Muteesa I
ROYAL UNIVERSITY

P.O.Box 322, Masaka
P.O.Box 14002, Mengo-Kampala
+256 434 251459
aro@mru.ac.ug
www.mru.ac.ug

LIBRARY POLICY

Date of Recommendation by Management:	Aug. 2019
Date of Approval by the University Council:	December 2019
Commencement Date:	January 2020
Review Date:	Institutional Review every after five years
Signature by Chairman Council	

Table of Content

1.0	Interpretation of Operational Terms of the Policy	2
1.1	Background of MRU	3
1.2	Strategic Goals of MRU	3
1.3	Vision of MRU	3
1.4	Mission of MRU	3
1.5	Core Values of MRU	4
2.0	Introduction of the Policy	4
3.0	Objectives of the Policy	4
4.0	Application of the Policy	4
5.0	Role of the Library	5
6.0	Library Membership	5
7.0	Regulations	7
8.0	Role of the University Librarian	7
9.0	Circulation or Loan of Information Resources	7
10.0	Access to Other Libraries	9
11.0	Collection, Development and Management	10
12.0	Information Literacy Training (Library Sessions)	14
13.0	Library Usage	16

1.0 Interpretation of Operational Terms of the Policy

i. Acquisitions: involves the selection, ordering, receipt, processing and financial administration of information resources.
ii. Borrowing Library: is the library that borrows information resources from another.
iii. Check-In: is the process of returning information resources that were borrowed by a client.
iv. Check-Out: is the process of lending information resources to a client.
v. Circulation/Lending/Borrowing: is the process of checking-out and checking-in information resources to library clients.
vi. Clients: are MRU staff, students and community.
vii. Collection Development: is a process whereby relevant information resources are identified, selected, acquired and organized so that they are available for use by clients.
viii. Continuing resources: are information resources that are issued over time with no predetermined conclusion. They include serials (periodicals) and on-going integrating resources.
ix. Damaged Information Resources: are 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.
x. Electronic Resources: is 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.
xi. Holds: are 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.
xii. Information Literacy: is the understanding of and set of abilities empowering individuals to recognize when information is needed, how to locate it, evaluate and use it effectively.
xiii. Information Literacy Librarian: is the understanding of and set of abilities empowering individuals to recognize when information is needed, how to locate it, evaluate and use it effectively.
xiv. Library Staff: is a member whose main duty is to plan, organize, prepare, coordinate, present and evaluate information literacy programmes.
xv. Information Literacy Programme: is 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.
xvi. Information Resources: these include, but are not limited to, monographs, continuing resources, multi-media and electronic resources.
xvii. Interlibrary Loan: is a co-operative arrangement among libraries by which one library may borrow material from another library.
xviii. Loan Period: is a timeframe granted to clients between checking-out and checking-in of information resources as determined per client type, resource type, location and Library Information Service (LIS) Policy.
xix. Loan Recall: is a request made by LIS to clients to return borrowed information resources before expiry of loan period.
xx. Monograph: is 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.
xxi. Multi-media: is 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.
xxii. Open-Shelf Information Resources: is information that may be borrowed for use outside the library for specified periods of time.
xxiii. Other Libraries: are tertiary libraries or information centres outside MRU library that are within the CHELSA Agreement.
xxiv. Overdue Fine/Charge: is a fine/charge levied for retention of borrowed resources for longer than permitted without renewal of the loan.
xxv. Overdue Information Resources: are information resources that have been retained longer than

permitted without renewal of loan.

xxvi. Overdue Notices: are printed or electronic reminders for clients to return overdue information resources.

xxvii. Reference Collection: are information resources for reference only, e.g., dictionaries, concordances, encyclopaedias, etc.

xxviii. Renewal of Loan: is an extension of loan period upon request by client.

xxix. Reserved/Short Loan Collection: is information resources that, owing to high demand, have been placed aside for specific periods by Lecturers to afford all their students equal access.

xxx. Special Collections: are MRU Archives, Africana and Government Documents.

xxxi. Visitors/Executive Director: Library and Information Services may at his/her discretion grant access to the day-to-day library visitors or other persons who are not permanent library members.

1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e., Prime Minister).

1.2 Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

i. To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
ii. To promote research and encourage students and staff to publish;
iii. To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
iv. To strengthen MRU's human resource capacity;
v. To achieve a sustainable financial resource base;
vi. To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
vii. To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be "a leading university responding to contemporary challenges through teaching and learning, research and technical guidance".

1.4 Mission of MRU

The Mission of MRU is "to provide training, research and technical guidance responsive to national socio-economic needs".

1.5 Core Values of MRU

The core values of MRU are as follows:

i. Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) - Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
ii. Respect for Diversity;
iii. Cultural Sensitivity;
iv. Tenacity; and
v. Team Spirit.

2.0 Introduction of the Policy

The Library Policy aims at establishing an institutional framework through which an effective, efficient and dynamic library and information services can be provided that meets the information needs of all stakeholders. It hopes to do so by guiding library staff in the provision of the various library facilities, services and materials in a standardised manner. It also focuses on guiding clients and stakeholders of MRU regarding expectations and use of the academic library and information services and resources. It integrates the library and information services with academic, research and other activities at MRU to maximize the library's support of the university. Lastly, it encourages stakeholder involvement in the library and information service to promote an understanding and appreciation of the service as well as maintenance of the best possible service.

3.0 Objectives of the Policy

i. To advise library staff and members of MRU community regarding processes and policies for the selection of materials and for the development of library collections;
ii. To provide the principles, guidelines and standards, within budgetary and space limitations, to be followed by Librarians and teaching staff in developing and maintaining balanced collections across disciplines;
iii. To outline and communicate to all library users, including teaching staff, students, administrators, and other members of MRU community, the selection criteria and the standards used in the acquisition, preservation and discard of library materials;
iv. Ensure that all library materials, services, and facilities are maximally, equitably and appropriately accessed and used by library users;
v. To select and acquire up-to-date information resources in all formats that are relevant to the information needs of MRU;
vi. To organize the collection using internationally accepted standards for easy retrieval;
vii. To adopt information dissemination strategies, current awareness services and selective dissemination of information to ensure optimum utilization of available resources;
viii. To establish, promote and maintain a wide range of services that will support the academic programmes of MRU and encourage optimum exploitation of the resources of the library; and
ix. To adopt technologies that will make information resources accessible to MRU community in an efficient and effective manner.

4.0 Application of the Policy

The Library Policy applies to all students, academic, administrative, support staff and the community that enjoy the services of MRU Library. It shall also apply to all authorized users at library sites under the management and control of MRU Librarian. The sites under the

management and control of MRU Librarian are all the libraries in its various Campuses and the Departmental Book Banks where applicable.

5.0 Role of the Library

i. The academic library plays a major role in any university as a provider of information required for teaching, learning and research as a developer and preserver of rare and special collections of reading materials. Thus, it is a significant contributor towards the achievement of MRU's strategic goals. The library is expected to constantly seek ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information;
ii. Information technology is regarded by the library as an enabler because it has dramatically changed the way university libraries operate and added value to their services. Given the explosive nature of the Internet and World-Wide-Web, staff and students of MRU are now dependant on electronic information. Academic libraries have moved from being the heart of the printed resources to a hub of knowledge networks;
iii. The realization of the virtual library depends on appropriate information technology (IT) infrastructure, relevantly skilled staff and adequate funding. The relationship with the world's leading publishers has enabled universities to access hundreds of electronic journals as well as other information resources on integrated networks. Hence, the provision of access to networked information is now top priority in academic libraries. Apart from building relevant library collections, MRU library is expected to build connections to access information worldwide; and
iv. The importance of MRU library is also entrenched in its Vision and Mission which is aligned to that of the institution it serves.

6.0 Library Membership

a) Library Usage

The use of Library materials, services and facilities is available to the following categories of authorized users:

i. Students of MRU: all full-time and part-time students that are registered at MRU for a particular year or part of a year;
ii. Staff members of MRU: all permanent, temporary and contract employees of MRU;
iii. Members of MRU Council;
iv. Guest Lecturers, Research Staff, Post-Doctoral Fellows, Honorary Chairs and Professors Emeritus;
v. Lecturers or research staff who are not permanent staff members of MRU, but who deliver lectures on invitation, or hold doctoral fellowships, honorary chairs or are appointed as Professors Emeritus at the University;
vi. Individuals who have been previously employed staff members of MRU and on whom honorary membership has been conferred at the discretion of the Vice Chancellor; and
vii. Individuals who are members of the library in a private or personal capacity at the discretion of the Director: Library and Information Services;
viii. Exchange Students – i.e., students who are part of an exchange program;
ix. Reciprocal Users;
x. Affiliated Users; and
xi. Other persons or bodies approved by MRU Librarian. Such other persons or bodies may be required to pay a fee.

b) Period of Library Membership

i. Staff: Library membership is available for the duration that staff is employed by MRU;
ii. Current registration in the library is a prerequisite for library membership;
iii. Registered Students: Library membership is valid for the duration that students are registered at MRU. Current registration in the library is a prerequisite for library membership; and
iv. External Members: the period for library membership for external members shall be approved by the Vice Chancellor.

c) Membership Fees

i. Library membership for MRU staff is free of charge;
ii. Membership fees for external members will be approved by the Vice Chancellor; and
iii. Membership fees are payable in advance and are reviewed yearly.

d) Rights and Privileges

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

i. Access to libraries: staff, registered students and external members have access to the information services as set out in the Information Services Regulation;
ii. Inter-Library Loans: staff registered postgraduate students have access to inter-library loans as set out in the Inter-library Loans Regulations;
iii. External members and undergraduate students: do not have access to inter-library loans;
iv. Photocopying Facilities: staff, registered students and external members have access to photocopying facilities subject to the availability of such facilities in the various libraries of MRU and they will be charged for this service;
v. Study Facilities: staff, registered students and external members have access to study facilities subject to the availability of such facilities in the various libraries of MRU; and
vi. Information Literacy Training: information literacy training will be provided free of charge except for customized or specialized programmes to staff, registered students and external members.

e) Specific Requirements for External Membership

i. Members of Higher Education Institutions will be granted membership to MRU library services after providing an introductory letter and reference from their mother institution;
ii. Guest Lecturers, Research Staff, Post-Doctoral Fellows and Honorary Chairs: these will require an Introductory Letter from the relevant academic Department as a prerequisite for the granting of membership;
iii. Honorary Members: approval from MRU's Director of Library and Information Services as a prerequisite for the granting of membership;
iv. Private Members: payment of membership fees is a prerequisite for the granting of membership;
v. Exchange Students: an Introductory Letter from the relevant academic Department (in which the Department declares to stand in for replacement value of any library lost or damaged because of the negligence of the students concerned or any outstanding charges);
vi. Procedures: all external members must complete a membership application form that is improvised by MRU Librarian; and
vii. 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 LIS. Library membership is free of charge for registered students of MRU.

7.0 Regulations

a) There shall be a library orientation programme every beginning of Academic Year for all new entrants or Freshers;
b) All library users shall abide by the rules, regulations and Code of Conduct of the LISs;
c) The LISs reserves the right to suspend library membership in cases where staff, registered students and external members do not abide by the set rules, regulations and Code of Conduct;
d) In the case of staff and students, MRU's staff and student cards act as library access cards. In the case of external members the LISs shall provide the members with library cards where applicable; and
e) Where applicable, all prospective external members shall complete an application form before membership is granted.

8.0 Role of the University Librarian

a) The MRU Librarian shall be responsible for the running of the library, including the supervision of the library staff in accordance with these procedures; and
b) The MRU Librarian may:

   i. Delegate any power or duty conferred by this Policy and these procedures to any member of the library staff; and
   ii. Authorize any member of the library staff to act on his/her behalf for the purpose of implementing this Policy and these procedures.

9.0 Circulation or Loan of Information Resources

All members of staff, students and persons holding valid MRU's identification cards shall be afforded the privilege to borrow information resources that are contained in the LISs of MRU.

9.1 Regulations

All clients of MRU may borrow information resources from any MRU LIS subject to the limitations of their library membership category. However, borrowing from a Campus library at another site must be arranged by the client's own Campus library. In order to borrow library resources, the borrower should adhere to the following conditions:

a) A valid MRU identification card is required for information resources to be checked-out;
b) LIS clients are liable for all information resources checked-out on their MRU 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 and LIS regulations;
d) Failure to return resources on or before the due date will result in the imposition of a late return fine or charge per day for open-shelf information resources or per hour for reserved or short loan collection and suspension of library privileges;
e) All borrowers are subject to overdue fines as set by MRU LIS, and penalties for resources kept beyond the loan expiry date without renewal;
f) Four (4) printed or electronic reminders shall be sent to defaulters, after which information resources not returned shall be regarded as lost and replacement charges levied;
g) If a student member fails to pay the replacement fee mentioned above, Student Academic Administration will facilitate the library to block the member's examination results on ITS until the outstanding amount is paid to the library;
h) If a staff member fails to pay the replacement fee mentioned above, disciplinary action could be taken due to negligent loss of MRU property;
i) Lecturers may place library resources on reserved or short loan through the MRU LISs for access by

students in their Departments;

j) Information resources shall be placed on reserve or short loan for as long as required by a Department;
k) LIS reserves the right to suspend membership until all checked-out resources have been returned and all charges paid;
l) LIS reserves the right to recall checked-out resources from borrowers;
m) Borrowers may renew loans provided those resources are not on hold;
n) Reference works may only be used in the library;
o) All clients are subject to all MRU LIS regulations pertaining to their MRU identification cards;
p) All lost or stolen MRU identification cards must be reported immediately to the relevant MRU Library Campus for blocking against any further use;
q) Queries about fines levied should be made to the Circulation Staff; and
r) Day visitors or other persons who are not library members shall not be allowed to borrow information resources.

9.2 Procedures

Borrowing from Open-Shelves and Reserved or Short-loan Collections:

a) Valid MRU identification cards must be produced at the Circulation and Reserve counters of the LIS before any information resources can be checked-out; and
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.

9.3 Renewal of Loan

Borrowers must contact the Circulation and Reserve counters of the LIS 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 LIS staff member with their University Library identification number and the item number(s) of the resource(s) in their possession.

9.4 Placing Holds on Information Resources

a) The information resource(s) must have been checked-out for it or them to be placed on hold;
b) Placing Information Resources on the Reserved or Short-loan Collection;
c) Fill in prescribed form and hand it in together with information resource(s) to the Subject or Circulation Librarian for the relevant Faculty or Department;
d) To place copyrighted information resources on the reserved collection, a Lecturer must also complete the relevant copyright form; and
e) Specific loan conditions regarding categories of clients, number of items that may be borrowed and loan periods still to be harmonized between the Campus libraries. In the meantime, existing loan conditions shall apply at the Campus libraries.

9.5 Interlibrary Loan Services

a) Inter-library loan services are provided to staff, students and other library members that are engaged in Honours, Masters and Doctoral studies or research in cases where the sought information resources are not readily available at any of the MRU libraries; and
b) In processing an interlibrary loan, the following conditions must be observed:

i. The library reserves the right to decide from which libraries to request the resources;
ii. The Interlibrary Loans Service serves to support the teaching, learning, research, projects and work activities of MRU by enhancing library information resources through provision of access to resources held in other libraries and thus, shall not be used for personal or private purposes;

iii. No LIS client shall request information resources from another library on behalf of another client;
iv. All information resources shall be requested on the official Request System;
v. LIS clients are liable for the replacement value of the information resources as declared by the supplying library in cases of loss or damage;
vi. LIS clients must return information resources on or before the loan period expires;
vii. LIS clients must return borrowed information resources at the Interlibrary Loan Office of the library that handled the Interlibrary Loans transaction;
viii. LIS clients who want to renew loans of borrowed information resources shall contact the relevant interlibrary loan office at least three (3) days before the loan period expires. Requests for loan renewals made on or after the loan period expires will not be accepted;
ix. MRU LIS reserves the right to suspend the borrowing privileges of both the library client and the borrowing libraries in cases where they infringe the Interlibrary Loans guidelines;
x. LIS clients are not allowed to collect borrowed information resources from the supplying library themselves;
xi. All- information resources are eligible for interlibrary loans, except for reference works, information resources in the Reserved or Short-loan Collection, audio-visual material, special collections and any other items restricted for use in the library; and
xii. Failure to return resources on or before the due date will result in the imposition of a late return fine or charge per day or suspension of library privileges.

9.6 Procedures

LIS clients who wish to borrow information resources from other libraries must:

a) Provide the Interlibrary Loan Librarian with all the necessary details of the information resources to be borrowed by completing an "Interlibrary Loan Application Form";
b) The Interlibrary Loans staff shall contact the LIS client when a borrowed information resource has arrived;
c) The Interlibrary Loans staff will request loan renewals from the supplying libraries and communicate the results to the LIS clients;
d) LIS clients must produce valid MRU identification cards and sign the "Interlibrary Loans Receiving Form" before information resources can be released to them; and
e) Borrowed information resources that are not collected before the loan period expires will be sent back to the supplying library. In such cases the library clients concerned will be responsible for the costs incurred.

10.0 Access to Other Libraries

The LISs staff have the responsibility to facilitate access for MRU staff and students to other tertiary libraries.

10.1 Regulations

MRU staff and students eligible to apply for access to other libraries are:

a) Members of staff who are doing research as part of their work program at MRU; and
b) Registered students who have enrolled for Masters and Doctoral qualifications at MRU.

10.2 Letter of Introduction

a) A student or staff member who wants to access another library can apply for a Letter of Introduction at his/her Campus library;
b) A Letter of Introduction will only be issued by the head of MRU library after it has been ascertained

that the MRU LISs is unable to meet the client's need, i.e., the applicant must first exhaust MRU library's information resources relevant to the client's research topic, and services for access;

c) It is the responsibility of the client to apply for membership at the other library. MRU LISs only supply the client with a letter of introduction; and
d) A Letter of Introduction will only be issued if the client is a library member in good standing.

10.3 Code of Conduct

a) Clients shall abide by the rules and regulations of the host library;
b) Entrance fees to the host library or membership fees are payable by the client;
c) Fines for lost, damaged and overdue items shall be for the account of the client;
d) A client's membership from MRU LISs will be suspended until all overdue items have been returned and/or fines have been paid to the host library;
e) If the host library is unable to collect liabilities from the client, the amount paid by MRU will be deducted from the staff member's salary, and in the case of students it will result in additions of fines to the student's accounts; and
f) A client's access to this service may at the discretion of the Director of LISs be suspended due to misuse of the service.

10.4 Procedures

a) A client applies for access to another library at his/her Campus library by completing the official application form;
b) The Subject Librarian checks the need for the service and recommends the application to the Director: LISs;
c) The Director signs and issues Letter of Introduction following a check on the standing of the client;
d) Client submits Letter of Introduction to host library; and
e) Host library approves or rejects client's application.

11.0 Collection, Development and Management

11.1 Purpose and Goals of the Collection Development Guideline

The collection development guideline for MRU library helps staff to meet collection goals as they relate to the mission of the library, informs MRU community about the principles by which materials are selected for inclusion and provide guidance about how it spends its collections funds. Additionally, the guideline helps to define MRU's commitment to support the current research and teaching at MRU, as well as supporting new models of research and scholarship.

11.2 Purpose and Goals of the Collection

Collection development is the process of building useful, balanced collections over time within a set budget, on-going information needs of the library's users. It also includes selection criteria, resource sharing and replacement of items. Through collection development, the libraries will facilitate seamless access to robust and distinctive collection. The library not only acquires print and electronic collections for the Campus community, but cultivates partnership with other academic libraries to achieve fast and efficient access to resources not owned by MRU libraries.

The library collects materials which support the current curricular and research needs of MRU's undergraduate programs and that of students and Faculty members. It supports MRU's mission to discover and disseminate knowledge, and protect the freedom of inquiry through research, teaching and learning.

11.3 Library Clientele

The library supports the information needs of its primary clientele: MRU students and staff. The library also provides service to alumni, local and visiting researchers and members of the surrounding community.

11.4 Selection Activities and Responsibilities

The library is responsible for developing its collection through a combination of selection practices, including approval plans, individual title selection, and requests from the MRU community. Libraries hold the ultimate responsibility for developing and maintaining the library's collections based on their knowledge of collection, expertise with collection tools and resources and understanding of the information and resource needs of the library's community of users. Selection processes are cooperative and involve consultation with academic staff and Departments.

a) Librarian Collection Responsibilities

Librarians serve as subject liaisons to various Departments across MRU. In this role they are responsible for developing familiarity with the curriculum of their Departments and with the relevant parts of the collection that serve their subject areas. Librarians also have the responsibility to keep academic staff informed of the important changes regarding the collections. A significant portion of the library's collection is developed through the use of approval plans containing profile that are tailored to many programs of the university. Title-by-title selection supplements the approval plans, with librarians selecting items outside of the profile parameters and to meet the more specific needs of the collection of the academic staff and students.

b) Academic Staff Collection Involvement

Academic staff members are encouraged to participate in collection development which is valuable for the in-depth knowledge of their specific subject area and broad discipline, as well as their curriculum and research needs. The subject liaison librarian is the contact person for the Faculty to voice any questions or concerns they may have about the library's collection and services or to make suggestions.

c) Selection Guidelines and Criteria for Collection

The library's collection is developed to support and enhance the instructional and research activities and goals of MRU. The library focuses on adding newly published materials to the collection that are authoritative and/ or ground-breaking in their fields. However, Librarians are able to make retrospective selection in order to fill gaps or respond to requests with consideration according to selection guidelines.

11.5 Acquisition Methods

The Librarians and staff of the acquisitions unit will make the determination about how a resource should be purchased. Subjects Librarians are encouraged to share any special information. Examples include: information about reduced prices, location of out-of-print copies, Uganda and Foreign vendors for unique foreign publications.

11.6 Duplicates

Generally not more than two copies of each title are required, unless sufficient demands for multiple copies can be justified or projected.

11.7 Formats

The library will purchase resources in the format that will be most useful to the academic staff and students.

11.8 Preservation

The libraries' preservation unit has the responsibility to work from the collection down through strategic programs like emergency preparedness for collections, environmental monitoring, preservation review of brittle materials and user education. It also works from the item up through collections care and book repair, a commercial binding program and physical processing and labelling materials.

11.9 Gifts and Donation

a) The MRU library welcomes gifts of appropriate materials or funds for the purchase of materials, recognizing that gifts may provide valuable additions to the library collection. Donated materials are expected to meet the same standards of quality and relevance to the collection as new titles. They should support the curriculum and the mission of the library as well as meet the collection development guidelines in regard to physical condition, format, language, etc.;
b) Donated works by Faculty and/or alumni authors are also welcomed and will be added to the collection unless these works do not meet the criteria outlined in the Collection Development guideline or they are inappropriate for an academic library. Final decisions on the retention and disposition of gifts are the responsibility of professional Librarians and MRU Librarian. The library reserves the right to make decisions about the disposition or location of gifts of materials or funds. The library also reserves the right to dispose of any gift materials that do not meet the library's collection needs and guidelines.
c) Gifts not retained by the library may be given to academic Departments, other libraries, state agencies, sold at book sales, or discarded. The professional library staff members are responsible for decision-making regarding the disposal of unneeded gifts; and
d) The library does not appraise or attach monetary value to any gift title or collection based on the guidelines provided by the donor. An appraisal, if desired by the donor, should be done prior to the presentation of this material to the library. However, all donors will receive an acknowledgment letter from the library with the number of titles donated.

11.10 Weeding & Discarding of Materials

Decisions to discard specific items, like decisions to acquire new titles for the collection, are made within the context of the total collection policy, so that the integrity of the total collection is not impaired but in fact may be enhanced when unneeded materials are removed from the collections.

11.11 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.

11.12 Criteria which may be used as Guidelines for Weeding Library Materials

Each course specialist shall review, evaluate and weed his/her collection areas on a regular basis, using the following guidelines:

a) Frequency of use, circulation and other statistics may be examined. Items that are not in demand may be eligible for weeding;
b) Curriculum needs in the subject specialist's area(s);

c) Currency of information contained in an item. The importance of this factor will vary from discipline to discipline;
d) Existence of multiple copies of the same title and edition, especially of low use items. These may be weeded. However, the recognized importance of a work, edition, and author may encourage a decision for retaining;
e) Superseded works, especially ones with little historical importance, may be weeded;
f) Physical condition of an item or set. Materials that are badly deteriorated or missing key parts may be withdrawn at the discretion of the subject specialist. As a general guideline, items that will be discarded should not be rare or difficult to obtain from other libraries. Therefore, as alternatives to discarding, the subject specialist may opt to have material transferred to off-site storage or sent to the Preservation Department for treatment or facsimile reproduction;
g) Materials may be transferred to the Department of Special Collections in accordance with that Department's acceptance criteria. Or damaged items may be replaced if they are available for purchase as new or used items in good condition;
h) Materials available in other formats in the library or online may be weeded, especially when they are of low use and not rare;
i) Items with regional or special interest to MRU's collections and users should not be weeded unless they are held in multiple copies;
j) Textbooks and instructional materials more than ten (10) years old;
k) Subject areas no longer collected, i.e., irrelevant to client needs;
l) Materials that has not circulated for ten years;
m) Trivial material of no discernible literary or scientific merit; and
n) Material easily available elsewhere.

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 MRU financial guidelines.

Note:

a) Each Library subject specialist is also responsible for delivering weeded material to the Library's technical service staff for appropriate attention, including the modification of cataloguing records, transference of items, or needed preservation treatment;
b) Aside from the routine weeding described above, other weeding projects require the approval of the Vice Chancellor who will review such projects and notify all relevant library units. The role of course specialists in such projects will be determined by the relevant Faculty in consultation with them and other staff as necessary;
c) Materials which are withdrawn from the collection, may be sold, donated, distributed, recycled, or discarded, at the Library's sole discretion; and
d) Materials identified for discard in one library are first made available to other units of MRU libraries. If there is no interest at this level, these materials may be used for exchange with other institutions, sold to students or dealers, given to other libraries, or in some other way applied to MRU's benefit. In some instances, materials may be so deteriorated or otherwise useless that disposal through any of the above channels is not possible; such materials may simply be discarded.

11.13 Acquisition of Information Resources

The LISs is responsible for the acquisition of information resources to deliver library and information services geared to the business of MRU.

MGM

a) Regulations

i. Acquisition of information resources shall be done in accordance with the Collection Development guideline of the Library;
ii. An authorized recommendation form for purchasing of information resources is required before an official order will be placed;
iii. Sufficient funds should be available in the Library and information resources budget;
iv. An official system-generated order number shall accompany the order sent to the supplier;
v. An authorized cancellation form is required for cancellation of continuing resources such as subscription-based electronic resources;
vi. The LISs shall not accept items or reimburse staff for items bought without prior arrangement with it;
vii. The LISs will use the most appropriate supplier for the acquisition of information resources to ensure that the required resources are received in time and cost effectively;
viii. The LISs may limit the number of copies to be ordered according to factors such as need for the items, price, and available funds;
ix. Gifts of either information resources or money to purchase them will be accepted provided they fit into the above guidelines and provided that there are no conditions attached;
x. The library must be free to dispose of any resources that are not needed. The gift collection will be integrated with the library collection;
xi. An acknowledgement letter shall be written to the donor; and
xii. Unwanted donations may be offered to other libraries, students, and staff, or sold or discarded.

b) Procedures

i. The person requesting for a library resource should complete a Purchase Recommendation Form giving as much information as possible for LIS staff to identify the information resource wanted, e.g., author, title, edition, year of publication, ISBN/ISSN if known; and
ii. The Requester's Departmental Head shall approve the recommendation by signing the purchase recommendation.

12.0 Information Literacy Training (Library Sessions)

MRU's LISs has the responsibility to provide information on literacy training to all its clients with the aim of equipping them with the necessary skills to effectively utilize information for life-long learning.

12.1 Regulations

a) Information Literacy shall be:

i. Offered to all MRU new staff members as part of their library induction and to existing staff members on request;
ii. Marketed to all Faculties, students and staff as a core competency for lifelong learning offered in partnership with Faculties;
iii. Primarily disciplined and subject-based;
iv. Free of charge except for customized or specialized programmes;
v. Information literacy programme shall meet all the requirements for teaching programmes, i.e., have measurable outcomes, grouped content, different teaching methods, scheduling of content and evaluation of outcomes;
vi. Information literacy programme shall have explicit goals and measurable outcomes, group content, scheduling of content, different teaching methodologies; and
vii. Information literacy training shall be aligned to the skills development plan of

MRU.

12.1.1 Procedures

a) The programmes shall provide for all study levels, be integrated into the curriculum and also be accredited by National Council for Higher Education (NCHE) where possible;
b) Interactive study programmes, e.g., web-tutorials, shall be provided;
c) Literacy Librarians shall present the programme at each learning site;
d) Programmes shall be presented according to a schedule approved by different MRU's stakeholders; and
e) Marketing of the programme shall be ongoing and via appropriate communication channels.

12.1.2 Measurement and Evaluation:

a) Practical application of skills; and
b) Subject-directed, depending on the particular Department.

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

a) Practical and hands-on delivery;
b) PowerPoint and presentation;
c) Web-tutorial-(self-study);
d) Virtual tours;
e) Audio-visual; and
f) Workshops.

12.2 Library Electronic Resource Centres (ERC)

It is the responsibility of the LISs to give enrolled students and staff access to electronic resources (Internet, databases, etc.) in ERCs.

12.2.1 Purpose of the ERC

a) ERCs are library rooms equipped with computers and other peripherals to give clients access to electronic resources and are confined to library hours; and
b) The purpose of the ERCs is to provide the students of MRU 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.

12.2.2 Regulations

a) Users

i. The Library may at its discretion make available ERCs for use by other

Departments and outside organizations, when not required by the library, at pre-determined, approved charges;

ii. A pre-determined levy (determined each year) may be charged where necessary;

iii. A time restriction to be determined by the libraries will apply with respect to using the computers in the ERCs to allow equitable access for clients;

iv. Care should be exercised to use the service responsibly, ethically and lawfully;

v. Students will not utilize the facility to deliberately originate, store or forward mailings, chain letters, computer viruses, illegal copies of material protected by copyright;

vi. Students may not originate, store or forward messages containing discriminatory;

vii. Intimidating, intolerant remarks based on race, religion, gender, age, sexual orientation;

viii. Disability, belief, political opinion, culture, language or birth, pornography, explicit nudity, gross depictions and religious content;

ix. Access to any official, prescribed academic information would be regarded as priority, i.e., library information systems, online catalogues, the official MRU website and other official academic resources; and

x. Printing, copying, etc., will be allowed at an additional cost of the student.

b) Management

i. The appropriate library staff will do the operational management of the ERCs; and
ii. ICT Services will be responsible for supplying all ICT support, e.g., Internet access, maintenance, etc.

13.0 Library Usage

The following procedures shall be used by MRU Librarian to register authorized library users in order to provide them with library services.

13.1 Registrations and Identification of Library Users

Every Library user shall:

a) Be registered with the library and renew registration in such a manner and at such interval as the MRU Librarian may prescribe;
b) Hold a staff or student identification card issued by MRU or such other identification card as shall be prescribed by MRU Librarian as acceptable; and
c) Staff members and students of MRU are automatically registered with the library via records loaded on its automated loans system, which forms MRU's staff and students' record systems. It is this identification that shall be required on entry when one wants to access library services.

13.2 Replacement of Lost Library User Cards

a) Staff members and students should arrange for the replacement of lost MRU Library identification cards if they are to be allowed to access library services; and
b) If a library card issued by MRU library is lost, the loss shall immediately be reported in writing to the MRU Librarian who will issue a replacement card at a fee decided by him/her.

3.3 Borrowing of Library Materials

The conditions governing borrowing of library materials are prescribed in this policy, and these are

as follows:

a) Library users entitled to borrow materials from MRU library must abide by library rules and regulations prescribed by MRU Librarian;
b) No library materials may be borrowed without prior completion of the appropriate loan procedure;
c) Borrowers are responsible for the safe keeping and return of all library material issued to them;
d) The loan term for borrowed library material may be extended if there is no outstanding request for that material by any other user;
e) Another user may recall any item of borrowed library material. An item recalled shall be returned to the library by the date specified in the recall notice. A user must comply with a recall notice;
f) Every item of borrowed library material shall be returned to the library by the due date for its return, namely, the end of the relevant loan term or the expiration of a recall notice;
g) Library records with regard to the borrowing of library materials, loan terms and recall notices sent out, shall be deemed correct unless the contrary is proved;
h) A person who has not returned any overdue library material is otherwise in breach of these procedures, shall be liable to a daily or hourly fine. If the item is not returned within three (3) months after the due date for its return, the borrower shall be liable to an additional fine and cost incurred in the recovery of the debt, may have his/her borrowing privileges suspended because of non-payment of fines, is under suspension, and may not be allowed to borrow any more materials;
i) Every borrower is liable to compensate the MRU for the loss, or damage of any library item/material as assessed by MRU Librarian, which value may be the replacement cost of the item/material lost or damaged. With the loss or damage of library items or materials, compensation may be claimed or a fine may be payable;
j) Any item of library material shall be deemed lost if not returned within three (3) months after the due date for its return. This condition does not apply to final year students;
k) The MRU Librarian may prescribe certain library materials as not being available for loan or only available for loan on a restricted basis; and
l) The conditions restricting some library materials as not being available for loaning shall be stipulated by MRU Librarian.

13.4 Reference and Information Services

MRU library maintains a high level of respect for the confidentiality of users and the questions they ask. The library will not share data collected in the course of reference service that could identify specific individuals except with the user's permission or as required by law.

13.5 Library Reserve Areas and Study Rooms

MRU Librarian may set aside and reserve areas within the library for use by particular specified library users on such conditions as MRU Librarian may prescribe and only such persons may use the reserved areas.

13.6 Use of Electronic Resources and Facilities

The electronic resources made available by MRU are for research, instruction and related activities of its current staff, students and other authorized users. National and International laws as well as contractual license agreements govern the access, use, and reproduction of these resources. In general, authorized users may access such resources for non-commercial, educational, scholarly and research purposes. Prohibited actions generally include:

a) Sharing of passwords or authorized access codes;
b) Systematic large scale downloading of articles or other information;
c) Commercial exploitation of licensed information;
d) Users must also take note of the following:

i. Sharing an access password with unauthorized users – including family, friends, or co-workers – if found out, this may result in suspension or revocation of library privileges;
ii. Downloading entire issues of electronic journals or attempting to create large databases from bibliographic files, is generally prohibited by publisher license agreements;
iii. Engaging in actions intended to circumvent or defeat access control mechanisms of the library or information provider may result in revocation of library privileges and other campus or civil disciplinary measures; and
iv. Moving, repairing, reconfiguring, modifying or attaching external devices other than storage devices (e.g., flash drives) is not permitted.

13.7 Library User Conduct (Provision for Cyber Crime)

The library strives to provide access to well-maintained collections, information resources, equipment and associated research services. The library also seeks to provide a safe and secure environment and facilities suitable for reading, learning and other activities associated with scholarly teaching and research.

13.8 Library's Commitment to MRU Users

The MRU library is committed to providing the highest level of services, access and instruction to all library users by doing the following:

a) A library environment free of disruptive activity;
b) Access to library materials or an ability to recall them as regulations allow; and
c) Equity of access to information.

13.9 Users' Responsibility

a) Any person in the library or anyone that wishes to use the facility shall produce evidence of identification when requested to do so by a member of the library;
b) Every person using the library shall have due regard to the rights of others to use the library in accordance with the policy and shall not interfere with their use of the library;
c) Rights to use the library are non-transferable;
d) Treat all library users and staff with respect and courtesy;
e) Comply with staff requests and directives;
f) Preserve a quiet and peaceful environment suitable for study and refrain from creating excessive noise;
g) Check out library materials before removing them from the library and return materials in complete and good condition by the due data or when recalled by the librarians;
h) It is a condition of entry into MRU library that all bags, folders or other receptacles capable of containing library materials and their contents may be inspected by library staff;
i) On demand by a member of the library staff any person leaving the library shall present for inspection at the library exit any materials, bags or receptacles being removed from the library;
j) The use of the library's electronic commitment and messaging services (e.g., email, chat, SMS, forms) is intended only for research support and questions about library resources and services;

k) MRU library reserve the right to terminate any misuse of these services that is deemed inappropriate; and
l) Respond to emergency and security gate alarms and other situations as instructed by staff leaving the building at closing and limit use of the library to authorizer areas only.

13.10 Prohibited Behaviours in the Library

Individuals will not engage in prohibited activities including but not limited to those listed below:

a) No person in the library shall behave in a manner which is offensive or which causes or is likely to cause damage to any library material or library facilities;
b) No substance, which is liable to cause damage to library material, may be taken into MRU library. This includes food, drink and flammable items;
c) Users shall not deface or damage library furnishings or fittings, actions that are liable to cause damage, e.g., placing feet on furniture are not permitted;
d) Avoid cell phone use in any area in the library where others are working and set cell phones on silent;
e) Talking is not permitted in reading areas, quiet conversations are allowed for the purposes of seeking assistance in the use of the databases or the collection. Quiet discussion is permitted in group study rooms;
f) The use of inappropriate language and behaviour is not acceptable and may result in the termination of assistance;
g) Making and receiving phone cells is not permitted within the study area;
h) The reservation of seats in public reading area is not permitted;
i) No person may eat or drink in the library except in area as may be specified or set aside by MRU Librarian for any material or library facilities;
j) Hostile or rowdy behaviour, including fighting, threatening, intimidation, verbal threats or abusing library staff or use of words or actions that are meant to offend anyone shall not be allowed; and
k) All belongings brought into the library shall be brought in at sole risk of the library user. Belongings left in public areas at the time the library closes will be cleared away by the library staff. MRU, particularly MRU Librarian and library staff, shall have no responsibility for personal belongings brought into the library.

13.11 Penalties

a) Penalties shall be administered by MRU Librarian when a borrower of library material:

i. Fails to return any item of library material by the due date or time for its return. The borrower shall be liable to a daily or hourly fine. If the item is not returned within three (3) months after the due date for its return, the borrower shall be liable to an additional fine and cost incurred in the recovery of the debt; and
ii. Does not return any item and fails to pay any fine imposed for late return, the Vice Chancellor, on notification by MRU Librarian, may suspend all or any of that student's rights and privileges within the library. Any such suspension shall cease to have effect on return of the item or payment of compensation.

b) Any member of the library staff may exclude from the library, for a period not exceeding 24 hours, any person using the library who commits or threatens to commit a breach of these procedures. A member of the library staff imposing a suspension under these procedures shall report the matter in writing to MRU Librarian as soon as possible.

The MRU Librarian, however, shall give the person concerned an opportunity to be heard before

suspension in case a breach of these procedures has occurred:

a) The MRU Librarian may impose the following penalties on any person who engages in the above mentioned prohibited activities or who fails to pay a fine incurred:

   i. A fine up to a maximum determined from time to time by the Vice Chancellor;
   ii. Suspension of the right to use and borrow from the library for a period not exceeding fourteen (14) days, including exclusion from the library premises or any part of such premises;
   iii. The offender being banned from MRU Library; and
   iv. Requesting assistance from the nearby Police as appropriate legal prosecution.

b) If a reciprocal, affiliated or other authorized user commits a breach of these procedures, the MRU Librarian may, in addition to imposing a penalty, suspend or revoke the right to use the Library;

c) The MRU Librarian shall, forthwith, confirm by written notice to the person concerned details of a penalty imposed;

d) A fine imposed under these procedures and any cost recovery of a fine or any item of library material shall be a debt due to MRU and recoverable accordingly;

e) An appeal under this section shall be considered within fourteen (14) days of its receipt by the Vice Chancellor or his/her delegate who may sustain, cancel or vary any penalty that has been imposed. Such decision shall be final and shall be advised in writing forthwith to the appellant and the Librarian; and

f) Penalties imposed under the provision of these procedures shall not affect or limit any penalty which may be imposed under appeal.

END