

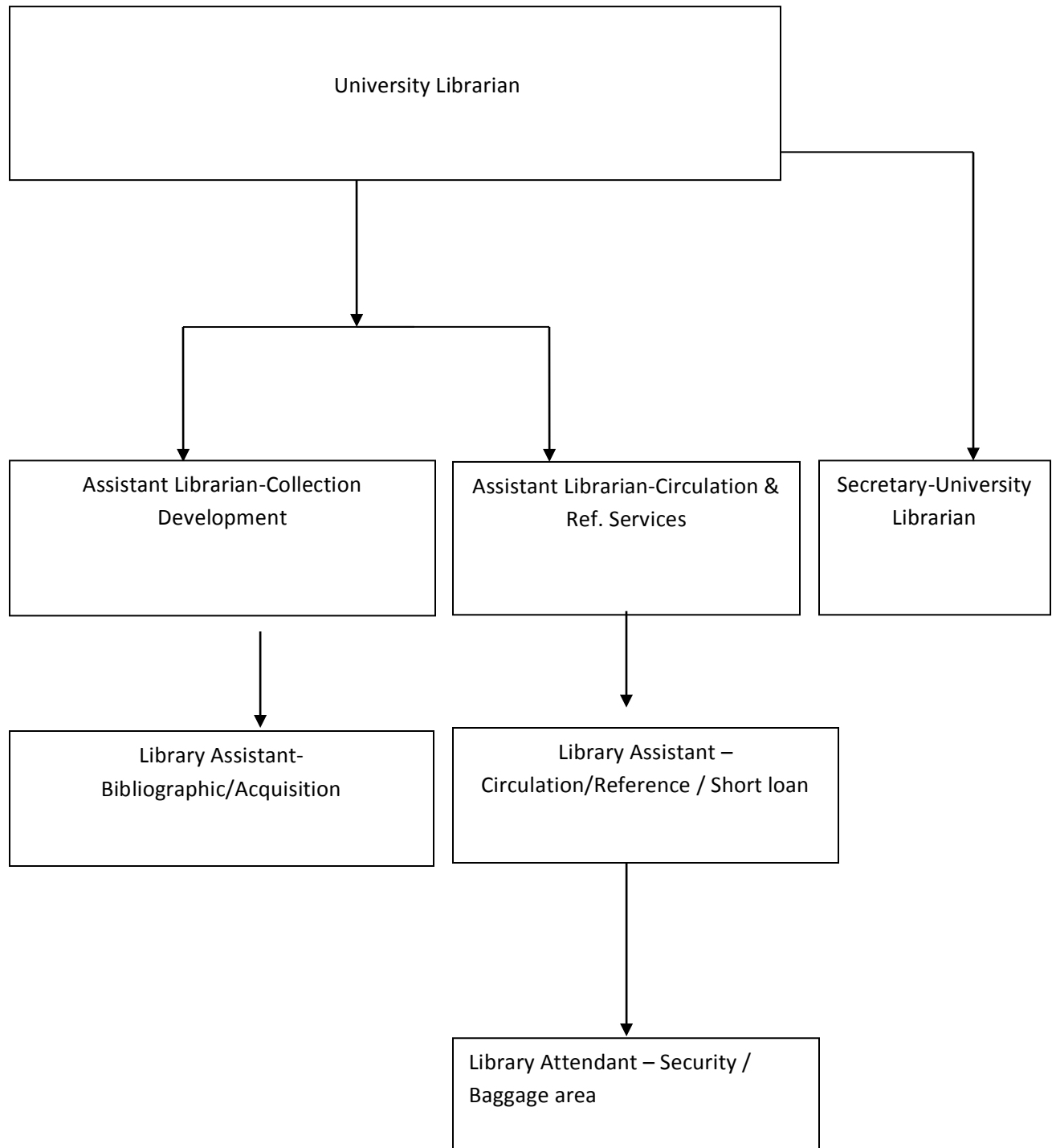


LIBRARY POLICY

Name of policy	LIBRARY POLICY
Originator/Author	Prof. Dr. DEMIR Huseyin Director : Quality Assurance
Custodian	Quality Assurance Office
Policy approved by:	Board of Directors
Policy effective date:	1.8. 2017
Implementation responsibility:	DVC: Teaching and Learning (Academic)
Policy review date :	1.8.2020

The UoK Library policy consists of sets of rules, regulations and policies that regulate the use, access, storage and dissemination of information to all users.

1. UOK Library Administrative Structure & Staff



2. Staff Duties

University Librarian

- a. Head of the library department
- b. Development of various policies
 - a. Library staff appraisal, recruitment, development, retention
 - b. Formulation of library regulations
 - c. Budgeting formulation
 - d. Liaise with other libraries / information centres for ILL arrangements

Assistant Librarian collection development-Acquisitions, Bibliographic

- a. In charge of both acquisitions and catalogue / classification of materials
- b. Speed delivery of requisitioned materials
- c. Ensure acquisitions of relevant up to date resources
- d. Liaise with university accounts section for payments to suppliers
- e. Liaise with academic department for book selection
- f. Ensure books delivered are processed quickly
- g. Ensure materials are fully processed before going to the shelves

Assistant Librarian Circulation, Short-loan, Reference

- a. In charge of circulation / reference services
- b. Develop orientation programme
- c. Develop information literacy programme
- d. Ensure user needs and requests are met
- e. Work closely with academic / staff / students to improve services.
- f. Conduct user satisfaction surveys yearly
- g. Design publicity brochures and library guide
- h. Come up with staff shift roasters

Library Assistant - Bibliographic & Acquisitions

- a. Accession materials
- b. Give materials ownership marks

- c. Catalogue / classify materials
- d. Ensure materials are in the library database
- e. Barcode materials
- f. Spine marking
- g. Circulate publishers catalogues for book selection
- h. Compile order lists
- i. Obtain quotations
- j. Facilitate preparation of LPOs
- k. Ensure timely delivery of ordered materials and countercheck invoice / delivery notes against LPO on delivery of materials
- l. Ensure payments are made to suppliers

Library Assistant - Circulation, Short Loan / Reference

- a. Issuing / receiving materials
- b. Compiling overdue records
- c. Managing monies collected from fines
- d. Maintaining reservation records
- e. Maintaining renewal records
- f. Identify materials for short loan
- g. Loaning short loan materials
- h. Offer reference services to users
- i. Assist in user education / orientation

Library Attendant- Security/ Baggage

- a. Ensure safety of Information materials and equipment
- b. Ensure order in the library i.e. no noise and discussion
- c. Ensure safety of students luggage
- d. Assist library duties

3. UoK Library Collection Development and Management Policy

Purpose and scope of the policy

To provide a guide for UOK Library staff in the development and management of resource collections including the selection and disposal of library resources.

Collection Development and Management Principles

In order to develop and maintain resource collections that support the educational and organizational aims of UOK, and to provide resources that enhance teaching and learning, UOK library will apply the following guiding principles:

- a. Collections developed will include resources in a variety of formats to meet individual learning styles
- b. Library resources will be managed through the library management system (Mandarin/Koha), to ensure they are available to staff and students as many as possible.
- c. Continued resource selection and disposal
- d. Collections that need developing are identified (including new areas of focus within Institutes), and prioritized
- e. UOK Library will be responsive to client's needs including specific campus needs by regular liaison and consultation with students and faculty

Responsibility for Collection Development and Management

Responsibility for implementing this policy will rest with the University Librarian and will be delegated to other staff, as appropriate.

Collection Development and Management Criteria

UOK Library staff will work proactively with departments, in particular, to select and manage collections of resources that reflect and support Program needs using the following criteria:

Selection criteria

- a. Relevance of content to teaching program
- b. Relation to collection including limiting the numbers of multiple copies of resources to ensure that the collection is comprehensive and acquisitions add to and maintain its integrity;
- c. Quality and authority of content, including authority of authors
- d. Currency of content

- e. Suitability for intended client e.g. subject matter, format, learning style considerations
- f. Format
- g. Demand
- h. Cost

Budget

- a. Library resource budgets will be developed annually in consultation with departments and monitored on an ongoing basis by library staff.
- b. Library staff will use their professional judgment and come up with criteria, to determine budget allocations for various departments.

De-selection

The collection will be reviewed continuously by library staff in consultation with faculty with overall responsibility for discards to be that of the university librarian.

Materials will be removed from the collection according to the following criteria;

- a. Level of use
- b. Relevance of the information
- c. Currency
- d. Physical condition (including dated presentation of information)
- e. Format
- f. Materials removed from the collection will be disposed off or recycled as appropriate

Donations

Donations will be assessed according to the same criteria as purchased material

Disposal of donations not included in the collection will be at the discretion of the university librarian.

Collection Access

All resources acquired by UOK Library will be available through UOK Library Management System (Mandarin) maintained by library staff.

Lending / Borrowing

Most resources will be available for loan to registered borrowers, and loan duration for different categories of users will be determined by the university librarian in consultation with other staff.

Recovery/Over dues

Library patrons are expected to return all materials by the due date. Over dues, are actively pursued and penalties will be imposed. Penalties may include; removal of borrowing rights as deemed appropriate.

Inter Library loan / Library consortia's

- a. UOK library will share resources in accordance with the inter library loan policy to be developed
- b. UOK library will pursue cooperative arrangements that benefit UOK patrons, when and where they provide improved access to information including consortia purchasing of databases.

Evaluation

This policy will be reviewed annually during Annual Planning/Strategic Planning processes, and the university librarian in consultation with other library staff, will be responsible for the evaluation/review of these policies as required.

4. Library ICT plan

Purpose and scope of the plan

To act as a guide for UOK Library staff in the development of computer physical facilities /

E-Library i.e. hardware, software & general infrastructure

Guiding Principles

UOK library will apply the following guiding principles in regard to its ICT requirements:

- a. Adoption of a Library Management System (Mandarin/Koha) to be accessible both on / off campus.
- b. Continued hardware & software upgrading

Strategic issues and plans

The following issues including the guiding plans on each of them are addressed.

Developing the infrastructure for information technology - Plans: UOK Library will:

- a. Build a network to support patron services, staff workstations, patron access via laptop within the library, staffroom, classrooms and laboratory access to library resources.
- b. Upgrade of electrical power system to accommodate additional workstations and equipment.

Hardware and software functionality and obsolescence - Plans: UOK Library will:

- a. Develop computer equipment replacement cycles in line with the university plan.
- b. Budget for replacements over the cycle
- c. Upgrade of workstations hardware by adding RAM, disk space as appropriate
- d. Upgrade software as needed considering a balance among functionality, cost, training issues
- e. Provide staff training in new hardware / software modules
- f. Continue upgrading operating system, database system, library system software

Client / Server Architecture (User interfaces) - Plans: UOK Library will:

- a. Provide staff and patron training in new hardware and software modules;
- b. Provide web based access to resources-online databases of eBooks and e-journals;
- c. Involve installation of Web OPAC server;
- d. Implement Z.39.50 access to bibliographic databases.

Improving access to local and worldwide services and resources- Plans: UOK Library will:

- a. Install staff and patron network, and deployment of technology throughout the campus;
- b. Develop and maintain website to disseminate library information, policies and documentation;
- c. Enhance and expand online resources to include bibliographic, full text and multimedia content;
- d. Enhance access to bibliographic utilities / database e.g. OCLC;
- e. Establish an Institutional Repository to capture, disseminate and archive the University's Intellectual output.

Library Systems Support- Plans: To provide round-the-dock system support UOK Library will:

- a. Coordinate securing support from internal and external providers to maintain software, hardware, training;
- b. Train additional library staff in system support,
- c. Provide continuous training for systems librarians in new technology,
- d. Implement a mechanism for tracking system support requests.

5. UOK Library Information Literacy Policy

Preamble

This policy is concerned with the enhancement of information literacy capabilities of students. University of Kigali Library is committed to ensuring that all members of the university have the opportunity to become knowledgeable about the use of information resources effectively. It recognizes that all students need to be able to use information resources in ways that enhance their learning and research activities.

Introduction

Information literacy empowers people in all walks of life to **seek, evaluate, use** and **create** information effectively to achieve their personal, social, occupational and educational goals. It is a basic human right in a digital world and promotes social inclusion in all nations.

Information Literacy is an on-going strategic focus for university of Kigali In support of this; the library undertakes a leading role in the development and implementation of systemic, systematic and sustainable initiatives, which promote information literacy as a key competency for lifelong learning, fundamental to the teaching, learning and research activities of UOK Library.

- Enable and empower students as critical and dependent users of information by embedding the information literacy skills into the learning experience.
- Achieve and promulgate models of effective practice for the implementation and evaluation of information literacy to students in terms of students learning outcomes

This policy will outline the range of strategic central based services, systems and strategies which the library develops, supports or maintains to achieve this goal.

Definition of Skills

Information literacy enables individuals to recognize whether information is needed, and to locate, evaluate and use information effectively. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning. It is a pre-requisite for lifelong learning.

UOK Library adopts the framework that outlines four core standards that underpin information literacy acquisition, understand and application by an individual. These standards identify an information literate person as one who can:

- a) Recognize the need for information and determine the nature and extent of the information needed.
- b) Find the needed information effectively, efficiently and manage it.
- c) Apply prior and new information to construct new concepts or create new understanding
- d) Use information with understanding and acknowledge cultural, ethical, economic and social issues surrounding the use of information.

Individual disciplines may require additional skills and these should be embedded in the associated curriculum.

Objectives

The objectives of the Information Literacy Policy are:

- a) To emphasise the importance of information literacy skills for resource-based, student centred and lifelong learning;
- b) To ensure that graduates enter the workforce with information literacy skills;
- c) To ensure that information resources are used as effectively as possible in the teaching and learning activities of the University;
- d) To ensure that information literacy is embedded into the academic curriculum of the University;
- e) To articulate the roles and responsibilities of the University's key contributions to the development of information literate graduates;
- f) To ensure that the ethical and legal issues involved with using information resources are fully understood.

Roles and Responsibilities within the University

The Deputy Vice-Chancellor (Academic) and the University librarian are designated as having responsibility within the University for the Information Literacy Policy. Each is responsible for implementing policy and reporting on performance to the appropriate university committees namely; the teaching and learning, quality committee and library committee.

Deans of Schools and Heads of Departments, in collaboration with the University Library are responsible for:

- Ensuring that students in their faculties and departments have the opportunity to develop and use information literacy competencies in the course of learning and research.
- Incorporating appropriate strategies in their teaching and learning plans
- Recognizing the need for continual enhancement and updating of information literacy skills.

Academic staffs are responsible for ensuring that information literacy skills have been embedded in the curricular, teaching, learning and assessment processes.

The university Library provides leadership in policy formulation and planning for information literacy within the university; works with the academic staff to integrate information literacy objectives into the course curricular, outlines and content; and works with academia to develop sustainable training and support model in the area of information literacy.