

LIBRARY COLLECTION MANAGEMENT POLICY AND MANUAL FOR LIBRARY USERS

1. INTRODUCTION

The Library Collection Management Policy provides directions to the library staff and the Library Committee on how to gather relevant materials and effectively manage them to support teaching, learning and research needs of the College. Their responsibilities includes providing materials for current research and teaching as well as anticipating future needs, taking into accounts the development and introduction of new teaching programmes and new areas of research interest. In addition, the policy would collect materials covering other non-credit courses which are likely to generate interest.

To execute these functions, the administration is used here to refer to the process of efficiently organizing people and resources so as to direct activities towards the achievement of common goals and objectives.

One of the fundamental functions of the library and information profession is collection management. It is the aspect of the practice that is responsible for selecting and acquiring information materials that will enable Librarians and Information Specialists perform the myriad functions to the users effectively. In other words, it refers to the process of systematically building library collections to serve study, teaching, recreational and other needs of library users. The processes include planning, organizing, controlling and directing for continuing acquisition and evaluation of collections to determine how well they serve user needs.

Overall, collection management encompasses many library operations ranging from the selection of individual titles for purchase to the withdrawal of expandable materials.

2. PURPOSE AND OBJECTIVES

The purpose of the Collection Management Policy is to provide a framework for the maintenance and development of the College Library's collection, to indicate priorities, to establish selection criteria across the range of different subjects, language and media and to create a consistent and coherent basis for the future development of the collections.

The policy is an inclusive statement of aims rather than a description of the collections which have been built up in the past. It sets out the College Library's aspirations which are tended to be realistic rather than utopian. The policy would provide guidance to staff engaged in selection. It is not exhaustive in its provisions and no item considered for acquisition would be unambiguous or excluded by the policy.

It is intended to provide information to staff, suppliers and to readers about the principles on which the collection are acquired, to create an awareness of the objectives and to form the basis for future development and modifications as circumstances require.

This policy seeks to provide information on how to acquire, organize, store and disseminate materials in the form of books, journals and other non-book materials needed for academic work.

3. SCOPE

The policy covers areas and disciplines taught in the College and any other subjects relevant to the teaching, research and learning interests of the College.

4. POLICY STATEMENT

The College Library collects materials in multiple formats, including books, journals, audio-visuals and electronic materials contingent upon the Library's ability to purchase and appropriate equipment and technology for access to non-print resources.

At least one copy/set of General Reference Materials such as the Encyclopaedia, subject Bibliographies, Abstracts, Indexes, Dictionaries, etc. should be acquired for the Issue/Reference.

5. USERS/PATRONS

The collection of the College Library is primarily intended to serve the students and staff of the College as well as the community within the locality. The collection would provide materials for student course work, independent study and material for the various departments within the College.

6. TOOLS AND AIDS

The College Library uses the Library of Congress Classification Scheme (LCC) as a tool to classify the materials in the library. Aids that are used in processing library materials include Cataloguing-In-Publication (CIP), subject dictionaries, Ulrich's International Periodical, subject bibliographies, classification manual, biographical dictionaries, online guides, etc.

7. BUDGET

The College library does not have a budget plan of its own. The budget for purchase of library materials is set up by management. Ten percent (10%) of the budget for the College is allocated to the Library for the purchase of materials for the College Library. The library should make allocation for the purchase of new resources periodically.

8. COPYRIGHT POLICY

Copyright is a form of intellectual property that protects a variety of literary, artistic, musical and dramatic endeavours as well as other things such as sound recordings and films. It is not ideas but their expression that are protected by copyright law.

The law gives owners of material exclusive rights to do certain things with their material. Copyright is intended to protect creative works from being used without the agreement of the owner and to provide an incentive for creators to continue to create new material. Copyright is a type of property that can be traded just like other types of property such as real estate. However, it is different from tangible property in that it can be copied or otherwise used easily without the knowledge of the owner (CAL, 2006).

In Ghana, copyright law is contained in the *Copyright Act, 2005* (Act 690).

9. PHOTOCOPYING OF LIBRARY MATERIALS

- Theses may not be photocopied at all – portions only with author’s permission.
- Whole book or journal is not permitted to be photocopied for any purpose.
- Multiple copies of whole works not allowed for groups.
- Reasonable portions of works will be allowed to be photocopied for research and private study.
- Where work is 1-50 pages for instance, a maximum of 10% will be allowed for copying.
- All copies are to be done in the library.
- Electronic resources available to the Library shall be licensed by the College for non-commercial use by faculty, staff, students and other permitted users. These materials must be used for educational or research purposes only. Additional restrictions may apply to on-site users of certain databases. The terms and conditions of agreement between the College and vendors/publishers of these electronic resources shall regulate the use of the databases.

10. SELECTION POLICY

The following selection criteria would be used when making purchasing decisions:

- Curriculum relevance and level
- Anticipated use
- Positive reviews or evaluation
- Quality of content, accuracy and balance
- Reputation of publisher, creator, etc.
- Date; timelines (currency)

- Price
- Local content
- Unique, fills a gap in the collection
- Whenever a material is simultaneously available in hardback and paperback and the content of both versions are identical, then the hardback is preferred.
- Pamphlet materials are often not suitable for purchase but significant, or if there is a depth of materials published in a more substantial format.
- Journals which have been indexed and abstracted by indexing and abstracting agencies would be considered.

11. SUBJECT CONTENT

The selection of materials for the College Library would cover all the Programmes run in the College. Four (4) programmes run in the College are;

- Diploma in Basic Education – Science/Maths
- Diploma in Basic Education – Science/Technical
- Diploma in Basic Education – Maths/Technical
- Diploma in Basic Education – General
- Bachelor of Education in Mathematics and Science
- Bachelor of Education in ICT and Science
- Bachelor of Education in History and Geography
- Bachelor of Education in RME and Music
- Bachelor of Education in English and Ghanaian Language
- Bachelor of Education in Agriculture
- Bachelor of Education in Primary Education

Selection and purchases will be shared equally according to the courses offered. However, preference would be given to a course that is limited as far as materials are concerned to ensure balance of information resources.

12. SELECTION AIDS

The Librarian would rely on these essential selection aids in selecting materials for the College Library. This includes:

- New library acquisition lists from other libraries within the subject specialty
- Guide to review
- Publishers' catalogues
- Books reviews in journals and newspapers
- National bibliographies
- Visits to bookshops and exhibitions

13. MULTIPLE COPIES AND REPLACEMENT COPIES

The aim of the College library is to acquire as many library materials that meet its selection criteria as possible. However, because of financial constraint, at least a single copy of relevant work would be acquired, which is then housed at the most appropriate site. Occasionally, circumstances necessitate the acquisition of more than one copy, e.g. English Language Dictionaries. Additional copies usually of reference materials needed for staff purpose on a long term and continuous basis would occasionally be acquired where the need arises. Also, missing materials should be replaced as soon as practicable when their absence is detected.

14. SELECTION RESPONSIBILITY

This involves stakeholders who are involved in the selection of library materials. They consist of the following:

- The Librarian
- Heads of Department
- Library Committee
- Tutors and students may recommend books for selection to the Library Committee.

These stakeholders would solicit purchase request from department members and their students and then to the Librarian. The department would liaise with the Librarian in order to choose materials to support the needs of the College and provide a balanced collection in each subject area.

In turn, the Librarian has the responsibility for selecting materials for particular subject areas. However, request for the purchase of materials may be rejected if they fall outside the selection criteria described in this document or on the grounds of cost, particularly, when a continuing financial commitment such as a periodical subscription is involved or the library has embarked on a major project that has affected the library's budget.

15. ACQUISITION POLICY

Pragmatic, information needs-based acquisition policy would be adopted to ensure the College Library achieves its objectives. To develop a dynamic acquisition policy it would be most appropriate to involve the Library Committee members and the students' body on a consultative basis on all matters concerning the Library. The Library shall normally acquire materials in the English language.

16. STOCK QUANTITY AND QUALITY

Each discipline studied in the College would be allocated with an average stock of at least 50 relevant books quarterly for the purpose of running the programmes efficiently. Adequate and accurate statistics or records of the stocks and equipment acquired for the Library would be kept.

17. SOURCE OF STOCK ACQUISITION

Library materials may be acquired through various ways such as donations (gifts-in-kind), interlibrary lending, exchanges, co-operate acquisition and direct purchases.

18. DIRECT PURCHASE

To acquire what the users need, it is advisable for the library to purchase the specified materials from the open market since other source such as donations, legal deposits, interlibrary lending, etc. may not yield the described dividends. Hence, purchasing from the management's budget is highly recommended. Acquisition of materials would follow the, Public Procurement (Amendment) Act (2016), Act 914.

19. DONATIONS

Depending on their suitability and relevance to the College Library, donations would be additional source of acquiring library materials and equipment especially in the face of a meagre budget.

However, the library would accept donations of materials on the basis that final deposit of materials is at the discretion of the Library Committee. The library would not accept materials that require appraisals or which requires issuance of tax receipts.

The library would accept materials in accordance with its collection development policy and therefore selects from donated materials those items that are suitable to the collection. However, to avoid "useless" or junk donation and to ensure student safety and security, as well as protecting patrons' interest, the following donation would be rejected outright:

- Donations viewed to be poor or inferior in quality, physically deteriorated materials or materials that can be injurious to the health of the users.

- The information content of the material is not beneficial to users and/ or contravenes existing laws of the state (e.g. pornographic materials, etc.).
- Donations with unfavourable and unacceptable conditionality which does not augur well for the library.
- Out of date materials.

20. SUITABLE/ACCEPTABLE DONATIONS

- Monetary donations
- Specialized research materials
- Unique and scholarly publications
- Electronic materials - computers, CDs, DVDs, etc.

21. CO-OPERATIVE ACQUISITION

This is where a group of libraries team up to share the acquisition of materials among themselves. In the current world of globalization, no individual organization and for that matter a library can afford to operate in isolation from other organizations in their industry. Many industries in order for them to share resources and ideas among their group members, and also to have a common front, tend to form co-operations. It is in this vain that the College library is opened to join a consortium whose goals are in line with the College's curricular. Consortia are therefore formed to help share resources to reduce the cost of collection development in a single library and also bring about other benefits.

22. STOCK MANAGEMENT

There is the need to ensure professional management of stock. This is to avoid providing unsuitable stock of materials to the users. It would also help the Librarian to know the quality of stock available and to ensure their safety and security through proper preservation method. This would call for stock taking, stock revision and preservation management.

23. STOCK TAKING

Stock count would be done on regular basis to ensure that library materials are not lost and to know the quality of books available. Adequate and accurate statistics of the stocks holding would be kept. New allocations would be counted to make sure that actual number of books allocated tallies with the waybill or invoice. This would help monitor the movement of stock. It would enable the staff to know lost books, those on loans (issues), overdue, the withdrawals discarded and those due for binding.

24. STOCK REVISION

This would be done quarterly to determine the suitability, adequacy, currency or how balanced the existing stock is.

25. PRESERVATION MANAGEMENT

An important aspect of Collection Management Policy is the preservation of library materials. There is no doubt that library materials are very expensive. Hence, there is the need to ensure that they are always in good condition.

Patrons accessing information resources would be educated to avoid eating and drinking in the library; lest food particles and water attract insect and even rodents which could damage the materials.

Users would be educated on how to care for materials in their custody. Paper documents and audio-visuals would be handled with utmost care and kept under the appropriate temperature and humidity levels.

Library materials would be regularly cleaned and dusted in order to ensure their lifespan. This is because if materials are allowed to gather dust they would deteriorate rapidly. Shelves would be regularly cleaned. Also, library materials that have intrinsic value would have to be protected by plastic sleeves or packets.

Materials that are constantly used would be rebound so as to ensure that it is not torn. As part of conservation duties Library staff would use paper adhesive to repair torn pages of a book. Materials that have been defaced would be repaired by using appropriate eraser to remove the markings.

In situations where pages of books are removed, photocopies of the relevant pages would be obtained from another source and then put in the appropriate places in the mutilated book.

26. BOOK BINDING

Books with imperfect binding would be reinforced to prolong their lifespan. All physically mutilated books would be withdrawn either for binding or discarded if they are beyond repairs.

27. WEEDING STOCK

It is a normal process in collection development management to weed some materials from time to time. Weeding is a process of removing some library materials from the shelves because they are obsolete in terms of the content, physical damage beyond use/repair (excessively used).

Since it is prudent to keep attractive books for clients, materials under the following criteria would be withdrawn, and/or discarded:

- Circulation history (has not been circulated in five years)
- Cancellation of a course or programme
- Outdated or inaccurate material
- Superseded editions where new edition has significant use
- Fiction books which have not circulated in the past three years would be considered candidates for weeding.
- Some indexes and articles that are in printed form might be weeded once the library acquire electronic version.
- Physical deterioration of material
- Incomplete set (missing parts)

28. MARKETING OF LIBRARY SERVICES

A library with rich information resources but its users are not aware of it, is a ‘dead’ information centre. Therefore, the Librarian would be the sole manager to market the library services in consultation with the Library Committee. Hence, marketing will be included in the library’s budget.

29. POLICY IMPLEMENTATION, EVALUATION AND REVISION

The policy would be implemented by the Library Committee, the librarian together with College management. Implementation Committee would be formed out of these bodies which have the sole task of implementing the various highlight of the policy.

Every year, the policy would be evaluated to see whether it is being effectively and efficiently implemented in order to update it by adding new ideas to it.

30. MATERIAL RETENTION POLICY

As support for teaching, learning and research in the College, the general philosophy is to retain indefinitely materials which have been acquired. There is a presumption in favour of retention and the overwhelming majority of the Library’s holding are retained on a permanent basis.

However, the College library shall maintain an active collection with evaluation by the library staff to ensure its usefulness and relevance to the users. The library’s policy for removal of materials

shall be based on the elimination of materials which have lost the value for which they were originally selected and which no longer meet the library's objectives.

The library reviews its collection on a regular basis to ensure adequate collection to meet user needs. Items that have historical and monetary value would be retained.

It is the responsibility of the library staff to assess the need for replacing material that is changed, withdrawn, otherwise lost from the collection. This decision would be influenced by popular interest, adequacy of coverage in the subject area, the number of other copies in the library system, significance, cost and availability.

MANUAL FOR LIBRARY USERS

1. INTRODUCTION

This document contains information about the various sections of the library and information on the daily activities of the library. The library shall try to provide welcome, open and safe environment for library patrons. Patrons must avail themselves for library orientation/bibliographic instruction designed especially for all new patrons. In case of difficulty, patrons should not hesitate to consult the library staff on duty.

2. SECTIONS OF THE LIBRARY

There are four (4) main sections in the library as follows:

2.1. Acquisitions and Cataloguing Section

The Acquisitions and Cataloguing section is responsible for the following functions of the library;

- Purchase of library books/materials.
- Subscriptions to print/electronic journals.
- Cataloguing and classification of library books/materials.
- Labelling of library books/materials.
- Indexing and abstracting.
- Stock management and development (stock revision, weeding, etc).

2.2. Circulation and Reader Services Section

The Circulation and Reader Services section is responsible for the following:

- Book lending services.
- Shelf management.
- Registration of new library users.
- Front desk and enquiry services
- User-education programmes (orientation and training).
- Enforcement of library rules and regulations.
- User records management.
- Management of quick service collections (reserve books/materials).

2.3. Reference and Information Services Section

The Reference and Information Service section is responsible for the following library functions;

- Provision of personal assistance to library users on the use of the library.
- Assisting library patrons to search for information both within and outside the library.
- Management of reference collections.
- Question and Answer Service (QAS).
- Library research and evaluation activities

The following shall be the guidelines for the Reference and information services section;

- Every reference question shall be regarded as valid and all questions shall be given equal consideration.
- Every effort shall be made to complete each reference transaction successfully, consulting the right sources and expertise.
- Patrons shall be served on first come, first served basis.
- Services to patrons shall take precedence over other duties.
- Staff shall offer to schedule an appointment with patrons if extensive research is needed: The Library shall pass on to patrons any costs incurred while obtaining information for a patron on the internet or outside the library system.
- Patrons shall be notified when their materials are ready for collection.

2.3.1. Reference Patrons' Privacy

- Library staff shall maintain a high level of respect for the confidentiality of patrons and questions that they ask.
- Data that is collected in the course of reference services shall not be shared outside the College.
- Information about the types of questions asked, as well as the content responses to questions may be retained for "Frequently Asked Questions".

2.4. Electronic library/Support Service Section

The Electronic Support Service section is responsible for the following library functions:

- Management of the integrated library management system (Library soft).
- Management of the electronic facilities in the library namely, computers, photocopiers, telephone, Local Area Network and internet.
- Maintenance of electronic catalogue.
- Management of electronic information resources namely, CD-ROMs, audio visual materials and online databases.

The following shall be guidelines for the use of library computers;

- All students who want to use the library computers must book with library staff at the Electronic Support section before using the computers.
- The initial time of booking for each student is one (1) hour; this can be extended if there are no students waiting to use the computers.
- The use of external drives, e.g. pen drives, CDs or diskettes must be supervised by library staff.
- The installation of programmes on the computers is not allowed.
- The use of computers for games, watching of pornographic/other films is also not allowed.
- Laptops are allowed only at the reading room or group study room and Electronic Support section.
- Any student who does not comply with this guidance will not be allowed access to the computer room, including other sanctions/penalties.

3. FILMING/PHOTOGRAPHY

Any individual who wishes to photograph a library facility must obtain the permission of the Librarian. Such requests will be granted only if there is a minimal adverse impact on the facility and the environment for research and study.

4. BORROWING RIGHTS

Only patrons who are registered with the library will be allowed to borrow materials. However, those who are not registered but are part of the academic community and others outside the academic community will be allowed to use the library resources within the library environment.

5. EXEMPTIONS FROM LOAN

For the avoidance of doubt, the following items shall not be given out on loan:

- The only copy of a book in the library.
- Reference material.
- Bound or single issue of periodical
- Theses (hardcopy).

6. LOAN PERIOD

The loan period shall vary depending on the status of the library patron. Students' loan period is two (2) weeks. Faculty members have a maximum of one (1) semester for regular books.

7. STAFF AND ALUMNI

Alumni cannot borrow for now, but can use the library facilities and resources. This position is subject to revision by the Library Committee.

8. RETURN AND RENEWAL OF BOOKS

Library materials checked out at the library should be returned or renewed at the same place, the circulation desk. In some instances, items could be renewed as often as it is needed if there is no request for the book/material.

9. RECALL OF BORROWED BOOKS

Books loaned to both students and faculty members can be recalled. In this case, recall notices shall be sent to the borrower. Failure to return recalled items by the new due date may result in fines and/or suspension of borrowing privileges.

10. BOOKS ON HOLD AND RESERVE

A patron may request that the library places on hold or reserve a book that is currently checked out. Hold/recall/reserve requests may be made at the circulation desk. Such requested books shall be kept for the patrons for seven (7) working days.

11. RULES AND REGULATIONS OF THE LIBRARY

Both library staff and patrons shall abide and comply with the rules and regulations of the library. The penalties and sanctions for breaching the rules and regulations shall range from cautioning, fines, suspension of borrowing privileges, suspension from the library, withholding results/certificates to outright dismissal and/or prosecution.

The rules and regulations that shall govern the use of the library shall include the following;

- **Posters:** Displaying of posters in the library and its precincts is prohibited except at designated areas with the permission of the Librarian.
- **Study areas:** In order to maintain quality study and research environment, individual library patrons must be sensitive to other patrons. Individuals who wish to engage in discussion must use the classrooms.
- **Food and drinks:** Food/drinks are prohibited in the library. This is an attempt to protect and preserve library materials.
- **Smoking:** Smoking is prohibited in the library and its precincts.
- **Use of mobile phones and other electronic devices:** As a courtesy to other library users, cell phones, beepers and electronic devices must not be used in study areas of the library.
- **Use of ID cards:** Patrons may be required to show their ID cards before being admitted into the library and at the circulation desk and other sections of the library as may be required.
- **Personal books/bags:** Bags and other personal belongings should be deposited with the security at the entrance of the library and a tag collected as receipt.
- **No reservation of seats:** It is an offense to reserve a seat for patrons.
- **Inspection:** Patrons must not take any item out of the library without completing the appropriate loan procedures. They may be required to satisfy the Librarian that any library items being taken out of the library have been duly borrowed.
- **Photocopying rules:** The laws governing copyright should be observed when making requests for photocopies.

- **Other items not allowed:** Gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc. must be deposited with the security officer. Pets are not allowed in the library. Firearms and other offensive weapons are not allowed into the library.

12. PENALTIES/SANCTIONS

The following are the penalties and sanctions for the various library offences:

- a. **Mutilation of materials:** This shall attract a suspension for a semester as well as paying 3 times the cost of the book/material.
- b. **Stealing:** This shall attract a suspension for a semester and the case reported to the College authority for further action.
- c. **Eating/drinking:** Food and drinks are prohibited in the library. When caught offenders shall be warned and asked to leave the library immediately or fined.
- d. **Use of mobile phones:** It is an offense to make or receive phone calls in the library. Offenders shall be cautioned, asked to leave the library immediately, or fined.
- e. **Disturbance:** Any patron seen disturbing in any way shall be asked to leave the library immediately or fined.
- f. **Overdue penalty:** A patron who keeps borrowed books beyond due dates shall pay a fine or have his/her certificate withheld.
- g. **Recall penalty:** Failure to return recalled items by the new due date may result in fines and or suspension of borrowing privileges.
- h. **Abuse of library staff:** A patron who abuses any library staff shall be suspended from the use of the library and reported to College authority for further action.
- i. **Lost and damaged items:** Individuals who lose or damage a book/material shall be charged three times the current cost of the book/material.

Penalties/sanctions shall be reviewed from time to time in consultation with the Library Committee.

13. WORKING HOURS

- **Semester Time** – Monday - Friday: 9:00am – 9:45pm.
Saturdays: 9:00am -1:00pm.
- **Vacation Time** – Monday - Friday: 9:00am – 4:00pm.
- The College library will be closed on **Sundays** and on all **Public Holidays**.