



# Hekima University College

A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

---



Library Policy  
Manual

2019





**Hekima University College**

# Library Policy Manual

**2019**

---

Welcome to Hekima University College Library. The Library which is owned by the Society of Jesus and has unique collections of Books and Periodicals built over 30 years. It is one of the best theological libraries in Africa and is composed of some over 100,000 volumes in philosophy, theology and related subjects, peace studies and international relations. This handbook provides a general guide to the library and its use.

Library Regulations are included in this manual though kept to the minimum, Note especially Regulations on not using the mobile phones in the library, or not bring food, drink, or ink bottles into the library, and the use of photocopiers and other gadgets.

If you have any questions, do not hesitate to ask a member of the Library Staff.

**Rev. Dr. James Campbell, S.J.**

**Chief Librarian**

## **PURPOSE**

The purpose of Hekima University College Library is to support Teaching, Learning, Research and provision of relevant up to date information resources materials to users.

This handbook is intended to be of help in finding material for study and research. This guide would be very useful in locating information in the library as it will ease the retrieval of information and make your study of vital value now and in future. Hekima College library acquires and provides its staff and students academic resources as well as Reading Space for their research in both the main campus (JST) and Riara Rd. Library (HIPSIR).

Hekima College library offers a range of services. The library is open to users from Monday to Friday & (Saturday & Sunday during the term). It serves students, staff and visitors. We have over 100,000 print materials and about 100 Print Journals materials. Also subscribed to Various online Journals & databases on various disciplines.

## **THE LIBRARY**

### **Hours**

During the term, the library is open 08:00 to 21:00 weekdays; 09:00 to 12:30 and 14:30 to 16:30 on Saturdays; 15:00 to 17:00 on Sundays. Outside term, 08:00 to 17:00 weekdays only. The Library is Closed on Public Holidays. Please complete your transactions at least five minutes before the library closes.

### **ID Card**

The ID card is issued to all bon fide students of the college, and it serves both for the library and college. Please keep it with you at all times. You will need it at borrowing or renewing your loans.

### **Loans**

The Borrowing allowed to each student, depends on categories of users: for Regular Bth & MA students 15 books for two weeks renewable twice, for other categories see, Library Regulations provided.

All books on loan are subject to recall by other readers.

**Recalled books must be return within 7 days of recall or by the original date, whichever is sooner.**

Short loan items (Reserved Books) must be requested from the issue desk. These may be borrowed for a period of one day or over the weekend. Periodicals and reference only volumes may not be borrowed.

**Outside Readers**

May use the library for research or reference. They are not eligible to borrow books. They are ask to sign in each time they visit.

Overdue Books; You will be notified through email when a book is overdue. These notices will be sent to your college e-mail account or home e-mail address chosen.

**Fines**

HUC imposes stiff fines for overdue books – Ksh.5 per book per day. It is however easy to avoid fines.

**Renewals**

Books may be renewed the library terminals on our opac catalogue library web page by choosing logging to your account view your checked out items, renew/renew selected items on your account by checkbox against the item.

You are advised to renew your items before the due date, you will not be able to renew your loans if already overdue or if someone else has reserved the book and in that case it must be return promptly.

**Reservations**

You can reserve the a book for your own use, though only if the item is already on loan. On the opac library webpage. Log on to your account, on the web click the Place on hold, A prompt message is displayed showing the item to place on hold, priority no, number of holds, pickup locations and finally confirm hold to actualize the transaction. You will be advise when the item will be avail by email or when the item has been catalogue returned.

**Reserving a book you are using in the Library**

If you are working on a book in the library and wish to reserve it, you will write on a slip of paper your name and date and insert on the book and place over the personal reserve shelf. Books may be reserve for one week after which they will be shelved.

## Reference

This section contains great sources of information normally published in alphabetical order and classified in the shelves under the different subjects.

## Articles

A growing number of photocopies of articles are available in the filing cabinets near the Security Counter. It has its own small author index . Many of the articles have been given subject heading which are entered into the subject heading cabinets. The cards are stamped with “article in cabinet”. It deals largely with material on Ethics and Africana.

## New Acquisitions on display

Books coming into the library for the first time are displayed for one week beginning on Monday. If you wish to reserve one of these, fill out a slip of paper and insert sticking in the book which will then be left for you at the circulation counter to borrow.

## Using the Catalogue

The Computer catalogue or “Opac” (= Online public access catalogue”: is the name of the system we use) and can be accessed in the JST Library or HIPSIR Library. It can also be accessed via the college website or Library web page (<http://www.library.hekima.ac.ke>) or IP 192.168.100.10) or anywhere using other gadgets iPhone or tablet with internet connectivity.

You can Search library catalog- Using either by Author, Title, subject, series or Call Number or any phrase. After search, get the call number of the item and locate it at the shelf cabinets.

## Library User login

- Get the user details from the ICT or library assistant and login to the library OPAC to your Account. This will enable you to know your loan items status i.e. check-ins & check-outs, Renew your books online, change your password, fines, reading history, search history, messaging tags etc.

## Finding a Book

When you search a book and identified on the online computer catalogue, (opac), Click on the Item and you will see on the screen, The Item Type, Location and other locations are indicated> some books for instance are House in Special Collections, Reserve shelf or available in other library e.g. JST or HIPSIR Library. On the label of a book is the classification number, which is composed of letters and numbers. The first letter(s) indicate the main subject area e.g. B is Philosophy; BT is Dogmatic Theology; DT is African History.

The numbers that follow are subdivisions. Usually the labels end with the first three letters of the author's name e.g. DAHOOD , M.

Bibliographic contents of the book and whether available or on Loan. Also other

<b>BS</b>	<b>Scripture</b>
<b>1430.2</b>	<b>Old Testament – Psalms (Subdivision)</b>
<b>DAH</b>	<b>DAH (OOD) – Author (last three Letters)</b>

Sometimes the subdivision has a Cutter number as well i.e. a letter and a number which indicates a topic or a region e.g.

<b>Dickson, K. - Theology in Africa</b>	
<b>BT</b>	<b>Dogmatic Theology</b>
<b>30</b>	<b>Modern Theology</b>
<b>A4</b>	<b>Africa</b>
<b>DIC</b>	<b>DIC (KSON)</b>

The order of the books on the shelves is as follows:

1. Alphabetical as regards the letters e.g. A , B, BD to Z etc..
2. Numerical as regards the number e.g. 434, then 434.2, 434.25, 434.3, 435
3. A Cutter number stays with its precedent number e.g. BS 2545 MAR  
-BS 2545.C5 HAR - BS 2545.C5 SCH - BS 2555 BUL
4. Finally it is alphabetical as regards the first three letters as of the author's names e.g. RAD - RAH - ROD - SCH.

## Guide to Classification

The Classification scheme used in the library is that of the Library of Congress with special adaptations. The system was originally worked out to put order in the



vast collection of books acquired by the Congress or houses of parliament of the United States in Washington. The system is an open one based on books rather than on a logical schema and so it is capable of continually expanding to cater for the new areas and subjects that constantly arise. Some Classes are arranged as follows:

## General Stacks

All the books are arranged in each section or subject numerically and alphabetically by author's name e.g.

<b>BJ</b>	Subject (Ethics)
<b>I249</b>	Numerical order (Christian ethics)
<b>CUR</b>	Alphabetical order (first three letters of the author's name)

The following gives a brief outline of the subjects and their arrangements:

<b>B - BD</b>	Philosophy
<b>BF</b>	Psychology
<b>BJ</b>	Ethics
<b>BL-BQ</b>	Religions
<b>BR</b>	Christianity (Patrology , General Church history)
<b>BS</b>	Scripture
<b>BT</b>	Dogma
<b>BV</b>	Practical theology , Liturgy, Church, Missiology, Pastoral , Mysticism
<b>BX 800-4700</b>	Catholic Church - Councils , Papal documents , Church history, Medieval authors, Modern authors, Moral, Canon law , Sacraments , Spirituality, Religious life
<b>BX 4700</b>	Protestantism
<b>D</b>	History
<b>DT</b>	African history
<b>G</b>	Geography
<b>GN</b>	Anthropology
<b>H</b>	Social sciences
<b>J</b>	Political science

<b>L</b>	Education
<b>M,N</b>	Music,Art
<b>P</b>	Languages & Literatures
<b>Q</b>	Science
<b>R</b>	Medicine
<b>S</b>	Agriculture
<b>T</b>	Technology
<b>U</b>	Military science
<b>V</b>	Naval science
<b>Z</b>	Bibliography. Library science

## **Periodicals are Different**

The current issues are found on the Display stack near the issue desk for new arrivals whereas The back issues are normally bound in annual volumes and placed in the Periodical Stacks. The Periodical Display Stacks only show the reviews we subscribe to or exchange with Hekima Review. However, in the stacks there are many back issues of other reviews we do not subscribe to.

It is good to get an overview of the over 100 reviews we subscribe to, and so know which to consult regularly because of our personal interests. Our reviews could be grouped under several headings that reveal their main function. Listed according to interest they are:

They are normally arrange alphabetically according to Titles A-Z:

- African theology
- Current affairs
- General Theology
- Spirituality
- Academic Theology
- Non-theological reviews
- Abstracts or bibliographical material
- Latin/German/Spanish language reviews
- Peace and Conflict Studies/Psychology/Leadership& Management/other
- General

**AFRICAN THEOLOGY:** Afer / Africa journal of evangelical theology / Africa tomorrow / African Christian studies / Annales de l'Ecole St. Cyprien / Au coeur de l'Afrique / BOTSA / Cahiers des religions africaines / Dialogue / Grace & truth / Journal of religion in Africa / Orita / Pentecote d'Afrique / Religion in Malawi / Revue Africaine de Theologie / RICA0 / Semaines theologiques de Kinshasa / Spearhead / TEE / Telema /

**CURRENT AFFAIRS:** Africa bulletin / Afrique d'esperance / Challenge / Encounter / Etudes / New people / Studies / The Tablet / Wajibu

**GENERAL THEOLOGY:** Bible translator / Cahiers evangiles / Communication research trends / Communio / Concilium / Culture & faith / East Asian Pastoral review / Exchange / Furrow / Human development / Information service / Jeevadharma / JESCOM / Jesuit Center for Theological Reflection / Jesuits / Lumen vitae / Mission & ministry / Mukai / One in Christ / Mission studies / Monde de la Bible / Pro dialogo / Progressio / Promotio justitiae / Scripture in the Church / Renaire / SEDOS / Spiritus / Voices from the third world / Yearbook of contextual theologies

**SPIRITUALITY:** Cahiers de spiritualite ignatienne / Cahiers de spiritualite uignatienne - Supplements / Chicago studies / CIS / Discovery / Doctrine & life / Ignis / Religious life review / Review for religious / Revue de spirituality africaine / Spirituality / Studies in the spirituality of Jesuits / Vie consacree / La Vie spirituelle / The Way / The Way - Supplement

**ACADEMIC THEOLOGY:** Archivum historicum S.I. / Biblica / Catholic Biblical quarterly / Catholic international / La Documentation Catholique / Ecumenical review / Ephemerides theologicae Lovaniensis / Ethics in perspective / Expository times / Gregorianum / Heythrop journal / International bulletin of missionary research / International review of missions / Interpretation / Journal for the study of the Old Testament / Journal of biblical literature / Journal of religious ethics / Jurist / Louvain studies / Maison Dieu / Milltown Studies / Nouvelle revue theologique / The Pope speaks / Questions liturgiques / Revue biblique / Revue des sciences philosophiques et theologiques / Studia moralia / Supplement / Theological studies / Theology digest / Vetus Testamentum

**NON-THEOLOGICAL REVIEWS:** Azania / Chiedza / Congo-Afrique / Journal for the scientific study of religion / Presence africaine / Quest / Raison ardente / Zambezia

**ABSTRACTS / BIBLIOGRAPHY:** Bibliografia missionaria / African studies abstracts / Book notes for Africa / Elenchus / Library of Congress - Accessions list / Missionalia / New Testament abstracts / Theology in context

**LATIN / GERMAN / SPANISH REVIEWS:** Acta apostolicae sedis / Acta romana / Estudios eclesiasticis / Miscellanea Camillas / Perspective theologica . Sal terrae / Stimmem der zeit / Theologica Xaveriana / Theologie und philosophie /

**Peace and Conflict Studies/Psychology/Leadership& Management/ other General:** Africa / African Affairs / Foreign Affairs / Human rights Quarterly / International Political review / International Security / Journal of Peace Research / Review of African Political Economy / African Studies Review / International Relations / International affairs / International Organizations / African Communication Research / International Affairs / Review of Politics / Journal of Refugees studies / Journal of Conflict Resolution / Security and Peace / African communication Research / Politique Africaine / African Journal of International Affairs

This brief classification should help the reader to be aware of what he could glance at when browsing through the review section, especially on the Display Stacks of new acquisitions. There is a standard international abbreviation for the title of most theological reviews i.e. SCHWERTNER, S. - International abbreviations glossary of theology & related subjects, 1974 (REF Z 6545.A2 SCH).

### **Electronic Resources**

The HUC Library web page website ([www.library.hekima.ac.ke](http://www.library.hekima.ac.ke)) Provides access to the library's electronic resources and links to information on many area disciplines topics on the internet where there is a list of useful databases to access depending on one's interests or subject. Some of these resources are accessible within the campus or by password obtainable from the library.

### **Other Services**

**Interlibrary Loan:** If you need a book or want to use another library's facilities. These can be arranged through inter-Library Loan with the participating Libraries under KRIC Consortia.

**Photocopying:** The Photocopy service is available in the library at a charge of ksh.3/- per sheet.

**Scanning and Printing:** is also available in the library Please Inquire at the circulation desk for the service.

## Care of Books

If find a book is damaged give it to one of the library staff for repair. Books should never be marked with a pencil or a pen. If you wish to indicate your place in a book, do so with a piece of paper rather than folding the page. Avoid leaving a biro inside the book or turning it upside down or leaving it open for long periods.

Always ensure the state of the book before borrowing, sometimes pages may fold off or get distorted and may get you in trouble.

### Replacing books

Normally you should leave the books you use on the table or at the Issue desk. A book misplaced is a book lost. However, you are requested to return Reserve books yourself before you leave the library as they are in constant demand.

## Library Security

Our Library is usually manned by Regular staff Monday to Friday where Normal Transactions for Borrowing or Book Returns are carried out. In the Evening and weekends the library 'is under supervision provided by a member of the Friends of the Library. Normal Book Transactions are not provided except Reading only. Books can only be borrowed when there are Regular staff where they switch on & operates the security machine before issuing any book out.. Hence there is no borrowing of books in the evening from 7:30pm to 10:30pm nor at the week-end.

All bags and attaché cases should be left at the Issue desk. On leaving, please switch off any lights you have used. While walking around the stacks use the central aisle as much as possible to reduce the disturbance for those studying.

## Library Rules and Regulations

Each Library has its own rules and regulations that help the library in managing the resources for ease of use to its users. These rules are kept to the minimum and are as follows:

1. The Opening hours are as stipulated on the notice boards.
2. All The Hekima users including the students of Hekima college are required to display their identity cards for identification when borrowing the books or when transacting at the issue desk.
3. All Library users are Bound to be inspecting at the main Entrance when leaving the library.

4. Littering with papers, wrappings etc. are prohibited in the library.
5. Eating, Drinking or smoking are not allowed in the library.
6. All the library users are ask to return reading materials at the designated area after use. No user is permitted to reshelve any reading material
7. The Library offices are out of bounds to students, In case of any query please consult the circulation librarian.
8. No overcoats, bulky jackets or headgear is allowed into the library. These are to be deposited at the security counter before proceeding to the reading area.
9. No pocket bags, umbrellas or personal books are allowed into the library unless at the discretion of the librarian or upon inspection of the items.
10. Absolute silence is to be observed in the library at all times.
11. The computers meant for use in the library are only for research purposes
12. Any student whose conduct in the library is unbecoming will be reported to the library disciplinary committee for action.
13. Those who wish to photocopy reading materials may do so subject to Copyright regulations.
14. Writing on or underlining in library reading materials, tearing pages from books or damaging library materials in any way is strictly prohibited.

## **CONCLUSION**

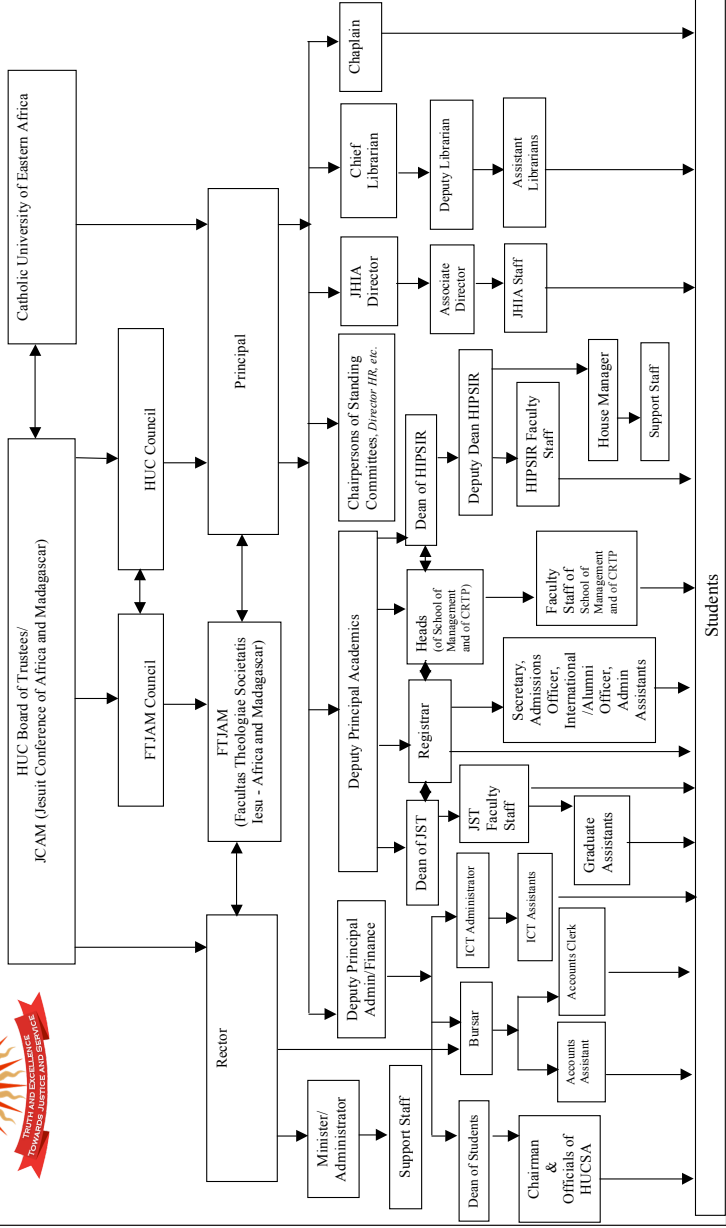
This Handbook is a guide to all users regarding the organization, retrieval and how to go about in locating information materials in our Library. Mostly nowadays with the advancement of technological innovations, all this instructions and procedures of searching for information resources have been made easier through availability of computerized systems put in place to help users ease the retrieval of information materials within the shortest time possible.



# HEKIMA UNIVERSITY COLLEGE

A CONSTITUENT COLLEGE OF THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

## ORGANOGRAM CHART





**Hekima University College**

**Library Policy Manual - 2019**

Main Campus, Joseph kangethe road | P.O. Box 21215, Nairobi, Kenya 00505

|Tel: +254 (20) 3876608/9 | + 254 (20) 3999000 | [www.hekima.ac.ke](http://www.hekima.ac.ke)