



Commission on Administrative Justice
"Office of the Ombudsman"
Hata Mnyonge ana Haki

ABOUT THE OMBUDSMAN RESOURCE CENTRE

Commission on Administrative Justice (Office of Ombudsman) has well stocked library which is situated at the 2nd Floor, West End Towers, Opposite Aga Khan High School off Waiyaki Way, Westlands.

The Ombudsman Resource Centre provides information services and resources to CAJ staff. The Resource Centre fundamental function is to support staff with information resources. It offers a number of valuable publications to its clientele. It is well stocked with a wide collection of books, periodicals and reports in hard and soft copies. Primary emphasis in our collection development has been given to subject areas closely related to administrative justice, Access to Information (ATI), relevant case laws, constitutional and public law among others. Reference materials and other general works are also available. Publications are catalogued and arranged by subject according to Dewey Decimal Classification (DDC)

THE PURPOSES OF THE RESOURCE CENTRE INCLUDE:

The main objective of Resource Centre is to source, acquire up-to-date information resources, organize, preserve, disseminate and improve access to information resources in support of the institutions mandate, to meet the information requirements, facilitate research and develop a one stop-centre for information resources.

VISION

To be a leading center of information resources on administrative justice, Access to Information law (ATI) and related areas

MISSION

Founded on the fundamental importance of knowledge and information management to organize, manage, effective, relevant and user-friendly administrative justice and Access to Information (ATI) information resource for the best way in handling of public complaints

RESOURCE CENTRE ACCESS

The Resource Centre is open during regular hours

OPENING HOURS

Monday to Friday: 8 am to 5pm: **OPEN**

Weekends: **CLOSED**

Public Holidays: **CLOSED**

An OPAC (Online Public Access Catalog) is available on the website 24/7. Allow users to search the electronic database of books and links to electronic journals (e-journals) and electronic books (e-books)

USERS

Main Users: CAJ staff

TECHNICAL INFORMATION IN BRIEF

Type: Special library

Language coverage: English

Information Management Software in use: Koha and DSpace

Cataloguing Format: Marc 21

Cataloguing Rules: Anglo-American Cataloguing Rules 2nd ed.

Classification System in use: Dewey Decimal Classification (DDC)

Thesaurus: Internal