



ST. PAUL'S UNIVERSITY

POLICY ON EXTERNAL USERS POLICY

ACADEMIC POLICY NO. 020 OF 2015

2015

A. UNIVERSITY VISION

A University of Academic Excellence Based on Christian Principles Producing Graduates in Various Fields for Global Service

B. UNIVERSITY MISSION

To Develop Servant Leaders by Imparting Knowledge, Skills and Values through Creative Methods of Education, Research and Christian Spiritual Formation

C. LIBRARY VISION

To be a leading center of knowledge and global information by the adoption of ICT developments and to remain relevant in response to user needs

D. LIBRARY MISSION

To acquire current and relevant resources and provide information access through service delivery for servant leaders

E. PURPOSE OF EXTERNAL USERS POLICY

The purpose of this policy is to provide guidelines for use of St. Paul's University library resources by external library users. The St. Paul's University Library is primarily meant for the students and staff of St. Paul's University. Other persons, not directly connected with the University, however from time to time make demands on its service. In order to define its role better in this context the University Library has articulated this policy on External Users.

F. OBJECTIVES

- Specify people who may qualify for external user membership
- Provide guidelines on types of services to be granted to external members

G. CATEGORIES OF EXTERNAL USERS

To qualify for External User membership a person must belong to one of the following categories and will be registered at St. Paul's University Library as an external user for periods as determined by the library:

1. St. Paul's University alumni
2. Individuals pursuing scholarly research.
3. St Paul's university official visitors
4. The Clergy from around Limuru
5. Spouses and children of St. Paul's university staff
6. Members of SPU Corporate Social Responsibility (CSR)

H. TYPES OF ACCESS

One of the following types of access may be granted on application:

- (i) Free
- (ii) Fee-based

FREE ACCESS

(1) ST. PAUL'S UNIVERSITY ALUMNI:

Access is free upon presentation of valid St. Paul's Alumni membership ID card. This category of membership cannot borrow library resources; they can only use them within the library premises.

(2) ST. PAUL'S UNIVERSITY OFFICIAL VISITORS

Free access may be allowed to St Paul's university official visitors for a maximum of one semester (Four Months). Anyone seeking such access is required to be recommended by the relevant SPU office hosting him/her and complete an application form before registration.

(3) SPOUSES AND CHILDREN OF ST. PAUL'S UNIVERSITY STAFF

Access is free upon introduction by the relevant staff member. This category of membership cannot borrow library resources; they can only use them within the library premises. St. Paul's university staff children may be admitted to read in the library. The spouses and children however have no access to library ICT resources apart from the library catalogue.

(4) MEMBERS OF SPU CORPORATE SOCIAL RESPONSIBILITY (CSR)

Access is free upon introduction by the relevant person from the CSR community. This category can read books in the library premises but cannot borrow any of the library information resources. They cannot use the ICT resources other than the OPAC.

FEE-BASED ACCESS

INDIVIDUALS PURSUING SCHOLARLY RESEARCH AND CLERGY

Reading and reference privileges may be granted to such persons upon presentation of a valid identification from such institutions. Such persons are required to fill in an application form (Appendix 1). Upon membership approval a fee is payable by this category.

I. OTHER GUIDELINES:

- (i) External users are expected to observe all library rules and regulations
- (ii) The Librarian reserves the right to refuse admittance to anyone applying for use of the library in ANY of these categories.
- (iii) External users have access to:
 - (a) General and Special Collections as necessary.

(b) The Library catalogue.

(iv) Access is subject to availability of reading space. During peak examination periods no

External Users will not be permitted in the Library except with special permission

(v) Only 20 external users will be registered at any given semester.

(vi) Only 5 external users will be permitted at any given day.

J. POLICY REVIEW

This policy shall be reviewed as need arises.

REVIEW OF THE POLICY

This policy shall be reviewed as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 25th May 2015, the 70th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp