Machakos University

Library Department

INFORMATION COMMUNICATION TECHNOLOGY POLICY

1.6 Back-ups

The University Library shall have both power and data backups installed for the purpose of save-guarding data/information. For power backups a standby generator and UPS shall be installed. Data backups shall have reliable servers and external hard discs.

1.8 Security

Security shall be provided to ensure efficiency, effectiveness and consistency in data/information access. Users shall not be allowed to move or exchange computer hardware. The Library ICT facilities shall be installed, by the Directorate of ICT, with reliable antivirus software which shall be updated regularly to protect the computers. User shall be assigned user names and passwords for security purpose.

1.9 Maintenance of ICT Resources

In order to achieve functional ICT resources, practices such as preventive, curative and routine measures shall be carried out in the Library in planned schedules or as the situation warrants.

2. Policy Review

The University Library ICT Policy shall be reviewed after every two years, or as the need arises, by the Library Committee.

    Approved by Prof. Francis M. Mathooko

    Signature………………………Date……………………..

    Ag. Vice Chancellor
    Machakos University

INFORMATION COMMUNICATION TECHNOLOGY POLICY

1. Introduction

The application of Information Communication Technology (ICT) by Machakos University Library users has had a great impact in sustainable development of Machakos University Library information provision. The availability, access and use of ICT have made it possible for information seekers of the Institution to access huge databases subscribed through Kenya Library and Information Services Consortium (KLISC) as well as those in Open Access Information Sources and this supplements the available wide range of print information materials.

1.1 Operational Definition of Information Communication Technology (ICT)

1. Information Communication Technology : is the integration of telecommunications (telephone lines and wireless signals), computers as well as necessary enterprise software(s), storage, and audio-visual systems, which enable users to access, store, transmit, and manipulate information.

The term *ICT* is also used to refer to the convergence of audio-visual and telephone networks with computer networks through a single cabling or link system. The current internet service providers, for Machakos University, are Kenya Education Network (KENET) and KINDE.

1.2 Objectives of the Library ICT Policy

The Library ICT objectives shall be:

a) To serve as a guideline to Machakos University Library clientele on the positive ICT practices in terms of usage of information systems.

b) To establish integrated customer service through provision of ICTs and their support networks in the Library.

c) To facilitate access to internet and Online Public Access Catalogue (OPAC) allowing users to access Library facilities such as the Library catalogue, Institutional Repository, e-resources and Online Databases.

1.3 Access

The Machakos University Library will offer access to subscribed e-resources and other open access sources. Online Public Access Catalogue (OPAC) shall be available to provide for specific access to the Library collections.

1.4 Training

To cope with ICT dynamism, staff in Library shall be trained in line with the emerging needs for new technologies through, internally and externally, organized seminars, workshops, on the job training, bench marking and collaboration with other institutions. This training shall be offered to equip the Library staff and users with relevant retrieval skills and competencies to recognize, locate, retrieve and use the information/Information materials.

1.5 Internet

Internet connectivity and services shall be provided to all Library clientele in meeting their information needs. The ICT section shall be in charge of internet connectivity, flow, availability and usage.

1.5.1 Website

The University Library shall work closely with the ICT section of the University College to host, evaluate and frequently update the website. Uploads to the website shall be done by the ICT section of the College Library.

1.5.2 Use of Library ICT Facilities

The ICT facilities shall only be used for Library academic purposes. Library clients shall not be allowed to use any Library facilities to store, forward mailings or consciously transmit computer viruses and unlawful information to other users or the general public.