

# Evangelical University

<b>Policy Number</b>	
<b>Policy Title</b>	Library Policy Document
<b>Responsible Officer</b>	EU Librarian
<b>Responsible Office</b>	The Office of the Librarian
<b>Summary</b>	Outlines collection development procedure, defines clientele and funding pattern for the library. It further outlines collection maintenance rules consequences for material damage or loss.
<b>Definitions</b>	<ul style="list-style-type: none"> <li>• <b>Client</b> or <b>Patron</b> refers to eligible library service user , consumer or beneficiary</li> <li>• <b>Fine</b> refers to fee levied for late return of library materials</li> <li>• <b>Cost of replacement</b> refers to the purchasing and shipping charge, if need be, of a material bought by a client as compensation for damaging or losing a library resource.</li> <li>• <b>Library access</b> refers to the freedom of use of library resources or facilities including space, usually upon satisfying library membership admission processes.</li> <li>• <b>Gift</b> refers to free will or solicited material donations to EU library by and from donors both local and international.</li> <li>• <b>Alumni</b> refers to graduates of BICA-TCCA and now Evangelical University</li> <li>• <b>Library handbook</b> refers to a booklet containing specific and general guidelines on library service privileges, expectations, conduct and consequences, used as client orientation manual.</li> <li>• <b>Banned</b> refers to discontinued library access or withdrawal of all library privileges from a client for non-compliance to governing library rules.</li> <li>• <b>Account blocked</b> refers to withdrawal of borrowing privileges or discontinued check out of materials under a clients' account, usually due to continued accumulation of overdue fines and non settlement.</li> <li>• <b>Primary clientele</b> refers to top priority library clients for consideration</li> </ul>
<b>Approving Body</b>	Academic Committee
<b>Approval Date</b>	September, 2017
<b>Last Revision</b>	October, 2019
<b>Re-evaluation Date</b>	November, 2021
<b>Departmental Impact</b>	All library resource users or patrons.

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

## Policy Statement

The library plays a critical role in the life of an institution. It is the center of all learning in educational institutions. This underscores the necessity of precise and intentional care in resource collection development, maintenance, usage and retention.

The principle of fair coverage of all relevant subjects in terms of literature acquisition must not be traded for any personal biases. This ensures a balanced growth of the collection in support of the relevant fields of study offered by the institution. Policy therefore serves to prevent or eliminate biasness, enhance fair consideration and resource allocation to all relevant fields of study as well as to foster Faculty-Librarian engagement in resource collection development efforts. It further serves to guard against material accumulation at the expense of quality, relevance, flexibility of access and usage as well as disposal processes.

Policy further defines library clients, which makes meeting their information needs a manageable goal to strive for and attain. It further leads to judicious spending on resources. Planning for study space provision is equally enhanced with a defined library resource and service user group. Clients are expected to be cooperative and to adhere to the given guidelines to ensure continued library access privilege. Faculty needs to actively act as subject specialists to foster the growth of a well balanced library collection. Care for resources is a shared responsibility between library staff and all library service consumers.

### **Rationale**

Effectiveness of library service provision largely depends on the quality, quantity and relevance of materials in the collection in support of educational programs offered by the institution. Security and retention of library resources are paramount factors to reaching desired resource quantities, maintaining quality service and being relevant to information seekers. Every client is made aware of his or her privileges, responsibilities and consequences for damages to or loss of library resources so as to instill greater sense of care for institutional resources. Cooperation between library staff, faculty and clients is required. Each one should take up their roles and fulfill expectations to uphold a balanced library collection build-up and enrich the learning experience for all at Evangelical University.

### **Policy Procedures**

The library handbook will be employed as day to day interface tool in dealing with clients who possess knowledge of the content in the handbook. Client orientations shall be conducted by library staff to introduce them to governing rules, library systems and procedures. Clients, particularly students, shall receive a personal copy of the handbook for reference sake to guide them as long as they need library access. This promotes their understanding of privileges, limitations and responsibilities in accessing library services. Students and faculty constitute the primary library clientele at Evangelical University.

Other members of the library shall fill in their details on a form containing a summary of guidelines one needs to observe to be admitted. Operation hours shall be stated on the form and the client shall indicate acceptance having read the guidelines by appending their signature on the form. Membership fee and validity shall be determined by the librarian in consultation with the Academic dean and management. No one shall have the privilege to access the library if they fail to accept to abide by stipulated guidelines. On the other hand, library privileges will be withheld for defaulters failing to clear the accrued fines or settle costs of replacement for a lost resource.

Each client shall have an account in the library management system and a library card to be used always by the account owner when borrowing books or resources. This enhances resource accountability and curbs identity theft. The clients' account shall be restricted or blocked should one fail to renew his or her membership status or settle accrued fines on the account with EU library. Clients need to maintain credit free accounts for continued library service privileges. Owing students shall neither be eligible to borrow resources to use over term breaks nor receive library clearance, till settlement of library fines or cost of replacement.

Full-time and Part-time faculty shall make recommendations for purchase. Staff and students are encouraged to recommend titles where possible for purchase consideration. Faculty or lecturers are encouraged to access the publisher's catalogue for book selection purposes. All recommendations shall be submitted to the librarian for analysis and final decision to order the resources.

The Librarian and the Assistant Librarian shall work hand in hand in processing library materials. No materials shall be in circulation prior thorough processing and establishing institutional ownership of resources. The Library Assistant shall handle the final and non-technical role in the information resource processing cycle. Occasionally, the Assistant Librarian shall help complete the process where need or circumstances demand.

## **1.0 INTRODUCTION**

Evangelical University library formerly Theological College of Central Africa (TCCA) library was opened in 1982. It was first housed in a classroom. When the collection became too large, it was moved to the new library building which was later extended in 2003. The collection consists of the following:

- ❖ Monographs
- ❖ Serials
- ❖ Audio-Visual materials
- ❖ *Digital or Electronic resources*

### **1.1 General Mission Statement**

*The mission of the Evangelical University is to train men and women at post-secondary level in theology and education which is Bible-based, relevant to the African context and evangelical in character, in order that they will grow in their love for God and for their neighbor as they:*

- ❖ *Follow Jesus Christ in every aspect of life*
- ❖ *Fulfill His command to make disciples of all nations and*
- ❖ *Equip others for Christian service in the church and the world.*

### **1.2 Departmental mission statement**

*The mission of the Evangelical University Library is to support the institution in educating men and women for full-time Christian service. The library plays a critical role in the realization of the overall institutional mission statement.*

### **1.3 Library aims / Objectives**

- ❖ *To make available in sufficient quantities relevant learning, teaching and research materials to Students, Faculty, Staff and Alumni members of the library.*
- ❖ *To provide a conducive study atmosphere, sufficient furniture and space*
- ❖ *To facilitate fair usage of materials, circulations as well as security of all library resources*
- ❖ *To be increasingly adopting and incorporating appropriate technologies that enhance learning and library service provision*

## **2.0 PURPOSE OF A COLLECTION DEVELOPMENT POLICY**

The aim of a Collection Development Policy (CDP) document is to identify and outline the general framework for the development and maintenance of the library collection.

## **2.1 CDP Objectives**

The objectives of the policy are to:

- ❖ Give guidance in the selection and acquisition of library materials in order to develop a well-rounded collection.
- ❖ Set quality standards for the inclusion and weeding of library resources
- ❖ Ensure an appropriate physical condition of the collection and assist staff in effective planning and administration of resources.

## **3.0 CLIENTELE (USERS)**

- ❖ EU faculty and staff
- ❖ Students
- ❖ Spouses of staff and students
- ❖ Alumni
- ❖ EU Council Members

*On premise of developing and fostering cordial relations, mutual benefit as well as impacting the surrounding community, the library shall in addition to the above primary clientele serve the following;*

- ❖ *Donor or partner agencies staff within Ndola (Known and recommended by Faculty)*
- ❖ *Church and parachurch organization leaders (Known and recommended by Faculty /staff/ student)*
- ❖ *Teaching faculty from surrounding schools in Ndola (Known and recommended by Faculty/ Staff/ Student)*
- ❖ *E U community residents (tenants) known and recommended by Faculty/ Staff/ Student subject to acceptance and fulfillment of prescribed terms of service.*

*It must be noted however that donor agencies staff are exempted from paying subscription fee, but every overdue charge incurred on borrowed library items shall be demanded and every loss be compensated fully by the respective client.*

## **4.0 FUNDING**

The library has an annual budget for books, journals and other resources. Funds will be allocated based on broad subject disciplines. *The maximum number of books per title on library shelf shall be six (6) copies. All excess copies must be transferred to Storage.*

## **5.0 SELECTION RESPONSIBILITY**

- ❖ The Librarian and Faculty share responsibility for selecting library materials.
- ❖ All full-time faculty are expected to act as subject specialists in the areas of their specialization and make recommendations for purchase.
- ❖ Part-time faculty, staff and students are also encouraged, where possible, to make recommendations for purchases.
- ❖ The Librarian will at regular intervals circulate to faculty publisher's catalogues to assist in book selection.
- ❖ Faculty can also select for purchase personal books which must fit the collection guidelines.
- ❖ All purchase recommendations will be submitted to the Librarian who will have the final decision to order the resources.

- ❖ The Librarian will monitor the overall shape and quality of the collection giving particular attention to the Reference collection and to areas inadequately covered by faculty recommendations.

## **6.0 GUIDELINES FOR THE COLLECTION**

The library will seek to maintain resources relevant to the areas of study as stated in the guidelines for collection appended to this document.

## **7.0 GIFTS**

Gifts of library materials are welcome provided they fall within the library's collection priorities. Once donations are accepted, they will be added to the collection and become Evangelical University library property.

- ❖ Generally, a gift will not be accepted if the donor wishes to place any limitations on the use of the item or its disposal.
- ❖ All major donations and those specifying conditions of access must be approved by the Librarian.
- ❖ The Library will only accept items that enhance the collection. Material currency, relevancy and value addition forms the basis for either rejecting or accepting and adding the donated gifts to the collection.
- ❖ Materials not accepted may not be returned to the donor but be donated to other libraries, organizations or offered for sale.
- ❖ All materials should normally be in good condition and not require binding or repair.
- ❖ Serial donations should be in good physical condition and substantially complete.
- ❖ Furthermore, monetary gifts for purchase of library materials are acceptable provided the donors' intent is consistent with this CDP stipulations.

## **8.0 STOCK-TAKING AND SHELF READING**

Stock taking is a very important exercise. It provides information on losses incurred over a period of time and also gives information for determining the strengths and weaknesses of the collection. *Shelf reading on the other hand facilitates the placement of materials in their exact positions on a shelf thereby benefiting access and retrieval process of a material. It helps locate and relocate misplaced materials. Orderliness in terms of shelving materials is achieved.* These processes will simultaneously be conducted once per annum in the month of December.

## **9.0 WEEDING**

Weeding refers to the practice of discarding or transferring to storage excess copies, rarely used books, and materials no longer in use. It is done to make room for new materials, save space and improve storage. The process of weeding will be the responsibility of the Librarian. The general and journal collections will be weeded when:

- ❖ Titles are no longer relevant to the collection scope
- ❖ Items are damaged beyond repair
- ❖ There are excessive duplicates
- ❖ Journal titles are discontinued
- ❖ There are obsolete and superseded editions

## 10.0 DISPOSAL PROCESS

A report of materials and equipment due for disposal shall be presented with justifications to faculty and staff meeting for awareness and approval sake. Items will generally include:

- ❖ Gifts or materials not accepted for addition to E.U. Library collection
- ❖ Weeded and no longer needed materials
- ❖ Faulty or broken and costly to repair than purchasing new electronic gadgets or equipment

Library primary clientele will be accorded an opportunity to buy where possible at low prices via book sales or be given freely. Organizations or libraries that may make maximum use of items to be disposed when identified may be given such items as gifts provided interest is registered via correspondence. Finally, what can neither be sold nor given out will be destroyed appropriately. Items disposed of by the library shall carry no guarantees once sold or given out and cease to be Evangelical University property. A record of discarded school equipment must be filed in the Business office.

## 11.0 COLLECTION EVALUATION

The collection can be evaluated in different ways which may include inspection, random sampling, checklists, etc. Evaluation will be undertaken to determine the following:

- ❖ The scope and depth of the collection.
- ❖ Strong and weak areas of the collection.
- ❖ The allocation needed to maintain areas of strength as well as strengthen weak areas of the collection.
- ❖ How well the collection development programme is doing.

## 12.0 REVIEW OF POLICY

In order for the Collection Development Policy to remain current and relevant to the needs of the collection, it will be reviewed *and updated every two years in November. The proposed changes and additions once approved by top management shall be incorporated and or enacted into policy at the commencement of Evangelical University's academic calendar. The library policy review committee shall primarily consist of all library staff and the Academic dean.*

## 13.0 LIBRARY RULES AND PROCEDURES

*Are meant to:*

- ❖ *Inform and control individual conduct or behavior so that the library remains conducive for study*
- ❖ *Foster responsible and secure usage of library materials thereby meeting current needs without compromising future needs*
- ❖ *Facilitate smooth operations leading to the achievement of its mission statement.*

*Below are the rules to be observed by all library users;*

1. *Leave all bags and personal books at the circulation desk upon entering the library*
2. *There shall be no eating or drinking in the library*

3. *No booking of study places should take place at the tables in the reading room. Carrels are assigned to specific students.*
4. *That noise (talking, whispering, etc.) should be kept to a minimum*
5. *Keep your study table tidy, remove books from the table and push your chair under the table when leaving*
6. *Do not re-shelve books after using them. Put them on the trolley behind the circulation desk if not checked out already.*
7. *Do not bend, mark or damage the books in any way*
8. *Report any irregularities of book shelving or damaged books to library staff*
9. *Do not exceed the prescribed maximum number of books in your possession at any given time. Observe due dates and renew on time if you so wish to extend your loan duration.*
10. *Do not possess more than the prescribed number of reserve items. Return such items on time*
11. *Periodicals usually contain current information and thoughts on diverse issues. Feel free to borrow the ones you are interested in and observe due dates.*
12. *Fines you accumulate for bringing materials late will be demanded, any damages to books as well as losses will attract compensation or replacement charges.*
13. *Spouse to students are welcome to use the library and may borrow up to 5 books under their own library account*
14. *Projectors are available on one day loan period per individual during the academic calendar for class or coursework usage.*
15. *Be a good steward of library resources in your care.*

## **APPENDIX: SPECIFIC GUIDELINES FOR SUBJECT AREAS**

Old Testament

New Testament

Church History

Systematic Theology

Applied Theology

Interdisciplinary Studies

*Education*

*Languages*

Reference & General