

student projects and theses, archives, selected reports, government and institutional publications, personal donations, and other special materials.

Reading Areas

Reading spaces are available on the Ground, 1st, 2nd, and 3rd floors. The Ground Floor reading area is designated for persons with disabilities (PWDs).

Systems Section

Located on the 1st floor, and responsible for Internet services and assisting users with Wi-Fi access and laptop configuration.

Past Examination Papers

Located on the 2nd floor and provides access to past examination papers.

Declaration

The library reserves the right to amend the information as deemed necessary.

Important Email Contacts

Purpose	Email
Librarian	librarian@uoeld.ac.ke
Checking proposal and thesis for plagiarism	plagiarismcheck@uoeld.ac.ke
Checking thesis for APA, formatting and final thesis submission	ethesis@uoeld.ac.ke
Submitting publications for upload to the Institutional Repository	epublications@uoeld.ac.ke

Similarity Index: Maximum 15% for all Postgraduate Thesis
AI Percentage: Maximum 20% for all Postgraduate Thesis.

WE ARE OPEN

Weekdays 8.00 a.m. –10. 00p.m
Saturdays 9.00 a.m. -10. 00p.m
Sundays 1.00 p.m. – 5. 00p.m

The library is closed during

Public holidays
University functions

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When in doubt,
go to the
Library



**Get In Touch
With Us**

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+254142 720 700
+254141 555 482
+254774 249 552

@UoE_Main

www.uoeld.ac.ke

UniversityofEldoret



UNIVERSITY OF ELDORET
Library



The University of Eldoret Library was established with the mandate to collect, acquire, organize and disseminate knowledge to Students, staff, researchers, alumni and other scholarly communities.

Mission

To support teaching, learning, research and innovation, through provision of access to global information that improves the institutional competitiveness.

Library Objectives

- (i) To develop relevant and up to date library collection
- ii) To apply modern technology to facilitate processing and access to information resources
- iii) To provide information literacy training to impart knowledge and skills for effective utilization of information resources
- iv) To promote research output of the university
- v) To participate in community, social responsibility activities.

Membership

Members of the library include students of UoE, staff, approved visiting researchers, collaborating libraries and approved members and partners.
a) All library students shall be registered by Synchronization of their records from the ERP System and uploaded to the Library Management System (KOHA).
b) All registered users shall be required to obtain clearance before they leave the University.
c) All registered users shall be required to identify themselves through student ID.
d) Loss of student ID cards shall be reported to the Head of User Services as soon as possible.
e) Students IDs are not transferable and should be used by the owner to check in and out library information materials.

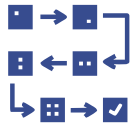
How Library is Organized

Ground floor

- Circulation Desk
- Collection Development/ Technical Services
- Bindery
- Staff Offices
- Research and Scholarly Communication
- Physically challenged reading area
- SES Documentation Centre.

Second Floor

- Past Exam Papers
- Reading Area
- Shelves, Books from A - QD 149
- Shelves, Books from QD 150 - QP 281
- Reading Carrels
- Discussion Rooms



First Floor

- Digital Library
- Systems/ICT Section
- Periodicals/ Knowledge Management Center
- Information Literacy and Information Outreach
- General Reading Area.
- Staff kitchen

Third Floor

- Reading Area
- Shelves QP 301 – Z 999
- Special Collection
- Postgraduate Reading Area
- Faculty Research Commons

Expected User Conduct in the Library

- a) All library users shall respect all the rules and regulations pertaining to the use of the library.
- c) Library users are responsible for notifying the library of the latest contact address.
- d) Smoking, eating, chewing, drinking, making noise, phone ringing and any other conduct that is a nuisance to other users are prohibited in the library.
- e) Writing on library books, plucking out pages, defacing or damaging information materials, trunk cables, vandalizing computers, ICT peripherals and other library property is prohibited.
- f) Stealing library property shall be punishable according to the law of the land and by such other method as the library advisory committee shall decide.
- g) All library users should comply with the security and other safety regulations displayed in the library.
- h) Seats and tables in the reading areas shall not be RESERVED or moved from one place to another.
- i) Overcoats, umbrellas', hats, bags, equipment, and other non-library materials shall be deposited in the designated area in the library. Laptops and tablets should be registered at the entry with library checkers.
- k) Library users are not permitted to access or use places in the library designated for library staff.
- l) All forms of plagiarism are strictly prohibited. All library users must adhere to rules governing copyright protection and intellectual property rights.
- m) Photocopying of copyrighted materials for fair use (private research and academic (purposed) may be permitted.
- n) A disclaimer note regarding issues of photocopying shall be displayed prominently
- o) All users leaving the library will be checked by library checkers to ensure that library materials in possession have been properly borrowed or permitted to leave the library.

Security

The library is monitored by CCTV cameras and security personnel. Library Checkers may inspect items brought into or taken out of the library.

Closing bells will ring 30, 15, and 5 minutes respectively before closing time. All users must vacate the library by the closing time.

Emergency Cases

In case of any fire breakout or electric short circuiting or any other emergency, Library security staff will sound the bell continuously and library users are expected to leave the library building immediately.

Borrowing

- Books are borrowed and returned at the circulation desk during the library's operational hours.
- Books that are out on loan cannot be transferred from one user to another. They must first be returned to the library.
- A borrower remains responsible for protecting any library material in their possession against damage and must report to the University Librarian any loss or damage of materials.
- Materials borrowed overnight from the Short Loan Collection shall be returned between 08.00 a.m. to 9.00 a.m.
- The University Librarian may withhold or restrict the circulation of any library material in the library or transfer from one part of the library to another as circumstances may dictate.

- The following material may not be borrowed except under special conditions as the University Librarian may authorize: -

- a) Reference Books
- b) Periodicals
- c) Archival Material
- d) Audio visual materials

The Maximum number of books that members may borrow is as follows: -
Category of UserNumber of BooksLoan PeriodUndergraduate Students4 books14 daysPostgraduate Students6 books28 daysTeaching Staff 6 books28 daysResearchers (non- Teaching)6 books14 daysSenior Administrative Staff6 books28 daysNon-Teaching Staff4 books14 days

Discipline and Penalties

- All users are expected to uphold high level of discipline.
- The University Librarian may suspend or deny library privileges to any user who violates these regulations, pending a decision by the Library Committee or the relevant Staff or Students Disciplinary Committee.

Overdue Notices

- i. All borrowed library materials shall be returned by the specified due date.
- ii. Three overdue notices shall be issued to borrowers as follows:
 - First notice: Two days after the due date.
 - Second notice: One week after the first notice.
 - Final notice: One week after the second notice.
- iii. Library materials not returned after the final notice may be deemed lost and shall be subject to the provisions on lost materials.

Overdue Fines

- i. The Library shall charge overdue fines on users who fail to return library materials within the prescribed loan period as follows:
 - a) Long Loan Collection: KES 10 per item per day.
 - b) Short Loan Collection: KES 5 per item per hour.
- ii. Where an outstanding fine remains unpaid for one month from the date the material became overdue, the University Librarian shall initiate appropriate recovery procedures.

Information Retrieval Services

Computer terminals are available for accessing the Online Public Access Catalogue (OPAC) at the Circulation Desk.

Search Procedures

- Open the Library Catalogue (OPAC) and select a search option: Author, Title, Subject, ISBN, Series, or Call Number.
- Enter the search term in the search box and click GO or press ENTER.
- Browse the results and select the relevant title to view its bibliographic details.

- Note the Shelf Reference/ Call Number to locate the item on the shelf.
- For an Author search, enter the author's surname followed by initials, e.g., Stroud, K. A.
- For Subject, ISBN, Series, or Call Number searches, select the appropriate search option and repeat Steps 2–4.
- Use the Back button to return to the OPAC search interface.
- Consult Library staff for assistance with other searches.

Library Collections and Facilities

Open-Shelf Collection

The main book collection, located on the 2nd and 3rd floors, and accessible to all authorized users.
Periodicals/ Knowledge Management Centre
Current and loose periodicals are located on the 1st floor. They are used within the library.

Digital Library

Located on the 1st floor, providing access to e-journals, e-books, past examination papers, and Institutional Repository through MyLOFT.

Reference Collection

Includes encyclopedias, dictionaries, directories, handbooks, and other reference sources. Located on the 1st floor, these materials are for in-library use only and are marked "Ref." on the spine.

Short Loan Collection

Contains high-demand textbooks, photocopied articles, and other recommended learning materials. These materials are issued for short periods to promote equitable access.

Special Collection

A closed-access collection on the 3rd floor, comprising United Nations and other international organization publications,