

INTERNATIONAL MEDICAL AND TECHNOLOGICAL UNIVERSITY

A Science and Technology University in Towards



LIBRARY POLICY JUNE 2019

**INTERNATIONAL MEDICAL AND TECHNOLOGICAL
UNIVERSITY**

**LIBRARY POLICY
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FOREWORD

Library is a very important source of information for any institution of learning including schools, colleges, and universities. Being a very powerful source of information, libraries are needed by learners at different levels of acquiring knowledge and skills. Similarly teaching staff and trainers in different situations also need libraries as a source of information in order to update their knowledge. It is important to mention here that many trained professionals like engineers, medical doctors, pharmacists quite often need to update their knowledge using libraries. This will depend on the library itself being up to date.

This policy includes rules for using the library and instructions on recovery of lost resources by students and staff. It is my hope that all IMTU community will collaborate with library staff to preserve the integrity of our library. This library is here for all of you to use.

In 2018 IMTU library received a gift of 20,000 books from USA Books for Africa organization, 10,000 medical and nursing books and 10, 000 engineering books. The engineering books are in preparation for university expansion to technical fields. This has made our Health Science Library to have a total of 25,000 books. Other developments of our library are included in this policy document.

Prof Kagoma S. Mnyika MD, MSc, PhD
Vice Chancellor

1. INTRODUCTION

1.1 Purpose of the Library Policy

The Library Policy has been created as a management tool to give direction and focus to the library practice at the IMTU library. The policy supports the teaching, learning, creative and research functions of the University by acquiring and organizing a relevant and well balanced collection. It responds to changes in teaching and research programs. Also it maintains the physical condition of the collection, participate in resource sharing and networking at a regional, national and international level.

1.2 The objectives of the Policy

The policy is aimed at: establishing an institutional framework through which an effective, efficient and dynamic library and information service can be provided that meets the information needs of all stakeholders. It guides library staff in conducting and use different library facilities, services and materials to be done in standard manner. It also guides clients and stakeholders at the university regarding expectations and use of the academic library and information service. Lastly it also encourages stakeholder involvement in the library and information service in order to promote an understanding and appreciation of the service as well as the maintenance of the best possible service.

1.3 Library Vision and Mission

The library vision and mission are aligned to the vision and mission and overall strategic thrusts of the International Medical and Technological University (IMTU). The vision and mission of the library are as follows:

Vision

To be leading Medical University Library providing world class information services

Mission

To provide quality information to support education, research, and services for the advancement of health and economic prosperity of Tanzanians and people across the world.

1.4 Motto

Commitment to Excellence

1.5 Values

IMTUL is committed to provide library services and excellence by placing our user's needs at the center, respecting all individuals, team working and the power of sharing knowledge openly.

1.5.1 Service

IMTU Library is committed to the creation of a user-centered services and a welcoming environment conducive to learning and research by offering a diversified collections, facilities and services to the users at the highest standard.

1.5.2 Quality

Library staffs are committed to excellence and work in a way that respects and reflects professionalism, ethical, and courteous behavior.

1.5.3 Innovation:

The library embraces creativity and flexibility to drive the cutting edge of knowledge and technology.

1.5.4 Integrity and discipline:

The library staffs are committed to be characterized by integrity and discipline, honest communication at all levels, seeking feedback to insure understanding and opinions about decisions that affect its success.

1.5.5 Relationship and partnership:

The library strives to build the relationships and partnership based on mutual trust and respect.

1.6 Forecast

The IMTUL encourage creative thinking, consider all new ideas without prejudice, and seek active engagement in library planning and assessment. Also acknowledge and demonstrate the value of all library employees and celebrate accomplishments, creativity, innovative and risk-taking. Lastly, it encourages and invests in professional development for all library employees through focused team staff and organizational development.

1.7 Goals

- i. To support the vision and mission of the university library through provision of information needed for teaching and learning process at the university.
- ii. Ensure that library services and resources continue to maximise responsiveness to student and staff needs.
- iii. Provide free access to library and information services.
- iv. Guide users in accessing relevant information efficiently.
- v. Provides community services in the area of medical information services.

1.8 Objectives

The objectives of IMTU Library are to:

- i. Assess and develop collections that align with the curriculum and research priorities of the university and that reflect students and faculty needs and wants.
- ii. Embed library resources in the academic and professional programs offered by IMTU
- iii. Expand resource sharing and collaborative collections initiatives with other libraries.
- iv. Ensure the long-term availability of both print and electronic collections
- v. Establish and maintain effective means for two-way communications with library users about library collections.
- vi. Provide appropriate and effective information delivery models through on-going assessment, exploration and discovery.
- vii. Deliver library instruction when and how it is needed and empower students in the self- discovery process and evaluation of online resources.
- viii. Monitor, assess, and evaluate new and existing technologies to ensure user-centered library services and communications.

1.9 Activities

- i.** Improve reading environment with adequate information that facilitate IMTU's academic sphere.
- ii.** Provide services that facilitate accreditation and ranked among the top quality university in Tanzania and worldwide.
- iii.** Catalog and Classify library material by following MARC21 standards and LCC scheme.
- iv.** Train staff to achieve library services competence.
- v.** Develop internal and external library communication
- vi.** Construction of library database and access online resources through internet
- vii.** Automating library services.
- viii.** Maximize outreach to create awareness on library services.
- ix.** Profession Networking
- x.** Writing quarterly library working report

1.10 Scope of the Library Policy

The library policy applies to all students, academic and non-academic staff of IMTU as well as outside persons and institutions who make use of IMTL.

2.0 LIBRARY STAFFING

- a) The Library employs well trained, skilled and qualified library staff.
- b) The Library staffs are grouped into different categories including Director/Chief Librarian, professional librarians, library paraprofessionals and library clerks/attendants following their levels of qualifications, fields of specializations and responsibilities.
- c) The Library Director/Chief Librarian supervises and coordinates Library staff, services, collections, equipment and facilities, planning and assessment. The Library Director/Chief Librarian advocates for the Library promotion. He establishes and maintains effective working relationships between the Library and the faculties, as well as the various University stakeholders.
- d) The professional librarians work cooperatively in the acquisition of new Library materials, in processing Library materials, in maintaining the Library systems, and participate in Information Literacy instructions.
- e) The Library paraprofessional staff/Library assistants assist in performing the practical tasks involved in daily Library operations such as assistance in the acquisition, preparation and organization of library information materials, circulation of Library materials, patron assistance and other administrative functions.

- f) Library clerks or Library attendants maintain clerical jobs such as books labeling and books shelving.

3.0 **STRUCTURE OF LIBRARY POLICY**

Important areas of library activity have been identified and policy guidelines and rules compiled in each of these areas to achieve the aims and objectives of library policy.

a) Library Membership

Library membership may be granted to:

- 1) All staff and registered students and
- 2) Selected categories of external members

b) Staff

Concerns with all permanent, temporary and contract employees of the IMTU

c) Students

Preferred to full-time and part-time students registered at the University in a particular year.

d) External Members

External members include but are restricted to;

a. Members of Council

This applies to all members of Council of the University

b. Higher Education Institutional Members

Research staff, enrolled Master's and Doctoral students from other libraries in higher education in Tanzania who produce an introductory letter from their libraries (University)

c. Guest Lecturers, Research Staff, Post-Doctoral Fellows, Honorary Chairs and Professors Emeritus

Lecturers or research staff who are not permanent staff members of IMTU, but who deliver lectures on invitation, or hold doctoral fellowships, honorary chairs or are appointed as Professors Emeritus at the University

d. Honorary Members

Individuals who have been previously employed staff members of the University and on whom honorary membership has been conferred at the discretion of the Executive Director: Library and Information Services

e. Private Members

Individuals who are members of the library in a private or personal capacity at the discretion of the Executive Director: Library and Information Services

f. Exchange Students

Treated as parts of an exchange program

4.0 LIBRARY REGULATIONS

All library members shall keep to the rules, regulations and code of conduct of the Library and Information Services

- a) The Library and Information Services reserves the right to suspend library membership in cases where staff, registered students and external members do not abide to the rules, regulations and code of conduct.
- b) In the case of staff and students the University staff and student cards act as library access cards. In the case of external members the Library and Information Services shall provide the members with library cards where applicable.
- c) Where applicable, all prospective external members shall complete an application form before membership will be granted.

5.0 LIBRARY CLEARANCE

- a) No student can get his/her examination report and statement of results, transcripts, certificate or degree without having been cleared by the Library for its items.
- b) All staff shall be required to obtain a Library Clearance note before they leave the institution or on completion of the course and termination of service.

6.0 LIBRARY RIGHTS AND PRIVILEGES

All library members have certain rights and privileges based on their particular membership category. These include but are not restricted to:

a) Access to Library

Staff, registered students and external members have access to the IMTU library.

b) Borrowing of Information Resources

Refer to the Circulation Policy for the loan privileges of staff, students and external members.

c) Information Services

Staff, registered students and external members have access to the information services as set out in the Information Services Policy.

d) Inter-Library Loans

Staff, registered postgraduate and undergraduate students has access to inter-library loans as set out in the Inter-library Loans Policy .External members do not have access to inter-library loans.

e) Photocopying Facilities

Staff, registered students and external members have access to photocopying facilities subject to the availability of such facilities in the library. Charges are for the account of the library members.

f) Study Facilities

Staff, registered students and external members have access to study facilities subject to the availability of such facilities in the library.

7.0 LIBRARY MEMBERSHIP

7.1 Staff

Library membership is available for the duration that staff is employed by the IMTU. Current registration in the library is a prerequisite for library membership. Membership for IMTU staff is free of charge

7.2 Registered Students

Library membership is valid for the duration that students are registered at the University. Current registration in the library is a prerequisite for library membership.

7.3 External Members

A period of membership must be approved by the Chief Librarian at IMTU for accessing Library and Information Services.

7.4 Membership Fees

The daily charges is 2000/=, weekly charge is 7000/= and the month charge is 20,000/=

7.5 Registered Students

Library membership is free of charge.

7.6 External members

Paying external members membership fees as approved. All membership fees are payable in advance. Membership fees are reviewed yearly.

8 MEMBERSHIP REQUIREMENTS

8.1 External Members

a) Higher Education Institutional Members

An introductory letter from the library of the referred institution is prerequisite for the granting of membership.

b) Guest Lecturers, Research Staff, and Post-Doctoral Fellows

An introductory letter from the relevant academic department is a prerequisite for the granting of membership.

c) Honorary Members

Approval from the Executive Director: Library and Information Services is a prerequisite for the granting of membership.

d) Private Members

Payment of membership fees is a prerequisite for the granting of membership.

8.2 Exchange Students

An introductory letter from the relevant academic department (in which the department declares to stand in for replacement value of any library material lost or damaged because of the negligence of the students concerned or any outstanding charges).

9 PROCEDURES FOR MEMBERSHIP

All external members must complete a membership application form.

9.1 Membership Fees

In cases where an individual, institution or organization is responsible for the payment of membership fees, the correct amount must be paid in advance as indicated by the Library and Information Services.

10 . CIRCULATION/LOAN OF INFORMATION RESOURCES

All staff, students and persons holding valid IMTU library identification cards shall be afforded privileges to borrow information resources that are contained in the Library and Information Services (LIS).

10.1 Regulations

All clients of the IMTU libraries may borrow information resources from a Library and information Service subject to the limitations of library membership category.

- a) A valid IMTU identification card is required for information resources to be checked-out.
- b) IMTU clients are liable for all information resources checked-out on their identification cards.

- c) The number of information resources to be checked-out from the open-shelves and their corresponding loan periods differ per client type, resource type, and location.
- d) Failure to return resources on or before the due date will result in the imposition of a Late return 500/=Tshs fine/charge per day for open-shelf information resources or per hour for reserved/short loan collection and/or suspension of library privileges.

10.2 Procedures

10.2.1 Borrowing from Open-Shelves and Reserved / Short-loan Collections

- a) Valid IMTU library identification cards must be produced at the Circulation and Reserve counters of the library before any information resources can be checked-out.
- b) To check-in information resources, clients must return the resources to the Circulation and Reserve counters. The resources must be returned at the Section where they were checked out.

10.2.2 Renewal of Loan

Borrowers must contact Circulation and Reserve counters of the IMTU library in person or telephonically (where applicable) to request an extension of the loan period of the resource(s) in their possession. They must furnish the IMTU library staff member with their Identification number and the item number(s) of the resource(s) in their possession.

11 INFORMATION LITERACY TRAINING

The University's Library and Information Services has the responsibility to provide information literacy training to all IMTU clients with the aim of equipping them with the necessary skills to effectively utilize information for life-long learning.

- a) Information Literacy shall be:
 - i. Targeted at all IMTU students
 - ii. Offered to all IMTU new staff members as part of their library induction and to existing staff members on request.
 - iii. Marketed to all faculties, students and staff as a core competency for lifelong learning offered in partnership with faculties
 - iv. Primarily disciplined and subject-based
 - v. Free of charge except for customized or specialized programs
- b) Information literacy program shall meet all the requirements for teaching program, i.e. have measurable outcomes, grouped content, different teaching methods, scheduling of content and evaluation of outcomes

- c) Information literacy program shall have explicit goals and measurable outcomes; group content, scheduling of content, different teaching methodologies.
- d) Information literacy training shall be aligned to the skills development plan of IMTU.

11.1 Procedures

- a) The program shall provide for all study levels, be integrated into the curriculum and accredited where possible.
- b) Interactive study program; e.g. web-tutorials, shall be provided.
- c) Information Literacy Librarians shall present the program at each learning site.
- d) Program shall be presented according to a schedule.
- e) Marketing of the program shall be ongoing and via appropriate communication channels, Measurement and evaluation:
 - i. Practical applications of skills
 - ii. Subject-directed, depending on the particular department

11.2 Modes of presentation may include but are not limited to:

- i. Practical and hands-on
- ii. PowerPoint presentations
- iii. Web-tutorial – (self-study)
- iv. Virtual tours
- v. Audiovisual
- vi. Workshops
- vii. Orientation program to new enrolled students

12. LIBRARY ELECTRONIC RESOURCE CENTRES (ERC)

It is the responsibility of the Library and Information Services to give enrolled students and staff access to electronic resources (Internet, databases, etc.) in Electronic Resource Centers.

12.1 Purpose of the ERC Centre

- a) ERC Centre is library rooms equipped with computers and other peripherals to give clients access to electronic resources.
- b) The ERC are associated with the campus Library building and are confined to library hours. They have a specialized training component, where students and staff are trained and guided to become information literate.
- c) The purpose of the ERC Centers is to provide the students of IMTU with access to computer and internet facilities in order for them to become more information literate. The facility can therefore be used for the following:

- i. Search and obtain information (via www, library databases)
- ii. learning how to search and filter information
- iii. send and receive formal and informal electronic mail
- iv. have electronic discussions with fellow students, lecturers, librarians and other academic experts
- v. Type, print and save projects, assignments, tutorials, personal CVs etc.

12.2 ERC Regulations

12.2.1 Users

A pre-determined levy (determined each year) may be charged where necessary. The Library may at its discretion make available ERC Centers for use by other departments and outside organizations, when not required by the library, at pre-determined, approved charges.

- a) A time restriction to be determined by the library will apply with respect to using the computers in the ERC Centers to allow equitable access for clients.
- b) Care should be exercised to use the service responsibly, ethically and lawfully.
- c) Students will not utilize the facility to deliberately originate, store or forward mailings, chain letters, computer viruses, illegal copies of material protected by copyright.
- d) Students may not originate, store or forward messages containing discriminatory, intimidating, intolerant remarks based on race, religion, gender, age, sexual orientation, disability, belief, political opinion, culture, language or birth, pornography, explicit nudity, gross depictions and religious content.
- e) Access to any official, prescribed academic information would be regarded as priority i.e. library information systems, online catalogues and other official academic resources.
- f) Printing, copying etc. will be allowed at an additional cost for the student.

12.3 Management

- a) The operational management of the ERC will be done by the appropriate library staff and ICT personnel.
- b) ICT Services will be responsible for supplying all ICT support, e.g. Internet access, maintenance etc.

13. WEEDING

Weeding or the removal of materials from the library should be considered an internal part of the total organized effort to study and develop the collection. Weeding is an essential element of collection development that ensures the library materials are useful and accessible. A library collection is limited by the space available to house it. Academic library collections change over time to reflect changing information needs of the programs. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection. Weeding may involve the transferring of lesser used material to storage, or the discarding of excess copies of seldom used titles, irreparably damaged copies, and materials which contain inaccurate or outdated information.

13.1 Decisions on Weeding

Decisions to remove materials will be made by library staff in consultation with academic departments most directly concerned with their possible future use.

13.2 Criteria for Weeding

Criteria which may be used as guidelines for weeding are:

- a) surplus multiple copies
- b) outdated editions (e.g. annuals, yearbooks, manuals)
- c) Worn out, badly marked or mutilated volumes
- d) Works containing outdated or inaccurate information
- e) Works outdated by, or cumulated in, more comprehensive publications
- f) Textbooks and instructional material more than 10 years old
- g) Subject areas no longer collected, i.e. irrelevant to client needs
- h) Material that has not circulated for 10 years
- i) Trivial material of no discernible literary or scientific merit
- j) Material easily available elsewhere

NB:

These criteria are guidelines and the staff concerned must decide whether to apply them in specific cases. Authorization to write off weeded material should be according to university financial guidelines.

14. GLOSSARY OF TERMS

Acquisitions

Acquisitions involve selection, ordering, receipt, processing and financial administration of information resources.

Check-In

Refers to the process of returning borrowed information resource/library clients

Check-Out

Refers to the process of lending information resources to library client

Circulation / Lending / Borrowing

Implies the process of checking-out and checking-in information resources to library clients

Client

IMTU staff and students or related members

Collection development

A process whereby relevant information resources are identified, selected, acquired and organized so that they are available for use by clients.

Continuing resources

These are information resources that are issued over time with no predetermined conclusion. Continuing resources include serials (periodicals) and ongoing integrating resources.

Damaged Information Resources

Information resources rendered unusable by some act of destruction, e.g. tearing off of pages, defacing or writing on the pages, removal of whole chapters, etc.

Electronic Resources

Information resources encoded for manipulation by a computerized device. These resources may require the use of peripherals directly connected to a computerized device, e.g. CD ROM drive, or a connection to a computer network, e.g. the Internet.

Holds

Bookings made against open-shelf information resources that are out on loan. When the resources are returned, the one who booked them has first preference to borrow them.

Information Literacy

The understanding of and set of abilities empowering individuals to recognize when information is needed, how to locate it, evaluate and use it effectively

Information Literacy Librarian

The library staff member whose main duty is to plan, organize, prepare, coordinate, present and evaluate information literacy programs

Information Literacy Program

A course provided by libraries to enable library clients to effectively utilize information. It consists of a syllabus, curriculum or course outlining identified training modules or units, which will assist and support information literacy

Information resources

Information resources include, but are not limited to monographs, continuing resources, multi-media and electronic resources.

Interlibrary Loan

A co-operative arrangement among libraries by which one library may borrow material from another library

Loan Period

Time-frame granted to clients between checking-out and checking-in of information resources as determined per client type, resource type, location and LIS policy

Loan Recall

Request made by LIS to clients to return borrowed information resources before expiry of loan period

Monographs

An information resource that is complete in one part or intended to be completed within a finite number of parts. A book is an example of a monograph

Multi-media

Information presented in more than one format, such as text, audio, video. A collection of material in various media formats, including non-book material, e.g. audio-visual, non-print materials, etc.

Open-Shelf Information Resources

Information resources that may be borrowed for use outside the library for specified periods of time

Overdue Fine / Charge

A fine/charge levied for retention of borrowed resources for longer than permitted without renewal of the loan

Overdue Information Resources

Information resources that have been retained longer than permitted without renewal of loan

Overdue Notices

Printed or electronic reminders for clients to return overdue information resources

Reference Collection

Information resources for reference only; e.g. dictionaries, concordances, encyclopedias, etc., Information resources that, owing to high demand, have been placed aside for specific periods by lecturers to afford all their students equal access

Special Collections

University Archives, Africana and Government Documents

Visitors

The Chief Library and Information Services may at his/her discretion grant access to the Library to day visitors or other persons who are not library members.

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