BUSITEMA UNIVERSITY
Pursuing Excellence

LIBRARY OPERATIONS
MANUAL

2018

BUSITEMA UNIVERSITY

LIBRARY Operations MANUAL

2018

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DEFINITIONS

In this Manual, terms used shall be interpreted as indicated below:

Library: "A library is a collection of resources in a variety of formats that is organized by information professionals or other experts who provide convenient physical, digital, bibliographic, or intellectual access and offer targeted services and programs with the mission of educating, informing, or entertaining a variety of audiences and the goal of stimulating individual learning and advancing society as a whole."

Cataloguing: Cataloging is the process by which the database of books, journals, audiovisual materials, E-Resources is created, maintained and owned by Busitema University.

Classification is a system by which **library** materials are arranged according to subject.

Circulation That activity of the library, which, through personal contact and a system of records, supplies the reader with the Information/ books wanted.

Weeding is the systematic removal of resources from a library based on selected criteria. It is the opposite of selecting material, though the selection and de-selection of material often involve the same thought process.

Preservation "Means maintaining, in reasonable condition, each item in the collection.

Conservation The action taken to prevent, stop or retard deterioration.

Acquisition

Accessioning is the term used to describe the process of adding new materials to the library collection

Council Means Busitema University Council

ABBREVIATIONS

CIP	Cataloguing In Publication
CDL	Collection Development Librarian
CUUL	Consortium of Uganda University Libraries
LRR	Library Rules and Regulations
MIS	Management Information Systems
PDU	Procurement and Disposal Unit
PPDA	Public Procurement and Disposal Act
UL:	University Librarian

PREAMBLE

1.1 The University

Busitema University is a public University established by Statutory Instrument No, 22, 2007 enacted by Parliament on May 10, 2007. It is a multi-campus model University with the Main Campus located along Jinja Tororo highway, 25 km south of Tororo. The operational Campuses are located at: Busitema, Nagongera, Mbale, Namasagali, Pallisa, and Arapai.

Vision:

"A centre of academic and professional excellence in science, technology and innovation."

Mission:

"To provide high standard training, engage in quality research and outreach for socio-economic transformation and sustainable development."

Core Values

Busitema University in pursuit of its mission is guided by the following core values: Excellence, Relevance, Innovativeness, Professionalism, Ethics and Integrity, Equity, Internationalization, Respect for Diversity

1.2 The University Library

1.2.1 Vision

A centre of excellence that supports learning, research and innovation.

1.2.2 Mission

To provide pathways to enrich learning and research experiences that enable engagement with the university and wider community.

The University Library's objectives are:

1. To support teaching at all levels through direct liaison with academic departments, in planning and serving their information needs.

2. To provide access to library services and facilities and developing lifelong skills

3. To support research and consultancy activities by anticipating and satisfying the need for prompt information access and delivery.

4. To keep abreast with the developments and innovations in information provision and to exploit these on behalf of the staff, students and the community.

5. To assist in the advancement of knowledge and ideas by establishing and sustaining national and international links/ partners with strategic information resources.

6. To provide facilities and support for the professional development of Busitema University staff.

7. To provide a healthy and pleasant environment for staff and users of the library.

The University Library and Information Service System

Busitema University Library and Information Service System comprise the Central Library at Main Campus (Busitema) and all the Campus Libraries at Nagongera, Namasagali, Mbale, Arapai, and Pallisa.

SECTION 1:   INTRODUCTION

1.1 Purpose and scope of the Manual

The development of the Library Operations Manual has been necessary to:

i. Provide guidance in the selection, acquisition, processing, use, weeding of Library, and information resources.

ii. Ensure consistency, effectiveness and transparency in all the activities and services that are offered in the University Libraries.

iii. Put in place an instrument that matches with the changing times.

1.2 Accessibility

The University Librarian shall make the Library Operations Manual accessible to all staff of the University Library and other stake holders.

1.3   Citation and Scope

a) This document will be cited as the Library Operations Manual 2016 as approved by the University Council.

b) It shall complement and be read together with the other University policies and regulations made there under and all relevant laws of Uganda that may be in force at any given time. In case of a conflict between the Law and this manual, the Law shall prevail.

c) If any matter arises which this document does not cover, it shall be brought to the attention of the University Council through Senate for consideration and inclusion in the subsequent editions of the manual.

d) Matters not covered by this document but covered by other University policies passed by Council shall be equally binding to all Library staff.

e) Ignorance of regulations in this document by any Library staff shall in no circumstance be accepted as an excuse for the violation of the rules.

1.4   Interpretation

Interpretation of this document shall rest with the University Librarian subject to appeal to the Vice Chancellor with a further and final appeal to Council.

1.5   Implementation

This Manual shall be implemented by the office of the University Librarian

1.6   Revision

This manual shall be reviewed from time to time as and when need may rise.

1.7   Users of the Manual

The Library Manual shall be used by:

(a) Members of the University Council, Senate, Management Staff and Students for reference

(b) The Auditors for audit purposes

(c) Programmers as a basis for automation of library and information services

1.8   Gender Mainstreaming and Special Needs

The development of this manual has taken into account the transformation process of developing policies, procedures and practices which will serve to ensure equal rights and opportunities for men and women, including people with special needs.

i) In implementing this manual, all users shall ensure Mainstreaming gender activities at all levels of planning and implementation processes.

ii).The University Librarian shall ensure and facilitate the creation of an enabling environment for individual potentials in the library by ensuring that the Library work environment is gender responsive.

iii). The University Librarian shall also provide guidelines that will facilitate equality and equity of opportunities for women and men in terms of accessing knowledge, employment opportunities, services and resources.

2.0   PROCEDURES AND GUIDELINES

This manual will cover procedures and guidelines in the areas of selection, acquisition, processing, use and weeding of information resources in the University Library System.

2.1   Selection and Acquisition of Information Resources

It has been customary for the faculty and students to take part in book selection in the University. The Library staffs usually recommend general reference books and those materials not covered by departmental subject categories like books on library and information science. Publishers and

Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being forwarded to the Faculties/Schools and Centres from time to time. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library. The library also circulates reviews of books to the Schools to keep them informed about new publications.

2.1.1 Purpose

The purpose of this procedure is to ensure consistency, effectiveness and transparency in the selection and acquisition of information resources.

2.1.2 Scope

This procedure applies to the identification and acquisition of all information resources required in the University.

2.1.3 Method

2.1.3.1   This procedure shall start with the University Library either:-

a) Receiving a request for information resources from Heads of Departments (HODs) or Student or any other member of staff, or

b) As a result of a communication from the University Librarian requesting HODs and Campus Librarians to submit lists of library information resources required.

2.1.3.2   In case of 2.1.3.1 (b) above, the HODs/Campus Librarians shall in liaison with the respective members of the academic staff identify the library Information resources they require.

2.1.3.3   Upon receipt of the list from the HODs/Campus Librarians or in case of 2.1.3.1 (a) above, the University Librarian shall consolidate the lists and convene a Library Management Committee meeting for consideration of the requests. In considering the lists, the Library Management committee shall be guided by the following:-

a) Number of ....requested versus existing Library Resources

b) Relevance of the information resources

c) Budgetary allocation.

d) Whether the item supports an academic department's instructional or research programs

e) Whether the item represents content not already available in another title in the collection

f) Whether the title is at the appropriate level for the university

g) Whether the item is affordable
h) Is there already a copy in the Library
i) Should a duplicate copy be acquired
j) Send order request to Acquisitions

2.1.3.4 In the event that the request is not approved, the UL shall advise the initiator accordingly.

2.1.3.5 Upon approval, the University Librarian shall carry out a price quotation for the required information resources from the Information resource vendors and Suppliers.

2.1.3.6 Upon determination of the prices for the various Library resources, the University Librarian shall forward the proforma invoices to the University Secretary for procurement as per the Public Procurement and Disposal of Public Assets Act and Regulations.

2.1.3.7 Upon delivery and verification of the supplied information resources by the Internal Audit Department and the stores unit, the University Librarian shall ensure the materials are requisitioned from and processed.

2.1.4 List of Applicable Records

2.1.4.1 List of information resources.

2.1.4.2 Evidence of communication.

2.1.4.3 Evidence of meetings.

2.2 Processing of Information Resources

Processing of information resources refers to accessioning, classification and cataloguing of the information resources as they are acquired in the Library. Before documents can be shelved and circulated, they need to be physically prepared. Library materials go through processing so that they can be located, used and returned to the library from which they originated. Each library document must go through the physical processing to have the following:

i. Accession numbers (manual systems)

ii. Circulation cards (manual systems)

iii. Book pockets (manual systems)

iv. Due date slips

v. Barcodes (automated systems)

vi. Detection strips/slips (automated systems)

vii. Property Stamps

2.2.1 Purpose

The purpose of this procedure is to ensure effectiveness and consistency in processing acquired information resources to ensure their ownership by the University Library.

2.2.1 Scope

This procedure applies to the accessioning, cataloguing and classification of acquired information resources in the University Library.

2.2.2 Method

2.2.2.1 Upon receipt of verified information resources, the Library Technical Staff shall stamp the same using the University Library stamps and assign accession numbers in an ascending order.

2.2.2.2 Upon stamping the information resources, the Library Technical staff shall sort the information resources into either:-
a) Cataloguing in Publication Resources (CIP)
b) Non CIP resources.

2.2.2.3 During sorting, the Library Technical staff shall classify the information resources based on the following:-
a) Their subject,
b) Their discipline, and
c) Their format (Print or Non Print).

2.2.2.4 Upon classification, the Library Technical staff shall spine label the information resources using the information in **2.2.2.3** above.

2.2.2.5 The Library Technical staff shall then enter the details of the information materials in the Library Management Information System for generation of barcodes.

2.2.2.6 Upon generation of the barcodes, the Library Technical staff shall print and fix them on the respective information resources.

2.2.2.7 Upon fixing the barcodes on the information resources, the University Librarian shall ensure distribution of the resources to the respective Campus Libraries.

2.2.2.8 Once the information resources have been distributed, the University Librarian shall ensure that they are displayed in the display section for seven days to create awareness to the Library Users.

2.2.2.9 Upon expiry of the display period, the University Librarian shall ensure that the resources are shelved into their respective classes for access and borrowing and the procedure shall be deemed complete.

2.2.3 List of Applicable Records

2.2.3.1 Information resources database.

2.2.3.2 Evidence of communication.

2.2.3.3 Updated Accession Register

2.3 User Services

These are the deliverables targeting the users and take various forms.

2.3.1 Purpose

The purpose of this procedure is to ensure consistency, effectiveness, and timeliness in offering all user services.

2.3.2 Scope

This procedure applies to the registration of users; orientation, charging and discharging of information resources in all the University libraries to ensure user needs satisfaction through customer care oriented services

2.3.4 Method

2.3.4.1 Registration of users

2.3.4.1.1 Upon receipt of a new library user, the Library Staff shall request him or her to submit the required documents for preparation of the Library identification card.

2.3.4.1.2 Upon receipt of the documents from the Library user, the Library staff shall prepare and issue a Library identification card to be used for access to the Library services.

2.3.4.1.3 The Library staff shall ensure that the user signs the Library registration form as evidence of receipt of the identification card.

2.3.4.2 Orientation of new users

2.3.4.2.1 During the orientation period for new students, the Library staff shall at the designated time, introduce the new Users to the Library and brief them on the library services and the library policies.

2.3.4.2.2 Discharging and charging of information resources

2.3.4.2.3 Upon receipt of an information resource from a user, the Library staff at the circulation desk shall request the library user for their library identification card.

2.3.4.2.4 Upon receipt of the identification card, the Library staff shall log into the charging module in the MIS, issue and desensitize the resource for exit from the library if the user is eligible to borrow.

2.3.4.2.5 Upon receipt of returned information resource, the Library staff shall verify whether the resource is in good condition.

2.3.4.2.6 In the event that the information resource is damaged or lost or in case of late return, the Library staff shall surcharge the user guided by the Library Library Rules and Regulations (LRR) by issuing them with an invoice.

2.3.4.2.7 If the information resource is in good condition, the Library staff shall log into the discharging module in the (MIS), receive and sensitize the resource for re-shelving.

2.3.4.3 LIST OF APPLICABLE RECORDS

2.3.4.3.1 Evidence of orientation.

2.3.4.3.2 Library registration form.

2.3.4.3.3 Information Resources Database

2.4 Conservation of Information Resources

Conservation refers to the treatment and repair of individual items to slow decay or restore them to a usable state. Conservation is occasionally used interchangeably with preservation, particularly outside the professional literature.

2.4.1 Purpose

The purpose of this procedure is to ensure consistency and effectiveness in the conservation of information resources.

2.4.2 Scope

This procedure applies to repair and preventive care on all collections to minimize damage and deterioration.

2.4.3 Method

2.4.3.1   This procedure shall start with any library staff identifying an information resource requiring conservation in the course of duty.

2.4.3.2   After identification, the Library staff shall withdraw the resource from circulation and inform the Head Binder/Technical Librarian.

2.4.3.3 Upon receipt of the resource, the Head Binder/ Technical Librarian shall record it in the technical file and based on the nature of conservation required either:-

a) Assign a Library staff to carry out the minor conservation, or

b) For major conservation, liaise with the Procurement and Disposal Unit (PDU) through the University Secretary to procure the services from service providers as per the PPDA.

2.4.3.4   Upon conservation of the material, the Head Binder Technical Librarian shall update the technical file and ensure that the information resource(s) contains all the required fields before return to circulation.

2.4.4 List of Applicable Records

2.4.4.1   List of information resources conserved.

2.4.4.2   Evidence of communication.

2.5 Weeding Information Resources

Weeding is the systematic removal of resources from a library based on selected criteria. It is the opposite of selecting material, though the selection and de-selection of material often involve the same thought process. Weeding is an essential part of library collection management. Most Libraries have limited space, and we must continually make room for new library information resources. Weeding is necessary to remain relevant to our users and true to our missions. We don't just collect the physical documents, but we collect information and provide access to relevant information. ?????

2.5.1 Purpose

The purpose of this procedure is to ensure consistency, effectiveness and accountability in the weeding of information resources.

2.5.2 Scope

This procedure applies to the identification, selection and withdrawal from use of all obsolete information resources in all the University libraries.

2.5.3 Method

2.5.3.1   This procedure shall start with the University Librarian either;-

a) Receiving information from any library staff/user on obsolete information resources, or

b) Receiving a directive from management to weed information resources as a result of legal issues such as censorship, ban in circulation and access.

2.5.3.2   Upon receipt of the information, the University Librarian shall in the case of **2.1 (a)** above consult the respective Academic Staff to determine the relevance of the information resources.

2.5.3.3   In the event that the resource is still relevant, the University Librarian shall as per the communication procedure inform the initiator.

2.5.3.4   If the information resource is obsolete or in the event of **2.1 (b)** the University Librarian shall ensure that the information resources are withdrawn from circulation and the information resources database updated.

2.5.3.5   The Library Technical staff shall sort and pack the information resources and store them in the Library bookstore.

2.5.3.6   Upon storing, the University Librarian shall as per the communication procedure inform the PDU to initiate the disposal of the information resources as per the PPDA.

2.5.3.7   During the subsequent Library Committee meeting, the University Librarian shall present a weeding report.

2.5.4 List of Applicable Records

2.5.4.1   Evidence of communication.

2.5.4.2   List of weeded information resources.

2.5.4.3   Weeding Report

2.6 Acquisition of Electronic Resources

The goal of the Libraries is to provide an effective combination of print, non print and electronic resources, and the integration of the use of these resources in support of teaching, learning and research at the University.

Electronic resources, however, pose challenges not encountered with the acquisitions of traditional library materials, such as access, interface, and technical support and licensing. The Library therefore needs to formulate a separate Electronic Resources Collection Development Policy to address these issues.

2.6.1 Purpose

This manual provides guidelines in choosing appropriate electronic resources and to establish consistency and priorities in managing this important part of the Libraries' collection of Busitema University.

2.6.2 Scope

"Electronic resources" refer to those materials that require computer access, whether through microcomputer, mainframe, or other types of computers, and that may either be locally mounted or accessed remotely via the Internet. This manual covers both free Internet resources and electronic resources purchased or licensed by the University Library from a commercial source, a non-profit organization, a professional organization or any external institution

Except for those formats excluded in the Collection Development Procedure, any type of electronic resources may be considered for inclusion. Some of the common types are:

i. Indexing and abstracting databases
ii. Full-text (aggregated) databases
iii. E-journals
iv. E-books
v. Reference databases (directories, dictionaries, encyclopedias, etc.)
vi. Numeric and statistical databases

2.6.3 Selection Guidelines for Fee-Based Electronic Resources

This section provides guidelines for the selection and acquisition of electronic resources. All procedures and guidelines in the Collection Development Process, including the General Selection Criteria and Duplication Procedure, will also apply to electronic resources.

2.6.4 Subject/Content

The selection and acquisition of E-resources will be based on the following:

i. The electronic resource must support the curricular and research needs of the University. There should be a target audience and an expected level of use.
ii. The resource will add depth or breadth to the existing collection.
iii. Collectively, a balance should be sought among the various disciplines and intellectual levels (undergraduate, graduate, and faculty) to meet the different needs.
iv. Except for archival materials, information must be current and updated regularly. Preferably, resources with print equivalents should not lag behind their print counterpart.
v. The content should come from an authoritative author and/or publisher on the subject. Other indicators of quality include positive peer and professional reviews.
vi. Accuracy and completeness as compared with print format, if available. This means that the electronic resource should have all the articles, illustrations, graphs and tables as they appear in the print counterpart.

2.6.5 Functionality and System Reliability

i. The electronic resource will provide sufficient added value over the print equivalent or other formats.
ii. The interface should be user-friendly. Some common user friendliness features are introductory screens, online tutorials, context-sensitive help, and pop-ups and menus.
iii. The search and retrieval software must be powerful and flexible. Some features that should be available include command search, index and title browsing, truncation, auto-stem, thesaurus, history and alert/SDI.
iv. Preferably, the user interface should be consistent with other interfaces currently in use.
v. The system should support multiple export options (email, printing, and downloading.)
vi. The system should provide access to other electronic resources and support resource integration via reference and full-text linking.
vii. The system capacity and network infrastructure should be technologically up-to-date and provide for optimum response time.

2.6.6 Access-Related Technical Considerations

i. Preferably, the electronic resource should be available for remote access, including use of VPN access. Standalone CD-ROMs and dedicated workstations that require in-library use are generally discouraged.

ii. The Libraries prefer access to remote hosts via Web to other formats and methods of access, such as CD-ROM, local Web mount, etc.; because it offers optimum access, faster updating, cost savings in storage, and presents fewer problems in maintenance and preservation. Acquisition in other formats is discouraged, unless there is no alternative or the cost difference between the formats is significant.

iii. The Library will prefer IP filtering to other methods of authentication, such as login and password authentication. Unless there is no alternative or the cost difference between the methods is significant, other methods of authentication are in general discouraged.

iv. The electronic resource should be compatible across different platforms (PC, Mac, etc.)

v. Though local installation and maintenance are not preferred, if chosen, the electronic resource must be compatible with the existing hardware and software. Obsolete formats and platforms are not supported. The Systems Librarian and staff should be consulted in case of doubt.

vi. If the electronic resource requires any special hardware, software, audio and/or video capabilities, the Systems Librarian and staff shall be consulted.

vii. Duplication of resources for PDA and resources for PDA use only are not encouraged unless they are free of content and/or access fees. The preferred PDA platform is Palm (what is palm?).

2.6.7 Vendor Support

i. The vendor of the electronic resource should be established and reliable.

ii. The electronic resource should be available for trial. Preferably, the vendor will provide product demonstrations if needed.

iii. If needed, the vendor should provide initial and, preferably, ongoing product training.

iv. Customer and technical support should be timely, accurate and professional.

v. The vendor should provide quality statistical reporting. Preferably, the reports should follow internationally recognized standards.

vi. The vendor should be prepared to respond to the Libraries' requests for customization, branding and provision of MARC records and URLs.

vii. The vendor should provide advance notifications for content and platform changes, as well as system down time.

2.6.8 Pricing Consideration

i. The vendor should offer a choice of pricing models from which the Library may select. These models could be based on various criteria, including the number of simultaneous users and user population.

ii. Pricing models that are based on FTE should only take into account the size of the actual user community. A specialized electronic resource should not be charged based on the total user population of the University.

iii. The cost of providing access and the cost of content should be separate. Preferably, the subscription fee for a licensed electronic resource should include permanent rights to use the information that has been paid for in the event that the electronic resource is subsequently cancelled. Alternatively, the vendor should offer either a purchase option (e.g. netLibrary PrePaid model) or a combined model with a one-off archive fee and a cost-recover annual access fee (e.g. JSTOR model.)

iv. The Library should not be required to purchase both the print and electronic versions of a resource.

v. The cost of the electronic resource should not exceed that of the print counterpart. An increase in price from print to electronic format, and from CD-ROM to Web, should be reflected in the increase in functionality and accessibility.

vi. The Library is a member of the Consortium of Uganda University Libraries (CUUL) in order to take advantage of aggregated purchasing agreements. The will continue to actively seek consortia purchasing opportunities and the vendor should be prepared to offer consortia pricing.

2.6.9 Licensing Consideration

i. 'Authorized Users' should be defined as broadly as possible. Bona fide faculty members, students, researchers, any employees and contractors engaged by the University as well as on-site users of the University should be included as authorized users.

ii. 'Authorized Sites' should be defined as broadly as possible. Authorized users should be permitted to access the electronic resource from anywhere via the University's secure network.

iii. The license should permit fair use of all information for non-commercial, educational, instructional, and research purposes by the Libraries and authorized users. These include viewing, downloading, and printing. Other uses permitted under fair use are ILL, e-reserves and course packs.

iv. The license should reflect realistic expectations concerning the Libraries' ability to monitor use and discover abuse.

v. In general, the vendor should employ a standard agreement that describes the rights of the Libraries in easy-to-understand and explicit language.

2.6.10 Selection Responsibilities

2.6.10.1   The Collection Development Team

The University Librarian together with the Librarian in-charge of Collection Development shall coordinate the Collection Development Team in collection building activities. He or She will also assist in the identification and negotiation of large database s as well as consortia purchase with other libraries. Faculty Librarians, Audiovisual Librarian, Reference Librarian, Special Collections Librarian, and Campus Librarians, will be responsible for building electronic resources in their assigned areas. The Team shall work closely with Acquisitions Librarian and Systems Librarian and in consultation with the University Librarian in the purchase of electronic materials.

Librarians responsible for the selection of electronic resources have the same duties as those stated in the section, Roles and Responsibilities of Collection Management Team, in the Acquisition Policy.

2.6.10.2 Shared Electronic Resources Fund Advisory Committee

By virtue of the nature of Busitema University and with the increasing need for decentralization, there shall be established a shared electric resources fund. Therefore, for proper management of the fund, There shall be a Shared Electronic Resources Fund Advisory Committee (SERFAC) and the committee shall be composed of the University Librarian, the librarian in charge of the institutional repository, Representatives of different disciplinary interests and the Collection Development Librarian. The Committee will meet twice annually or as needed. It will serve in an advisory capacity to the Collection Development Team and Libraries Administration in the expenditure of the Shared Electronic Resources Fund used for the development of the Libraries' digital collections to reflect the priorities and needs of the University community.

2.6.10.3 Method

The Committee will take into account:

i. Expenditure of the Fund for ongoing and emerging needs in the full range of subject areas.
ii. Continuing assessment of usage statistics.
iii. New product offerings.
iv. Collaboration or consortia agreements, when available.

The Committee will identify future funding needs concerning the development of the Libraries' digital collections.

2.6.11   Acquisition Process

2.6.12.1 Selection Aids for Electronic Resources

In addition to the selection aids mentioned in the Acquisition Policy, a number of other sources shall also be consulted to identify electronic resources of potential use:

i. Database listings of other university libraries
ii. Minutes, trial pages and reviews of other libraries' collection development committees
iii. Consortia's reviews and listings
iv. Mailing lists

2.6.12.2 Acquisition Procedures

The process shall begin with the University Librarian together with the Librarian in-charge of Collection Development issuing a form to gather information. (Is it possible to have the form as an appendix to the manual?)

The form shall allow the Collection Development Section to gather important information regarding the resource recommended, such as method of access, expected audience, quality of content, subject coverage, and user interface. It shall also allow the requester to provide ranking on the resource, which is used to prioritize recommendations.

Recommendations shall be received from librarians and faculty members before the start of the budgeting process. Resources that are considered urgently needed will be treated first. Non-urgent items will be prioritized and processed subject to availability of funds. A prioritized list of non-urgent items shall be submitted to the library departmental meeting for approval every six months.

Electronic Journals

Recommendations for individual journal titles, whether electronic-only or print plus electronic, shall follow the same procedure as those for print-only titles. Completed forms shall be routed to the appropriate Faculty Library Committee Secretary to be forwarded to the Faculty Library Committee for final approval. When approved, the recommendations will be directed to the Acquisitions Services Department for processing. Recommendations for e-journal packages may be submitted directly to the Collection Development Department.

2.6.13 Shared Electronic Resources Fund

The purpose is to allow greater flexibility in the purchase of interdisciplinary journal packages, databases and reference tools. It also aims to introduce a

greater degree of equity in how our Shared Electronic Resources Fund is expended on the various subjects and disciplines.

2.6.14 De-Selection of E-resources

De-selection refers to the process of removing and electronic resource from the University Library collection.

Guidelines for De-selection

Periodic examination of materials in the collection for de-selection will be conducted. In addition to the Weeding Policy and Acquisition Policy, the following guidelines will also apply.

i. Materials non-circulated for discretionary number of years.
ii. Materials not compatible with existing hardware and software andor not supported by the vendors. Obsolete formats and platforms are not supported.
iii. Outdated or inaccurate materials.
iv. Content is duplicated in available preferred formats.
v. Materials damaged beyond repair.

Librarians responsible for the selection of the materials below may need to be consulted in case of doubt. Effort will be made to obtain a preferred format if available.

i. Expensive titles.
ii. Archival CDs, DVDs, tapes and other media formats of electronic journals, standards and dissertations.

Formats which are becoming obsolete shall no longer be selected for purchase. Replacement/substitutes in a desirable format shall be sought if contents are unique and deemed invaluable to research.

2.6.15 Guidelines On Selection Of Free Internet Resources

Free Internet resources may come in a variety of formats and document types, such as Web pages, list servers, Usenet news, FTP sites, full-text online versions of books, journals, and government documents. To supplement the breadth and depth of the Libraries' collections, free Internet resources which are deemed of value to the research and teaching of the University will be identified and cataloged. While selection criteria from the general and subject policies prevail, the following specific selection guidelines should be met also. Links to these websites will be provided in the Libraries' OPAC.

2.6.15.1 Selection Guidelines Specific to Internet Resources

i. Information provided or created by an authority or a reputable or reliable source on the subject.
ii. Website is favorably reviewed by a reputable source.
iii. Site is accessible freely with browser or software and compatible with existing networked environment.
iv. Site is stable with infrequent down times.
v. Policy of periodic review and update of content, with a date of revision statement for websites. E-books, journals, and other documents should have dates of publication or posting.
vi. Good design with visual appeal and easy navigation of contents within the site, e.g. site index or search engine.

2.6.15.2 Exclusions

i. Commercial sites which are mainly advertisement or promotion of services or products.
ii. Web sites or web pages of institutions, corporations, government agencies, and/or professional societies which contain largely promotional or newsletter type materials about the activities of the organization. Institutional web sites/ pages should only be included if there is a substantial amount of full text documents useful for the University's research and learning purposes.
iii. Sites that require a user fee, or access to the contents within requires fee.
iv. Portals which are merely links to hosts of other links but lack organization and /or substantial annotations, as opposed to an organized and annotated series of links which may be deemed useful as a subject bibliography.
v. Other University Electronic-Resource pages.
vi. Websites deemed out of scope to our curriculum or level.

2.6.16 De-selection Guidelines

i. The resource is no longer available or maintained.
ii. No longer current, reliable or relevant.
iii. Overlaps another resource which offers more comprehensive coverage or treatment of subject.

Duplication

Internet resource which duplicates an existing print resource is deemed acceptable if no fee is incurred and its inclusion provides greater access and convenience than the single point of access which a print resource provides.

The Web format is preferred generally, and print duplication is usually discouraged due to space and processing costs. The Libraries will duplicate print resource with existing free Internet resource when:

i. One format is unstable and retention is expected or required.
ii. Multiple formats meet the needs of different users.
iii. The print format is needed for archival purpose due to its significant historical value.

2.6.17 Copyright for Internet Resources

In order to protect the Libraries and its users from copyright infringement in establishing hyperlinks to Internet Resources, the following guidelines should be observed:

i. Effort will be made to identify and acknowledge the owner/creator of the Internet resource.
ii. A disclaimer is placed on the Electronic Resources webpage, announcing who may link to our information, and to remove any of the hyperlinks made to remote webpage/resource if the copyright owner requests.

2.6.18 List of Applicable Records

i. Information resources database.
ii. Evidence of communication.
iii. User Statistics
iv. Request Form

2.7 Penalties

Any breach of this Manual shall be punishable under the approved Library Rules and Regulations.

This Manual is here by approved and adopted by the University Council this .... day of......................... 2018.

SIGNED:...

Mr. Gideon Obbo Ologe
CHAIRPERSON COUNCIL

In the Presence of:
Mr. Abdu Karim Isaia
Ag. University Secretary
SECRETARY TO COUNCIL