

Library Circulation

1. Library Circulation

Library circulation refers to the process of managing the lending and returning of library materials to users. It ensures that library resources are properly issued, tracked, and returned on time.

Key Circulation Activities:

- Issuing (borrowing) library materials
- Receiving returned items
- Renewing borrowed materials
- Reserving (holding) items for users
- Managing overdue items and fines
- Updating borrower records

Circulation services help the library control the movement of materials and ensure fair access for all users.

2. Circulation Desk

The circulation desk is the main service point where users interact with library staff for borrowing-related services.

Services Offered at the Circulation Desk:

- Book borrowing and returns
- Membership registration and verification
- Renewals and reservations
- Overdue fine inquiries and payments
- User guidance on locating materials
- Reporting lost or damaged items

The circulation desk acts as the link between users and library collections.

3. OPAC (Online Public Access Catalogue)

OPAC is an electronic catalogue that allows users to search the library's holdings online.

What Users Can Do Using OPAC:

- Search books by title, author, subject, or keyword
- Check availability status (on shelf or on loan)
- View call numbers and location
- Reserve or renew items (where enabled)

OPAC helps users locate materials quickly and independently without assistance.

4. Library Shelves and Classification System

Library materials are arranged on shelves according to the Library of Congress (LC) Classification Scheme, which organizes books by subject.

Library of Congress (LC) Classification Scheme:

- Uses letters and numbers (e.g., QA76.73, HD30.2)
- Groups related subjects together
- Makes it easier to locate materials on the shelves

Below is a **floor-by-floor listing of University of Embu Library based on the Library of Congress (LC) Classification Scheme.**

Ground Floor: LC Classes A – L

Class - Subject Area

- A - General Works
- B - Philosophy, Psychology, Religion
- C - Auxiliary Sciences of History
- D - World History
- E - History of the Americas (United States)
- F- History of the Americas (Local & Latin America)
- G - Geography, Anthropology, Recreation
- H - Social Sciences
- L - Education

First Floor

Class - Subject Area

- J - Political Science
- K - Law

Second Floor: LC Classes Q – Z

Class - Subject Area

- Q Q - Science
- R Medicine
- S Agriculture
- T Technology
- U Military Science
- V Naval Science
- Z Bibliography, Library Science, Information Resources

Shelving Process:

- Each book is assigned a call number
- Books are arranged alphabetically and numerically on shelves
- Users use the OPAC call number to find the exact shelf location

5. Relationship Between OPAC, Shelves, and Circulation

- OPAC helps users identify and locate materials
- Shelves organize materials using the LC Classification Scheme
- Circulation Desk manages borrowing and returns

Together, they ensure efficient access, organization, and use of library resources.

Borrowing Matrix

How many books can I borrow from the library

- **Undergraduate students** - can borrow up to 3 books for 14 days, 5/= fine per day is charged for overdue item after the 14th day. Only one renewal is allowed
- **Postgraduate students** - can borrow up to 6 books for 30 days, 5/= fine per day is charged for overdue items after the 14th day. Only one renewal is allowed
- **Non-academic staff** - can borrow up to 3 books for 30 days, 5/= fine per day is charged for overdue item after the 14th day. Only one renewal is allowed
- **Academic staff** - can borrow up to 6 books for 90 days, 5/= fine per day is charged for overdue item after the 14th day. Only one renewal is allowed
- **Part-time lectures** - can borrow up to 6 books for 30 days, 5/= fine per day is charged for overdue items after the 14th day. Only one renewal is allowed