




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR REGISTRATION OF LIBRARY PATRONS CUEA/DVC ACD/LIB/ 09	UNIVERSITY LIBRARIAN
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	NONE
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0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1. Purpose:

To ensure effective and efficient registration of library patrons by University Library.


2. Scope:

All Library patrons requesting for Library membership at the circulation desk.

3. References:

- 3.1 ISO 9001:2008**, Quality Management systems –Requirements
- 3.2 Library work instruction manual
- 3.3 Library Policy Document
- 3.4 CUEA Quality management Manual

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4. Terms and Definitions

The terms contained in the CUEA Quality Management Manual shall apply in addition to the following:

- 4.1. **Circulation** – The term “circulation” refers to the charging and discharging of Library documents for use by Library patron.
- 4.2. **Charging** - A process of lending Library documents to the Library patron for a specific period.
- 4.3. **Discharging** - A process of receiving back the Library documents borrowed by the Library patrons.
- 4.4. **A Library patron** – A University Library patron.
- 4.5. **Circulation desk** - A service counter where Library documents are charged and discharged.
- 4.6. **CUEA Library** - Catholic University of Eastern Africa Library.
- 4.7. **Registration** – A Library formal process before one becomes a member of the University Library.

5. Principal Responsibility:

The University Librarian shall ensure efficient implementation of this procedure.

6. Method

- 6.1 Circulation Librarian shall receive registration documents from the library patron
 - 6.1.1 If the documents are valid, Circulation Staff shall complete the registration process of the Library patron
 - 6.1.2 If the documents are not valid, Circulation Staff advises the Library Patron on what to do

7.0 Appendices

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