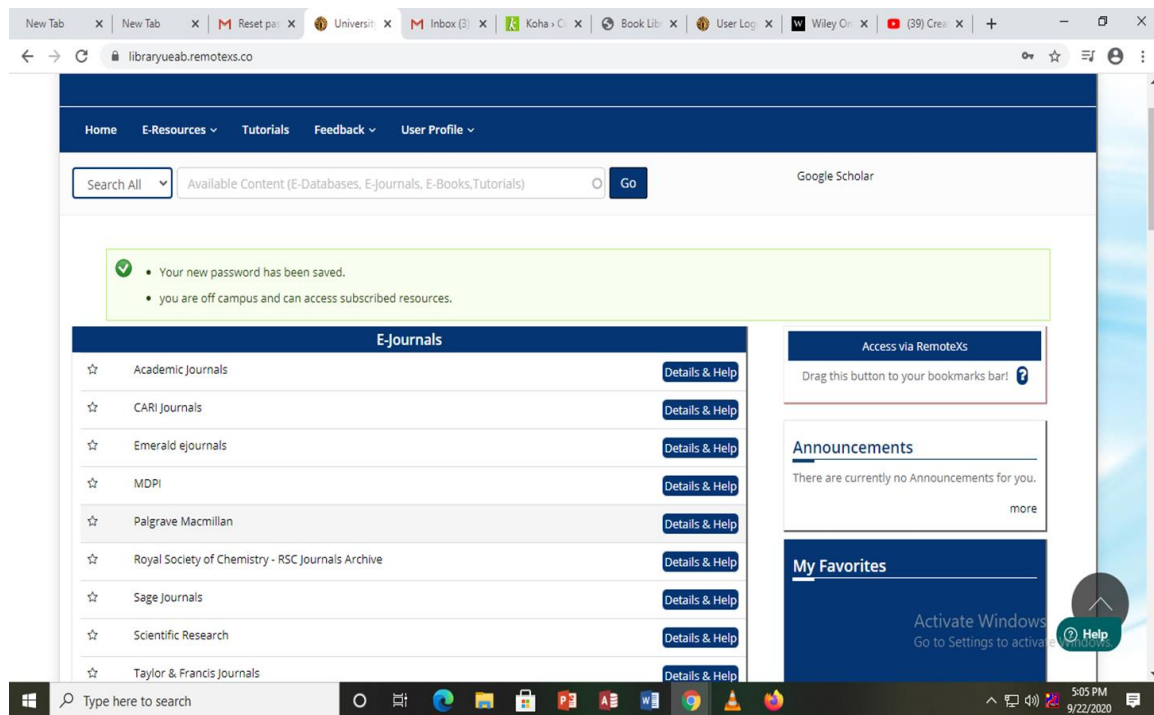
LIBRARY NOTICE / RECALL

A LIBRARY NOTICE should never be ignored. This will usually be communicated to you by email. It may mean that (1) a book you checked out is overdue, (2) a book you have is needed in the Library, perhaps urgently for reserve, (3) a book you requested is ready for you, (4) you owe a fine, or (5) some other situation requiring your attention has arisen.

Respond promptly, bringing the notice unless it is a routine overdue notice about which you have no questions.

A SELF-SERVICE SYSTEM is in effect. You will usually be able to locate materials for yourself. But if you need assistance, please ask. Once you have finished using an item, please do not shelve it. Leave it on the table and let our trained workers do it. This will reduce the number of mis-shelved materials.

UEAB LIBRARY RESOURCES

a) Reference Books

This is a collection of dictionaries, encyclopedias, yearbooks, handbooks and other subject materials that provide facts and figures. They are located in the reference section of the main library.

1. They are under "Close Access", meaning that they cannot be borrowed like the books in the Main Stacks, but on special arrangement, may be checked out overnight, and may not be renewed.
2. You may not check out more than two reference books at a given time because they are in high demand by other users.

b) Newspapers

The UEAB library has a range of daily newspapers. So far, only printed copies are available and they may be read at the newspaper section of the library. Indexes to the newspapers are available.

c) AV Materials

Available in the Library are videos, DVDs, CDs, and audio tapes. They are shelved in the multimedia center. Playback equipment is available

d) Networked pcs

All the computers in the Library are fitted with a CD drive and a sound card. They all have USB ports, zip drives, DVD drives and CD-re-writer drives. Headphones must be used if using sound and individual users must provide their own headphones. The Library does not supply headphones.

e) Periodicals

Journals are arranged according to subjects, and within that, alphabetically by title. Bound volumes are arranged according to the LC classification scheme. Both current and back issues of periodicals are not checked out of the library; they are for reference only. Journal issues and volumes may be placed on reserve at the request of the faculty to allow them to circulate evenly among the designated user group.

f) E-journals and electronic databases

1. Most of the print journal subscriptions in the library have their electronic components. They may be accessed via IP addresses or username and password. A list of such journals is available at both the postgraduate and undergraduate Information Commons, and a brochure is also available at the circulation desk.

2. The library provides access to electronic databases covering all major disciplines. Information about the titles, their subject coverage and accessing information is also available at the Online Research Centre, or you may request for a brochure at the Circulation desk.

CIRCULATION PROCEDURES

11. Regular Materials

12. These are checked out and they are usually materials you will find at the Main Stack and the World Bank Section of the Library. Usually you're reminded via email two days before your books are overdue. A failed reminder however is not an excuse for not returning a library material when it is due.

13. There is a provision that allows you to renew a regular book twice.

How to Borrow a Book

1. To borrow materials, a student must show his photo ID to the staff at the Circulation desk.

2. Staff, faculty and children must present a current identification card.

3. Ensure the material is in good condition and that no pages are missing before taking it to the Circulation Desk.

4. Hand over your ID card to the Circulation Desk attendant.

5. Ensure that the date due slip is placed in the book pocket. Take note of it so as to fix in your mind the date the book is due for return to the Library.

6. Ensure that the material is desensitized to avoid embarrassment at the electronic security checkpoint

14. Number of Loans Permitted

Borrower Category	No. of items	Period of Loans
Undergraduate	6	2 weeks
Postgraduate	10	4 Weeks
Faculty	18	3 Months
Staff and Faculty Children	4	2 weeks

15. Conditions of loans
Materials available for loan are only lent on the strict understanding that:

1. They must be returned immediately on demand from the Library.

2. They are subject to scrutiny at the checkpoint.

3. All materials borrowed should be returned before a user goes on holiday. Library books are not to be taken home during the holidays.

4. To return the material, hand it to the Circulation officer working at the Circulation Desk.

5. Returning library materials beyond the due date or doing injury to library items in any form constitutes a serious offense liable to disciplinary action.

16. Fines on Overdue Materials
A fine of Ksh.5.00 is charged per day per item on materials retained beyond the date due for return to students and Kshs. 10.00 for faculty and staff.

Payment of Fines
All fines must be paid on MPESA PAYBILL number 522533, Account number 7864610. The circulation Librarian will then issue a receipt of payment to the payee. Until the fine is paid, the defaulter's library privileges are withdrawn.

17. Renewals
Books may be renewed at the Circulation desk if there is no "hold" on the book. Reserved books may be renewed as demand permits. Books may also be renewed online.

18. Holds
"Holds" may be placed on a loanable material. You will be notified when the material is available for your use.

19. Reserves
Textbooks, multimedia, and other course-related materials for individual classes are placed "on reserve" in the library by instructors, and currently enrolled students may

use these materials in the Library. A standard loan period of 2 hours is applied unless advised differently by the instructor. Reserve items are not renewable.

Damaged and/or Lost materials

If a borrower damages a material to the extent that the material is judged by the Library as being unsuitable for the collection, or the material is lost, the borrower replaces the material. Where this is not possible, the patron will pay the replacement cost. A patron however will be given a maximum of one month to look for a lost material after when he/she will either replace or pay the replacement cost, if the material is not found.

UEAB LIBRARY SERVICES

REFERENCE SERVICES

The Reference librarian is available for consultation from 8:00 am to 5:30 pm on regular days. The librarian can answer questions and provide in-depth assistance with access to information on books or electronic resources. Instruction on the use of the library and its resources is available to faculty and students on a pre-arranged basis. Please contact the Reference librarian for this purpose.

Literature Search

A literature search is a systematic method of identifying a body of knowledge/works that have been written and published by scholars, researchers and practitioners on a particular subject. It is important as students begin their academic works to have knowledge of what has been published in their disciplines/topics, and then to begin to build on the existing knowledge to further research and enlightenment. The Library has prepared a guide to literature searching available at the circulation desk. In addition, each database has specific user guides customized for searching information in their databases. Links to these guides are available from the home page of each database.

Sample Search Strategy: **Food borne Diseases**

a. Search general encyclopedias for an overview of topic, basic concepts, basic vocabulary, bibliography
   Possible Sources:
   - World Book
   - Encyclopedia Americana
   - Encyclopedia Britannica

b. Search at least two subject encyclopedias for an in-depth article written by an expert in a particular discipline. Look for a bibliography at the end of each article to lead you to additional useful sources
   Possible Sources:
   - McGraw-Hill encyclopedia of Science and Technology
   - Encyclopedia Food and Nutrition
   - Encyclopedia of Diseases

  c. Use specialized handbooks and yearbooks for recent research, statistics, quotations, and other pertinent materials
   Possible Sources:
- McGraw Hill encyclopedia of Science and Technology yearbook
- A Matter of Fact
- Britannica Book of the Year and /or World Book Yearbook.

  d. Search periodical indexes for the last three years to identify articles in magazines and journals.
   Possible Sources:
- Readers' Guide to Periodical Literature
- One of the electronic databases, like EbscoHost

  e. Search newspaper indexes for the last three years to locate articles in national and local newspapers
   Possible Sources:
- NewsBank
- Editorials on File
- The Daily Nation
- The East African

  f. Search the library's Online Catalogue to locate books

  g. Examine any relevant Internet sources. Use Internet Search Engines like Google, Yahoo, and Alta Vista. Carefully note the URL's Internet addresses of the sources you plan to use. You must include the URL in your works cited information.

  h. Consult the Reference Librarian for additional sources such as new books and articles.

OTHER LIBRARY SERVICES

In addition to the basic function of the library - gathering, processing, and disseminating information-the Library also renders the following services:

i) Bindery
The Library does some simple book mending.

ii) Photocopying and Printing Services
Photocopying services and printing services are available at the reprographic section at a cost. Users' accounts or cash payments are acceptable. Please note that photocopying services apply only to library materials. Copyright regulations allow you to copy a maximum of 5% of a work, or:
- One complete chapter from a book;
- One whole article from a single issue of a journal;
- One paper from a set of conference proceedings; and
- One short story or one poem of not more than 10 pages.

Cost of photocopying and printing are charged directly to the user's account. These services are available only to registered students.

iii) Internet Service

The Library has access to the Internet. Through it, you can access in-depth information on any topic, reports and proceedings of certain conferences and seminars. All students are allowed to use networked computers innORC for academic related work Those who want to use their laptops should seek the assistance of the Library IT manager to have their laptops configured for Internet access

iv) Printing/Download of eBooks and e journals

The library has a stock of Electronic books and journals. They can be downloaded and made available to patrons on demand. Printing of such materials should be done within the limits specified by the license governing the book or journal to be printed. Where patrons are allowed to download themselves, such limits specified by the license governing the book or journal to be downloaded must be adhered to.

LIBRARY SUPPORT SYSTEM

a) Enquiry Desk

The Circulation desks provide answers to routine enquiries, such as helping to find books and journals, using electronic databases, etc.

b) IT Support

For help in using the PCs in the Library, or assistance with software applications, please contact the systems librarian.

c) Introductory Information Literacy Program

All new students are taken through library orientation to acquaint them with the library and its resources. In the following 2 to three weeks the Library organizes workshops on introductory information literacy to equip students with the skills to determine when there is need for information, to be able to identify, locate, evaluate and effectively use information for problem solving. Be sure to sign up for the workshop. It is organized for a whole week and continues for one to two days in the subsequent weeks depending on the number of new students.

d) Inter-Library Services

The Library is in partnerships with other libraries within Kenya and the global community, particularly with Seventh-day Adventists university libraries worldwide to source and provide access to materials not available at the UEAB library. Most of the agreements with the libraries in Kenya permit reference only and not borrowing. Though others are not in the region, we are able to source physical materials. To request to use other libraries in Kenya, please contact the reference librarian and if you need a physical material, fill the document request form at the Circulation Desk.

Clearance

This is carried out at the circulation desk on provision of a clearance Form and University ID.

Note: If one holds a library material or unpaid overdue fines, he/she may not be cleared.