

# User Privileges



- ✓ Registered patrons shall use the Resource Centre whenever it is open.
- ✓ All patrons possess a right to privacy and confidentiality in their RC use.
- ✓ Patrons may borrow a maximum of two print books at any given time, and reserve books and other material providing they do not have outstanding fines or overdue materials.
- ✓ Patrons are entitled to receive help from staff concerning their information and service needs.

## OPENING HOURS!



**Monday to Friday**  
9.00 am to 4.00 pm  
**Saturday & Sunday**  
Closed  
**Public Holidays**  
Closed

**NB: Online Resources Accessible 24/7**

## DISCLAIMER:

This brochure is for informational purposes only. Users are encouraged to verify information and seek professional advice where necessary.

## Contact Us:-



Lion Place, 1<sup>st</sup>, 2<sup>nd</sup> & 4<sup>th</sup> Floors Karuna  
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REPUBLIC OF KENYA



# OFFICE OF THE REGISTRAR OF POLITICAL PARTIES (ORPP)



## RESOURCE CENTRE

## Introduction

The Resource Centre (RC) is a strategic enabler of the Office in the provision of information and creating effective structure for knowledge creation and sharing. The RC maintains an online portal to extend access to its resources and to facilitate networking with other information service providers at national and international level.

## Objectives



In support of the Office' mission of promoting the realization of political rights through Kenya's political parties, the Resource Centre purposes to:

- ✓ Provide functional facilities and virtual environments to support ORPP's identified thematic areas (Registration, Regulation, Supervision, Compliance, Administration of Political Parties Fund and related matters on Political Parties) in response to stakeholder needs.
- ✓ Provide onsite and remote access to resources, and services that meet the diverse information needs of stakeholders.
- ✓ Provide assistance and opportunities to staff, students, researchers and other stakeholders for continuous learning.
- ✓ Contribute to information competency and empower ORPP community to become critical and effective information users.
- ✓ To archive ORPP information resources and pertinent government documents such as policies, gazettes and reports.
- ✓ Create networks and partnerships to expand access to relevant information and knowledge creation.

## Services

- ✓ Circulation services – issue/return of print information material.
- ✓ Online services – Access to electronic books, periodicals and databases
- ✓ Reference and Inquiry service
- ✓ User orientation
- ✓ Research assistance
- ✓ Digital collection – Online access to ORPP publications
- ✓ Reading spaces

## Membership: Access To Resource Centre



The Resource Centre renders its services to ORPP staff and stakeholders. Any person granted authority by Registrar or Officer in charge of Research and Resource Centre is allowed to access products and services offered within the premises or virtually via the online access points.

## Rules and Regulations



Patrons are required to read, understand and agree to the Resource Centre usage regulations before accessing the Resource Centre products and services.

Resource Centre regulations stipulate that:

- ✓ All information material is checked out before leaving the Resource Centre
- ✓ Defacing, mutilating or damaging resource items, facilities, equipment, furniture or furnishing or willfully altering or destroying identification marks relating to ownership or location of the resource items, equipment, furniture or furnishings is not allowed
- ✓ Patrons are responsible for the care of material and infrastructure. Any damage is the responsibility of the person that is held liable
- ✓ The Resource Centre is to be strictly used for reading, research, study and moderated knowledge sharing sessions
- ✓ Patrons are responsible for complying with copyright regulations when you copy materials within the library
- ✓ Patrons are required to show respect and consideration for other people using the Resource Centre
- ✓ With the exception of bottled (in spill-proof container) water, chewing gum and other foodstuff is prohibited
- ✓ Bags are not allowed in the Resource Centre
- ✓ Phone calls should not be made or received in the Resource Centre. Phones should be in silent mode
- ✓ Reading material is left on the table, not shelved back
- ✓ Theft or attempted theft of items, equipment, furniture or furnishings is prohibited
- ✓ Disruptive patrons shall be asked to leave the Resource Centre

