



LAWS OF KENYA

KENYA NATIONAL LIBRARY SERVICES BOARD ACT

CHAPTER 225

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CHAPTER 225

KENYA NATIONAL LIBRARY SERVICES BOARD ACT

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SCHEDULE

CHAPTER 225

KENYA NATIONAL LIBRARY SERVICES BOARD ACT

[Date of assent: 17th August, 1965.]

[Date of commencement: 1st April, 1967.]

An Act of Parliament to establish the Kenya National Library Service Board and to provide for matters incidental thereto and connected therewith

[L.N. 74/1967, L.N. 184/1967, L.N. 73/1969, L.N. 86/1970, Act No. 12 of 1984, Act No. 13 of 1988, Act No. 7 of 2007.]

1. Short title

This Act may be cited as the Kenya National Library Service Board Act.

2. Interpretation

In this Act, unless the context otherwise requires—

“**Board**” means the Kenya National Library Service Board established by section 3 of this Act;

“**financial year**” means a financial year of the Board commencing on the first day of July and ending on the next following thirtieth day of June;

“**library**” means an organized collection of printed books, periodicals or any graphic or audio-visual material to which a member of the public has access free of charge or on payment of fees or by virtue of being a member of an organization or institution.

[Act No. 12 of 1984, Sch.]

3. Establishment of Board

(1) There is hereby established a Board, which shall—

- (a) be a body corporate under the name of the Kenya National Library Service Board, with perpetual succession and a common seal;
- (b) in its corporate name be capable of suing and being sued; and
- (c) be capable of holding, purchasing and otherwise acquiring, and disposing of any property movable or immovable for the purposes of, or in the course of, the carrying out of its functions.

(2) The provisions of the Schedule to this Act shall have effect as to the constitution and proceedings of, and otherwise in relation to, the Board.

(3) The Minister may, on the advice of the Board, by notice in the *Gazette*, amend the Schedule to this Act.

4. Functions of the Board

The functions of the Board shall be—

- (a) to promote, establish, equip, manage, maintain and develop libraries in Kenya as a National Library Service;

- (b) to plan and co-ordinate library, documentation and related services in Kenya;
- (c) to advise the Government, local authorities and other public bodies on all matters relating to library, documentation and related services;
- (d) to provide facilities for the study of, and for training in the principles, procedures and techniques of librarianship and such other related subjects as the Board may from time to time decide;
- (e) to advise the Government on library education and training needs for library, documentation and related services;
- (f) to sponsor, arrange or provide facilities for conferences and seminars for discussion of matters in connection with library and related services;
- (g) to carry out and to encourage research in the development of library and related services;
- (h) to participate and assist in campaigns for the eradication of illiteracy;
- (i) to stimulate public interest in books and to promote reading for knowledge, information and enjoyment;
- (j) to acquire books produced in and outside Kenya and such other materials and sources of knowledge necessary for a comprehensive national library;
- (k) to publish the national bibliography of Kenya and to provide a bibliographical and references service.

[Act No. 12 of 1984, Sch.]

5. Report by Board

The Board shall, within six months after the end of each financial year, make a full report to the Minister on the conduct of its business during that year, and the Minister shall lay a copy thereof before the National Assembly.

6. Appointment of Director and other staff

(1) There shall be a Director of the Service who shall be appointed by the Board and whose terms and conditions of service shall be determined by the Board in the instrument of appointment and otherwise in writing from time to time.

(2) A person shall be qualified for appointment under this section if such person—

- (i) is a professional librarian; or
- (ii) is an information communication technology specialist; and
- (iii) has proven managerial skills and experience.

(3) The Director shall be an *ex officio* member of the Board but shall have no right to vote at any meeting of the Board.

(4) The Board may, from time to time, appoint such officers and other staff as it may consider necessary for carrying out its functions under this Act on such terms and conditions as it may deem fit.

[Act No. 12 of 1984, Sch., Act No. 7 of 2007, Sch.]

7. Funds of Board

The funds and resources of the Board shall consist of—

- (a) such sums as may, from time to time, be provided by Parliament for the purposes of this Act;
- (b) any sums or property which may in any manner become payable to or vested in the Board in respect of any matter incidental to the carrying out of its functions; and
- (c) any sums or property which may be donated to the Board:

Provided that the Board shall not be obliged to accept a donation for a particular purpose unless it approves of the terms and conditions attached to such donation.

8. Investment

(1) The Board may, with the approval of the Minister, and subject to such conditions as he may impose, invest such part of its funds as are not for the time being required for the purposes of its business.

(2) The powers of the Minister under this section shall be exercised with the concurrence of the Minister for the time being responsible for finance and shall extend to the amount which may be invested, the nature of the investment and the terms and conditions thereof, and the Minister's approval may be either general or limited to a particular investment.

9. Accounts and audit

(1) The Board shall keep proper accounts and other records in relation thereto and shall prepare in respect of each financial year a statement of accounts in a form approved by the Minister, being a form which conforms with the best commercial standards.

(2) The accounts of the Board shall be examined, audited and reported upon annually by the Auditor-General (Corporations).

(3) As soon as the accounts of the Board for any financial year have been audited, the Board shall cause to be sent to the Minister a copy of the statement of accounts prepared in respect of that year together with a copy of any report made by the auditors on the statement or on the accounts.

(4) The Minister shall, within a period of six months (or such longer period as the National Assembly may by resolution appoint) after the end of the financial year to which the accounts relate, lay a copy of every such statement and report before the National Assembly.

[Act No. 13 of 1988, Sch.]

10. Execution of documents

(1) All deeds, instruments, contracts and other documents shall be deemed to be duly executed by or on behalf of the Board—

- (a) if sealed with the common seal of the Board and signed by two members thereof; or

- (b) if executed in that behalf by one member of the Board appointed by the Board for that purpose and by the Chief Librarian appointed under section 6 of this Act or any member of the staff of the Board acting in that office.

(2) A deed, instrument, contract or other document executed in accordance with subsection (1) of this section shall, subject to any exception that may be taken thereto on any ground other than that of the competence of the party executing the same on behalf of the Board, be effectual in law to bind the Board and its successors thereto and may be varied or discharged in like manner as that in which it was executed.

11. Regulations

The Minister, acting in accordance with the advice of the Board, may make regulations—

- (a) for the better management and control of any library managed by the Board;
- (b) for protecting any such library and the fittings, furniture and contents thereof from damage;
- (c) for the giving of a guarantee or security by any person using any such library;
- (d) prescribing fees and penalties to be paid by any person borrowing books from any such library; and
- (e) generally for the better carrying out of the purposes of this Act.

SCHEDULE

[L.N. 184/1967, L.N. 73/1969, L.N. 86/1970.]

CONSTITUTION AND PROCEEDINGS OF THE BOARD

1. Constitution

(1) The Board shall consist of the following members appointed by the Minister with the approval of the President—

- (a) five members consisting of the Permanent Secretaries to the Ministries for the time being responsible for Social services, local government, education, finance, economic planning and development and one member representing the Kenya National Library Board, or a person deputed in writing from time to time by any such Permanent Secretary to take his place as a member of the Board;
- (b) the Principle of the University College, Nairobi, or the person deputed in writing from time to time by him to take his place as a member of the Board;
- (c) the Town Clerk, Nairobi City Council, or the person deputed in writing from time to time by him to take his place as a member of the Board;

- (d) one representative from each province who shall be appointed by the Minister on the advice of the Provincial Commissioner; and
- (e) not more than three such other persons as the Minister may appoint.

(2) The President may, on the advice of the Minister appoint any member to be chairman of the Board, and the Board may elect any member to be vice-chairman of the Board.

(3) Each appointed member of the Board shall hold office for a term of two years, unless his appointment is earlier revoked by the Minister, and shall be eligible for reappointment.

(4) Any member of the Board appointed under subparagraph (1)(d) and (e) of this paragraph may at any time resign by giving notice in writing to the Minister and from the date of receipt of such notice by the Minister, he shall cease to be a member of the Board.

2. Casual vacancies

Where any member of the Board appointed under paragraph 1(1)(d) and (e) ceases to be a member before the normal expiration of his term of office, the Minister, after consulting the Board, may appoint another person in his stead to hold office until such first-named person's term of office would have expired had he not ceased to be a member as aforesaid.

3. Quorum and procedure

(1) The Board shall meet at such times as may be necessary or expedient for the transaction of business.

(2) At any meeting of the Board five members thereof shall constitute a quorum.

(3) The Board may elect any member thereof to be vice-chairman of the Board.

(4) At any meeting of the Board the Chairman shall preside or, in the absence of the Chairman, if a Vice-Chairman has been elected the Vice-Chairman shall preside or, if no Vice-Chairman has been elected or if the Vice-Chairman is also absent, the members present at the meeting shall elect one of their number to be Chairman for that meeting.

(5) In the event of an equality of votes, the Chairman of the meeting shall have a casting vote in addition to his deliberative vote.

(6) Minutes in proper form of each meeting of the Board shall be kept and shall be confirmed by the Board at the next meeting and signed by the Chairman of that meeting.

(7) Subject to the provisions of this paragraph and to any directions given by the Minister, the Board may regulate its own procedure.

(8) The Board may in its discretion invite any person who is not a member of the Board to attend a meeting or meetings of the Board, but such person shall have no power to vote at such meeting or meetings.

4. Vacancies, etc., not to invalidate proceedings

Subject to the provisions of paragraph 3 relating to a quorum, the Board may act notwithstanding any vacancy in the membership thereof and no act or proceeding of the Board shall be invalid by reason only of some defect in the appointment of a person who purports to be a member thereof.

5. Remuneration and expenses

The members of the Board shall be paid out of the funds thereof such expenses as the Minister may from time to time determine.

CHAPTER 225

KENYA NATIONAL LIBRARY SERVICES BOARD ACT

SUBSIDIARY LEGISLATION

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**KENYA NATIONAL LIBRARY SERVICE BOARD (MEMBERSHIP,
REGISTRATION, SUBSCRIPTION AND FEES) REGULATIONS, 2008**

[L.N. 149/2008.]

1. These Regulations may be cited as the Kenya National Library Service Board (Membership, Registration, Subscription and Fees) Regulations, 2008.
2. (1) Membership of the library shall be open to institutions and individuals, both Kenyan citizen and non-citizen.
(2) The following shall be required before a non-citizen is registered as a member of the library—
 - (a) where the non-citizen as an adult—
 - (i) a valid passport;
 - (ii) a letter of introduction from the home office or valid work permit;
 - (iii) one passport size photograph;
 - (b) where the non-citizen is a child—
 - (i) a valid passport;
 - (ii) one passport size photograph.
3. Children below fifteen years of age who are not registered as members shall not be eligible to borrow information materials.
4. The registration and subscription fees chargeable to individuals and institutions shall be set out in Part I and II of the Schedule.
5. The library shall not charge the daily entrance fees for arranged library visits and access to chargeable library reprographic services.
6. All library service inquiries shall be free of charge.
7. (1) The library shall provide a bibliography and reference service to publishers.
(2) The fees chargeable for the services under paragraph (1) shall be as set out in Part III of the Schedule.

[Subsidiary]

SCHEDULE
PART I – INDIVIDUAL REGISTRATION AND ANNUAL SUBSCRIPTION FEES

Types of Libraries	KENYAN CITIZEN						NON-CITIZEN	
	Adult (16 years and above)			Child (below 15 years)			Adult with work permit	Student
	Membership Registration (KSh.)	Annual Subscription Fee (KSh.)	Non-members Daily Access Fee (KSh.)	Membership Registration (KSh.)	Annual Subscription Fee (KSh.)	Child Daily Access Fee (KSh.)	Annual Subscription Fee (KSh.)	Annual Subscription Fee (KSh.)
Provincial Libraries	300	100	20	20	20	free	5,000	2,500
District Libraries	300	100	20	20	20	free	5,000	2,500
Urban Community Libraries	100	50	20	20	20	free	5,000	2,500
Rural Community Libraries	50	20	20	20	20	free	5,000	2,500

SCHEDULE—*continued*

PART II – INSTITUTIONAL REGISTRATION AND ANNUAL SUBSCRIPTION FEES

Type of Library	Annual Subscription Fee (KSh.)
Provincial Library	3,000
District Library	3,000
Urban Community Library	2,000
Rural Community Library	1,000

PART III – CHARGES FOR ISSUANCE OF INTERNATIONAL STANDARD BOOK NUMBERS (ISBN)

Levels (Range of ISBN Numbers)	KSh.
1	500
10	3,000
100	10,000
1000	25,000

