



KABARAK UNIVERSITY

POLICY FRAMEWORK

**LIBRARY AND
INFORMATION SERVICES
POLICY**

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POLICY SIGN-OFF AND OWNERSHIP DETAILS

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Prof. Henry K. Kiplangat, PhD, MBS, OGW
VICE CHANCELLOR

.....
 SIGNATURE

 DATE

H.E. Prof. John Lonyangapuo, PhD, CBS
CHAIRMAN UNIVERSITY COUNCIL

.....
 SIGNATURE

 DATE



PREFACE

Vision, Mission, Philosophy, Core Values, Objectives and Moral Code

University Vision

To become a center of Academic Excellence founded on Biblical Christian values.

University Mission

To provide holistic quality education based on research, practical skills and Biblical Christian values.

University Philosophy

To provide quality Education in Biblical perspective that transforms life.

University Core Values

- (i) Integrity
- (ii) Excellence and professionalism
- (iii) Innovativeness and creativity
- (iv) Commitment to serve
- (v) Being mindful of others.

University Objectives

The objectives of Kabarak University shall be: -

- (i) To provide holistic education, with a Christian foundation, that will enable the student to develop intellectually, spiritually, physically and socially;
- (ii) To become a Centre of Excellence for thought, discussion, research and teaching within the context of Christian truth and commitment, spiritual sensitivity, and submission to Christ's Lordship (IPeter3:15);
- (iii) To provide adequate facilities and infrastructure for high quality education, such as library resources, laboratories, research facilities, classrooms, and buildings to support the various curricula and syllabi;
- (iv) To stimulate appreciation, understanding, adoption and commitment to the Christian faith and to emphasize the centrality of the Christian ethic and its motive of service to God and Humanity;
- (v) To demonstrate that work, both manual and mental, has dignity;
- (vi) To promote ideals of brotherhood, equality and democracy, with particular emphasis on national patriotism;
- (vii) To maintain and encourage a way of life characterized by the fear of God, humility, honesty, pride in labour, quest for knowledge, high moral and academic standards, and concern for the welfare of others;
- (viii) To share knowledge, skills, and experiences with the rest of mankind in the pursuit of human advancement;
- (ix) To promote clean and safe environment for the posterity of mankind.

University Moral Code

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart Jesus Christ as Lord (IPeter3:15).



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1.0 INTRODUCTION

Kabarak University Library (hereafter referred to as ‘Library’) was started from the first book on 23rd August 2002, in a small room (previously a classroom) and had only three pioneer staff. It later moved to a modern library building with a seating capacity of 1000 users and adequate office and shelf space. The building was named Daniel T. Arap Moi Library in honour of the Chancellor who graciously sponsored its construction. A newly constructed building in Nakuru City campus houses a branch library with a seating capacity of 500 users. Currently, the Library boasts of about 40,000 volumes of books, access to e-resources and 26 members of staff.

1.1 Vision and Mission of the Library

The mission of the Library is to provide quality information services to support and enhance the teaching, learning, research and other creative activities of the University community. The Library endeavors to collect, organize and store relevant information materials both in print and electronic formats, and disseminate information to its users.

The vision is to become an excellent information center for academic and research activities by providing a conducive environment for reading and learning.

1.2 What is a Policy?

According to the Oxford Advanced Learner’s Dictionary, a policy is a plan of action agreed or chosen by a political party, or business. It can therefore be said that a policy is a plan of action or a principle that one or an organization believes in. It is a principle that influences how one behaves or how business is done.

1.3 Objectives and Scope of the Library Policy

For the Library to achieve its mission and vision and subsequently support the mission of the University, it is imperative to have rules, regulations and procedures to guide and direct all the Library activities. The policy therefore is a key document that will enable the Library staff carry out their duties with precision and accuracy, while at the same time inform users on what to expect and behave while using Library Services. It is a comprehensive policy consisting of policy statements in the sub-sections covered.

2.0 POLICY PROVISIONS

2.1 COLLECTION DEVELOPMENT POLICY

2.1.1 Introduction

The Collection Development policy is a planning document which identifies and communicates the long- and short-term collection goals and policies of the Library. It sets out the collecting responsibilities and priorities of the Library and provides guidance to those involved in the selection, preservation and weeding of library materials. This is a living document, adaptable to change and growth and provides guidelines that can be modified as the Library's collection needs change.

2.1.2 Purpose of the Policy Document

The purpose of this Policy document is to: -

- (i) Define the scope of the existing collections and to facilitate systematic planning for the future development;
- (ii) Describe the process of collection management and development;
- (iii) Provide Library Staff with practical guidance on the selection of individual items or categories of items, determine priorities in order to help them achieve consistence and responsiveness in selection, and use funds wisely;
- (iv) Inform the Library users of the basis of collection decisions;
- (v) Provide a yardstick against which the collection can be evaluated;
- (vi) Establish useful priorities to guide cataloguing, retrospective conversion, and decisions concerning preservation.

2.1.3 Priorities for Collection Development

- (i) To serve the curricular and research needs of students
- (ii) To support faculty research and teaching needs
- (iii) To support leisure reading and the general needs of the community

NOTE: Highly specialized materials shall be purchased very selectively. Electronic access, document delivery or traditional interlibrary loan shall be relied upon to provide more specialized information needed by researchers (both students and staff).

2.1.4 Budgetary Control

The acquisitions are financed chiefly by a departmental allocation from the University. The Library strives to distribute its funds in such a way as to ensure a solid foundation for a collection serving a variety of users in various disciplines. The Library allocates funds to schools, and allocations shall generally be based on the size of the school, the number of academic programs and the relative cost of materials.

Final responsibility for the purchase, acquisition and collection of all library materials rests with the University Librarian, who ensures that expenditure of funds does not exceed allocation limits and that collection priorities are observed.

2.1.5 Selection Process

Selection of Library materials shall be undertaken by the Acquisition Librarian in partnership with the academic staff. The Library Management Committee also has an advisory role in selection. All users are also welcome to make suggestions for purchase of library materials and their suggestions shall be channeled to the appropriate library staff.

It is the responsibility of teaching staff to ensure that the Library receives a copy of each reading list issued to students at least one semester before the course is taught. The Acquisitions Librarian is responsible for acting on this information and purchasing sufficient copies. The number of copies purchased will depend on:

- (i) The number of students registered for the course;
- (ii) The importance of the item as notified by the Lecturer;
- (iii) The pattern of past use
- (iv) The number of copies already in stock.

The Library shall normally acquire 1 (one) copy of every suggested title and 3 (three) copies of core texts. No more than ten (10) copies of a single title shall be stocked unless guided by a regulatory requirement.

2.1.6 Core Selection Criteria

These are essential factors that shall be considered for any addition to the collection. Additional criteria applicable to special formats are listed in the sections dealing with those formats

- (i) Support of one or more collection development priorities, regardless of format.
- (ii) Value—content, format, physical condition, and cost effectiveness (anticipated use versus cost)
- (iii) Collection level – appropriateness of the subject content and intellectual level of material to the stated subject collection development level.
- (iv) Authority – originates from a recognized authority on the subject.
- (v) Currency of information
- (vi) Access – availability from an external source through interlibrary loan, or other electronic access.

2.1.7 Languages Collected

The Library shall collect materials primarily in the English language for the general collection. Translations of foreign language materials shall normally be preferred to the originals. There are three prominent exceptions:

- (i) Literature, literary criticism, and materials relating to foreign cultures appropriate to Language department curricula;
- (ii) Selected major foreign newspapers and periodicals;
- (iii) When information is required in a particular foreign language or is not available in English.

2.1.8 Collection Levels

In each subject area represented in the University curriculum, collection management shall select materials in appropriate formats to the depth needed to support the academic programmes in place.

2.1.8.1 Certificate and diploma level

This level provides for resources on basic or primary topic on subject area and reference tools.

2.1.8.2 Undergraduate level:

This level provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. It includes a broad range of basic works in appropriate formats, classic retrospective materials, key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

2.1.8.3 Master's level

This level provides resources adequate for imparting and maintaining knowledge about primary and secondary topics of a subject area. It includes and/or provides access to a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation.

2.1.8.4 Doctoral level:

This level includes and/or provides access to the major published source materials required for dissertation and independent research, reporting new findings, scientific experimental results, and other information useful to researchers. It also includes and/or provides access to important reference works to a wide selection of specialized monographs, to an extensive collection of journals and to major indexing and abstracting services in the field. Crucial foreign language materials are included. Older material is retained if pertinent for historical research.

2.1.9 Selection Guidelines for Books and Monographs

2.1.9.1 Multiple Copies

Only one copy of a title shall be purchased for the general collection; this shall not preclude purchase of different editions of a title. Possible exceptions are:

- (i) When a book is placed on reserve
- (ii) When an item receives very high use
- (iii) When a volume is received as a gift
- (iv) Recommendation by the lecturer
- (v) When a book is a core text for a course.

2.1.9.2 Paper/Hard Bound Books

Hardbacks shall be preferred for firm orders, but if unavailable either paperback/soft bound may be obtained.

2.1.9.3 Local Authors

Books written by Kabarak University employees or alumni shall be added to the general collection as needed to support the curriculum, and provide leisure and recreation.

2.1.9.4 Leisure Reading

Bestsellers and other popular works shall be added to the collection as needed to support the curriculum and provide recreation.

2.1.10 Selection Criteria for Gifts and Donations

Selection criteria for gifts are essentially the same as for purchased materials. The Library shall encourage and accept offered gifts and review them for selection, but shall not necessarily retain everything offered. Gift items which duplicate items already in the collection will be added as additional copies only if justified by use.

The Library is under no obligation to include any or all gifts in the general or other collections. No conditions as to retention or treatment shall be accepted from the donor. All gifts and donations shall be acknowledged and donation book labels placed in each book retained. Unwanted donations may be offered to other Libraries that may need them. The need for duplicate copies, value of the items, their physical condition etc. shall be considered in retention decisions.

2.1.11 Dissertations/Theses and Research Reports

All Dissertations/Theses and research reports produced by Kabarak University Staff and Students shall be acquired by the Library. Preference shall be made for soft copies of student projects. The Librarian shall liaise with Graduate School and head of departments for the purpose of procuring the same. Non-Kabarak University dissertations and theses shall not be actively collected, but may be purchased at the recommendation of faculty members.

2.1.12 Periodicals and Newspapers

The number and type of periodicals subscribed to shall be determined by the Librarian in collaboration with the Lecturers, subject to availability of funds. Priority shall be given to the acquisition of titles required for teaching or core research purposes. When all the issues of a journal title have been received, they shall be bound.

Subscriptions to electronic journals shall receive the same scrutiny as subscriptions to print journals even if they are free of charge. Subscriptions to print and electronic versions of the same title shall be held only if recommended otherwise only electronic formats shall be acquired. The print subscription shall be cancelled when its use becomes low.

Access to archives of back issues shall be negotiated and maintained especially for electronic journals available by subscription.

The Library shall subscribe to the major daily newspapers and magazines. The Newspaper subscriptions support teaching and research, provide sources of national and international news and general intellectual and cultural awareness for staff and students.

2.1.13 Selection Criteria for Electronic Resources

Any electronic audio-visual or multimedia resource format may be considered for inclusion in the collection. These may be indexing and abstracting resources or full text or numeric databases. New products which enhance awareness of or accessibility to the Library current holdings of journals books and other resources should be given priority. In addition to the core selection factors, the following criteria shall be considered in reviewing a new electronic database:

- (i) Comprehensiveness: scope, subject coverage, time span, frequency of updates.
- (ii) Ease of use
- (iii) Type of access e.g. local network, stand-alone workstation, circulation from general shelves, circulation from reserve section etc. or other readily available means of access
- (iv) Quality of indexing, search engine
- (v) Preservation, storage and archiving of data
- (vi) Anticipated number of users. Based upon the specific courses that will be served

Selection Criteria for Electronic Journals

In addition to the core selection factors the following criteria shall be considered in reviewing a new electronic journal subscription:

- (i) Journal available via a World Wide Web;
- (ii) Search engine available on the Web;
- (iii) Full text of the journal available directly from the Web;
- (iv) Back issues available to subscribers, preferably from the Web;
- (v) Articles available in HTML format and PDF format
- (vi) Reasonable cost; subscription price shall be comparable to that of the print version, (if one exists,) unless the two publications differ considerably in scope or coverage

2.1.14 Audio-Visual, Multimedia and other Machine-Readable Materials

The collection shall include an audio-visual collection which shall be actively collected as requested and in support of teaching and research. Other machine-readable materials shall be collected when the format is most effective in support of teaching and research and when the Library can provide adequate facilities for their use.

2.1.15 Literature for Children and Young Adults

For the purpose of inculcating the love for books and a reading culture, the Library shall establish and maintain a Junior Readers Section. Award-winning information books, picture books, novels, short stories, biographies, nursery rhymes, folktales/traditional literature, plays and poetry suitable for use with pupils in primary school shall be included in this collection for the junior readers.

2.1.16 Open Reference Collection

General and specialized encyclopaedias, dictionaries, commentaries, general/specialized bibliographies, author/illustrator biographical materials, handbooks, atlases, statistical abstracts, almanacs, directories and catalogues shall be included in the collection.

2.1.17 Collection Evaluation and Assessment

The Library collection needs continuous evaluation in order to be sure that the Library is fulfilling its mission of providing materials in a timely manner to meet the patron's interests and needs.

Statistical tools such as circulation reports, date due slips, shelf allotments and volume counts shall be studied to determine how the collection is being used and how it shall change to answer patron usage. User input and surveys shall also be carried out frequently to evaluate the collection.

2.1.18 Replacement

Missing or damaged books shall be replaced if the information they contain remains relevant to the curriculum and is of current or lasting value. An outdated book on a topic still relevant to the curriculum may be replaced with a newer edition of the same book or with a comparable up to date title.

As materials become worn out, outdated, damaged or lost, replacement will be determined by the appropriate staff members who will determine whether or not:

- (i) The item is still available and can be replaced;
- (ii) Another title or format might better serve the same purpose;
- (iii) There remains sufficient need to replace that item;
- (iv) Updated, newer or revised edition can better replace a given item;
- (v) The item has historical value.

2.1.19 Censorship / Intellectual Freedom

The Library shall support the free exchange of ideas and endeavour to build collections which include all points of view. At the same time, it shall neither approve nor endorse the views expressed in materials included in the collections.

Where there is controversy or disagreement concerning the truth of particular ideas and issues of belief, the Library shall attempt to provide a wide selection of materials encompassing the major viewpoints. The following guidelines shall be considered:

- (i) Title for the collection shall be selected on the basis of overall content.
- (ii) No item shall be excluded on the basis of the author's race, gender, nationality or political or religious views.
- (iii) That some patrons may find an item objectionable on moral, religious, political or other grounds shall not restrict or determine selection.
- (iv) The Library shall not accede to requests of individuals or groups seeking the removal from the collection of materials which have been chosen according to this collection development policy nor shall they yield to requests to add to the

collection materials if their addition would contradict this collection development policy.

Whenever a user objects to the presence or absence of any library material, the complaint shall be given hearing. All complaints to staff members shall be referred to the University Librarian who shall discuss the matter with the complainant. If it is a request for addition of an item that has been rejected by the Library, the Librarian will reconsider its addition.

The University Librarian has final responsibility for deciding whether to add or withdraw the material in question and she/he shall write to the complainant giving the reasons for the decision.

2.2 CATALOGUING POLICY

2.2.1 Introduction

The purpose of this policy statement is to enable cataloguing staff to fulfill the Library's Cataloguing Mission Statement which is to ensure easy access to all the library materials through an up to date catalogue both electronic and manual.

2.2.2 Purpose of a Catalogue

The primary purpose of the catalogue is to provide access to the Library's resources. A Library well stocked with rich information resources both print and electronic formats will still not be useful to its users unless they can easily access them.

2.2.3 General rules

- (i) All Library's resources, print or electronic, owned, archived or subscribed to, are subject to cataloguing and classification.
- (ii) The Library shall base its cataloguing, subject indexing, metadata, genre, classification and transliteration practices on standard codes.
- (iii) The cataloguing and classification practices shall be based on Anglo American Cataloguing Rules, 2nd Ed. (AACR 2) and the Library of Congress (LC) classification and subject heading system.
- (iv) The Library catalogues shall employ as many elements of the Anglo-American Cataloguing Rules, 2nd edition (AACR2) as is feasible and suits the needs of the users and of cross-searching.
- (v) The Library shall catalogue to the AACR2 third level of description, except in cases where an agreed exception is made.
- (vi) Cataloguers may lawfully import headings from authority records, either directly or by copying and pasting.
- (vii) Records for printed books and serials, microforms, and electronic resources, may be derived from the Library's bibliographic record supplier of choice.
- (viii) Cataloguers shall employ AACR2 rules for creating descriptions and headings.
- (ix) One bibliographic record may support multiple physical copies.

2.3 PRESERVATION AND CONSERVATION POLICY

2.3.1 Introduction

The Library shall endeavor to preserve the print and electronic materials through appropriate selection, housing, care and handling, security, climate control, repair and conservation treatment.

2.3.2 Objectives of the Preservation Policy

The Purpose of the Preservation Policy is to provide a comprehensive statement on the preservation and conservation of the Library's collections. It is intended to cover all material in all formats. It provides direction to library staff carrying out their collection management responsibilities relating to preservation, and forms the basis of communication with those outside the Library on preservation matters.

2.3.3 Purpose for Preservation

It should be noted that the vast majority of library information materials have a substantial long shelf life. Library collections are actually normally acquired with the intention that they will be retained in perpetuity. To ensure that long-term shelf life, we must take steps to preserve the materials.

Preservation will hence serve the following purposes:

- (i) To maintain the collection in good condition and ensure its availability in future.
- (ii) To extend the useful life of Library and archival material for future generations.

Criteria for Preservation

The decision to preserve shall be based on various factors including whether the item

- (i) Shall be retained in the collection or not,
- (ii) has art factual or historical value

2.3.4 Policy Principles

The general policy is to preserve and maintain the integrity of the items contained in the Library to the highest professional standards. This includes the historical, textual, pictorial and physical content of the items and takes into account the rarity of the material, access requirements, and Physical condition.

In its effort to preserve and conserve Library materials the Library shall ensure the following:

2.3.4.1 Access

The Library recognizes that the use of its collections is the prime purpose of its existence. All items within its collections will be made available for research, reprography and exhibition whilst ensuring that risk to the items is minimized.

2.3.4.2 ProperStorage

Adequate and appropriate storage units for different types of formats shall be acquired. This includes appropriate size of shelves, filing cabinets and drawers. Housing materials (the containers, boxes, file folders and wallets) for the archives collection shall be chemically inert, and of appropriate structure and size to ensure protection of the material from damage through handling and storage.

2.3.4.3 Proper Handling and Transport

The Library encourages proper handling of collections by staff and users. Staff shall be given adequate time to shelf books to allow moving of books if the shelf units are too packed. Vertical shelving style shall be encouraged while extra-large and books with weak spines are shelved horizontally. Proper support and bookends shall be used to keep materials in good order. During user orientation users shall be educated on proper handling of materials. The Preservation and Conservation Section shall provide training and advice on handling collection materials to all relevant staff and provides handling guidelines for users.

The Library encourages proper handling of collections by staff and users.

Recognizing that photocopying is a major source of damage to printed materials, restrictions shall apply to the copying of at-risk materials and guidelines shall be developed for the safe copying of other materials. Procedures shall be developed to ensure that collection material in transit within or between its buildings, or on loan for exhibitions is well protected and carefully handled.

2.3.4.4 Security

The Library shall maintain one main entry and exit door which shall be manned by security guards. The guards shall check every item taken from the Library by all users including Library Staff. They shall also check those coming in to ensure they do not bring in any unauthorized items like food, water, knives etc.

An electronic security system shall be installed to minimize theft of information materials. Photocopying and printing services shall be made available to reduce mutilation and theft of titles on high demand. In addition, multiple copies of materials on high demand shall be acquired.

A routine check shall also be done on books detect and stop any insect activity.

2.3.4.5 Collection's Maintenance

The Library believes that ongoing and routine collections maintenance will reduce the likelihood of serious damage to its collections. Collections maintenance includes:

- (i) Monitoring the condition of its collections on an ongoing basis and taking action to replace or treat, or reformat, as appropriate, individual items identified as being damaged.
- (ii) Using appropriate containers – boxes, sleeves, wrappers and similar materials to protect collections.
- (iii) Maintaining cleanliness in the storage areas and endeavoring to clean collections on a systematic basis using appropriate methods.

2.3.4.6 Exhibitions and Loans for Exhibitions

The Library shall include preservation considerations in determining the selection of items and the frequency and duration of their use for exhibition purpose, or for loan for exhibition to other institutions. Material will be prepared for exhibition and displayed in accordance with accepted national and international standards.

2.3.4.7 Disaster Preparedness

The Library has put in place some contingency measures and procedures to prevent, react to and recover from emergency situations that may have an adverse effect on the Library collections. These include:

- (i) Smoke detectors, automatic and user-initiated fire alarms. These are strategically located on all floors.
- (ii) Conspicuously marked emergency exit located on the ground floor with a standby key in breakable glass.
- (iii) Fire extinguishers and water hoses distributed on all floors.
- (iv) Back-up system for library databases and resources.

- (v) University-wide disaster preparedness programme coordinated by the Security and Safety department. The support areas include:
- Staff sensitization workshops on areas such as firefighting and first aid techniques.
 - Provision of fire management procedures in conspicuous areas within the Library and designation of fire assembly areas near the library building among other areas in the University.
 - Provision of contacts of personnel with responsibilities for fire prevention and control, such as the Chief Security and Safety Officer.

2.3.4.8 Preservation Treatments

Preservation treatments are undertaken to prolong the life of material by conservation treatment or the creation of surrogates when collection material is at risk, damaged or deteriorated. All treatments are undertaken to recommended professional standards and all materials used in the preservation and conservation process will be of the highest conservation quality.

All conservation treatment shall be of minimum intervention and shall be sympathetic, leaving the integrity and originality of the item unchanged. Each item will be individually assessed and conservation limited to what is necessary for its long-term stability and expected use.

2.3.4.9 Binding and repair

The Library shall engage a full time Library binder to bind materials and repair damaged ones, using appropriate and durable materials.

Fragile books and manuscripts shall be replaced with new copies or surrogate copies or be duplicated through other reformatting technologies.