

**GHANA CHRISTIAN  
UNIVERSITY COLLEGE**

**Dorothy Eunson  
Library Policies**

2017

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## 1: MISSION, VISION AND VALUES

**1.0** The Dorothy Eunson Library (DEL) is the name designating all the libraries of the University. The DEL collects, organizes, preserves, and provides access to and services for the University community. DEL promotes intellectual growth and supports the teaching and research missions of the Ghana Christian University College and other scholarly communities in Ghana.

### **1.1 The Mission of DEL:**

To bring the world's scientific knowledge to our learning community.

### **1.2 Vision of DEL:**

To be a national leader in the integration of content, services and technology.

### **1.3 Values**

#### *1.3.1 Excellence*

We are committed to improving our processes, procedures, and services to meet the expectations of the University's community.

#### *1.3.2 Creativity*

We meet the changing needs of the users of the library by initiating innovative technological solutions that support healthy practices and creative services.

#### *1.3.3 Flexibility*

We are open to new ideas and imagination in an environment that supports flexibility.

## 2.0: REGISTERING TO USE DOROTHY EUNSON LIBRARY (DEL) FACILITIES

### 2.1 Registering

2.1.1 As a member of the Ghana Christian University College, you are entitled to use most of the computing facilities provided by the Information Technology Service (ITS) and the Library (DEL). However, before you can do this you need to have a user name and password.

2.1.2 Registration for the use of the facilities is done automatically for new students, and you will find your **Member Registration Number** and **Username** printed on your campus card (i.e. Student Identification Card).

### 2.2 Codes & Initials

#### 2.2.1 School Codes

School of Theology and Human Studies	01
School of Development Studies & Health Science	02
School of Technology	03
School of Further Education & Professional Studies	04

#### 2.2.2 Societies Codes

Habbakuk Society	11
Jeremiah Society	22
Nehemiah Society	33
Graduate Society (GradSoc)	44

#### 2.2.3 School/Department Initials

School of Theology and Human Studies	th
School of Development Studies & Health Science	ds
School of Technology	te
School of Further Education & Professional Studies	ps
Academic Office	ac
Administration	ad
Computing & Information Service	it
Library	li
Incubators & Technology Park	tp

## 2.2 Member Registration Number

2.2.1 The Member Registration Number is referred to as your SRN because it is made up of the *Student Registration Number* and the *Staff Registration Number*. This number will also be part of the bar code identifying you as a member of the University. Your Student Registration Number will be your Examination Index Number.

2.2.2 Your member registration number is made up as follows:

### Student

For example: William Shakespeare, Registration number 0210217 mean, this student was the 21<sup>st</sup> student to register (021) in the School of Technology (03), entering in the year 2017.

Personal Student number:	021
School code:	03
Year of Entry:	17

The **bar code** shall comprise your seven-digit registration number preceded by seven zeros. For example, the barcode of William Shakespeare above will be 00000000210317.

### Staff

For example; A staff member Mr. Gouvanni Avorgah, may have a registration number 0210317 mean, this student was the 21<sup>st</sup> student to register (021) in the School of Technology – SoT (03), entering in the year 2017.

The **bar code** shall comprise your seven-digit registration number preceded by seven zeros. For example, the barcode of William Shakespeare above will be 00000000210317.

2.2.3 Username

### Student

For example, the **username** William Shakespeare's (birthday April 23) would be **sh04wi23**. This username is made up as follows:

*The first two letters of your surname (sh) (in lower case), followed by the month of your birth (04), given as two digits, followed by the first two letters of your first forename (wi) (in lower case), followed by the day of your birth, given as two digits (23).*

### Staff

For example, the **username** Snows Johnson (birthday August 30) would be **jo08sn30**. This username is made up as follows:

*The first two letters of your surname (jo) (in lower case), followed by the month of your birth (08), given as two digits, followed by the first two letters of your first forename (sn) (in lower case), followed by the day of your birth, given as two digits (30).*

#### 2.2.4 Password

You must change this initial password as soon as possible to something known only to yourself.

### **2.3 Electronic Mail**

2.3.1 You will also be allocated a mail name for use with electronic mail. This mail name will be of the form k.o.agyeman@ghanacu.net or osei.agyeman@yghanacu.net for a student called Kwaku Osei Agyeman. Please note that you must read the email sent to this mail name, even if you already have another personal email account with an external service provider, as this is the mail name used by the University when generating automatic lists of staff and students.

2.3.2 Your username is valid for as long as you are a member of the University (but it will change if your status changes, for example if an undergraduate stays on at the University as a postgraduate).

## 3: LIBRARY ADMINISTRATION

### 3.1 Dorothy Eunson Library Committee

#### 3.1.1 Objectives

The Dorothy Eunson Library Committee advises the Provost and the Librarian on the

- Formulation of library policy in relation to the development of resources for instruction and research;
- Formulation of policy for the allocation of book funds;
- Library budget
- Allocation of library space; and
- Development of a general program of library service to the institution as a whole.
- Production and periodic revision of Library User Guide
- Conducting of orientation for library patron in collaboration with the Faculties and academic departments
- Issuing of library bulletin announcing new acquisitions
- Providing training in the use of automate retrieval of information in digital forms
- Library staff training and development
- Undertaking periodic evaluation of the collection in the libraries
- Undertaking periodic performance appraisals of the library staff
- Revising and monitoring the strategic plan of the library
- Proposal for a Student Library Fee
- Advise the Librarian regarding proposed policies.
- Counsel the Librarian in the general development and administration of the Library.
- Express the opinions and sentiments of the faculty, staff and students relative to Library policies and their administration to the Librarian and his/her staff.
- e-Library review and
- Improvement of University-wide communication regarding Library issues

#### 3.1.2 Areas of Responsibility

The Dorothy Eunson Library Committee studies Library needs in view of the instructional, research and service programs of the University and advises the Librarian on matters of general Library policy, the development of Library resources and upon means which may best integrate the Library program with other instructional, research and service activities of the University. The Committee serves as a liaison group among the faculty, staff and students and the Library.

#### 3.1.3 Methods of Operation

The Committee seeks to hold monthly meetings. The agenda is drafted by the Chair and the Librarian and is announced prior to the meeting. Policy proposals are presented and discussed; administrative matters of importance are brought to the attention of the Committee by the Librarian; the members of the Committee communicate questions, complaints, inquiries and suggestions to the Librarian and staff concerning Library policies and administrative procedures.

### 3.1.4 Membership Criteria

a. The Chair and members of the Committee are appointed by the Provost/Vice President of the University and approved by the President, with each School having at least one representative. Appointments are for a period of two ++years and renewable.

b. Nominations are made to the Provost for the following appointees:

- Senate representative by the Senate Chairman (*voting members*)
- Three (one postgraduate) student members by the GhanaCU Student Parliament. (*voting members*)
- One member from each School (*voting members*)
- Librarians (*nonvoting members*)
- *One Library Support staff representative (nonvoting members)*
- *Two Senior Administration representatives (voting members)*
- *One Computing & Information Service Representative*

### 3.1.5 Members

<u>Role</u>	<u>Representation</u>
1 Chair	Provost/Vice President
2 Member	School rep. – STHS
3 Member	School rep. – DSHS
4 Member	School rep. – SoT
5 Member	School rep. – FEPS
6 Member	GhanaCU Student Parliament (undergrad)
7 Member	GhanaCU Student Parliament (postgrad)
8 Member	Senate representative
9 Member	Dorothy Eunson Librarian
10 Member	Support Staff Representative (IT)
11 Secretary	Senior Administration Representative
12 Member	Computing & Information Service Rep
13 Member	Finance office Representative



## 4: COLLECTION MANAGEMENT POLICY

### 4.1 Overview

4.1.1 The Library's collection management policy derives from the Library's strategic Directions, established in support of the University's academic goals:

- To provide good access to information in a manner appropriate to the needs of users and maximize the use of existing Library resources
- To provide optimum academic support for Library users' teaching, learning and research
- To provide for the special requirements of users
- To exploit fully communications and information technology
- To exploit opportunities for regional, national, and international collaboration.

4.1.2 Collection management encompasses the selection and acquisition of information resources, the balancing of additions to and withdrawals from stock, the storage, display and availability of the collections and their exploitation. The collections include published material in both print and digital.

4.1.3 It is the Library's responsibility to manage the collections on behalf of the University, to ensure that the collections retain relevance to changing user needs and that collection management is focused on users and their use of information resources, not on the collection *per se*.

4.1.4 The Library seeks to enhance the strengths of the legacy collections built over many years and to adopt collection management strategies which improve use of existing stock. It also seeks, through active retention priorities based on rational assessment and realism, to provide a dynamic, vital, living collection of value and utility to contemporary need.

4.1.5 A nominated Liaison will work with each Department to ensure that selection, housing, revision, preservation and withdrawal of stock is managed in accordance with the Library's collection management principles and the Department's teaching and research priorities.

4.1.6 The collection development policy is intended to serve both as an acquisitions and collection maintenance guide for all those professionals involved in the process, and as a tool to communicate collection development guidelines both to the University and to its surrounding community. It delineates

- The clientele we serve;
- The general subject boundaries of the collection;
- Definitions regarding collection levels;
- Other relevant information.

4.1.7 Because the library and the University that it serves are dynamic, not static, entities, no collection development policy can be definitive for all time. Ideas about the nature and content of the library and its

collections are constantly evolving. Therefore, the library collection development policy must be responsive to change and will be reviewed and revised periodically as appropriate.

## **4.2 Clientele**

Much of GhanaCU's focus for services is the student population. There is no official policy to differentiate between graduate and undergraduate students regarding services, though there is recognition that graduate students may require a different, more in-depth level of assistance.

It follows that the Dorothy Eunson Library's services focus first on GhanaCU students. In addition the Library also serves other constituencies. The clientele groups served by the University Library are:

- students
- faculty
- administration and staff
- Students from other tertiary institutions

## **4.3 General Subject Boundaries of the Collection**

With a curriculum that defines the educational orientation of GhanaCU, the degree program areas naturally constitute the subject boundaries of the collection. The general subject areas emphasized in DEL's collection support the degree program offered by the University.

## **4.4 Definitions Regarding Collecting Levels**

4.4.1 The Dorothy Eunson Library collects materials to support the teaching mission of the University. Dorothy Eunson Library collections and services are designed primarily to support the course-related instructional and research needs of GhanaCU's students and faculty.

4.4.2 Some attempt is made to provide for the general information and ready reference needs of those two groups, as well as the job-related and general information needs of University administrators and staff.

4.4.3 Of necessity, the strengths of the library's collections will be focused around the curriculum. Materials in subject areas not addressed by GhanaCU's curriculum may be acquired, but resources to do this will be limited.

4.4.4 Members of the general community surrounding GhanaCU are welcomed to use existing collections and services, within the guidelines established by the University and the various library networks and systems of which the University is a part. Community members are free to use Dorothy Eunson Library resources if they fit the community members' needs. The Dorothy Eunson Library doesn't directly attempt to meet those needs by its acquisitions activities.

## **4.5 Responsibility for Collection**

4.5.1 Ultimate responsibility and accountability for developing and maintaining the Dorothy Eunson Library's materials collections rests with the Dorothy Eunson Library. In order to carry out this responsibility, the Dorothy Eunson Library has designated subject specialist Librarians to coordinate inputs from faculty members.

4.5.2 While responsibility for collection development lies with the library, input from other University staff members, students, and especially the faculty is highly desirable and actively encouraged. The

continuous participation of these library users in the collection building process of the library is essential to the formation of a relevant collection of materials, which meets its users' needs.

#### **4.6 Freedom of Inquiry**

4.6.1 As a University, GhanaCU is a community of students and scholars that devotes itself to free inquiry into all aspects of learning and life. In keeping with this ideal, the Dorothy Eunson Library will collect materials that represent diverse views on many topics. Efforts to suppress the collection of such materials will be vigorously opposed.

#### **4.7 General Priorities and Initiations Governing Selection**

4.7.1 The development of the Library collection should parallel the development of the University itself. Acquisitions priorities designating the types of materials to be added to the Dorothy Eunson Library collection have been established in an effort to support total program development. In order of importance those priorities are:

- Materials which directly support the curriculum.
- Materials which contribute to the development of a well-rounded general reference collection.
- Materials which support and assist faculty in their research needs.
- Materials which provide an appropriate variety of recreational opportunities for students, faculty and staff.

4.7.2 Within the above priority guidelines, every attempt should be made to acquire quality materials at appropriate readable levels and of suitable format and durability for instructional use. Many means are appropriate for identification and evaluation of materials to be acquired, including use of published reviews and personal inspections by subject librarian, teaching faculty member or other qualified requester.

4.7.3 In general, financial resources available for purchase of library materials will be allocated to various subject areas on the basis of the strength of student enrollment and majors in the respective program areas, bearing in mind adjustments that must be made for variations in the average cost of materials in different subject area, and certain floor or minimal levels of support necessary to provide for program areas with very small enrollments/numbers of majors. This resource allocation pattern will apply to all library materials acquired including periodicals.

4.7.4 Forms of materials collected include all formats generally included in academic library collections. Print media and microfilm, electronic media (databases, CD-ROMs, DVDs, computer programs), and audiovisual media (videotapes, cassettes, slides, sound recordings, pictures etc ) may all be appropriate for the Dorothy Eunson Library collection.

4.7.5 The intended use and/or licensing requirements involved in the purchase, rather than the format of materials, is generally the deciding factor in the inclusion or exclusion of particular material from the collection. Examples of types of materials not generally purchased by the Dorothy Eunson Library are:

- Textbooks adopted for required GhanaCU use.
- Any format material, which is intended solely for divisional or personal use.
- Primary source material in microform.

4.7.6 Such materials are more appropriately purchased by the individual student, faculty member program/division in which they will be used.

4.7.7 In general, material purchased with Dorothy Eunson Library funds will be housed in the Library. The Dorothy Eunson Library usually will not collect materials considered to be rare or of antiquarian value unless the specific demands of the curriculum require such a purchase.

#### **4.8. Gifts**

4.8.1 Gifts are gratefully accepted by the Acquisitions Unit in the name of the GhanaCU Foundation, and referred to the appropriate subject specialist or serials librarian. Gift materials are reviewed and included in the collection only as they conform to normal collection development policies or as they fill in gaps in the serials collection. Any proposed restrictions on the gift by the donor must be approved in advance of acceptance of the gift by the Dorothy Eunson Librarian.

4.8.2 The Dorothy Eunson Library does not perform gift appraisals for tax purposes.

#### **4.9 Weeding & Withdrawals**

4.9.1 Weeding is the withdrawal of materials from the library's collection. This process is an integral part of collection maintenance and development due to the lack of space and room for growth. The subject specialists are responsible for weeding the collection for withdrawal in their respective subject areas on a continual basis. Parallel criteria apply to weeding and withdrawal of material as it does to the selection of materials. In making these decisions on weeding and withdrawal, subject specialists will consult teaching faculty when appropriate.

4.9.2 Materials that fall into the following categories should be considered for withdrawal:

- Superseded editions.
- Worn or damaged items.
- Duplicate copies
- Seldom-used titles.

4.9.3 Materials that include outdated or inaccurate information. In the case of worn or damaged items, subject specialists must decide whether to repair, bind or withdraw the titles. Their decisions will be based on the condition of the material, whether there are duplicate copies in the collection, the current validity of the materials' contents, their availability for purchase and the cost of repair as compared to cost of replacement.

#### **4.10 Detailed Analysis of Policy for Specialized Format Materials**

##### **4.10.1 Audio-Visual Materials**

Videotape, slides, photos, sound recordings, kits globes, various types of regalia and other audio-visual media are all potential materials for instructional support and appropriate for inclusion in the library's collection. The usual tests of quality, relationship to the current curriculum, and affordability apply to audio-visual materials as well as to materials in other formats. Audio-visual material requiring special hardware for use will be collected if the library owns the hardware.

#### 4.10.2 Electronic Resources

The Dorothy Eunson Library subscribes to a number of electronic databases that provide access to the following resources:

- Reference resources (i.e., directories, dictionaries, abstracts and indexes, encyclopedias)
- Monographs
- Journals/serials

4.10.3 Prior to purchase, electronic resources which are being considered for subscription will be reviewed by the Selectors Committee. The criteria list used by selectors follows.

- Supports academic curriculum
- Appropriate level of treatment
- Uniqueness (does content overlap with other databases/print sources?)
- Collection balance
- Cost
- Ease of use
- Suitability of format (i.e. html, pdf)
- Authoritativeness of publisher
- Availability in area libraries
- Number of students in the program
- Ease of access from home
- Licensing issues

#### 4.10.4 Government Publications

The Library shall add to its collection government publications that are relevant to the academic and research object of the University. The Documents librarian, in conjunction with the Selectors, chooses for receipt categories of publications that are related to the Ghana Christian University College curriculum. Materials and categories are reviewed periodically for appropriateness. Weeding of government publications is conducted in accord with rules and regulations on weeding of the Library.

#### 4.10.5 Manuscripts/Theses

- The Library maintains a collection of Ghana Christian University College dissertations and masters' theses. Initiative for adding a thesis and dissertations to the library collection comes from the various Schools which forward accepted thesis and dissertations to the Library for cataloging and retention as a part of the regular development programme.
- Except for the Ghana Christian University College masters thesis, the nature of the library's mission makes inappropriate any systematic effort to build an extensive thesis collection. Dissertations/thesis received for patrons through Interlibrary Loan or document delivery may be added to the collection following a review by the subject specialist.

#### 4.10.6 Maps

Maps are collected on a limited basis and are for reference only. The attempt is to maintain a well-rounded, though selective, current and broad based collection.

#### 4.10.7 Microform Collections

While print may be preferred by library patrons for all library acquisitions, both the available formats of materials and the limited space for housing library collections will result in a growing reliance on

microform, particularly in the periodicals collection, for the foreseeable future. Given the basic mission of the University as primarily a teaching, rather than a research institution, the potential for extensive acquisition of primary source materials in microform naturally is limited.

#### 4.10.8 Serials

a. Serials are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serial publications include:

- Periodicals – publications issued on a regular basis. These are journals, magazines and newspapers.
- Annuals – Continuations/Serials are received on an annual basis.
- Indexes – Regularly published lists of periodical article citations.

b. The selection of serials requires a careful selection process. When a serial is selected there is a continuing commitment to the base cost of the title, including subscription maintenance, shelf integrity and storage. The rapidly expanding serials market demands that care must be exercised in reviewing serial titles before it is purchased for the collection. The basic considerations involved in adding/maintaining/weeding a subscription to a particular periodical publication includes:

- Student demand, which in turn is driven by
- Full-text availability
- Document delivery
- Interlibrary loan availability
- Consortial availability
- Available indexing (either in print or online)
- Faculty request for GHANACU class-related use
- Selector identification as a key item for a particular subject area related to the current GHANACU curriculum.
- Faculty request for non-class related use.
- Accreditation.
- Cost

#### 4.10.9 Textbooks

The Library acquires textbooks only in the instances where they provide information not available in another appropriate format on a topic related to the information needs of our faculty and students. There is no attempt to provide a library copy of every text that happens to be in current use in the University.

## 5.0: CATALOGING AND CLASSIFICATION POLICY

### 5.1 Definition

5.1.1 Cataloging is the systematic organization of information, data, or materials so that they can be retrieved when the requester needs them. By definition cataloging is the process of examining a book, pamphlet, periodical, audio book, videotape, CD-ROM product, software package, or remote access computer file and analyzing its subject content for the purposes of assigning an appropriate classification number and subject headings. Cataloging follows rules and practices to enable users to understand the system

5.1.2 Those elements, together with a complete description of the item in hand, are recorded in a standard format dictated by rules of Anglo-American Cataloging Rule 2. The rules are flexible enough to enable interpretation and localization. The Library may catalogue library materials using this rule. The rules also include controlled vocabulary for subject headings.

5.2.3 All formats of scholarly information include:

- Books and Textbooks
- Serials (all formats – Microforms, Print, Electronic)
- Visual Materials (Videos, DVDs)
- CDs and CD-ROMs
- Musical Scores
- Sound Recordings (includes musical and non-musical recordings and audio books on CDs or cassettes)
- Maps and other Cartographic Materials
- Government Documents
- Licensed Reference/Periodical Databases
- Web Sites

5.2.4 All items to be cataloged must first be approved by the Dorothy Eunson Librarian to be added to the collection.

5.2.5 All items acquired by the Library will have a brief bibliographic record designating the title, author in inverted order, the publisher and the date of publication. This brief record will be added to the library's catalog.

5.2.6 All items received by the Cataloging Department will have a full bibliographic record, either through copy cataloging or original cataloging, added to the library's catalog. These records will be edited for correctness according to Anglo-American Cataloging Rule 2.

5.2.7 Moreover, the Cataloging Department is

- responsible for the general maintenance and clean-up of the online public access catalog. This maintenance includes (but is not limited to): resolving barcode problems, creating new call

number labels, deleting records for lost or withdrawn items, closing ceased titles for serials and adding records for new serial titles.

- responsible for adding and correcting authority records for all personal or corporation names, all series titles, and all subject headings.

5.2.8 North American cataloging standards and formats will be followed for all cataloging records. These include (but are not limited to):

- Anglo-American Cataloging Rules (newest version)
- MARC 21 formats and code lists
- Library of Congress Rule Interpretations
- Subject Cataloging Manual
- Library of Congress Subject Headings (LCSH)

5.2.9 Additionally, the Library will use the Library of Congress Classification System and Cutter Tables to classify all materials.

## **5.2 Cataloging Priorities**

5.2.1 All items will be completely processed within one month of receipt by the Cataloging Department with the exception of Reserve and Rush materials (2 days) and items lacking proper OCLC records.

5.2.2 Materials will be processed with the following priorities in mind:

- Reserve materials
- Rush materials
- Reference
- New Serials – including Licensed Journals/Databases
- Replacements
- New Materials – Formats in this category include: Books, Government Documents, videos, DVDs, CDs, CD-ROMs, maps and other cartographic materials, standing orders, and Web Sites. Items will be processed in date order (oldest will be processed first) with additional preference given to items ordered by University faculty over those items ordered by library staff. Alternating between the various formats will be left to each individual cataloger's discretion, keeping in mind that all materials should be processed within one month of receipt by the department.
- Gift Materials
- Collections/items not yet cataloged – these items include materials from government documents, archives, or other areas where the items are physically in the library but have not yet been properly cataloged

### 5.2.3 Statistics

All members of the Cataloging Department will retain statistics on the number and type of materials added to the library's catalog in a given month.

### 5.2.4 Centralized Processing Department

A Centralized Processing/Cataloging Department shall oversee the processing of all materials acquired by the Library. The Department handles all repairs for the library.

### 5.2.5 Faculty and Staff Notification



All faculty and staff members will receive an memo/e-mail notifying them that the item(s) they ordered have been processed by the Cataloging and Processing Departments and are available for use.

## 6.0: CIRCULATION POLICY

### 6.1 Circulation Objective

The main objective of our circulation policy is to provide a balance between a loan period sufficient for using the material and having those books available on the shelves. Without fines students can choose to ignore overdue notices and keep materials through the end of the semester without penalty unless the book is recalled for reserve or requested by another user. The new fine system will encourage the quick return of books to the shelves.

### 6.2 Checking out Library Materials

<b>If you are:</b>	<b>You must have a:</b>
GhanaCU Students	Current GhanaCU Student Photo ID Card
GhanaCU Alumni	GhanaCU Alumni Association Card: For reference only
GhanaCU Faculty/Staff	GhanaCU Faculty/Staff ID Card
Friends of the Library	Current Friends of the Library membership Card and Driver's License or National ID: For reference only

### 6.3 Circulation Regulations

#### 6.3.1 Internal Borrowers (General Collections)

<b>General Collection</b>		
<b>Borrower category</b>	<b>Quantity (Max)</b>	<b>Duration</b>
Students	3 books	14 days, renewable for another 14 days if not requested by other users.
Faculty & Senior Staff	4 books	28 days, renewable for another 28 days if not requested by other users.
Other Staff	2 books	14 days, renewable for another 14 days if not requested by other users.
Alumni	1 books	14 days, renewable for another 14 days if not requested by other users.

#### 6.3.2 Internal Borrowers (Other Collections)

<b>Other Collections</b>	
<b>Collection category</b>	<b>Privileges</b>
Audio-Visual Material	It can only be used in the library or in the University computer laboratories. 1 day, to be returned by the close of the day.
Periodicals	For Reference only: Not borrowable
Reserved Books	Can be borrowed over night. Material(s) should be returned next working day by 10am.

#### 6.3.3 External Borrowers

Students from other tertiary University in addition to their institutional ID cards should also produce a letter of introduction from their head of department. They can use the Library for reference only.

## **6.4 The Library's responsibility towards the user:**

6.4.1 Indicate clearly the date (and time, where applicable) when your library book is due.

6.4.2 Send recall notices promptly, if another Library user reserves a book which is on loan to you. The recall notice will normally recall the book for the seventh day after the date of the notice, *unless the book is already due before the seventh day*. Notices to members of the University will be sent to the University email address, and a copy will also be sent to the appropriate vacation mailing address.

6.4.3 Make available to you the facility for checking your own loans record through the Catalogue.

6.4.4 Make available facilities for you to self-renew most items through the Catalogue. We will also renew items by telephone or email. Items can be renewed remotely up to 4 times. (Items cannot be renewed if they have been recalled on behalf of another borrower).

6.4.5 Send you overdue reminders if your books are late. However, notices are a courtesy, and not an obligation.

## **6.5. The borrower's responsibility:**

6.5.1 Return or renew the book by the end of service on the date due, or return it by the end of service on the new due date given if the book is recalled from you. (For Short Loan items, you undertake to return the book by the date and time indicated at the time of issue.)

6.5.2 Ensure that your books are available at all times, should they be recalled by another borrower. This means that if you go away for any reason you are responsible for ensuring that your books are still available.

6.5.3 Check your email or borrower record regularly, in case any books or other items have been recalled from you.

6.5.4 Pay any fines incurred on the late return of your books.

## **6.6 The Overdue Notification Policy**

Because users will not receive paper overdue notices, they are encouraged sign up for e-mail notification to receive a courtesy renewal reminder three days before regular circulating materials are due.

## **6.7 Recalling Materials**

6.7.1 To avoid incurring fines, users are responsible for returning all library materials on or before the due date. DEL users with a valid University computer username and password may renew regular circulating library materials online at any time.

6.7.2 Users who have a need for material currently checked out can place a recall on the charged item and specify the library at which they would like to pick the item up.

6.7.3 Recalled items must be returned within 48 hours of the recall notice.

6.7.4 Once the item is returned, the requesting user will be notified and the item will be held at the specified library's service desk for 7 days, after which it will be re-shelved or circulated to the next waiting user.

## 6.8 Renewals

All items may be renewed up to 2 times for the full circulation period.

## 6.9 Interlibrary Loan

### 6.9.1 Interlibrary Loan Lending policy

- a. All requested items should be described explicitly and accurately and request made using accepted GhanaCU standards. Ghana Christian University College ILL Unit will send or reply to all requests within four working days of receipt, usually within 24 hours.
- b. Our collection catalogue can be accessed through [GNet Online](#).
- c. The borrowing library is responsible for compliance with copyright law. Additionally, the requesting library is responsible for borrowed materials from the time they leave the supplying library until they have been received back. Books and photocopies of articles are the primary type of material lent by GhanaCU. The Dorothy Eunson Library ILL Unit reserves the right to refuse requests which it feels violates copyright law.
- d. Two written notices will be mailed for overdue books or unpaid copy charges. Following that, a bill will be sent for books assumed lost. Photocopy service will be suspended to libraries owing fees for copies. Libraries may replace the books rather than pay for them upon arrangement with the Officer responsible for ILL.

### 6.9.2 Interlibrary Loan Borrowing Policy

- a. Interlibrary loan (ILL) enables patrons to obtain materials not owned by the Dorothy Eunson Library (DEL). ILL privileges are for current students, faculty and staff only. Patrons must: It is our policy to accept no more than 2 requests per day per individual.
- b. Interlibrary Loan requests may be submitted by filling out the request forms at the Reference Desk.
- c. Books, dissertations, and photocopies of articles are the primary type of material ordered through ILL. The Library does not routinely purchase textbooks for its collection. Books cannot be borrowed to fill textbook, reference or reserve requirements for coursework. Photocopies of periodical articles must be requested in accordance with the copyright law. There is no charge to GhanaCU faculty, staff, and students for ILL services.
- d. Always make certain *the material is not owned by the DEL* before submitting a request. Check the online catalog or periodical holdings list before ordering materials.
- e. When requesting materials, please be aware that the time taken for material to arrive depends upon where we are attempting to obtain it, the processing time at our library and at the lending library, and the accuracy of the information provided on the request form. For faster service, accurate and complete bibliographic information must be supplied along with the source of the citation. Although patrons may receive some of their materials in a very short amount of time, it is wise to plan ahead and allow plenty of time.
- f. The loan period and renewal options are determined by the lending library.
  - All materials borrowed through Interlibrary Loan must be returned to the DEL promptly.
  - Late return of materials jeopardizes the ability of DEL to borrow from other libraries in the future.
  - Please do not remove the book bands that identify the material as being loaned from another library.
  - Photocopies may be kept by the requester.

## 7.0: LIBRARY RECALL & OVERDUE FINES POLICY

### 7.1 Overdue Fines Policy

7.1.1. This Library rules on overdue fines refer to loans and fines as follows: All borrowers, irrespective of their status, must return or present for inspection all books issued in their names on or before the latest date or time due; but any book may be recalled by the Librarian on or after the seventh day after its issue. Failure to return books promptly will render borrowers liable to fines on the scale approved by Senate.

7.1.2. The charging of fines is an incentive for Library users to return books on time, so that books and other items may be circulated fairly and effectively among all those who need to use them.

7.1.3. Due to nature of the library software used by the University, the charging of fines may be calculated in US dollars and cents but payable in Ghana Cedis and Pesewas.

7.1.4. As soon as a fine is incurred, all Library borrowing privileges, will be suspended. Overdue notices are generated every seven (7) days until the third notice, which is clearly marked FINAL NOTICE. All recorded fines must be paid before borrowing privileges will be reinstated.

7.1.5. The fine for overdue stack books will be effective following a seven (7) day grace period and will then accumulate retroactive to the due date until the material is returned or the maximum is reached. There is no grace period for reserve material, serials, or recalled stack books.

7.1.6. One week following the THIRD and FINAL NOTICE, an invoice will be generated in respect of delinquent accounts and sent to the borrower. Unreturned books may be subject to replacement costs, accrued fines, and a \$10.00 per item processing fee.

### 7.2. Application of Fines policy

7.2.1 The Library may waive or reduce fines where exceptional circumstances apply. In considering whether to cancel or reduce a fine the Library will take into account factors such as substantiated illnesses or other compassionate circumstances. Notes will be kept of the circumstances, with copies of any independent verification or supporting statements.

7.2.2 Fines incurred through direct Library error will always be waived.

### 7.3. Details on Fines

7.3.1 Fine calculations start on the due date and are payable after the grace period.

### 7.4 Fine on Recalled Materials

7.4.1 A non-refundable recall fine of GH¢10 is assessed if materials that have been recalled are not returned within ten days of the recall date.

7.4.2 Recalled items accrue overdue fines at a rate of GH¢1.00 per day.

## **7.5 Delinquency**

7.5.1 Outstanding library obligations may prevent you from registering, graduating, or receiving transcripts.

7.5.2 Failure to return materials will result in a bill for the cost of the item plus a GH¢10.00 *processing* fee and the *accumulated overdue fines*.

- a. GhanaCU students' records are encumbered so that they cannot register for classes, receive grade transcripts or graduate until the bill is satisfied.
- b. Borrowing privileges of students will be suspended until the bill is satisfied.
  - The user should be aware that his/her library privileges may be suspended if you exceed GH¢1.00 in fines or have more than 5 overdue items on his/her account.
  - The user must return materials and/or pay his/her fines in order to borrow new materials or to request items.

7.5.3 When materials are returned late and fines have accrued to GH¢10.00 or more, the user is billed. Bills unpaid after 30 days are referred to the University Accounts Office for collection. Library privileges are suspended and students are barred from registration, graduation, and other University-wide privileges until the account is settled.

7.5.4. When materials are not returned and become long overdue, the user is billed for replacement cost.

## 8.0 PRESERVATION POLICIES

### 8.1 Preamble

8.1.1 The Dorothy Eunson Library's policy on preservation is based on its goal of ensuring that every person has access to information at the time needed and in a useable format.

8.1.2 Unlike museum items that are rarely handled, library materials are meant to be used. They are vital sources of information which cannot be conserved and stored away in an ideal and secure environment to arrest their decay. This is the dilemma of library preservation - to make information accessible, while still ensuring its ultimate survival. This preservation policy for library materials has, of necessity taken into account this fact.

8.1.3 The Library supports the preservation of information published in all media and formats. The Library affirms that the preservation of information resources is central to libraries and librarianship.

8.1.4 Librarians must be committed to preserving their collections through appropriate and non-damaging storage, remedial treatment of damaged and fragile items, preservation of materials in their original format when possible, replacement or reformatting of deteriorated materials, appropriate security measures, and life-cycle management of digital publications to assure their usefulness for future generations.

8.1.5 Preservation issues should be addressed while planning for new construction or the renovation of existing buildings.

8.1.6 A preservation officer shall be appointed to take care of preservations.

### 8.2 Preservation Guidelines

8.2.1 The Library shall in its preservation guidelines consider the following:

8.2.2 Life cycle management techniques (such as temperature, humidity, light, etc) that may be mentioned by publisher/producers of materials in non-print format.

8.2.3 Libraries shall be fumigated at least once every year. General cleanliness shall be maintained in the libraries to prevent pests from infesting the libraries.

8.2.4 Patrons shall be educated on general guidelines of handling materials to avoid damage.

- a. The Library shall reproduce a material from one format to another if the material is damaged beyond repairs.
- b. The library shall consider minor repair of a material which is slightly damaged or deteriorated, in order to preserve and/or further extend its use.

8.2.5 The library shall employ the services of professional preservers to treat damages that are beyond the preservation unit of the library.

8.2.6 The Library shall produce a copy or surrogate of a material to substitute a damaged one.

8.2.7 The above guidelines shall be considered depending on the level of deterioration of a material.



## 9.0 RESERVES POLICY

### 9.1. Introduction

9.1.1 The Dorothy Eunson Library offers both electronic reserves and on-site reserves collections services.

9.1.2 Materials are placed on electronic reserve by instructors for use by students enrolled in their courses. Materials are placed in on-site reserves collections (1) at the request of instructors to support the academic programs of the various departments, and (2) by library staff to control or protect vulnerable materials and those consistently in heavy use. These materials circulate both outside and in the library according to the loan periods.

### 9.2 Electronic Reserves

9.2.1 Instructors are responsible for placing course materials on electronic reserve. Materials on electronic reserve are available online through the Dorothy Eunson Library web page and are restricted to the students enrolled in each course. Electronic reserves are available from Internet-connected computers and may be accessed simultaneously by any number of students. Therefore, no loan periods are associated with electronic reserves.

9.2.2 Because instructors control their own electronic reserve materials, they may add and remove materials at any time during the semester. Instructors are responsible for complying with Ghana Christian University College System Policy Statement on Use of Copyrighted Materials.

9.2.3 The Dorothy Eunson Library staff are responsible for maintaining the electronic reserves software and server, issuing electronic reserves accounts to instructors, and training instructors to use the software. Library staff may limit the number of electronic reserve items which can be posted for each course to accommodate space constraints on the reserves server.

### 9.3 Location of On-Site Reserves Collections

9.3.1 The preferred location for library materials is the library unit where most of the materials on the subject are held. The primary reserve location is the main library.

9.3.2 Multiple locations of reserves for a single course are to be avoided whenever possible. Unless needed for reserve in the owning library, circulating materials within the Dorothy Eunson Library will be lent to other libraries for reserve use.

9.3.3 In order to provide optimum access to reserve materials, all materials on reserve should be placed in the Dorothy Eunson Library rather than in unofficial departmental locations.

### 9.4 Placing Materials in On-Site Reserve Collections

9.4.1 Instructions for submitting reserve requests are sent to faculty by Dorothy Eunson Library approximately eight weeks prior to the beginning of each semester. Reserve request forms with complete and legible information will be processed in the order received. The time required to process reserve requests varies with the work load of the unit, the availability of materials, and the accuracy of the

information supplied on the forms. Incomplete requests will be returned to the instructor by the reserve supervisor.

9.4.2 A lecturer's request for materials which are owned by the library should be submitted to the library unit five working weeks before the first class day of that semester. Materials not in the collection will be ordered on a rush basis. However, the library cannot guarantee receipt by the beginning of the semester.

9.4.3 Reserve readings should be assigned only after adequate processing time has been allowed. Reserve supervisors can provide an estimate of the time required.

- A. Library units which provide reserve services will supply Reserve Request forms. The form is also available online at [Reserve Requests](#). Materials requested must be identified by call number, author, title, and, if necessary, edition. Materials should be listed in the order in which they will be assigned. On each reserve request the instructor's name, ID number, address, and phone number, and the course department, title, number, and unique number must be provided.
- B. The following loan periods are available for reserves: Two-Hour, 24-Hour, and Three-Day.
  - Materials borrowed within 2 hours of checkout desk closing are due one hour after next day opening.
  - When more than one instructor requests that a given item be placed on reserve, it will usually be placed on the shortest loan period requested.
  - The reserve supervisor has the final responsibility for the number of copies placed on reserve, for determining the loan period when an item is requested by more than one instructor, for changing loan periods due to changing patterns of use, and for removing materials from reserve.
- C. Reserve supervisors may request instructors with lengthy or complex reserve lists to limit their lists to required materials when constraints on reserve space and staff time make fulfillment of requests difficult.
- D. Most library and personal materials may be placed on reserve. The following types of materials generally will not be accepted for reserve: reference works, library copies of periodicals, and non-circulating items from special collections. Equipment such as calculators, cassette players and portable microfiche readers may be placed on reserve.
- E. Personal items may be placed on reserve with the understanding that they will be processed for use (which may include application of labels and date due slips and tagging for the security system) and that the library is not responsible for their loss or damage.
- F. On reading lists provided to students, instructors should clearly indicate the items on reserve, the library unit where the reserve materials are located, and the data elements necessary to enable students to find the materials. The instructor's name, teaching assistant's name, and course name and number should be noted on each reading list.

## **9.5 Acquisition of On-Site Reserve Collection Materials**

9.5.1 Materials in Dorothy Eunson Library collections:

- a. Circulating materials from one Dorothy Eunson Library unit may be placed on reserve in another Dorothy Eunson Library unit if necessary.

- b. Reserve needs take precedence over individual research needs. For this reason materials are recalled from borrowers for reserve regardless of the length of time the materials have been checked out to them.

#### 9.5.2 Materials not in Dorothy Eunson Library collections:

- a. If a requested item is not owned by the Dorothy Eunson Library or is not available for reserve use, this situation will be reported to the instructor who requested the item. A rush order for the item will be placed when in compliance with the collection development policies of the library.
- b. Copies may be purchased based on the size of the class, the cost of the materials, anticipated use and availability elsewhere on campus. A ratio of one copy to thirty students may be used as a guideline. Reserve supervisors will consult with the appropriate bibliographer to acquire more copies when necessary.
- c. The instructor will be notified if an item is out of print. Library staff will not automatically search the antiquarian book market for such an item unless specifically asked to do so by the instructor.
- d. Copies for reserve use must be made in compliance with the Ghana Christian University College System Policy Statement on Use of Copyrighted Materials.
- e. Library units will not copy materials for reserve.
- f. Copies of copyrighted materials will be accepted for reserve from the instructor if they comply with the GhanaCU System policy and copyright law. A ratio of one copy to thirty students may be used as a guideline.

### **9.6 Removing Materials from On-Site Reserves Collections**

9.6.1 It is the responsibility of the instructor to notify the reserve supervisor before the end of the current semester if items must remain on reserve for the succeeding semester. Processing to remove items begins immediately after the end of the semester.

9.6.2 Materials may be temporarily released from reserve to an individual providing that permission is obtained from the lecturer(s) who reserved the materials and at the discretion of the reserve supervisor.

9.6.3 Instructors will be notified when they may retrieve personal materials which are no longer needed for reserve.

## 10.0 MATERIALS SELECTION POLICY

### 10.1 Responsibility for Selection

10.1.1 The responsibility for selection of library materials rests with the librarian who operates within the framework of the policies determined by the Dorothy Eunson Library Committee which acts under the authority of the Academic Senate. The library staff may offer suggestions or recommendations as to possible materials.

10.1.2 Materials shall be selected to meet the current educational, informational, and recreational needs of the community.

10.1.3 Requests from patrons for specific titles or subject requests will be considered. Timely materials on current issues will be provided.

10.1.4 Reviews in professionally recognized sources will be a primary source for materials selection. Also to be considered will be standard bibliographies, booklists by recognized authorities and the advice of competent people in specific subject areas.

10.1.5 A book or other library material with unfavorable reviews may still be purchased if there is enough demand or interest in that title or subject, and the subject in question is not adequately covered by better materials.

10.1.6 The Librarian shall evaluate and build the library's collection with materials of permanent value. Materials shall be selected to maintain a balanced, up-to-date collection of standard works in all fields of knowledge.

10.1.7 Specialized materials of limited community interest or materials of high cost will be purchased only on a limited basis. Interlibrary loan shall be used to supply patrons with these materials whenever possible.

### 10.2 Criteria for Selection

10.2.1. The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand/user interest
- c. suitability of material for the clientele—No material will be allowed that is patently offensive to prevailing standards in the adult community as a whole. No materials that are harmful to minors, constitute child pornography, contain sexually explicit conduct, appeal to a prurient interest in sex, or are otherwise illegal will be permitted. (Objectionable materials are those that have no serious literary, artistic, political or scientific value)
- d. existing library holdings
- e. budget
- f. importance of subject matter contemporary significance or permanent value
- g. timeliness of material

- h. value of maintaining already established collection depth
- i. prominence of the author
- j. available space

10.2.2. Consideration is given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole.

10.2.3 Gifts: Gifts of books or other materials meeting the same standards applied to the acquisition of new materials are encouraged. Gifts become the library's property upon receipt. Once accepted, they are retained or disposed of at the library's discretion, without obligation to the donor.

## 11.0 MATERIALS DUPLICATION POLICY

### 11.1 Preamble

11.1.1 Library materials are duplicated or acquired in multiple copy to satisfy the needs of library patrons primarily on the basis of use. The restriction to duplication is expense, not only in acquisition costs but in processing and housing. In no instance should a title be duplicated either by purchase, regardless of source of funds, or gift unless a positive case can be made for such action based on the following guidelines. These apply regardless of type of materials (monographs and serials) or format (hardcopy and microform).

11.1.2 Numerical Limitations. In view of the limitations of funds and the multiplicity of its responsibilities and interests the Dorothy Eunson Library will acquire not more than two copies for all locations of any monographic title except for reserve or reference purposes where no more than ten copies may be acquired. All requests for additional copies of serials will be reviewed on an individual basis. Exceptions may be made only with the approval of the Associate Director of Research Services.

### 11.2 Duplication of Materials in the Same Location.

11.2.1 *Demand*: Present or anticipated demand may be sufficiently heavy to justify duplication based on a variety of reasons: class use, topical subject matter, recognized status of a title as a "classic," identity of the author (e.g., a GhanaCU professor, a famous writer or cultural figure, etc.), favorable reviews in the major media, great local interest, and so on.

11.2.2 *Circulation*: Purchase of an additional copy of a title should be considered when a hold or recall is placed on any title.

11.2.3 *Reserve*: As a general rule copies will be purchased at the ratio of one to every fifteen students although heavy concentrated use may occasionally justify a ratio of one to ten. These ratios do not apply in cases of unusually large classes. In some instances if needed multiple copies are available in paperback, one hardback copy will be ordered and additional copies in paperback provided they are not to be bound and are likely to be outdated or not used for more than one year.

11.2.4 *Poor condition of present copy*: If a frequently used work is showing serious signs of deterioration, it should be replaced before it is virtually unusable. Consideration should also be given to the need to duplicate such frequently used books.

11.2.5 *Preservation*: Special collections may in certain instances acquire duplicate copies of titles to allow for present use of one or more copies and preservation of another for future use of later generations.

### 11.3 Duplication of Materials in Two or More Locations.

11.3.1 *Relevance*: Duplication of a title in more than one location is made only when that title has direct relevance to the collecting policy needs of the other location.

11.3.2 *Convenience*: Geographical distance alone is not sufficient reason to duplicate a title in an additional location. Primary factors in such a decision will be relevance, amount of use anticipated at the

additional location, and expense of duplication. Convenience will be given consideration as a secondary factor.

11.3.3 If a particular item is in a collection where its circulation is restricted, there may be more justification for duplicating the item in another location.

#### **11.4 Other Considerations.**

11.4.1 *Cost:* Very costly items will obviously be duplicated with more reluctance than inexpensive items.

11.4.2 *Language:* Translations of important works may be duplicated as need dictates.

11.4.3 *Reference:* Public service considerations should encourage the duplication of reference materials in any unit that requires a title. However, care should be taken in duplicating general tools and bibliographies not bearing directly on a unit's specialization. (A reference Collection Policy should establish principles for location and duplication of reference materials.)

11.4.4 *Binding:* Heavily used periodicals may require binding-copy subscriptions. Some titles might better have back files maintained in microform. (A Duplicate Binding Policy should establish limitations on the number of copies bound in the Library and guidelines on the format of subscriptions and back files.)

11.4.5 *Building program.* While the emphasis on duplication is to meet current needs, consideration of duplication, especially of serials, should be made in light of anticipated changes in location of units.

11.4.6 *Photo duplication:* Requests for duplication in Xerox copy or microform will be decided on their individual merits. (Refer also to Microfilming Policy and Xeroxing Policy.)

11.4.7 *Responsibility:* Recommendations for duplication are the responsibility of bibliographers, branch librarians, and other unit or special collection heads. Final approval will be made by the Associate Director of Research Services Division, in consultation with the associate and other assistant directors.

## 12.0 MATERIALS RETENTION POLICY

### 12.1 Preamble & Responsibility

12.1.1 The library shall maintain an active collection with constant evaluation by the library staff to ensure its usefulness and relevance to the community. 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 materials selection criteria.

12.1.2 All library materials are University property and, whether acquired by purchase from State-appropriated funds or other monies, or by gift exchange, they are subject to proper disposition.

12.1.3 Although each library item in the Library is not numbered in the University's physical inventory, matters of disposition are the responsibility of the Provost and are delegated through that officer to the Librarian. Within the Library responsibility for disposition rests with the Deputy Librarian for Collections and Information Resources and, more specifically, with the Gifts and Serials Bibliographer.

12.1.4 It is the responsibility of the library staff to assess the need for replacing material that is damaged, withdrawn or otherwise lost from the collection. This decision may 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.

### 12.2 Retention period

#### 12.2.1 Defining Retention Period

Retention period is defined as 'how long a document can be kept by the Library'. Library retention policy derives from the overall Library Collections Policy. Three options are to be considered and apply to all materials, irrespective of format:

- Permanent retention
- Interim retention
- De-selection

#### 12.2.2 Criteria for Permanent Retention

- Material identified in collection development statements agreed with academic staff as required for teaching or research.
- Material reinforcing heritage collections in Special Collections or in areas of known strengths, particularly historical.
- Material on or published by Ghana Christian University College Press.

#### 12.2.3 Criteria for Interim Retention

- Where the above criteria for permanent retention does not apply
- There is evidence of only light recent use
- The future use of material is uncertain to justify immediate de-selection
- The status of materials held under interim retention should be reviewed at least every 5 years and either.
- Confirmed for a further period of interim retention or



- Deselected, as circumstances require.

#### 12.2.4 Criteria for De-Selection

- Material which does not meet the criteria for permanent or interim retention.
- Duplicate material not in heavy demand.
- Superseded editions not liable to retention under subject-specific policies of agreements with academic staff.
- Actual and likely future use does not justify retention.

### 12.3 Weeding and Disposition Policy

12.3.1 An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of library materials is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the librarian. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

12.3.2 In disposing of library materials particular care is taken to protect the interests of the donors. The Library observes University regulations and maintains appropriate statistics on the disposition of materials.

12.3.3 Items that have become historically significant, assumed reference value, or increased dramatically in monetary value may be considered for inclusion in special collections or stored in the work room stacks for “on demand” retrieval.

12.3.4 Frequency of circulation, community interest and availability of newer or more valid materials shall be prime considerations when weeding. As a general rule, fiction books which haven’t circulated in the past 3 years shall be considered candidates for removal.

12.3.5 Library materials may be discarded for any of the following reasons:

- obsolescence: the material is no longer timely, accurate, or relevant
- damage or poor condition
- space limitations
- insufficient use or lack of customer demand
- availability in other collections

12.3.6 Resources that no longer meet expectations for the library’s collection are discarded. They may then be declared surplus in accordance with library policies and: sold to benefit the library at the Friends of The Library Book Sale given to other libraries, government offices, or community agencies made available to public through magazine exchange or other means destroyed or recycled.

### 12.4 Selection of Materials for Disposition

All library materials, whether acquired through purchase, gift or exchange, are selected for addition to the collection according to the *Collection Development Policy* and other established guidelines. Gift materials not suitable for addition to the collection and materials that have been withdrawn are disposed of according to the following policies.

## **12.5 Cataloged Newspapers**

12.5.1 The Library does not, by policy, retain old newspapers indefinitely. Retention and discard decisions are based on usage patterns, size of the files, and storage space available.

12.5.2 Old newspapers that are to be discarded by the Library may be given to Ghana Christian University College students or faculty only if the newspapers are clearly to be used for educational purposes. Requests for old newspapers are made in writing to the unit head, noting briefly the education purpose to be served. One-time requests for specific issues may be honored immediately. A unit head may impose a time limit on an agreement to hold newspapers for a requester.

12.5.3 Provision of old newspapers by the Library does not constitute a continuing obligation or take the place of a subscription by the requester. Any agreement to provide newspapers may be nullified at the unit head's discretion if no requests for materials are made within two months. A letter to the requester nullifying the agreement may be sent by the unit head.

12.5.4 Because of personnel and space considerations, Library staff will not notify requesters when a newspaper is to be discarded or delay discarding by "holding" newspapers for requesters when they have not picked up materials within a reasonable time.

## **12.6 Other Cataloged or Uncatalogued Library Materials**

12.6.1 Cataloged or uncatalogued library materials designated "superseded," "surplus," or "duplicate" after careful review by one or more appropriate Library subject bibliographers are discarded immediately or retained for future disposition. If retained, the materials are later disposed of.

12.6.2 The materials may be discarded if they are deemed unsuitable for sale or exchange. Such materials may include volumes in poor physical condition, books with outdated information, parts of sets, individual serial volumes, single periodical issues, or scattered periodical runs.

## **12.7 Rare Library Materials**

12.7.1 The disposition of materials designated as rare by Library bibliographers follows routines for disposition as outlined in Senate's policies, recorded in the minutes of the Senate's meetings, on the sale of duplicate rare volumes.

12.7.2 Information on the disposition of these rare materials, along with sales proceeds, should be submitted by the head of the Library unit from which the materials were disposed to the Director for Administration. The Director for Administration submits this report in early July for each year through the Office of the Vice President for Finance and Administration for placement on the docket of the GhanaCU Senate meeting in October under "Other Fiscal Matters."

## **12.8 Disposition Procedures**

### **12.8.1 Withdrawn Materials**

Materials withdrawn or gift materials never added to the Library collections that are not discarded immediately are maintained in the Surplus Collection.

### **12.8.2 Sale to Dealers and/or Other Institutions**

The Librarian must be scrupulous in insuring not only the appearance but the reality of a free and open market process, through a system of competitive bidding, for disposition under this option. Descriptive

summaries will be prepared and at least three letters sent to appropriate dealers and/or institutions soliciting bids. A designee of the Librarian will be responsible for compiling a list of appropriate dealers and/or institutions for library items that are offered. Specifications will include information on where the material can be viewed, the due date for the bid, and the person to contact for more information. The sale of an individual item costing GH¢5,000 or more requires advance Senate approval. The successful bidder will be notified in writing. The bidder will be responsible for shipping arrangements and costs. The Librarian retains the right to set a reserve price, explicitly or tacitly, and to reject any or all unacceptable bids.

#### 12.8.3 Trades with Dealers

Library materials may be traded to dealers for other materials or for credit, subject to the following conditions: (1) the Librarian or the Librarian's designee has determined that the terms offered to the Library are favorable and that the institution's best interests are served by trading materials rather than selling them to a dealer; (2) the entire transaction, including the amount offered in credit or the value of the materials being received and the fair-market value of the materials being traded, will be reviewed by a qualified third party, that is, an appraiser or other dealer, approved by the Librarian or the Librarian's designee; and (3) a final written record of the transaction, including the reviewer's report, will be submitted to the Provost upon completion of the transaction.

#### 12.8.4 Public Book Sales

Materials may be offered in a public sale. They may not be offered for private sale to GhanaCU faculty or staff or other individuals. The total number of items sold is noted at the completion of each sale, along with a precise accounting of the amount of money collected.

#### 12.8.5 Sale to Other Educational Institutions for a Nominal Price

Materials remaining after an offering to GhanaCU System institutions of higher education, to dealers, and/or in a public sale may be sold for what is usually a nominal price to other educational institutions.

#### 12.8.6 Discard and Recycling

a. Whether previously cataloged or uncataloged, materials being discarded are torn or otherwise defaced or have covers removed before being placed in the trash. Additionally, withdrawn materials are stamped "Withdrawn," desensitized and Ghana Christian University College ownership stamps or bookplates are defaced.

b. A few appropriate materials may be offered for recycling.

#### 12.8.7 Disposition of Funds Received from Sale of Materials

Proceeds from the sale of Library materials received through gift will go into a Library designated account for the purchase of library materials.

### **12.9 Potential Challenges**

12.9.1 The DEL recognizes that some materials are controversial and that any given item may offend some patrons. A patron who objects to any item in the library's collection should be given a "Statement of Concern about Library Resources" form to complete. The form shall be given to the Librarian for consideration. In the event the patron is dissatisfied with the Librarian's decision regarding the matter, the patron may request that the matter be placed upon the agenda of the next regular meeting of the Library Committee. In the event that the decision of the Library committee is unsatisfactory, the patron has the right to state objections to the Senate. The decision of the Senate shall be final.

12.9.2 No library material will be sequestered except to protect it from damage or theft.

## 13.0 LIBRARY SECURITY POLICY

### 13.1 Preamble

13.1.1 Library security entails the physical protection of both library employees and library patrons, protection of the building, its contents, and its immediate surroundings. Library security also involves the development and integration of protection programs for fires, floods, earthquakes, and other natural disasters.

This task is enormous and therefore requires the ability of a whole library security unit.

### 13.2 Responsibility of the Library Security Unit

13.2.1 Yeshua Library ensures that library employees are informed of and instructed in their obligations in safety and security matters, for example, the obligation to protect lives and collections, to provide aid to disaster victims, etc.

13.2.2 It also takes all reasonable steps to minimize loss and damage to collections, furniture, and equipment.

13.1.3 The library security unit is endowed with the potential to anticipate, and take measures to prevent predictable losses such as minor vandalism, injuries, theft of library materials or library user property, utility interruptions, and the non-return of items borrowed from the collection.

13.2.4 Again, the unit anticipates, and takes measures to mitigate catastrophic losses that occur during emergencies and natural disasters, such as earthquakes, major fires or floods, major structural, medical and chemical accidents, weather related catastrophes, and those from civil unrest, drawing upon local and regional experience as a means of loss avoidance.

13.2.5 Furthermore, the unit takes record of all losses, including those from fires, natural disasters, crimes, antisocial behavior, etc., that occur on or near the library involving employees, library users, their property or library property. This information is collected and organized in a manner that facilitates the anticipation and prevention of further losses.

### 13.3 Security Duties and Security Staff

13.3.1 The library shall employ the services of full-time security staff to fulfill security duties as well as advise the librarian on issues concerning library security.

### 13.4 Personal Access and Parcel Control

13.4.1 The use of physical barriers, entry/exit control devices, and security checks shall serve as access and parcel control mechanism.

13.4.2 The personal access mechanism shall set limits of entry and use of certain places by patrons and staff in the library. In view of this, patrons are required to leave their bags with security officers before entering the library.

### **13.5 Reporting Problems**

13.5.1 Please report any accidents, thefts, sexual harassment or other disruptive behaviour occurring in the Library to service desk staff straight away.

## 14.0 GREEN POLICY FOR LIBRARY

### 14.1 Introduction

The Library is committed to promoting an awareness of environmental and sustainability issues amongst staff and students. All Library staff are encouraged to be environmentally aware through initiatives such as recycling, energy efficiency, and the purchase of environmentally friendly products. We welcome any suggestions that would help us to make the Library and the University a greener place.

### 14.2 The Green Policy

The Dorothy Eunson Library Service is committed to promoting awareness of environmental and sustainability issues amongst staff and students.

- As part of our service the Library aim at identifying ways to reduce waste and improve energy efficiency across the libraries.
- There is a member of staff representing the Library on the University's Green Team.
- The three R's: *Reduce, Reuse, and Recycle* are observed within the Library and wherever possible new items are purchased from sustainable sources.
- All operational procedures take into account energy use and are designed to reduce our carbon footprint.
- The Library's green policy will be reviewed regularly to incorporate developments in technology and best practice and to react to changing use within the libraries.

### 14.3 Green initiatives in the Library

The Library recycle all of our paper waste, plastic bottles and glass bottles, and recycle our used printer cartridges. We also recycle our withdrawn books and journals. We use recycled paper in all of our printers and photocopiers.

We have a regular Green Corner column in our monthly staff newsletter and staff are encouraged to be energy aware by turning computers off when they are not in use, and turning lights off when they are not needed.

We purchase recycled stationery wherever possible and use energy efficient bulbs in all of our lights.

We also have a small compost bin in our staff room!

### 14.4 Recycling

There are blue recycling bins in the Library for all paper waste, and for plastic bottles on each floor of the Library. Please help the environment by using the recycling bins.

Mixed recycling bins can be found in the main study areas and next to printers and photocopiers. You can recycle the following in these bins:

- Paper - incl. office paper, newspapers, magazines, cardboard
- Plastic - bottles and cups

- Metal - tins and cans
- Batteries
- Toner cartridges
- Postage stamps

Library staff also actively recycle as part of everyday operations. Examples of library waste procedures already in place include:

- Reducing paper use by sending emails and avoiding unnecessary printing
- Double-sided printing where possible
- Reusing cardboard boxes
- Donating DVD cases to other departments for reuse
- Recycling polythene, cardboard and paper packaging
- Old, unused books are sold or donated to charity, or recycled as a last resort.

## **14.5 Energy Use**

There are plenty of simple steps you can take to help reduce the energy you use in the libraries, and therefore reduce your carbon footprint. Many of the tips below can also be applied to home as well, where not only will you be helping the environment, you'll also be saving money!

### **14.5.1 Computers**

- Turn PCs off when you are finished with them because modern computers don't take very long to start up and it doesn't damage them to be turned on and off frequently.
- Remember to turn them off too when you are finished because monitors use just as much energy as the PC itself

### **14.5.2 Lights**

- There is a rolling programme to install motion-sensor lighting throughout the libraries; until this is complete we still need your help to switch lights off between the book stacks when you are finished.
- You do not always need a light on? Often it's an automatic reaction to turn the light on when you enter a room but if it's a sunny day maybe leave the lights off.

### **14.5.3 Heating**

- The Library should monitor the heating/cooling of all our buildings in an effort to provide optimal study conditions.
- All efforts are made to switch off unnecessary air conditioning when they are not required.

## **14.6 Green Computing in the Dorothy Eunson Library**

14.6.1 Green computing, the study and practice of using computing resources efficiently, is on everybody's mind these days. Advances in computer hardware and operating system functionality mean that it takes very little to reduce your computer's environmental impact.

14.6.2 Towards this end, DEL has enabled power-saving settings on all public workstations and will continue to evaluate both the impact of these changes on our patron's computing environment and ways to become even more efficient.

#### 14.6.3 Disable Screen Savers

Screen-savers use as much energy as the monitor does when in use. Instead, think about turning on your monitor's "sleep" mode, or simply power it down when not in use.

#### 14.6.4 Enable power management features

- Personal computer systems purchased today can be easy on energy. These "Energy Star" computers and monitors can be programmed to automatically "power-down" to a low power state when they are not being used. These efficiency gains can be achieved without any sacrifice in computing performance.
- It is estimated that providing computers with "sleep mode" reduces their energy use by 60 to 70 percent - and reduces carbon dioxide emissions.

#### 14.6.5 When not in use, turn off the juice

This is the most basic energy conservation strategy for any type of equipment. Consider the following:

- Switch off your computer and/or peripherals when they are not in use. Turning on and off will not harm the equipment.
- Avoid running computers continuously unless they are in use continuously.
- Turn off at night and on weekends



## 15.0 HEALTH AND SAFETY POLICY

### 15.1 General statement of health and safety policy

15.1.1 The policy of all the site libraries of the Dorothy Eunson Library is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its users. To this end all activities are assessed and systems and procedures put into place and appropriate information is provided where necessary. Responsibility is also accepted for the health and safety of all who may be affected by the department's activities, including Visitors and Contractors.

15.1.2 The Library aims for continual improvement in the management and conduct of health and safety to ensure compliance with University Policy and legislation will be retained centrally and displayed on notice boards in all areas where staff are located. Contractors and visitors will be provided with safety information in the form of a leaflet available from reception.

15.1.3 The policy will be kept up to date to take account of changes in departmental activities. To ensure this, policies and operations will be reviewed continually by the Departmental Safety Committee (DSC). Staff will be notified of any changes and additions, and these will be confirmed in the Annual Health and Safety Report.

### 15.2. Personal responsibilities and commitment

15.2.2 Ultimate responsibility for health and safety in University Libraries lies with the Librarian. The line of responsibility follows normal managerial lines in the department, as indicated below.

15.2.3 Those responsible for work are responsible for its safe conduct.

- They are expected to lead by example and in particular to ensure that adequate assessments of risks are undertaken, that the work activities they control are properly planned and resourced, and that the personnel involved are adequately instructed, trained and supervised. To assist in this, they are required to make use of the assistance and advice available from specialist advisers, and themselves to attend training in health and safety matters.
- They are expected to identify occupational health needs related to the activities under their control.
- They must monitor that those they supervise are working in accordance with risk assessments and are using necessary control measures.

15.2.4 Should an accident or other incident occur to staff or students under their control, they should investigate the causes, take necessary remedial action, and issue appropriate reports to their line manager and to the Health and Safety Office.

15.2.5 It is vital that individuals recognise and acknowledge their own health and safety responsibilities. Health and safety is an integral part of University activity.

### 15.3 Duties and Person's Responsible

To assist the Librarian in discharging his responsibility for health and safety, the following health and safety duties have been delegated:

<b>Duty</b>	<b>Person Responsible</b>
Health and Safety training	Department Safety officer (DSO)
Accident reporting and investigation	DSO
Risk assessments	All managers
Site libraries	Head of library or designated deputy
Organising planned inspections	DSO
Providing first aid	DSO
Nominated fire marshalls	All staff
Electrical inspection and testing	R & D
Estates and buildings co-ordination	R & D
Purchasing	Admin assistant, Development & Planning

## **15.4 Department Safety Officer**

15.4.1 The Librarian appoints a Department Safety Officer (DSO) at Dorothy Eunson Library with responsibility for day-to-day health and safety matters relating to the Libraries on various campuses.

15.4.2 Departmental Safety Officer (DSO) is appointed in response to a job description by the Librarian. The DSO is appointed primarily to co-ordinate safety related activities and to facilitate their effective and efficient implementation.

15.4.3 The DSO at DEL is responsible for the production of the 'Annual Libraries Health and Safety report', which is sent to the President.

## **15.5 Departmental Safety Committee**

15.5.1 The Library Departmental Safety Committee (LDSC) is chaired by the Librarian and attended by all library Departmental Safety Officers, representatives from all staff groups and the Senate.

- This Committee discusses safety issues, receives reports and endorses both the Safety Policy and the Annual Reports.
- It advises on the preparation and revision of papers relating to health and safety and training in safety procedures.
- The Committee also monitors the provision of health and safety communications, publicity and the supply of 'first aiders'.

15.5.2 DSC reports to the Library Staff Meeting, sets up working groups for discussion on single issues and actions where appropriate. Via the Annual Report, it can action the main University Safety and Occupational Health Group.

## **15.6 Staff responsibilities**

15.6.1 All Library staff members are expected to undergo appropriate training in health and safety issues, particularly with regard to the library.

15.6.2 They must all receive appropriate training in the health and safety aspects of their duties. This applies particularly in relation to risk assessments and inspections of the workplace. Those who work

with display screen equipment and who carry out manual handling tasks should receive basic training in the health and safety aspects of such work and attend re-training within three years.

15.6.3 All staff and users have a responsibility to:

- Read any information on safety that is provided on the web, by paper copy or on notice boards
- Ensure they never attempt to operate unfamiliar equipment, or undertake tasks which may be unsafe.
- Know the procedure to adopt in the event of a fire and familiarise themselves with the fire exits.
- Report anything hazardous to a member of library staff
- Ensure all accidents and incidents are reported to a member of library staff.
- Take care of their own health and safety as well as others who may be affected by their work.
- All members of the library have a responsibility to co-operate with their colleagues to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. They are required to work in accordance with this policy, and site specific policies, in accordance with the assessments made of activities and the procedures or control measures.

## **15.7 Auditing and Monitoring**

Audits are conducted by the University Health & Safety Office to review performance of all areas of the University, including the libraries, as part of the University's Strategic Performance Review (SPR) programme. It is the responsibility of the library, through the librarian and DSO, to respond to and act on the comments and suggestions made by SPR.

## 16.0 POLICY AND PROCEDURES FOR USE OF ELECTRONIC INFORMATION

### 16.1 Electronic Networks and the Library's Mission

The Dorothy Eunson Library makes it possible for student to have access to the information they need to make informed decisions.

### 16.2 Library Patrons' Rights

- Library patrons have certain rights with respect to use of electronic information networks such as the Internet.
- Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in public access settings.
- Library patrons have the right to equitable access to electronic information networks.
- Library patrons have the right to access and read all library service policies and discuss questions with appropriate library staff.

### 16.3 Patron Assistance and Instruction

Dorothy Eunson Library staff may provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Some printed and online documentation and instructions are available at or near points of service. Instruction in particular aspects of electronic information network use is available upon request.

### 16.4 Use of Equipment and Networks

The Dorothy Eunson Library requires that library patrons using electronic information networks such as the Internet do so within the guidelines of acceptable use. The following activities are unacceptable:

- Use of electronic information networks for any purpose which results in the harassment of others
- Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software or network security procedures.
- Use of electronic information networks which result in commercial gain or private profit (other than that allowable under University intellectual property policies).
- Use of electronic information networks that violates a National law in any way, including copyright.
- Use of electronic information networks in any way that violates licensing and payment agreements between the Dorothy Eunson Library and network/database providers.
- Unauthorized duplication of copy-protected software or violation of software license agreements.
- Violation of computer system security.
- Behaving in a manner that is disruptive to other users, including, but not limited to, overuse of computer equipment which serves to deny access to other users.

### 16.5 Library Procedures Relating To Electronic Networks

16.5.1 Dorothy Eunson Library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures include (but are not necessarily limited to) the following:

- Researchers have priority access at all times.
- GhanaCU electronic information networks are solely for educational and research purposes, and not for recreational use
- Downloading and installing of software is **prohibited**.
- Downloading of data, i.e. search results, to a formatted high-density disk is encouraged.
- No food or drink is permitted at computer workstations in the library.

## **16.6 Internet use policy**

16.6.1 The Dorothy Eunson Library is the information resource provider for the University. The Library is pleased to offer access to the Internet in the Library. Internet access is an extension of the Library provision of information to the University community.

16.6.2 NOTICE: Information available through the Internet is unregulated, and the Dorothy Eunson Library does not monitor or control Internet contents on its computers. Although the Internet provides information that is professionally, culturally, and personally enriching, it also provides access to information that may be inaccurate, inflammatory, illegal, offensive, and/or disturbing to some users.

16.6.3 All computer and Internet users are subject to the rules below. Please read them and ask a Library employee if you have any questions regarding this document.

## **16.7 Dorothy Eunson Library Computer Rules**

16.7.1 Be aware that the computers in our Libraries do not contain Internet filtering devices.

16.7.2 It is a crime to access, view, show, display, copy, print, or send obscene material such as pornographic images.

16.7.3 Do not make unauthorized copies of information protected by copyright. Unauthorized copying or distribution of copyrighted materials without the permission of the copyright holder is prohibited.

16.7.4 Do not install any software to Library computers.

16.7.5 Do not violate the Library's computer security or otherwise alter its computer equipment.

16.7.6 In order to best serve all library computer and internet users, the library may:

- Restrict time on the computers and limit functions or applications used
- Require that users supply their own preformatted discs for downloading files
- Require that a user pay for copies printed

16.7.7 Violators will be denied access to computers.

## **16.8 Photocopying**

16.8.1 Photocopy machines are available at the libraries. This service is available during hours the Copy Services desk is open, and the service is to be paid for.

16.8.2 The Dorothy Eunson Library abides by the terms of Copyright Law and its subsequent revisions, and contains sections which directly deal with library photocopying.

16.8.3 Materials copied by Library staff are for use by Students/faculty for private study, scholarship, or research, and must be in accordance with the "fair use" provisions of the Copyright Law. Neither multiple copies nor copies of entire copyrighted works will be made. In addition, the Library reserves the rights to refuse to accept a copying order if, in its judgment, if fulfillment of the request would involve infringement of the Copyright Law.

### **16.9 Breach of Policy**

Violation of any aspect of this policy or these procedures may result in the loss of library privileges.

## 17.0 POLICY STATEMENT ON LIBRARY SERVICES FOR PERSONS WITH DISABILITIES

### 17.1 Policy

17.1.1 Persons with disabilities will have access to the Dorothy Eunson Library resources and services comparable to that extended to other persons eligible to use them, and the library will actively contribute to facilitating such readers' independence to take full advantage of the libraries' offerings.

17.1.2 The library's commitment to actively address the special needs of this population of readers is informed by law, by the University's commitments to equity, and by the library's fundamental values of intellectual freedom and access to information underlying its service programs.

#### 17.1.3 Service Program:

The library's service program will ensure that persons with disabilities will have access to its resources and services, and facilitate their independent use of these offerings.

### 17.2 Program objectives

17.2.1 To establish and promote service procedures, web design requirements, and facilities to support the research, teaching, and learning needs of persons with disabilities eligible to use the Dorothy Eunson Library.

17.2.2 To heighten staff understanding of and sensitivity to the needs of persons with disabilities and awareness of disability issues and service practices to address them.

17.2.3 To strengthen the library's organization as well as its relationship with the Counseling Office and other campus groups to serve persons with disabilities.

### 17.3 Service strategy:

17.3.1 The wide range of physical, mental, and psychological conditions that can hamper a person's ability to access information creates particular challenges for the library in designing its services.

17.3.2 The strategy adopted to address these challenges is to provide adaptive technologies wherever possible to facilitate the independent use of library resources and to provide staff assistance otherwise. The implementation of this strategy will be incremental.

17.3.3 This policy is intended to ensure inclusiveness, equity and independence so that people with disabilities can be full users of our services. We intend, to the extent possible, that they should be able to use services independently, without additional intermediaries.

17.3.4 The Dorothy Eunson Library has set the following objectives in order to develop its access services to meet the needs of users and staff:

- To provide a positive welcome to all staff and users with disabilities.
- To try to make all services and premises accessible, regardless of a user's disability, wherever possible and/or practicable.

- To be conscious of the impact on users or staff with disabilities when undertaking any works on Library sites.
- To advise users when the Library is unable to provide the level of support that they might require, so that they are aware if they need to make their own additional arrangements.
- To develop information sources (including the Library's catalogues) in formats and with equipment that can enhance access by people with disabilities.
- To seek structured feedback from service users and staff on how far services and facilities are meeting their needs.
- To provide expert advice to staff and users.
- To develop the understanding and skills of staff to help them manage and provide services to those with disabilities, whether users or colleagues.



## 18.0 USING THE LIBRARY – THE BASICS

### 18.1 Getting Help

Library staffs will be glad to help you with basic use of the Library. Staff at the service desks deal with routine queries. There are printed guides and leaflets, and information can also be found on the library Web pages at <http://www.yeahuatech.net/library>.

### 18.2 Communicating with Users

We will communicate with all students by e-mail, using their University e-mailbox. Staff and other users should provide an e-mail address on their library registration form wherever possible.

### 18.3 Using your own Laptop in the library

18.3.1 Library users are welcome to bring laptop, notebook computers and iPads into the Library. Please note however:

- These are used entirely at the owner's risk and should not be left unattended
- If other users complain about the noise they make, we reserve the right to ask you to move or cease to use the machine in the Library.
- These computers cannot be linked in to the University network when used in the Library.

18.3.2 You must sit at a desk where the electric point is adjacent, so that no trailing cable presents a danger to other users. Library staff can advise you as to the best locations for notebook PC use in each library.

### 18.4 Studying in the library

18.4.1 In each library the area around the service desk will be quite noisy and busy. There will also be a lot of bustle around the PCs and printers.

18.4.2 The desks and study areas elsewhere in the Library are for quiet study. There should be a minimum of talking, no eating or drinking and no incoming or outgoing mobile phone calls.

### 18.5 Cell Phones in Library

18.5.1 Use of cell phones is not permitted in the Dorothy Eunson Library.

18.5.2 Mobile phones should be switched off on entering the Library. These restrictions also apply to corridors in front of the Library.

### 18.6 General rules

18.6.1 Silence is to be observed at all times within the precincts of the Library

18.6.2 Smoking is forbidden in all parts of the library

18.6.3 No kind of food or drink is allowed in any part of the library.

18.6.4 Rain coats, umbrellas, scanners, etc, are not allowed in the library.

18.6.5 The use of mobile phones is strictly prohibited. Such phones should be switched off whilst users are in the library.

18.6.6 No seats shall be reserved by or for any reader. Any seat so reserved shall be cleared by

Library Staff for use by others.

18.6.7 Library staff will inspect any item being taken out of the Library.

18.6.8 All readers must enter and leave the Library through the main gate.

## 19.0 OFFENCES AND SANCTIONS

### 19.1 Library Offences

The following shall constitute library offences:

#### 19.1.1 General collection

Failure to return a borrowed book and related material on date due shall attract the payment of a fine of GH¢1.00 per day for 7 days; there after GH¢2.00 a day plus loss of borrowing right till books are returned.

#### 19.1.2 Audio-visual materials

Sanction: Offender shall be liable to the payment of a fine of GH¢20.00 per every hour plus loss of borrowing right till material is returned.

#### 19.1.3 Reserved books:

Sanction: Offender shall be liable to the payment of a fine of GH¢20.00 per every hour plus loss of borrowing right till books are returned.

#### 19.1.3 Lost/Damaged materials.

- a. Books and materials that are not returned after two overdue notices have been sent to the student are considered lost.
- b. Offender shall pay twice the current price of the material plus a processing fee of GH¢10.00.
- c. Charges for lesser damage will be decided by the Librarian.

### 19.2 Unlawful acquisition of library materials/stealing

19.2.1 General collection: 21 days rustication

19.2.2 Reference materials: One semester rustication

19.2.3 Audio-visual materials: One semester rustication

19.2.4 Periodicals: One semester rustication

### 19.3 Mutilation of books and related materials

19.3.1 Sanction: A member who commits this offence shall be dismissed from the University.

19.3.2 In case of a Senior Member who commits any of the above offences, a report shall be made to the President and the Provost for appropriate sanctions to be University against him/her.

### 19.3 Appeals procedure

19.4.1 There may be occasions when you feel that a fine has been incurred unfairly, or when you may wish to discuss circumstances which you feel should mitigate the fine. In such cases you should direct your appeals to the Dorothy Eunson library.

19.4.2 The senior member of staff will make a decision as to whether or not the fine should be paid. If it is decided that the fine has been incurred fairly and should be paid, you will be given the reasons for this.

19.4.3 If you still feel that you should not have to pay the fine, then you may lodge a formal appeal. This should be made in writing (either by letter or email), to the Dorothy Eunson Librarian. An Appeals Committee comprising the Dorothy Eunson Librarian and two other senior members of Library staff (but not including the member of staff who made the original decision) will normally hear this within seven days.

19.4.4 You have a further right where you consider the Procedure adopted by the Appeals Committee (referred to above) to have been unfair for the matter to be heard by the provost.

*This policy is subject to review from time to time.*

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