

SCOTT CHRISTIAN UNIVERSITY



Library Guide

Hours:

Monday –Friday 8:30AM – 10:30PM

Saturday 9:00 AM - 4 :00PM



Welcome to the SCU Library

Scott Christian University Library would like to welcomes you

Please leave your luggage at the baggage section near the circulation desk

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Inform the Library staff on duty of any personal texts or electronics that you carry into the library

Library Services

- Lending services
- Reading spaces for individual silent study
- Assistance in locating information resources
- User education programmes
- Email alerts and current awareness services
- E-Library services
- Daily Newspaper



Circulation Section



You can browse the circulation section using the call numbers located on the spine of each book.

Lending Quotas

Category	No of Books	Days
Post Graduate	5	14
Under Graduate	4	7
Diploma & Certificate	3	7
Teaching Staff	20	1 semester

Print Collection

- Core Texts
- Other Texts
- Serials in Print
- Journals
- Newspapers



E-Collection

- E-books
- E-journals

Multimedia Collection

- CDS
- Video Cassettes
- Microfiche

General Library Rules

- Textbooks where applicable are issued at the beginning of the semester and returned before the semester ends
- Reference books should NOT leave the Library.
- Mutilation, theft or damaging library materials or property will not be tolerated.
- Drinks and food are not allowed
- Do not re-shelve the books
- Always produce your student ID at the circulation desk to borrow books in the library
- Reserve books are borrowed for 1 hr and renewed at the counter only if no one else requires to use it

- Reserve books are borrowed overnight and returned before 1pm the following day
- In case of delay in the return of book(s), you will be charged **Kshs. 5.00 per day** and **Kshs. 5.00 per hour** for short loan materials
- Although the Library may send out reminders for overdue the user is responsible for returning books before or when they are due.
- Damaged or lost books will be charged according to existing market prices.
- Books on display should not be removed by any other person other than the library staff
- No food or Drinks allowed in the Library
- Leave your luggage at the baggage section only when using the Library.
- Silence MUST be maintained at all times in the Library
- DO NOT receive calls from your mobile phones in the Library
- The computer lab in the Library

Contact Us

Scott Christian University P.O Box 49-90100 Machakos Kenya

Visit:

<http://scott.ac.ke>

Email:

library @scott .ac.ke

Call:

0713.745.404 | 0734.833.832



Thank you!