# A GUIDE TO THE KWARA STATE UNIVERSITY LIBRARY



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# 2026

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## CONTACTS

| | |
|---|---|
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| KWASUTH Library | Ag. Head, Medical Library |

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Ilesha-Baruba Campus Library muhammadubuhari@kwasu.edu.ng

## INTRODUCTION

The library's mission is to support the University's teaching, learning, research and community development activities through the provision of high-quality resources and services. Kwara State University Library was founded in 2009. From its inception in 2009 to the last quarter of 2012, the Main Library was housed in one of the Large Rooms (LR) in the College of Pure & Applied Science Building. In 2012, the Main Library moved to a twin building along the College of Agric & Veterinary building. On 6th July 2019, the new library complex named after President Mohammed Buhari was commissioned and was put into full operations in January 2020. Currently, the Kwara State University Library System consists of the Main Library at Malete, branch libraries at Osi campus, Ilesha-Baruba Campus, College of Health Sciences Library at the Kwara State University Teaching Hospital (KWASUTH), and the Law Library. Kwara State University Library, also known as Muhammadu Buhari Library, is rated the second largest in West Africa, and the best in Nigeria. The University Library supports the teaching-learning programmes of the institution at all levels. It performs these functions by providing information and materials resources in various formats from both traditional and modern technological dimensions.

The library is named after former President Muhammadu Buhari. It is an iconic piece of architecture that comprises indoor and outdoor reading and study areas, with facilities such as, seminar rooms, staff offices, Centre for Information, Innovative Teaching & Research (CIITR) and the Centre for archives and documentation. It also houses post-graduate reading room, a museum and an art gallery, where various arts and crafts are being displayed for exhibitions. Muhammadu Buhari Library is arguably the second largest University Library in West Africa. The library has a collection of over 80,000 volumes of books and journals, with a sitting capacity of five thousand, one hundred (5,100). However, only two thousand and five hundred (2,500) is being maximally utilised currently. The outdoor reading space (enclosed and open-air) is provided for 24 hours reading, with a comfortable sitting capacity of 270 students with WiFi internet access.

## MISSION

To support the University's teaching, research and community development activities through the provision of high-quality resources and services.

## VISION

To become one of the leading resources in the world for teaching, learning and research.

## CORE VALUES

As a service department, the library's core values among others are:

- Reliability
- Currency
- Accuracy
- Professionalism
- Team Work

## OPENING HOURS

### Semester Period

- **Main Library:** Monday - Friday: 8:00am - 6:00pm
  Saturday: 10:00am - 6:00pm
  Saturday & Public Holiday: Closed
- **Engineering & Technology Library:**
  Monday - Friday: 8:00am - 6:00pm
  Saturday: 10:00am - 6:00pm
  Sunday & Public Holiday: Closed
- **E-Library:** Monday - Friday: 8:00am - 6:00pm
  Saturday: Closed
  Sunday & Holiday: Closed

- **Medical Library (KWASUTH):**
  Monday - Friday: 8:00am - 6:00pm

| | | |
|---|---|---|
| | Saturday: | 8:00am - 6:00pm |
| | Sunday & Public Holiday: | Closed |
| **- Law Library:** | Monday - Friday: | 8:00am - 6:00pm |
| | Saturday: | Closed |
| | Sunday & Public Holiday: | Closed |

**Semester Break and Long Vacation**

| | | |
|---|---|---|
| **-Osi Campus Library:** | Monday - Friday: | 8:00am - 4:00pm |
| | Saturday: | Closed |
| | Sunday & Public Holiday: | Closed |
| **- Ilesha Baruba Campus Library:** | | |
| | Monday - Friday: | 8:00am - 4:00am |
| | Saturday: | Closed |
| | Sunday & Public Holiday: | Closed |

## MEMBERSHIP

Membership of the Library is open to the following:

1. All students of the University
2. All Academic Staff of the University
3. All Senior Administrative and Technical Staff of the University recommended by their Heads of Departments
4. Other persons approved by the University Librarian on behalf of the Vice-Chancellor.

Note: Every member is expected to register with the integrated library software KOHA to be opportune to borrow book(s) Registration link is https://opac.kwasu.edu.ng

## RECOMMENDATIONS FOR ACQUISITION

Suggestion for library Acquisition is open to every registered member. This could be made on the recommendation forms obtainable from the Acquisition Unit or online by clicking and filling out "my purchase suggestions form" in the OPAC.

## NEW BOOKS

New additions to the collection are displayed in the main and branch libraries for two weeks after which become available for loan. They may be consulted while on display and reserved for borrowing thereafter.

## HOW TO SEARCH FOR A LIBRARY MATERIAL

The library has an Online Public Access Catalogue (OPAC) to check for materials. To check for a book, for example, visit www.kwasu.edu.ng, click on library, click on catalog, click on OPAC, then type in the title, author or subject of the book in the search box and click enter or search. The detail of the book will be displayed if the library has it. Copy the location number for the book and go to the shelf to retrieve it.

To find a periodical, type the title or ISSN of the periodical in the search box; click enter or search. The details of the periodical will be displayed if the library has it. Copy the location mark for the periodical and go to the shelf to receive it.

## HOW TO BORROW A BOOK

1. All users of the library must be registered with the library using the OPAC link – opac.kwasu.edu.ng

2. Take the required book(s) to the loan desk with your student/staff I.D card.

3. Submit the required book to the library staff at the loan desk who will duly charge outstanding the book(s) to you online.

4. When there is no electricity, collect a set of loan forms from the library staff at the loan desk and fill them. Thereafter, submit the required book and the completed loans form to the library staff who will duly charge out the books to you.

## GENERAL REGULATIONS

1. Only registered students, staff, and authorized users are entitled to use library facilities and resources.
2. Library users must observe officially approved library opening hours and comply with closing procedures.

3. Library materials are to be used with care and must not be defaced, damaged, or removed without authorization.
4. Loan periods, renewal limits, and borrowing privileges are determined by user category and must be strictly observed.
5. Users must maintain a quiet and orderly environment conducive to study and research.
6. Borrowed materials must be returned on or before the due date; overdue items attract prescribed penalties.
7. Users are responsible for replacing or paying for lost or damaged library materials.
8. Access to computers, databases, and internet services must comply with library and institutional ICT regulations.
9. Eating, drinking, smoking, vandalism, theft, and disruptive behaviour are prohibited within the library premises.
10. Users must comply with all library regulations; violations may result in suspension of library privileges or other disciplinary actions.

## LOAN REGULATIONS

i. Only registered members are entitled to borrowing privileges.

ii. No book should be taken out of the libraries until they have been duly recorded and date-stamped. Illegal removal of books from the library will be treated as theft and punished accordingly.

iii. All course-texts can be borrowed for home use by registered members. However, journals, newspapers, magazines, reference materials, government publications, audio-visual materials, among others, can only be borrowed for home use with the permission of the Users' Services Librarian on behalf of the University Librarian.

iv. Registered students and non-teaching staff members with KWASU I.D cards will normally be allowed to borrow two books for two weeks, renewable for another two weeks only.

v. Teaching staff are allowed to borrow four books for four weeks, renewable for another four weeks or more.

vi. Borrowed library materials must be returned immediately upon demand or when due. They are lent out only with this strict understanding.

vii. Borrowed library materials may not be taken out of Ilorin without the permission of the University Librarian or the Users' Services Librarian.

viii. A fine of ₦50.00 shall be charged for each day a book is kept overdue for the first ten days and ₦100.00 per day thereafter.

ix. A fine of ₦100.00 shall be charged per day for failure to return a recalled book from the third day of the recall notice.

x. Students who persistently fail to return books or settle library fines shall:

- Be reported to their HODs or Deans in writing
- Have their names published on the libraries and other notice boards.
- Have their membership suspended.
- Have their certificates withheld if they are graduating.

xi. Staff members who fail to pay fines or replacement cost shall have the amount deducted from their salaries after such staff should have been given a month's notice.

xii. Lost or damaged library materials should be reported to the Users' Services Librarian immediately. The borrower shall be required to pay for the replacement.

xiii. All cases of stealing, mutilation, and defacement of library materials shall be regarded as serious offenses and shall be referred to the appropriate disciplinary committee for necessary action.

xiv. The library reserves the right to suspend or withdraw all library privileges from members who persistently contravene library regulations. Such cases shall also be reported to the appropriate university authority for necessary action.

## LOST PROPERTY

This may be claimed from the loan desk and anything found on the library premises should be established at the porters' desk.

## OUR SERVICES

The services currently offered by the library include book borrowing, reference and bibliographic services, photocopying, binding and lamination, interlibrary lending, course book reserve services,

Internet/database searches, referrals and off-site library services among others. Further details about the services can be found in the Guide to the Kwara State University Library.
The following services, among others, are currently available in the library:

1. **Lending Services**

Registered users can borrow materials on the open access shelves for home use and/or borrow materials on reserve for use within the library. The loan periods for the home-use borrowing are as follows:

***Teaching Staff***: four books for four weeks; renewable for another four weeks or more.

***Senior Non-Teaching Staff***: two books for two weeks; renewable for another two weeks only.

***Undergraduate Student***: two books for two weeks; renewable for another two weeks only.

***Post-Graduate Student***: four books for four weeks; renewable for another four weeks or more.

However, the penalties for overdue or lost books in respect of the borrowing for home use can be found in A Guide to the Kwara State University Library. The Course Reserve Materials are for in-library use and these are to be checked out at the loan desk and returned to the library staff on duty before the close of the day.

2. **Reference Service**

These are various forms of personal assistance given by the Librarian to the individual library user seeking information. The services include three basic functions: provision of information, instruction in the use of the library and the information sources, and guidance I the choice of library materials for study and/or research.

3. **Reservation Service**

This is a service under which a required book that's is on loan is reserved for a person when the book is returned to the library. The reader is expected to place the required book on hold via the OPAC as the manual reservation system is no longer in use in the library.

4. **Photocopying Service**

The library provides users with photocopies of periodical articles and part of books at the moderate charges through a private business center operator. Request for photocopying should be submitted to the library staff at the loan desk who will duly charge out the required material for photocopying. Materials checked out for photocopying should be returned to the library before the close of the day.

5. **Inter-Library Loan**

A needed item not owned by the library can be obtained for the reader from other libraries in and outside Nigeria. Request for such an inter-library loan should be submitted to the Users' Services Librarian for necessary action. However, it should be noted that inter-library loans are subject to the terms imposed by the lending library.

6. **Database Searches**

Facilities are available to users in the E-Library for database searches. Currently, the library has the following on-line resources:

a. AGORA (Access to Global Online Research in Agriculture)

b. OARE (Online Access to Research in Environmental Sciences)

c. ARDI (Access to Research in Developmental and Innovations)

d. DOAJ (Directory of Open Access Journal)

e. HINARI (Health Internetwork Access to Research Initiative)

f. Law Pavilion Plus

g. ERIC (Educational Resources and Information Center)

h. LexisNexis

i. Heonline

j. Emerald

k. ProQuest

l. Jgatenext

m. Igpublishing Library

**Note**: there is a staff member at the E-Library to assist readers in the use of the database.

7. **Referral Services**

There is a linkage service whereby the user is introduced to the community resources and agencies that can provide the needed information or services which the library cannot provide.

8. **Proxy Loans**

Under this service,

* A registered reader checks the library's OPAC for the required book(s).

* He/she mails details of the book(s) to the officer-in-charge (Circulation) if found in the OPAC along with his/her borrower's number.

* The officer-in-charge (Circulation) checked out the book(s) to the reader online and sends same to him/her.

* The reader acknowledges receipt of the book(s) using an e-mail.

This service, which was introduced in 2014, is currently open to the Vice-Chancellor and Deans only.

## AUTOMATION

The library has been automated using KOHA. With this software, the library users will be able to search for the library holdings via the OPAC (Online Public Access Catalogue https://opac.kwasu.edu.ng) as opposed to the traditional card catalogue formerly in use. Online cataloguing and book lending are also made possible.

## LIBRARY DIVISIONS

To achieve its stated objectives, the library is presently organized into five divisions. These are the University Librarian's Office; the Collection Development Division; the Technical Services Division; the Users' Services Division; and the Electronic & Audio-Visual Resources Division.

1. **The University Librarian's Office** is responsible for the management functions such as planning, organising, staffing, budget preparation and defense, controlling & supervision, measurement and evaluation of activities, operational procedures and services, and reporting, among others.
2. **The Collection Development Division** comprises the Bibliographic Checking Unit, the Ordering, Receiving and Invoice Processing Unit and the Gift and Exchange Unit. The Division handles all the activities relating to library acquisitions.
3. **The Technical Services Division** consists of the Cataloguing and Classification Unit, the Book Labelling and Mending Unit and the Bindery Unit. The Division is responsible for the processing of library materials.
4. **The User Services Division** comprises the Reference Services Unit; the Circulation and Reserve Collection Unit; and the Serials, Government Publications & Special Collections Unit. The Division takes charge of the public services of the library.
5. **The E-Library Division** is responsible for the development, organisation and handling of the electronic/audio-visual services. It consists of the Electronic & AV resources Unit, Digitization Unit and the Network Management Unit
6. **Bibliotherapy and Cinematherapy Unit:** this center involves the intentional use of books, stories, poems, and films in order to address personal career growth and self-awareness, emotional intelligence and stress management, character formation, moral education, identity development, social learning trauma support and resilience building (non-clinical).
7. **Archives and Documentation Unit:** the University Library currently maintains both digital and physical archives to preserve and provide access to its vital information resources. These resources are hosted on the Institutional Repository (IR) at https://kwasuspace.kwasu.edu.ng/communities/2a371274-ff11-4971-888b-f3e2e9c6d66e. The repository houses a wide range of institutional materials, including Vice-Chancellor's convocation addresses, Registrar's speeches, University Librarian's addresses, lectures by Emeritus Prof. Musbau Akanji, Convocation lectures by Emeritus Prof. Isi-haq Oloyede, KU8+ Papers, convocation photographs, as well as pictures from inaugural lectures, among others.

# COLLECTION DEVELOPMENT POLICY

The Kwara State University Library is committed to building and maintaining a vibrant collection that supports the university's teaching, learning, and research goals. This policy guides the selection, acquisition, and management of resources.

## Objectives

I. Support curriculum and research needs

II. Enhance information literacy and lifelong learning

III. Foster a diverse and inclusive collection

IV. Ensure accessibility and usability

V. Embrace digital transformation and innovation

## Scope

The collection includes physical and digital resources:

I. Textbooks and journals

II. E-books, databases, and online journals

III, Multimedia resources (audio, video, etc.)

IV. Special collections (rare books, archives, etc.)

V. Digital applications and services:

VI. Institutional Repository (IR)

VII. Online Public Access Catalog (OPAC)

VIII. E-learning platforms and resources

IX. Research data management

## Selection Criteria

I. Relevance to academic programs

II. Authoritative and credible sources

III. Quality and accuracy of content

IV. Currency and timeliness

V. Accessibility and format

VI. User demand and feedback

VII. Open Access (OA) and Creative Commons licensing

## Acquisition Procedures

I. Faculty and librarian recommendations

II. Approval plans and standing orders

III. Donations and gifts evaluation

IV. Regular collection assessment and weeding

V. Compliance with Nigerian copyright laws and international standards

## Collection Management

I. Regular evaluation and assessment

II. Weeding and deselection

III. Preservation and conservation

IV. Digitization and access

V. Metadata management and cataloging standards

## Access and Use

I. Open access and borrowing policies

II. Interlibrary loan and document delivery

III. Copyright and licensing compliance

IV. User feedback and suggestions

V. Accessibility for users with disabilities

VI. Research support and consultation services

## Digital Services and Applications

I. Provide remote access to e-resources

II. Develop and maintain the Institutional Repository (IR)

III. Offer digital reference services (e.g., Ask-a-Librarian)

IV. Collaborate with faculties on e-learning initiatives

V. Promote information literacy and digital skills training

## Library Ethics and Best Practices

I. Uphold intellectual freedom and privacy

II. Respect copyright and intellectual property rights

III. Ensure equitable access to information

IV. Promote diversity, equity, and inclusion

V. Adhere to international library standards and guidelines (e.g., ILA, ALA, IFA)

# RESOURCES

The library's resources have been growing exponentially since 2010. At present, the library has a collection of about 80,000 volumes of books and academic journals, over 2,000 thesis/dissertations, and several audio-visuals and government publications. In addition, the library has secured access to several databases and e-resources. Other special materials are: Afro-Brazilian and Chinese collections, publishing books and reading in sub-Saharan Africa (PB&RSSA) and Abiola Irele collections.

ICT facilities/equipment available are over 400 three-in-one computers for the e-library , 3 servers, 1 book drive scanner with its three-in-one computer, over 20 desktop computers, projectors and projector stands, scanners, DSTV dishes, LED TV, and CCTV Cameras.

Other facilities available in the library include: Theft detection machines, OPAC, Internet, Journal display racks, photocopy machines, bindery, shelves kick stands, trolleys, computers, laptops, fridges, air conditioners, televisions, printers, scanners, book guides, car park, archive and documentation.

**Note:** The following abbreviations are indicated on the entries in the OPAC to differentiate a library material from another:

| | |
|---|---|
| Ref. | Reference |
| Bibl. | Bibliography |
| Pamph. | Pamphlet |
| Ovz. | Oversized |
| IREC | Abiola Irele Collections |
| CHINC | Chinese Collection |
| AFBRC | Afro-Brazillian Collection |
| PRDL | Pre-Degree Library |
| TL | Training Library |
| GVTP | Government Publications |

## SUBSCRIBED DATABASES AVAILABLE

**Jgate - https://jgateplus.com**

**Igpublishing-** https://portal.igpublish.com/iglibrary/

**Almanhal-** https://platform.almanhal.com/

**scienceDirect- www.sciencedirect.com**

**Lawpavilion-**https://primsol.lawpavilion.com

**Research4life- https://www.research4life.org.**

**Emerald – www.emerald.com**

**OPEN ACCESS DATABASE AVAILABLE**

**Doaj-**http://doaj.org

**Ajol-** https://www.ajol.info/index.php/ajol

**INSTITUTIONAL REPOSITORY**

**kwasuspace.kwasu.edu.ng**

## REVIEW AND UPDATE

This policy will be reviewed periodically (every 3-5 years) to reflect changing academic needs and technological advancements.

## APPENDIX 1

- A -- GENERAL WORKS - WP version - Word version
- B -- PHILOSOPHY. PSYCHOLOGY. RELIGION - WP version - Word version
- C -- AUXILIARY SCIENCES OF HISTORY - WP version - Word version
- D -- WORLD HISTORY AND HISTORY OF EUROPE, ASIA, AFRICA, AUSTRALIA, NEW ZEALAND, ETC. - WP version - Word version
- E -- HISTORY OF THE AMERICAS - WP version - Word version
- F -- HISTORY OF THE AMERICAS - WP version - Word version
- G -- GEOGRAPHY. ANTHROPOLOGY. RECREATION - WP version - Word version
- H -- SOCIAL SCIENCES - WP version - Word version
- J -- POLITICAL SCIENCE - WP version - Word version
- K -- LAW - WP version - Word version
- L -- EDUCATION - WP version - Word version
- M -- MUSIC AND BOOKS ON MUSIC - WP version - Word version
- N -- FINE ARTS - WP version - Word version
- P -- LANGUAGE AND LITERATURE - WP version - Word version
- Q -- SCIENCE - WP version - Word version
- R -- MEDICINE - WP version - Word version
- S -- AGRICULTURE - WP version - Word version
- T -- TECHNOLOGY - WP version - Word version
- U -- MILITARY SCIENCE - WP version - Word version
- V -- NAVAL SCIENCE - WP version - Word version
- Z -- BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES (GENERAL) - WP version - Word rsion