

DAMBAI COLLEGE OF EDUCATION



LIBRARY POLICY

DACE/LP 001/2023

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LIBRARY POLICY

DACE/LP 001/2023

1. INTRODUCTION

The library serves as the stock of knowledge of the institution. Thus, the College community deserves to be well informed on the appropriate manner of engaging in the library services of the College. This policy therefore is the operational guidelines to the public.

2. POLICY STATEMENT

The library policy is intended to ensure that reliable and relevant teaching and learning resources are acquired and kept so that patrons(users) can easily access them without any undue restrictions.

In pursuit of this, the library shall seek to cooperate with organizations, agencies and institutions to enable it operate effectively and efficiently in promoting teaching, learning and research work.

3. PURPOSE/OBJECTIVE

The purpose of this policy is to provide the appropriate guidelines for the operation of the College library as well as the conducts of its staff and users so as to enhance and ensure effective teaching, learning and research work.

4. SCOPE AND APPLICABILITY

This policy shall apply to all teaching and non-teaching staff as well as all students of the College including other users.

5. SUPPORTING PROCEDURES

Code of Ethics

These are ethical principles set forth to guide the library staff which state the values and responsibilities of the profession in this changing information world.

- i. The core mission of the library is to ensure all library users have access to information for teaching, learning, researching and personal development purposes.
- ii. In order to promote inclusion and eradicate discrimination, the library shall ensure that the right of accessing information is not denied to any individual or group irrespective of their age,

citizenship, political, gender, origin, race or religion. The library shall see to the provision of equitable services at all times.

- iii. The library shall promote and ensure fair use of information resources in accordance with ethical and legal requirements (copy right) in this regard. The library shall adopt and use the right tools to prevent and detect copyright infringements such as plagiarism.
- iv. They shall promote information literacy including the ability to identify, locate, evaluate, organize, create, use and communicate information.
- v. The librarian and the staff of the library shall respect personal privacy, and the protection of personal data, necessarily shared between individuals and institutions.
- vi. The librarian and the staff of the library shall recognize the intellectual property, right of authors and other creators and will seek to ensure that their rights are respected.

Collection Development Guidelines

The purpose of this guideline is to provide direction for the selection, acquisition, storage, deselection, preservation, budgeting and resource allocation, collection evaluation and other functions related to improving the collection and facilitating the library user's access to the library materials.

A. Process for Selecting and Acquiring Materials

The library strives to create up-to-date, balanced collection representing all the fields of knowledge taught in the college and all others that may be deemed necessary from time to time.

The librarian shall in conjunction with the library committee, inform the various heads of departments to recommend materials that will be needful in the teaching and research work in the college community, which shall be subject to the approval of academic board.

Upon the approval of the academic board, the materials may be acquired based on an established criterion;

i. General guidelines for the Selection of Materials

All materials purchased to be added to the library collections are subject to the general guidelines listed below:

- a. Current and anticipated needs and interests of the College
- b. Treatment of subject for needed audience

- c. Physical durability
- d. Quality of the production
- e. Cost of material and financial resources available
- f. Professional or literary reputation of the author, publisher or producer
- g. Relevant to existing collection and other materials on the subject
- h. Space and budgetary limits
- i. Suitability of the format for library use.

ii. Formats for Materials to be selected

- a. The library collects materials in variety of formats including print, audiovisual and digital. When choosing a format for physical item, consideration is given to the condition and durability of the materials used in the item's construction.
- b. Materials which have delicate format and may require special handling may not be suitable for our collection.
- c. Formats rendered obsolete due to the prevalence of a new format will not be added to the collection.

iii. Digital Resources

Selection of and access to electronic resources are integral to fulfilling the purpose of the library, which is enhancing teaching, learning and research work in the College. The library shall provide a number of web-based resources available via library's website, but shall be subject to the general guidelines for selecting materials.

The College has e-library section where computers are installed and connected to the internet to help library users access online information.

iv. Reference section

The library has a reference section where materials are strictly used within the library facility and can not be lent out library users.

v. College Publication Section

This section houses staff publications, dissertations, and thesis which is also use as reference materials by users within the library.

vi. Archival Section

The library has archival section where old but important documents and other special collections are kept for future referencing.

vii. Available facilities

The library has the following facilities that support the e-library for patrons

Computers

Internet connectivity

Photocopier

Printer

viii. Gifts and Donations

- a. The library committee accepts gifts and donations for collection subject to the approval by the academic board. These gifts and donations must first meet the same conditions which are used for selecting and acquiring materials for the library collection.
- b. The library may not accept damaged materials which are in poor condition, outdated and also are not in demand.
- c. Once donations are received, the library retains the unconditional ownership of the gift and its disposition.
- d. Gifts and donations may not be added to the collections if the library has sufficient quantity of those items already in collection.
- e. The library committee may recommend the donations of some library collections to other institutions subject to the approval by the Academic Board.

B. Collection, Maintenance and Deselection

- i. The librarian in conjunction with the Library Committee shall make recommendations to Academic Board regarding materials in the collection that should be maintained and those that need to be deselected at regular times.
- ii. The final authority concerning removal or retention of library materials ultimately resides with the Academic Board.
- iii. Items are regularly removed to keep the collection current, accurate, and appealing, this is a vital part of successful collection maintenance.
- iv. Acquire and update electronic resources of the library

C. Guidelines for removing materials from the collection;

- i. Damaged materials, whose physical condition make them unsuitable for circulation, will be removed from the collection or presented for archival use.
- ii. Materials which are outdated because of changes in their fields will be discarded as soon as new publications are available, unless there is a local demand for historical perspectives on the subject.
- iii. Irrelevance to the needs of the College curriculum.
- iv. Old editions replaced by later revisions of non-fiction titles.
- v. Multiple copies of titles no longer in demand.
- vi. Items containing misleading or inaccurate information.
- vii. Materials seldom used.

D. Collection Preservation

The library seeks to maintain collection that is very current and can serve the needs of the College community. In this wise, the library acknowledges the necessity of preserving library materials.

The following shall be considered in preserving library collection

- i. Damaged items that are found to still have value in our collection will be considered for repairing.
- ii. The library shall make every effort possible to replace items that cannot be repaired yet have value in our collection and meet the requirements for selecting materials.
- iii. The library may acquire and maintain electronic versions of academic resources to augment those in the traditional format.
- iv. The Library committee, with the approval of academic board, shall maintain a disaster plan that spells out procedures for the initiation of action, should an emergency arises involving library collection.
- v. The Library staff shall maintain a conducive environment to help ensure the longevity of documents in the library.

E. Collection Evaluation

In order to maintain a strong, vital, relevant, useful, up to date collection, the librarian will evaluate, if possible, all the materials in the collection. This is to ascertain if all documents that have been

registered in the library can be accounted for. This exercise shall be conducted annually; preferably during examination week or second semester vacation.

Information that will be used for the evaluation exercise shall include but not limited to the following:

- i. Circulation use data
- ii. Collection holding data
- iii. Accession register

F. Lending Guidelines

The library's primary goal is to acquire, record, store, protect, preserve and retrieve intellectual properties and make sure they are easily accessible by library users.

This guideline is set to ensure that items that are legally lent to library patrons are well catered for and also returned to the library on time so that they are always available in our collection for future use. They include;

- i. Borrowing eligibility
- ii. Length of loan for various materials
- iii. Limits on the number of items that can be borrowed
- iv. Renewals
- v. Reserves
- vi. Overdue materials charges
- vii. Damage and replacement

G. Borrowing Rules

- i. All staff and students of the college are eligible to borrow materials from the library.
- ii. All students are supposed to come along with their students Identification Card any time they wish to borrow items from the library collection.
- iii. An outsider is not eligible to borrow any item from the library.
- iv. Borrowers should report immediately the loss of any material; the borrower shall pay for the lost material, if it is not found.
- v. No book is to be written in, soiled, torn, or damaged in any way.

- vi. Any damaged book detected prior to borrowing should be reported to the library staff.

H. Lending Rules

The library makes the following types of materials available for lending for the stated length of loan period:

i.

Type of Material	Length of Loan
Books	7 days
Books on Discs	7 days
DVDs	7 days
Periodicals	7 days

Most reference, local history, and special collection materials are not to be lent out. Materials are loaned free of charge for all the library users within the College community.

ii. When a borrower fails to return borrowed materials on due date, he or she shall pay a fine of Gh¢2 per day up to 7 days; thereafter Gh¢5 a day and that individual shall not be eligible to borrow again till books are returned.

iii. When a staff fails to return borrowed material, report shall be made to Chairman of the library committee/College management for appropriate sanctions to be instituted against him or her.

iv. Issues regarding mutilation of books and related materials by students shall be reported to the Academic Board through the Library Committee.

I. Item Borrowing Limits

Materials shall have limits as to how many items may be on a loan to a single borrower at any given time.

The following types of materials have the stated limited number of items that can be borrowed:

Type of materials	Item Borrowing limit
Books	5
Periodicals	3

DVD	2
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J. Renewal

- i. All library materials that are borrowed shall be renewed two (2) times, provided it is not on reserve for another borrower.
- ii. Materials presented for renewal, which have requests on them, shall be returned immediately.
- iii. Request placed for renewal of borrowed books shall be made either in person or any other means permissible at the time.

K. Reserve

A borrower shall be notified as soon as the reserved material is available for borrowing. After notification, the borrower has seven (7) days to pick up the reserved item before it is returned to the general circulation or loaned to the next person on the reserved list.

L. Rules of Conduct Guidelines

This guideline is set forth to give the library user the right to appropriately use the library undisturbed and also guarantee the library staff a convenient atmosphere to work without undue interference.

- i. Orderly conduct shall be observed at all times in every part of the library.
- ii. Silence is to be observed at all times within the precincts of the library.
- iii. Bags, gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc. shall be deposited with the library staff at the entrance. It must be noted that such items are deposited at the owner's own risk and the library disclaims responsibility for any loss or damage to any item so deposited.
- iv. No food or drink shall be allowed in the library.
- v. Water in flask or water bottles will be allowed. No sachet water is allowed into the reading area.
- vi. No seat shall be reserved by or for any reader. Any seat reserved shall be cleared by the library staff for use by others.
- vii. The library staff shall inspect any item being taken out of the library.
- viii. Users of the library shall not enter staff offices except invited by a staff member.

- ix. All borrowed materials are to be returned three days to the end of each semester.
- x. No group discussion shall be allowed unless where a special request for same has received approval.
- xi. No textbook (hand-outs, pamphlet exempted) shall be allowed in without the explicit approval of the librarian or person(s) designated to do so.
- xii. No materials such as knife, cutlas, etc. that can threaten the safety of patrons shall be entertained in and around the library.
- xiii. No entry and use of the computerized library (e-library) section without approval.

M. Punishments for breaching any of the rules above shall be;

- i. Warning
- ii. Reprimand
- iii. Suspension for accessing the library for a stated period
- iv. Indefinite suspension
- v. Dismissal from the College

NOTE: Punishment iv and v above could only be meted out by College Management.

N. Library Committee

The library committee is composed of five members who are appointed by the Academic Board and approved by the Council of the College

The members shall include;

- ✓ Vice Principal of the College – Chairperson
- ✓ College Librarian
- ✓ One Representative of Departmental Board
- ✓ One Representative of Students' Representative Council
- ✓ A Representative of Secretary of the College

6. INCLUSION RESPONSIVE STATEMENT

All provisions made by this policy shall apply to all manner of persons considered stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

7. RESPONSIBILITY FOR IMPLEMENTATION

- College Management
- Library Committee

8. RESPONSIBILITY FOR MONITORING

College Management

Academic Board

Library Committee

9. KEY STAKEHOLDERS

- Governing Council
- College Management
- Staff
- Students
- General public

10.STATUS

College Governing Council meets to discuss the policy and approve it.

11.INITIATING BODY

The College Management

The Academic Board

12.SPONSOR

The College Principal

13.AUTHOR

The College Principal

14.APPROVAL BODY

The College Governing Council

15.EFFECTIVE DATE

16. 28th April, 2023

17.REVIEW DATE

Three Years

18.RELATED LEGISLATION

College of Education Act, 2012 Act 847

19.RELATED POLICY AND OTHER DOCUMENTS

- Harmonized Statutes of CoE,
- Harmonized Scheme of Service of CoE,
- Harmonized Conditions of Service of CoE.
- Acceptable Use Policy
- University for Development Studies (UDS) Library Policy

20.FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

The Principal

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21.GLOSSARY

The library– It refers to the Dambai College of Education Library.

To loan or lend – It refers to giving books out to library users

Library patrons or users – It refers to those who visit the library to read, research etc.

Deselection – It refers to the act of removing materials that are of no use in the library.

Collection- It refers to all the materials that are kept in the library.