



# WESLEY COLLEGE OF EDUCATION-KUMASI LIBRARY POLICY

**POLICY #: WCPD/LP/02**

## **VISION**

To be a leading African college library providing a world class information service.

## **MISSION**

To provide efficient and effective customer driven, innovative library and information service in support of teaching, learning, research and community engagement.

## **2. PURPOSE OF THE POLICY**

### **The policy is aimed at:**

- Establishing an institutional framework through which an effective, efficient and dynamic library and information service can be provided that meets the information needs of all stakeholders.
- Guiding library staff in the provision of the various library facilities, services and materials so that this is done, as far as possible, in a standard manner.
- Guiding clients and stakeholders at the college regarding expectations and use of the academic library and information service.
- Integrating the library and information service with academic, research and other activities at the college to maximize the library's support of these activities.
- Encouraging stakeholder involvement in the library and information service in order to promote an understanding and appreciation of the service as well as the maintenance of the best possible service

## **3. STRUCTURE OF LIBRARY POLICY**

Important areas of library activities have been identified and policy guidelines and rules are compiled in each of these areas to achieve the aims and objectives of library policy.

### **3.1 LIBRARY MEMBERSHIP**

Library membership may be granted to:

- All staff and registered students and selected categories of external members
- **STAFF:** All permanent, temporary and contract employees of the college.
- **STUDENTS:** All full-time and part-time students that are registered at the College for a particular year or part of a year.
- **EXTERNAL MEMBERS:** External members include but are not restricted to
- **Members of Council:** All members of Council of the College.
- **Higher Education Institutional Members**
- **Private Members:** Individuals who are members of the library in a private or personal capacity at the discretion of the Principal per recommendation by the Librarian.

### **3.2 REGULATION**

All library members shall keep to the rules, regulation and code of conduct of the Library and Information Services (LIS).

- The Library and Information Services reserve the right to suspend library membership in cases where staff, registered students and external members do not abide by the rules, regulations and code of conduct.
- In the case of staff and students the College staff and student cards act as library access cards. In the case of external members the Library and Information Services shall provide the members with library cards where applicable.
- Where applicable, all prospective external members shall complete an application form before membership will be granted.

### **3.3 RIGHTS AND PRIVILEGES**

All library members have certain rights and privileges based on their particular membership category. These include but are not restricted to:

**Access to Library:** Staff, registered students and external members Have access to all library of the College.

**Photocopying Facilities:** Staff, registered students and external members have access to photocopying facilities subject to the availability of such facilities in the library of the College. Charges are for the account of the library members.

**Study Facilities:** Staff, registered students and external members have access to study facilities subject to the availability of such facilities in the library of the College.

**Information Literacy Training:** Staff, registered students and external members Information literacy training is provided free of charge except for customized or specialized programmes.

The College's Library and Information Services (LIS) has the responsibility to provide information literacy training to all LIS clients with the aim of equipping them with the necessary skills to effectively utilize information for life-long learning.

### **3.4 REGULATIONS**

3.4.1 Information Literacy shall be:

- Targeted at all WESLEY COLLEGE OF EDUCATION (WESCO) students
- Offered to all WESCO new staff members as part of their library induction and to existing staff members on request
- Marketed to all faculties, students and staff as a core competency for lifelong learning offered in partnership with faculties
- Primarily disciplined and subject-based
- Free of charge except for customized or specialized programmes

3.4.2 Information literacy programme shall meet all the requirements for teaching programmes, i.e. have measurable outcomes, grouped content, different teaching methods, scheduling of content and evaluation of outcomes

3.4.3 Information literacy programme shall have explicit goals and measurable outcomes; group content, scheduling of content, different teaching methodologies

3.4.4 Information literacy training shall be aligned to the skills development plan of WESCO.

### **3.5 PROCEDURES**

- Interactive study programmes; e.g. web-tutorials, shall be provided
- Information Literacy Librarians shall present the programme at each learning site
- Programmes shall be presented according to a schedule
- Measurement and evaluation:
  - i. Practical applications of skills
  - ii. Subject-directed, depending on the particular department
- Modes of presentation may include but are not limited to:
  - i. Practical and hands-on
  - ii. PowerPoint presentations
  - iii. Web-tutorial – (self study)
  - iv. Virtual tours
  - v. Audiovisual
  - vi. Workshops

### **3.6 LIBRARY COMPUTER SCHEDULES**

Library business through the provision of advanced library computing system and easy access to library catalogues, databases and other library information available locally, nationally and internationally shall be encouraged. Information held on CDROM and other electronic media for users to be accessed shall also be encouraged.

Digital library infrastructure needed to support research, teaching and learning shall be developed and electronic reserved service developed. The electronic reserve service shall make available content in all media and format.

#### **3.6.1 LIBRARY ELECTRONIC RESOURCE CENTRES (ERC)**

It is the responsibility of the Library and Information Services to give enrolled students and staff access to electronic resources (Internet, databases, etc) in Electronic Resource Centres.

#### **3.6.2 PURPOSE OF THE ERC CENTRE**

ERC Centres are library rooms equipped with computers and other peripherals to give clients access to electronic resources.

The ERCs are associated with the campus Library buildings and are confined to library hours. They have a specialized training component, where students and staff are trained and guided to become information literate.

The purpose of the ERC Centres is to provide the students of WESCO with access to computer and internet facilities in order for them to become more information literate.

The facility can therefore be used for the following:

- Search and obtain information (via www, library databases)
- learning how to search and filter information
- send and receive formal and informal electronic mail
- have electronic discussions with fellow students, lecturers, librarians and other academic experts
- type, print and save projects, assignments, tutorials, personal CVs etc.

#### **3.6.3 REGULATIONS**

##### **Users**

- A pre-determined levy (determined each year) may be charged where necessary
- The Library may at its discretion make available ERC Centres for use by other departments and outside organizations, when not required by the library, at pre-determined, approved charges
- A time restriction to be determined by the libraries will apply with respect to using the computers in the ERC Centre to allow equitable access for clients.
- Care should be exercised to use the service responsibly, ethically and lawfully.
- Students will not utilize the facility to deliberately originate, store or forward mailings, chain letters, computer viruses, illegal copies of material protected by copyright.
- Students may not originate, store or forward messages containing discriminatory, intimidating, intolerant remarks based on race, religion, gender, age, sexual orientation, disability, belief, political opinion, culture, language or birth, pornography, explicit nudity, gross depictions and religious content.

- Access to any official, prescribed academic information would be regarded as priority i.e. library information systems, online catalogues, the official WESCO website and other official academic resources.
- Printing, copying etc will be allowed at an additional cost for the student.

## **Management**

The operational management of the ERCs will be done by the appropriate library staff. ICT Services will be responsible for supplying all ICT support, e.g. Internet access, maintenance etc.

## **3.7 WEEDING**

Weeding or the removal of materials from the library, should be considered an internal part of the total organized effort to study and develop the collection. Weeding is an essential element of collection development that ensures the library materials are useful and accessible. A library collection is limited by the space available to house it.

Academic library collections change over time to rechanging information needs of the programmes. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection. Weeding may involve the transferring of lesser used material to storage, or the discarding of excess copies of seldom used titles, irreparably damaged copies, and materials which contain inaccurate or outdated information.

### **3.7.1 DECISIONS ON WEEDING**

Decisions to remove materials will be made by library staff in consultation with academic departments most directly concerned with their possible future use.

### **3.7.2 CRITERIA FOR WEEDING**

Criteria which may be used as guidelines for weeding are:

- Superfluous multiple copies
- Superseded editions (e.g. annuals, yearbooks, manuals, Worn out, badly marked or mutilated volumes Works containing outdated or inaccurate information, works superseded by, or cumulated in, more comprehensive publications Textbooks and instructional material more than 10 years old Subject areas no longer collected, i.e. irrelevant to client needs material that has not circulated for 10 years.
- Trivial material of no discernible literary or scientific merit material easily available elsewhere. These criteria are guidelines and the staff concerned must decide whether to apply them in specific cases. Authorization to write off weeded material should be according to college financial guidelines.

## **3.8 PERIOD OF LIBRARY MEMBERSHIP**

Staff Library membership is available for the duration that staff is employed by the College. Current registration in the library is a prerequisite for library membership.

Registered Students Library membership is valid for the duration that students are registered at the College. Current registration in the library is a prerequisite for library membership

### **3.9 MEMBERSHIP FEES**

Staff Library membership is free of charge.

Registered Students Library membership is free of charge.

### **3.10 REGULATIONS**

- All clients of the WESCO libraries may borrow information resources from WESCO Library and information Service subject to the limitations of their library membership category.
- A valid WESCO identification card is required for information resources to be checked-out.
- Failure to return resources on or before the due date will result in the imposition of a late return fine/charge per day for open-shelf information resources or per hour for reserved/short loan collection and/or suspension of library privileges.
- All borrowers are subject to overdue fines as set by WESCO LIS, and penalties for resources kept beyond the loan expiry date without renewal.
- Four (4) printed or electronic reminders, shall be sent to defaulters, after which information resources not returned shall be regarded as lost and replacement charges levied.
- If a student member fails to pay the replacement fee mentioned in rule 3.4.7.5 above, Student Academic Administration will facilitate the process for a library to block the member's examination results on ITS until the outstanding amount is paid to the library.
- If a staff member fails to pay the replacement fee mentioned in rule 3.4.7.5 above, disciplinary action could be taken due to negligent loss of College property.
- Tutors may place library resources on reserved/short loan through the WESCO LIS systems for access by students in their departments.
- Information resources shall be placed on reserve/short loan for as long as required by a department.
- LIS reserves the right to suspend membership until all checked-out resources have been returned and all charges paid. LIS reserves the right to recall checked-out resources from borrowers.
- Borrowers may renew loans provided those resources are not on hold.
- Reference works may only be used in the library.
- All clients are subject to all WESCO LIS policies pertaining to their WESCO identification cards.
- All lost or stolen WESCO identification cards must be reported immediately to the relevant authorities for blocking against any further use.
- Queries about fines levied should be made to the Circulation Staff.
- Day visitors or other persons who are not library members shall not be allowed to borrow information resources.

### **4. POLICY STATEMENT**

The library policy is geared toward creating an enabling environment for the promotion of effective academic work on the part of teacher trainees and to serve as valuable source of information for academic staff and other members of the Wesley College community as well as individuals who may deem it resourceful.

## **5. SUPPORTING PROSEDURES**

### **5.1 PROCEDURES**

#### **5.1.1 Borrowing from Open-Shelves and Reserved / Short-loan Collections**

5.1.2 Valid WESCO identification cards must be produced at the Circulation and Reserve counters of the LIS before any information resources can be checked-out.

5.1.3 To check-in information resources, clients must return the resources to the Circulation and Reserve counters. The resources must be returned at the Section where they were checked out.

5.1.4 The subject librarians and other relevant library staff, in collaboration with departments, are mainly responsible for the selection of information resources that support academic programmes and research

#### **5.2 Renewal of Loan**

5.2.1 Borrowers must contact Circulation and Reserve counters of the LIS in person or telephonically (where applicable) to request an extension of the loan period of the resource(s) in their possession. They must furnish the LIS staff member with their WESLEY COLLEGE OF EDUCATION identification number and the item number(s) of the resource(s) in their possession.

## **6. RESPONSIBILITY FOR IMPLEMENTATION**

Library committee

## **7. GENDER RESPONSIVE STATEMENT**

The College Library which is resources to complement students learning and research work is open to all students, staff and the entire Wesley College Community, irrespective of gender.

## **8. RESPONSIBILITY FOR MONITORING, IMPLEMENTATION AND COMPLIANCE**

Library committee

The College Governing Council

## **9. STATUS**

Library committee

The College Governing Council

## **10. KEY STAKEHOLDERS**

Wesco community

Students

Staff

## **11. APPROVAL BODY**

The College Governing Council

The Affiliate University

National Council for Tertiary Education

## **12. INITIATIVE BODY**

Wesco community

## **13. GLOSSARY OF TERMS**

**Acquisitions:** involve selection, ordering, receipt, processing and financial administration of information resources.

**Borrowing library:** The library that borrows information resources from another.

**Check-In:** The process of returning information resources that were borrowed by a client.

**Check-Out:** The process of lending information resources to a client.

**Circulation/Lending/Borrowing:** The process of checking-out and checking-in information resources to library clients.

**Clients:** WESCO staff and students