



**VICTORIA  
UNIVERSITY**

**Kampala · Uganda**

**LIBRARY POLICY**

**DECEMBER, 2018**

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## GLOSSARY OF TERMS

**Acquisition:** The process of obtaining books and other documents for a library, documentations centre or archive.

**Archive:** Records that have been selected for permanent or long-term preservation on grounds of their enduring cultural, historical, or evidentiary value.

**Archival Material:** These collections are non-circulating, and are kept in the library Archive.

**Archaic:** commonly used in an earlier time but rare in present-day usage.

**Cataloging:** The process of creating metadata representing information resources, such as books, sound recordings, moving images, etc.

**Circulation:** The process of lending and returning information resources to library users.

**Classification:** System of arrangement adopted by a library to enable patrons to find its materials quickly and easily.

**Class number:** The number that represents what the book is about and acts like the book's address on the library's shelves.

**Copyright:** The legal right to be the only one to reproduce, publish, and sell the contents and form of a literary or artistic work.

**Collection development:** The whole process of identifying, selecting, acquiring and organizing information resources to be available to users.

**Damaged Information Resources:** Information resources rendered unusable by some act of destruction, e.g. tearing off of pages, defacing or writing on the pages, removal of whole chapters, etc.

**Due date:** Time when a borrowed item should be returned to the Library.

**Electronic Resources:** Information encoded in digital format to be accessed using computers.

**Information Literacy:** The understanding of and set of abilities empowering individuals to recognize when information is needed, how to locate it, evaluate and use it effectively.



could include monographs, films, photographs, other visual non-book materials, tapes and electronic resources.

**Online Computer Catalog:** An online database of materials held by a library or group of libraries.

**Overdue fines:** Charges levied for failure to return a borrowed item on due date.

**Periodicals:** Periodicals are magazines, scholarly journals, newspapers, and newsletters published at regular intervals.

**Reference books:** a book containing useful facts or specially organized information, as an encyclopedia, dictionary, atlas, yearbook, etc.

**Reference services:** Assistance or instruction with using the library, including locating materials, using the catalog, using computers to access information, and using basic reference sources.

**Scholarly articles:** Articles written by experts in academic or professional fields.

**Selections:** The process of deciding which specific document should be added to a library collection.

**Superseded editions:** An edition that is replaced by a revised or abridged editions.

**University:** The University in this policy refers to Victoria University.

**Visitor:** Are all other members who are not staff or students of Victoria University

**VU:** Victoria University

## **1.0 PREAMBLE**

### **1.1 Role of the Library**

The academic library plays a major role in any university as a provider of information required for teaching, learning and research, as a developer and preserver of rare and special collections as well as a contributor towards the achievement of the institution's strategic goals. The library is expected

to constantly seek ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information. The objective of an academic library is the provision of effective access to knowledge.

Information technology is regarded by the library as an enabler because it has dramatically changed the way university libraries operate and added value to their services. Given the explosive nature of the Internet and World-Wide-Web, staff and students depend more and more on electronic information

The realization of the virtual library depends on appropriate IT infrastructure, relevant staff skills and adequate funding. Hence the provision of access to networked information is now top priority in academic libraries. Apart from building relevant library collections, the university library is expected to build connections to access information worldwide.

The importance of a library is also entrenched in its vision and mission which is aligned to that of the institution it serves.

Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection. It involves transferring of lesser used material to storage, or discarding them.

### **1.2 Vision**

To become a center of excellence for library resources and services.

### **1.3 Mission**

To transform the lives of our students and stakeholders and advance Africa and beyond through providing innovative services to stimulate creativity, intellectual curiosity, and to facilitate lifelong learning and research environment.

## **2.0 SCOPE OF LIBRARY POLICY**

The library policy applies to all library members including but not limited to Victoria Students, staff, alumni and any other member.

## **3.0 PURPOSE OF THE POLICY**

The policy is aimed at:



- a) 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.
- b) Guiding library staff as well as current and potential members in the provision of the various library facilities, services and material so that this is done, as far as possible, in a standard manner.
- c) Guiding clients and stakeholders at the university regarding expectations and use of the academic library and information service.
- d) Integrating the library and information service with academic, research and other activities at the university to maximize the library's support of these activities.
- e) 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.

#### **4.0 ELIGIBILITY TO BECOME A MEMBER AND ACCESS LIBRARY SERVICES**

The following categories of users will comprise library membership and their required documentation:

##### **4.1 Students**

Students who have paid University dues applicable up to the time of access required by the university, and hold a valid VU library card.

##### **4.2 Staff**

All VU staff holding a valid VU library card.

##### **4.3 Members of VU Council**

Members of VU Council holding a valid VU Library card.

##### **4.4 External Members**

External members include but are not restricted to:

##### **4.4.2 Guest Lecturers, Research Staff, Post-Doctoral Fellows Honorary Chairs and Professors Emeritus**

Authorization letter from the Deans of Faculty and a valid VU library card.

#### **4.4.3 Alumni**

VU alumni who has paid a library membership fee and holds a valid VU library Card.

#### **4.4.4 Staff and students from Consortium of Uganda University Libraries (CUUL) member institutions**

An introductory letter from the library of the referred institution and a valid VU library card.

#### **4.4.5 Students on short courses**

Students who have paid University dues applicable up to the time of access required by the university, and hold a valid VU library card.

#### **4.4.6 Members of the Public**

Other persons who have individually paid library membership fee and hold a valid VU Library card.

#### **4.5 Membership Procedures for External Paying Members e.g. members of the public, alumni etc.**

- a) All interested and eligible persons must complete a membership application form.
- b) Various categories of membership and applicable fees of daily, weekly, monthly, quarterly, bi-annual and annual memberships shall be proposed by the library to the council through senate and shall be implemented after approval.
- c) The approval of membership will be on the discretion of the university.
- d) The university reserves the right to disclose or not to disclose the reason of approval/rejection.
- e) Subscription period is for one year from the time the payment is made.

### **5.0 SERVICES, RESOURCES AND FACILITIES**

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



## **5.1 Services**

### **5.1.1 Borrowing of information Resources**

**ONLY** registered students and staff of Victoria University have the right to borrowing Information Resources. External members do not have the right to borrow. The number of items to be borrowed and the loan period shall differ as per membership category.

### **5.1.2 Access to Electronic Resources**

All categories of membership except Members of the Public shall have access to electronic resources.

### **5.1.3 Reference and Information Services**

Staff, Registered students and external members shall have access to information services.

### **5.1.4 Information Literacy Training**

Information Literacy training shall be organized for students and staff once in a semester.

### **5.1.5 Photocopy, print and bind Services**

Staff, Registered students and external members shall have access to photocopying, printing and binding services at a price fixed at a particular period. The user shall be responsible for ensuring that all photocopying requests comply with copyright law.

## **5.2 Resources**

The resources available in the Library shall include:

- a) Books– both print and electronic
- b) Journals – both print and electronic
- c) Magazines – both print and electronic
- d) Library catalogue
- e) Newspaper databases
- f) Past Examination Papers
- g) VU staff and student research publications e.g. scholarly articles, dissertations and theses

## **5.3 Facilities:**

VU staff, registered students and external members shall have access to the

- a) Reading Carrels
- b) Group study rooms available upon booking
- c) Computer lab and library computers
- d) Reading and study areas

#### **5.4 Exclusion from Use of the Library**

The Library shall have powers to suspend or exclude from the use of the Library, any user who persistently disregard Library regulations, or, for any other adequate cause that shall be considered to be in its opinion undesirable.

### **6.0 REGULATIONS**

In order to maintain a safe and welcoming environment for reading, learning and other Library activities, all library users shall adhere to the rules, regulations and code of conduct of the Library.

#### **6.1 Library Rules and Regulations**

- a) Library materials should not be removed from the library unless the library staff has properly issued them out.
- b) Eating, drinking, smoking and talking on mobile phones is strictly prohibited in the library.
- c) Phones should be on silent or vibration mode.
- d) Talking loudly is prohibited.
- e) Shelving of library information materials is not allowed. All information materials should be left on the table.
- f) Other than study rooms, reservation of reading places is not allowed.
- g) Discussion rooms shall be booked in advance.
- h) Luggage must be deposited in luggage lockers at the entrance before entering the library and must not be kept in the lockers overnight.
- i) Pets shall not be brought in the library.
- j) Personal books must be declared when entering and going out of the library.
- k) Silence must strictly be observed in the library at all times.
- l) The library user shall be suspended from using the library in case of indiscipline pending disciplinary procedures of the university.
- m) Printing/photocopying shall be done by library staff at cost fixed by relevant authorities.

- n) Access to library networks must only be for purposes which are in line with users academic, research and learning programs.
- o) Damaging library books and other materials shall attract a penalty and may lead to a disciplinary action.
- p) Users who fail to return a book borrowed from the library in time will incur a fine which will be determined from time to time. In case of staff the salary shall be withheld.
- q) The University is not responsible of any loss/misplacements of personal property.

Victoria University shall, from time to time, set opening and closing time. **7.0 COLLECTION DEVELOPMENT**

The University Librarian in conjunction with Deans has the primary responsibility for collection development.

#### **7.1 Selection of Materials**

- a) Materials in the following areas shall be considered for selection:
  - i. Resources for academic and curricula needs (present and projected)
  - ii. General and specialized reference materials
  - iii. Bibliographies, indexes and catalogues
  - iv. Resources for special collections e.g. artifacts
  - v. Materials for recreation and general interest
- b) The Library shall acquire information materials in various formats to support all programmes/courses offered.
- c) Resources shall be selected for their content, not necessarily format, and a balance shall be maintained amongst all disciplines.

#### **7.2 Process for Procurement**

Recommendations for procurement should be in line with the overall procurement of the University. The guidelines for procurement for VU library are as follows:

- a) Each lecturer recommends books and journals.
- b) The Head of Department should constitute a committee at departmental level for vetting the books needed.



- c) The dean should constitute a committee at faculty level
- d) Send the committee to the Academic Registrar for approval
- e) Once approved goes to the library
- f) The library sends to the procurement department

### **7.3 Gifts/Donations**

Victoria University shall accept gifts/donations with the understanding that they will not necessarily be added to the Library's collection.

#### **Criteria for selection**

- a) The Librarian shall take the lead in determining the suitability of gifts/donated materials in consultation with the user units.
- b) The Library reserves the right to integrate donated information resources into the collection and place or dispose of the resources in the most suitable manner for its purposes.
- c) If the materials are not suitable because of condition, out-of-date knowledge, archaic or unacceptable information, the items will be kept in the archives or discarded.
- d) An acknowledgment of the acceptance of the donation will be put into writing and forwarded to the donor.

### **7.4 Collection Maintenance**

#### **7.4.1 Weeding**

Decision to remove books shall be made by library in consultation with user departments. Materials that fall into the following categories shall be discarded:

- a) Superseded editions
- b) Worn, mutilated, and/or badly marked items
- c) Duplicates of rarely used titles
- d) Outdated and/or inaccurate information

### **7.5 Replacement**

A replacement of damaged or lost materials shall be done on the recommendation by the library with the approval of management.

## **7.6 Copyright**

VU library shall abide by all national and international regulations of copyright.

## **8.0 CATALOGING**

Victoria University library shall use the Dewey Decimal Cataloging system, and shall catalog newly acquired materials quickly, efficiently, and accurately. The librarian shall also do the following:

- a) Re-catalog retrospective materials to improve or provide access.
- b) Provide standardized access to names, subjects, and series titles.
- c) Physically process the materials quickly and accurately.
- d) Maintain a current knowledge of national cataloging standards.
- e) Review and develop cataloging policies and procedures.

### **8.1 Procedures for Processing Library Materials**

#### **8.1.1 New Books**

- a) Write vendor name, date and price inside the book back or front cover.
- b) Each book is stamped with the Victoria University Library address stamp on inside front and back covers and perhaps the top and bottom of the book.
- c) The book is checked against the local database to determine if they are duplicates, and if so are separated at this point. The duplicates are assigned their classification numbers and put on a labeled shelf. Then they are ready to be entered into the local database.
- d) The Book is searched in OCLC (Online Computer Catalog Center) or the Library of Congress for accuracy of cataloging information and then entered into the University database.
- e) All other books whose information cannot be obtained will be cataloged locally.
- f) Classify and catalog the item with call number and subject headings.
- g) Create original cataloging according to the software program and print the barcode and spine label.
- h) Apply the barcode, insert security tag, a pocket and attach the class number on the spine of the book.

- i) Identify and code items that need special markings such as stickers for Reference, reserve, or others according to the library rudiments.
- j) Place clear plastic book covers on hardcover books or laminate paperback items if desired.
- k) Display or shelve new items, and pin their list on the notice board(s).
- l) Inform any students or teachers who requested the item(s) that they are in the library and ready for circulation.

#### **8.1.2 Donated Books**

- a) The University Librarian shall lead the screening of donated materials to determine their suitability in consultation with the user department.
- b) Books whose publication dates exceed ten (10) years, shall be processed and kept in the archives.
- c) Each donated book shall be stamped with a Gift/Donated by Victoria University stamp.

#### **8.2.3 Non-Book Materials**

All policies and procedures for processing books shall apply to non-book materials like CDs and the like.

### **9.0 CIRCULATION/LOAN OF INFORMATION RESOURCES**

A valid VU identification card, library card, and National ID (for part-time lecturers) are required for information resources to be loaned out.

#### **9.1 Types of Borrowers**

Victoria University borrowers include all registered students and staff.

#### **9.2 Borrowing procedures**

##### **9.2.1 Students**

- a) A student who wants to borrow a book and take it home must deposit a refundable Library caution fee of \$50 with the bursar.
- b) The student shall receive a card from the book which he or she will sign when borrowing and returning the book, and the card retained in the library.
- c) The student shall give his or her VU registration number to the librarian to be used in the library software system (KOHA) to access the student's details.
- d) The book shall be borrowed for one week.
- e) A student who fails to return the book on the expected day/date will incur a fine valid at that period.



- f) A student who does not comply by returning the book and the fine, the fine shall be multiplied per week.
- g) The student who does not return the book, and pay the fine shall not be allowed to sit for exams or to be assessed.
- h) Books in the reserve section shall not be borrowed.

#### **9.2.2 Full Time Staff**

- a) A full time staff shall present a valid VU identity card, a valid Library VU card and contract.
- b) The full time staff shall get approval from the Academic registrar.
- c) Not more than three books shall be borrowed for 2 weeks.
- d) A staff who fails to return the book on the expected day/date or loses a book, his/her salary shall be withheld.

#### **9.2.3 Part Time Staff**

- a) He/she needs to get approval from the dean. He or she will not borrow unless they get approval from the dean
- b) He/ she needs to present a bio data form from the Academic registrar.
- c) He/she must present the VU library card and National Identity card.
- d) Not more than three books shall be borrowed for 2 weeks.
- e) A part time staff who fails to return the book on the expected day/date or loses a book, his/her salary shall be withheld.

### **9.3 Non Circulating Materials**

The following materials shall not be borrowed.

- a) Books in the reserve section
- b) Reference books
- c) Journals
- d) Periodicals (bound and unbound)
- e) Dissertation copies
- f) Archival materials
- g) Examination past papers

### **9.4 Return of books**

- a) Library materials shall be returned on or before the date due.
- b) Books borrowed from the reserve section shall be returned to the same section.

## **9.5 Penalties**

Penalties shall include:

- a) Fines
- b) Suspension of borrower's privilege
- c) Charges for the replacement of library materials.

### **9.5.1 Fines**

- a) All users shall be fined for items not returned on or before the due date.
- b) Appropriate charges shall be determined by Management.
- c) Fines begin accruing the day after the item is due.
- d) Fines do not accrue on Sundays and public holidays when the library is closed.
- e) Fines payments are not refundable.

### **9.5.2 Suspension of borrower's privilege**

Borrowing privileges are suspended when a borrower has overdue materials and/or charges owing. The Library reserves the right to suspend membership until all checked-out resources have been returned and all charges paid.

### **9.5.3 Lost and Damaged Library Materials**

- a) Lost or damaged materials shall be reported to the librarian.
- b) Appropriate charges that are non-refundable shall be determined by the Management.
- c) All damaged and lost and found materials remain the property of Victoria University Library.

### **9.5.4 Clearance**

#### **9.5.4.1 Staff**

- a) All VU staff and students shall clear with the library upon resignation, proceeding on retirement, or exiting from the University for other Reasons.
- b) All clearing staff shall be removed from the Library Management System (Koha) and Off-Campus (Proxy) account privileges.
- c) If a staff or student fails to pay the replacement fee for lost library items, appropriate recovery process shall be initiated by the top management.

#### **9.5.4.2 Students**

- a) All VU students shall clear with the library upon completion of course.
- b) If a student fails to pay the replacement fee for lost library items, appropriate recovery process shall be initiated by the top management.
- c) Students who fail to comply with the clearance requirements shall not be cleared.

#### **10. AUDIT**

Management shall cause the monthly auditing of the library resources. Any discrepancy found during audit without proper justification (e.g. lost books which were issued to ineligible members or books lost from library etc.) shall be recovered from the staff of Library department.

#### **11. REVIEW OF THE POLICY**

This policy will be reviewed from time to time.

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**This Policy was Approved by the University Council at the 12<sup>th</sup> Meeting of Council Held on 19<sup>th</sup> December 2018 under Minute 8.2 c).**



**Chairman**

**Ag. University Secretary / Secretary**