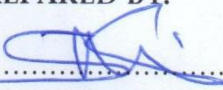

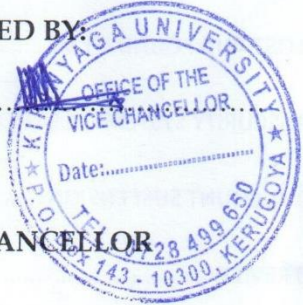


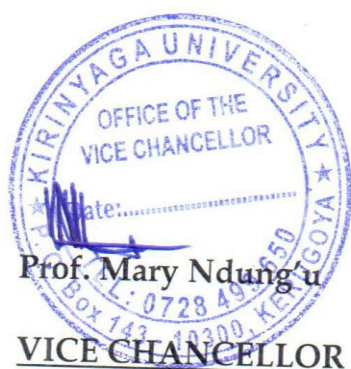


KIRINYAGA UNIVERSITY

DOCUMENT: LIBRARY CIRCULATION POLICY	REF: KyU/LIB/POLICY/001
CATEGORY: POLICY	EFFECTIVE DATE: 2021
	ISSUE : 1 REV: 2
PREPARED BY:  UNIVERSITY LIBRARIAN	APPROVED BY:   VICE CHANCELLOR

FOREWORD

The circulation service is an important, valuable library service. Circulation policies are the rules that govern borrowing, returning, renewing materials and the penalties for overdue, lost, or damaged items. In order to help fulfill the library mission and role, the circulation department supports and maintains the collections and serves the KyU community. The primary goal of the circulation policy is to offer guidance on professional quality and personalized service to its users while maintaining an orderly and well-kept library collection. This policy will include guidelines on control and regulation of reading materials, provide free and fair access to knowledge, and support economical access to knowledge. This Policy will establish a standard for circulation services that can be understood by users of the service and providers. It will ensure equitable treatment for all, and shall provide a framework for delivery of library circulation services.



Prof. Mary Ndung'u
VICE CHANCELLOR