

# **KUMASI TECHNICAL UNIVERSITY**



## **LIBRARY POLICY**

**October, 2020**



# Table of Contents

1.0 Introduction .....	1
1.1 <i>The Role of the Library</i> .....	1
1.2 <i>Library Committee (LC)</i> .....	2
2.0 Collection Development .....	2
2.1 <i>Purpose</i> .....	2
2.2 <i>Key Principles</i> .....	2
2.3 <i>Responsibilities</i> .....	3
2.4 <i>Guidelines</i> .....	3
2.5 <i>Acquisition of Electronic Resources</i> .....	4
2.6 <i>Donations/Gifts</i> .....	4
2.7 <i>Inter-Library Loans</i> .....	5
2.8 <i>Weeding</i> .....	5
2.8.1 <i>Weeding Criteria</i> .....	5
2.9 <i>Replacements and Duplicates</i> .....	6
2.9.1 <i>Considerations for replacement of items:</i> .....	6
2.9.2 <i>Considerations for Adding Multiple Copies:</i> .....	6
2.10 <i>Quality of the Collection</i> .....	7
2.11 <i>Objection to Library Materials</i> .....	7
3.0 User Services and Education.....	8

3.1 Training of Users .....	8
3.2 Library Orientation .....	8
3.2.1 Orientation Sessions:.....	9
3.3 Marketing Library Resources .....	9
3.4 Monitoring and Evaluation.....	10
3.4.1 Evaluation Strategies and Tools .....	10
4.0 Cataloguing .....	11
4.1 Cataloguing Standards.....	11
4.1.1 Anglo American Cataloguing Rules, 2nd edition (AACR2).....	12
4.1.2 Library of Congress Subject Headings.....	12
4.1.3 Machine Readable Catalogue 21 (MARC 21).....	12
4.2 Online Computer Library Center (OCLC) .....	12
4.3 Types of Materials to be Catalogued.....	13
4.4 Material that shall not be Catalogued.....	13
4.5 Classification Standards .....	14
4.5.1 Call numbers/Class numbers.....	14
4.5.2. Cutter Numbers.....	14
4.5.3 Bibliographic description .....	14
4.6 Maintenance of the Cataloguing.....	14
4.6.1 Re-cataloguing/Remarking.....	15

4.6.2 Re-classification .....	15
4.6.3 Record transfers /editing .....	15
4.6.4 Withdrawals.....	15
4.7 Use of OPAC.....	15
5.0 E-Resources Centre .....	16
5.1 Objectives .....	16
5.2 Human Resource Requirements.....	16
5.3 Accessing and using E-Resource Facilities in the Library.....	17
5.3.1 Responsibility of using the Internet .....	17
5.3.2 Use of internet .....	17
5.4 Maintenance and Repair of Library ICT Equipment .....	19
5.5 Acquisition of Library ICT Equipment.....	19
5.6 Security of Data .....	19
6.0 Reference .....	20
6.1 Reference Services .....	20
6.2 Ethics of Reference Service .....	22
6.3 Noise .....	22
7.0 Circulation.....	22
7.1 Borrowing Privileges .....	22
8.0 Physical Ambience .....	23

8.1 Electricity.....	23
8.2 Air Conditioners and Fans.....	23
8.3 Floor Plan and Direction.....	23
9.0 Library Security System.....	24
9.1 Closed Circuit Television System (CCTV).....	24
9.2 Security Staff.....	24
10.0 Bindery.....	24
10.1 Bindery Services.....	25
10.2 Communication.....	25
11.0 Archives.....	25
11.1 Archival Services.....	26

## 1.0 Introduction

Kumasi Technical University statute no..... establishes the University Library to facilitate teaching, learning and research.

Kumasi Technical University Library shall strive hard to meet the expectations of its users. The Library shall be headed by a Librarian and assisted by professionals/para-professionals and other supporting staff. This policy shall ensure uniformity in procedures and practices of the Library and its resource centre so as to further improve its efficiency, utility and services. The Policy shall also provide general direction to the Library, monitoring and evaluation from time to time, trends and developments in information technologies, networking, Library automation, Library cooperation, etc., and to direct the Library in their adoption.

Based on this Policy, the Librarian shall formulate action plans for the development of the Library's human resources, infrastructural facilities, products and services.

This policy focuses on all important functional areas of the Library and delineates a clear policy as to how the activities of the Library, like collection development, provision of information services, and management of other academic support facilities shall be offered. This uniformity shall also help in networking with libraries of the institution at different campuses.

## 1.1 The Role of the Library

The Library shall play a critical role in supporting the academic programmes of the University. It shall identify, evaluate, acquire, process and make learning resources available to the faculties, students and the entire University community for teaching, learning and research.

## **1.2 Library Committee (LC)**

There shall be a Library Committee to support effective and efficient Library work. The Library Committee shall facilitate the Library's development plans and activities in line with Academic Board's activities. It shall also act as a channel of communication and dialogue between the Library System and its stakeholders. The Committee shall make recommendations to Academic Board from time to time on operations of the Library.

## **2.0 Collection Development**

### **2.1 Purpose**

The general principles underlying collection development of the University Library shall include acquisition, donations, gifts etc. for the building of the Library stock, and also outline the general responsibilities and priorities for acquisition of Library materials.

### **2.2 Key Principles**

- i. The Library shall provide access to materials that support the curricular, research and information needs of the University Community.
- ii. The Library shall acquire at least five (5) copies of core textbooks recommended by the faculties.
- iii. The Library shall acquire materials on subjects that are deemed to be of general interest, such as comic, entertainment, fiction and non-fiction etc.
- iv. The Library shall be responsible for the appropriate acquisition of Library materials from the preferred supplier using its own budget. It shall not reimburse where Library materials



are purchased by an individual without prior approval from the Vice-Chancellor through the Librarian.

- v. Missing/lost items shall be replaced if they are still relevant and considered appropriate for selection.
- vi. Every reasonable effort shall be made to recover long overdue stock prior to it being written off.
- vii. The Library shall acquire electronic resources through consortium and direct licensing agreements with publishers.

## **2.3 Responsibilities**

The Librarian shall have the primary responsibility for collection development, in consultation with Faculties, Directorates, Institutes, Schools and Units.

## **2.4 Guidelines**

The guidelines for materials selection for the University Library are as follows:

- i. Faculty recommendations
- ii. Reviews of professional literature
- iii. Price and date of publication
- iv. Relation to current trends
- v. Reputation of author and/or publisher
- vi. Strengths and weaknesses of the University Library's existing collection
- vii. Popular interest
- viii. Cost and availability

## **2.5 Acquisition of Electronic Resources**

Electronic resources shall include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, and software tools for research, electronic books, or any information resource that is available in electronic form.

In selecting materials for procurement, the University Library shall take into consideration

- i. Publisher's leaflets, catalogues, brochures
- ii. Periodicals literature within various curricular areas
- iii. Standard reviewing sources.

## **2.6 Donations/Gifts**

- i. The Library may accept donation of books and other materials on the understanding that they shall not necessarily be added to the collection.
- ii. The Library may accept book donations, other materials and equipment. However, in the case of book donation, the bibliographical details must be provided to the Librarian prior to donation.
- iii. In general, donated materials that carry stipulations or restrictions to their use shall not be added to the collection. Decisions of this nature shall be made on an individual basis.
- iv. The Librarian shall recommend to the Library Committee to dispose of any donations not meeting the selection criteria.
- v. Acceptance and appreciation to donors shall be put in writing.

## **2.7 Inter-Library Loans**

Through mutual agreements with other libraries, the University Library shall borrow books and materials to serve its clientele for a short period.

## **2.8 Weeding**

Stock weeding shall be an essential part of collection management and it shall be carried out every three (3) years to ensure that the collection remains relevant. Where appropriate, materials removed from the collection shall be offered to other institutions as a donation.

- i. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated shall be removed.
- ii. It shall be the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost.

### **2.8.1 Weeding Criteria**

The following criteria shall be used for weeding:

- i. Ephemeral materials (e.g. newsletters, progress reports, pamphlets) including those materials that are of less value after a certain period of time such as annual reports, directories.
- ii. Materials (Books, Journals, and Reports) that the Library received as gifts which have no relevance to the programmes offered in the University.
- iii. Books/Journals that have become unserviceable and mutilated due to heavy use, wear and tear and obsolete.
- iv. Duplicates of seldomly used titles

- v. Superseded editions
- vi. Soiled, worn-out or books with pages missing
- vii. Mouldy, mildew, acidic or insect infected books.
- viii. Duplicates of low-interest materials
- ix. Space limitation

## **2.9 Replacements and Duplicates**

Replacement of damaged, lost, or stolen materials shall be considered on an item by item basis. In general, a heavily used item or one deemed essential by the Faculties, Directorates, Institutes, Schools and Units shall be replaced.

### **2.9.1 Considerations for replacement of items:**

- i. No duplicate copy already in collection.
- ii. If there is no latest edition available in the market.
- iii. If there are no other publications that present information with greater scope and authority.
- iv. If it is available for purchase.

### **2.9.2 Considerations for Adding Multiple Copies:**

- i. If Circulation Statistics and user request identify a title's popularity and its subsequent unavailability.
- ii. Faculties recommendations for additional or multiple copies for special assignment or purpose.
- iii. Heavily used reference items.

- iv. Damaged or worn out materials still in use shall require immediate addition.

## **2.10 Quality of the Collection**

The quality of the collection shall be measured in the following:

- i. Currency of the information.
- ii. Variety of media resources and formats.
- iii. Circulation and usage statistics.
- iv. Accessibility of materials.
- v. Total number of volumes.
- vi. Numeric ratio for number of volumes per Full Time Equivalent (FTE) student.
- vii. Extent and depth of collection's subject coverage.
- viii. Comparison of collection against that of similar University.
- ix. Materials that reflect the characteristics and capabilities of the students.
- x. Physical characteristics of collection (i.e. worn-out, damaged, brittle).

## **2.11 Objection to Library Materials**

The following shall guide objection to Library materials:

- i. Persons who object to the presence of any materials in the University Library are encouraged to identify and discuss their concerns with the Librarian.
- ii. Initial effort shall be made to settle the complaint through dialogue.

- iii. In the event the dialogue is unsuccessful the complainant may put it in writing.

### **3.0 User Services and Education**

The Library shall give orientation and training to fresh students every year. There shall be notices at vantage points at both the Lending and the Reference Library to ease the use of the Library.

#### **3.1 Training of Users**

Objectives of the user training are to:

- i. Enable users make the most effective, efficient and independent use of information resources and services available in the Library.
- ii. Develop users' knowledge and abilities to find, select, evaluate and use information in the traditional and electronic Library environment ethically.
- iii. Train Library users on how to effectively use the Library Online Public Access Catalogue (OPAC) to search for bibliographic details of books and other related materials available in the Library.

#### **3.2 Library Orientation**

- i. Library orientation shall comprise activities that will be designed to welcome and introduce users to services, resources, building layout and the organisation of materials in the Library.
- ii. Library orientation shall help freshmen and women to understand and familiarise themselves with the Library environment.

### 3.2.1 Orientation Sessions:

- i. **General library orientations:** This shall include guided tour in the Library which is mainly for new users who want information about Library services and the Library environment. The tour shall be conducted in groups (maximum of 40 people per group) at the beginning of each academic year on a scheduled basis.
- ii. **Search skills training:** This would provide in-depth exposure to Library resources and introduce users to available electronic databases. User services section shall liaise with the academic departments throughout the academic period to offer services to the students:
  - (a) proper construction of search terms
  - (b) effective use of search strategies such as Boolean Operators, truncations, prefix to either narrow or broaden record searched terms.
  - (c) evaluation of information resources.

### 3.3 Marketing Library Resources

The primary aim of marketing Library resources is to create awareness of the Library services and resources to users and potential users in order to ensure that the right information get to the user at the right time.

These shall be achieved through the following;

- i. The University Website and the Library's home page.
- ii. Oral dissemination of information (face to face interaction with the University Community).

## *Table Of Contents*

- iii. Abstract bulletin: Abstracts of periodical articles
- iv. Press cutting(s)
- v. Newsletters
- vi. Brochures and flyers
- vii. Posters and banners.

### **3.4 Monitoring and Evaluation**

The University Library shall embrace the changing needs of its users and shall welcome suggestions concerning availability of new information and the formats necessary to access them. The Library shall therefore monitor the progress and analyze results of services being provided.

In evaluating its services and resources, the Library shall consider the following:

- i. Response time.
- ii. Accessibility of services (in terms of physical access, convenience of location, convenience of service hours)
- iii. Effectiveness in anticipating user needs.

#### **3.4.1 Evaluation Strategies and Tools**

The Library shall conduct evaluation of its services and resources through user surveys (questionnaires, interviews and observations), comment cards, analysis of circulation, reference, public access statistics, user dialogue and qualitative analysis of the collection as well as suggestion box.



## **4.0 Cataloguing**

The Cataloguing Section of the University Library shall catalogue and classify Library materials, including print, non-print and electronic resources.

The objectives of cataloguing are to:

- i. enable users find a book when one of the following is known:
  - (a) The author and the title
  - (b) The subject
- ii. show what the Library has
  - (a) By a given author
  - (b) On a given subject
  - (c) In a given kind of literature
- iii. assist in the choice of a book
  - (a) As to the edition (bibliographically)
  - (b) As to its character (literary or topical)

## **4.1 Cataloguing Standards**

The University Library shall use the following internationally accepted standard as a guide for its cataloguing.

### **4.1.1 Anglo American Cataloguing Rules, 2nd edition (AACR2)**

The University Library shall:

- i. Adopt AACR2 in the formulation of descriptive cataloguing and access points in the cataloguing of each item.
- ii. Follow the AACR2 in determining the form under which each name is entered in the database.

### **4.1.2 Library of Congress Subject Headings**

The University Library shall use the Library of Congress Subject Headings list to determine the subject headings. As subject terminology change over time due to review and updates, the Section shall update the assigned subject headings.

### **4.1.3 Machine Readable Catalogue 21 (MARC 21)**

MARC 21 or its latest version shall be used for establishing the communications format including field tags, indicators, subfield codes for cataloguing Library materials which is created in machine readable format.

## **4.2 Online Computer Library Center (OCLC)**

OCLC shall be used to download the data in MARC format for copy cataloguing.

- i. **World Cat:** Cataloguing Section shall use world Cat via OCLC to retrieve bibliographic record of a particular material.
- ii. **Other Bibliographic Database Sources** shall be consulted for Cataloguing work. This shall be obtained from Online Public Access Catalogue of some local and foreign Academic/

Research Libraries as well as Library of Congress Online Catalogue.

### **4.3 Types of Materials to be Catalogued**

The Library shall catalogue the following materials based on the Library of Congress Classification Scheme:

- i. Monograph,
- ii. Chapter of a Book/Journal Articles,
- iii. Electronic Resources,
- iv. Government Documents,
- v. Internet Resources,
- vi. Loose-leaf Publications,
- vii. Maps and Cartographic Materials,
- viii. Microforms,
- ix. Non-book materials,
- x. Serials (Periodical and Newspapers)

### **4.4 Material that shall not be Catalogued**

The Library shall not Catalogue items which are:

- i. Known to infringe on the Ghana Copyright Act, 2005 (Act 690) and the International Copyright Law.
- ii. Photocopies of material covered by copyright shall be accompanied by an indication that Permission to make the copy has been obtained.

- iii. Any material received under the University Library Gift and Exchange programme.

## **4.5 Classification Standards**

The University Library shall classify the Library materials in accordance with the Library of Congress Classification scheme.

### **4.5.1 Call numbers/Class numbers**

The call number/class number is a combination of letters and numbers on a Library item consisting of a class number, a book number, and sometimes a location symbol. The University Library shall use the Library of Congress Classification schedules to create a call number.

### **4.5.2. Cutter Numbers**

The University Library shall use the first three letters of the author's surname as cutter number in the case of author entries. In the case of title entries, the first three letters of the first keyword shall be used.

### **4.5.3 Bibliographic description**

The University Library shall employ the Anglo-American Cataloguing Rules, 2nd edition (AACR2) in its bibliographic description.

## **4.6 Maintenance of the Cataloguing**

The Cataloguing Section shall manage, monitor and maintain the quality of bibliographic records of the University Library. The following procedures shall be undertaken to ensure that data quality is maintained.

### **4.6.1 Re-cataloguing/Remarking**

Re-cataloguing is most often the result of a change in the treatment of a bibliographic item.

### **4.6.2 Re-classification**

Corrections shall be made when an improper classification number is found to have been used.

### **4.6.3 Record transfers /editing**

The Cataloguing Section shall routinely edit records on behalf of branch libraries to reflect the transfer of materials from one Library collection to another in case of multiple campuses. In this case the following requirements shall be considered:

- a) All Sections of the University Library shall inform the Cataloguing Section if any data discrepancy is found in the cataloguing database.
- b) The Cataloguing Section shall be notified by the party concerned of any transfers so that the database can be updated.

### **4.6.4 Withdrawals**

The Cataloguing Section shall withdraw the bibliographic records from the database if required to do so in accordance with the Library's Collection Development Policy. These shall be undertaken by the Cataloguing Staff with the approval of the Head of Cataloguing.

## **4.7 Use of OPAC**

OPAC (On-line Public Access Catalogue) shall be available to all members of the University Community.

## **5.0 E-Resources Centre**

The E-resources center shall subscribe electronic materials through the Consortium of Academic and Research Libraries in Ghana (CARLIGH) and other means possible, to enhance the teaching, learning and research of the University community.

### **5.1 Objectives**

The objectives of the e-resource centre shall be to:

- i. make available adequate ICT facilities/equipment and software networks for Library users to carry out their studies.
- ii. provide opportunity for users to book in advance Personal Computers (PCs) at the E-resource centre for training, group work or assignment.
- iii. provide adequate and suitable provision of special needs equipment. The Library shall provide workstations that are equipped with screen magnification and text to speech software for visually impaired users.
- iv. facilitate optimal utilization of the available ICT resources, eg. Electronic journals.

### **5.2 Human Resource Requirements**

The E-resource section shall consist of:

- i. A System Librarian
- ii. An Electronic Resources Librarian
- iii. A System Administrator if necessary
- iv. ICT Technicians

The E-resource section shall be headed by a System's Librarian who shall report to the Deputy University Librarian in charge of Technical Services.

### **5.3 Accessing and using E-Resource Facilities in the Library**

Access to E-resource facilities at the University Library shall be free of charge to the University Community. However, additional usage of facilities such as scanning, printing, photocopying and other related resources shall attract a fee.

#### **5.3.1 Responsibility of using the Internet**

While the Internet contains a wealth of valuable and interesting information, some of this information may be inaccurate, out of date, controversial, offensive and/or illegal. The University Library accepts no responsibility for the quality, accuracy or unavailability of information accessed through the Internet, although the Library shall signpost sites that appear to be authoritative. It shall be users' responsibility to ensure the accuracy of information they discover. The University Library shall assume no liability for any loss, damage or injury, direct or indirect, suffered as a result of accessing the Internet.

#### **5.3.2 Use of internet**

- i. By using the Library's ICT facilities to access the Internet, users shall not access any material which:
  - (a) Is obscene, racist, defamatory or illegal.
  - (b) Causes harassment or gross offence to others.
- iii. Would be a breach of copyright law.

*Table Of Contents*

- iv. Makes the University's network vulnerable to cyber attack.
- v. Will put unnecessary load to the University's network (using torrent software to download non-academic materials).
- vi. Shall not interfere in any way with the hardware, software or general operation of the PCs.
- vii. A user must stop any activity if requested to do so by a member of staff in the Library.

In addition, users shall not interfere in any way with the hardware, software or general operation of the PCs. A user must stop any activity if requested to do so by a member of staff in the Library.

- viii. All users shall demonstrate responsible approach to the use of resources made available to them, and to show consideration for other users.
- ix. The Library shall not accept responsibility for slow network responses, non availability of web sites, and the content of any e-mails received by users.
- x. Only one person shall use a computer at any given time.
- xi. Appropriate filters and monitoring software shall be installed on computers to restrict access to sites considered unsuitable.
- xii. If a virus warning message is displayed on the computer the user should inform the E-resources Librarian immediately.
- xiii. Personal laptop/storage devices brought by users shall not be allowed on the Library network without prior approval of the officer in-charge.
- xiv. Users Session Progress: users shall be assisted whenever possible in proper/correct use of the computers. Library staff



shall provide some assistance on the use of the hardware and software.

xv. Penalties for misuse of internet facilities: There shall be Library security systems that shall record all transactions, website visits and emails made on Library computers. Any public access of illegal, offensive or controversial material shall be subject to disciplinary action.

xvi. It shall be unethical for users to give their passwords and user names to people who are not members to access the Library's ICT facilities. The University Library shall reserve the right to refuse any user of the computer in accessing materials which are outside the Library rules and regulations.

## **5.4 Maintenance and Repair of Library ICT Equipment**

The maintenance and repair of the Library ICT equipment shall be carried out by the University ICT Directorate as stipulated by University's regulations.

## **5.5 Acquisition of Library ICT Equipment**

Acquisition of ICT related equipment shall be guided by the regulations of the University procurement procedures.

## **5.6 Security of Data**

The Library shall work together with the ICT Directorate to ensure security of all Library electronic data. The following guidelines shall be used in ensuring security of data:

- i. Back up of data shall be done on a daily basis in the server room in the Library

- ii. The System Librarian shall liaise with the ICT Directorate to ensure there is continuous and consistent back up of Library data
- iii. Staff shall be sensitized to consistently back up important information in external disks
- iv. Administrative passwords shall be changed from time to time
- v. All computers shall be installed with antivirus software to protect them against malicious software.

## **6.0 Reference**

The Library houses all important reference sources such as Encyclopedias, Dictionaries, Handbooks and Manuals, Statistics, Yearbooks, Government Policies as well as University Policies. The collection ranges from general to subject specific sources.

The Reference Department shall interpret the collection and gives assistance to students and all patrons by answering questions, suggesting research procedures, recommending sources and indexes to be used when looking for material on specific subjects.

## **6.1 Reference Services**

The reference services shall include in-person assistance at the reference desk, by telephone, e-mail and chat through the various social media tools available in the Library. The following rules shall apply:

- i. Reference materials such as, books, periodicals, pamphlets, newspapers shall not circulate (shall not be taken out of the Library).

- ii. Reference books in the reserved collection shall not be removed from the Library. Reference books and materials may be removed from the shelves and placed on reserve by a request of a lecturer for a limited time (one semester), but if needed by other patrons, they may be used with permission by the Librarian.
- iii. Reference materials shall be used by the local community in the Library.
- iv. Personnel scheduled to man the reference desk shall be available at all times to provide service to users.
- v. Telephone calls shall be answered as soon as possible but do not take precedence over patrons waiting at the reference desk.
- vi. Callers requiring extensive or time-consuming assistance shall be helped if there are no patrons waiting; otherwise reference personnel shall ask the caller to come to the Library.
- vii. The Library shall maintain an inter Library loan arrangement with leading local and international libraries.
- viii. Back issues of serials such as magazines, journals, newspapers shall be bound and kept in the reference collection.
- ix. Periodicals and newspapers shall be placed in their proper places on the shelves with the new ones replacing older ones.
- x. Periodicals and newspapers that are received in the Library shall be properly stamped and recorded.
- xi. Periodicals and newspapers shall be checked periodically to see that papers are in their proper places.

- xii. Periodicals to be bound shall be arranged chronologically.
- xiii. Daily reports which are accumulated shall be filed weekly

## **6.2 Ethics of Reference Service**

All reference queries shall be considered confidential, and the privacy rights of the patron shall be respected.

Except in a professional context in discussion with other Library staff, librarians who provide reference service shall not discuss patron reference encounters with others. In a nut shell, the main function of the reference is to offer help to Library users who are in need at all times.

## **6.3 Noise**

The Library staff shall ensure and maintain minimum noise in the Library.

## **7.0 Circulation**

The Library's circulation or Access and Borrowing Manual shall explain the privileges and responsibilities of all who borrow materials from the University Library. One of the Library's highest priorities is to enable easy access to its integrated collection of electronic, print, audiovisual and microform materials in order to support the University's teaching, learning and research needs.

### **7.1 Borrowing Privileges**

Faculties, staff, and students of the University shall have borrowing privileges. All borrowers must be registered with the Library and have a valid University Library card. Borrowers shall be allowed to borrow a number of books for a stipulated period of time as spelt out in the operation manual of the Library.

## **8.0 Physical Ambience**

The Library shall provide all information resources/materials to support all academic programmes of the University. The Library shall have a checking system in place to monitor the cleanliness and hygiene of the premises of the Library.

### **8.1 Electricity**

The Library shall liaise with Physical Works Directorate to ensure that:

- i. the reading rooms are well illuminated
- ii. all electrical faults shall be reported to Physical Works Directorate for immediate attention.

### **8.2 Air Conditioners and Fans**

The Library shall liaise with Physical Works Directorate to ensure that, air conditioners and ceiling fans are in good working condition at all times.

### **8.3 Floor Plan and Direction**

The Library shall liaise with Physical Works Directorate to ensure that:

- i. floor plans are designed to give proper directions for users to move around the Library for service and resources.
- ii. facilities such as tables, chairs, reading carrels etc. are properly maintained for the comfort of patrons.

## **9.0 Library Security System**

The Library shall ensure that there is enough security system in place to safeguard the Library resources and users. The following security systems shall be employed in the Library.

- i. Bar-coding of Library materials.
- ii. Installation of smoke detectors.

These comprise of a charging and discharging unit, entry and exit security gates, UPS and Magnetic tattle tapes.

The Library shall provide system that will trigger a signal if a user tries to leave with Library material without getting it properly issued to him/her.

### **9.1 Closed Circuit Television System (CCTV)**

The Library shall liaise with the ICT Directorate to provide CCTV cameras at all vantage points for monitoring.

### **9.2 Security Staff**

The Library shall liaise with the Security Department to:

- i. provide security personnel in the Library at all times.
- ii. recruit and train security personnel purposely for the Library.

## **10.0 Bindery**

The goal of Library binding is to make materials available in original format for as long as needed at the lowest possible cost.

## **10.1 Bindery Services**

- i. Bindery services shall be offered in response to the range of anticipated use and length of retention of Library materials in order to minimise costs while meeting service needs.
- ii. The Library shall choose from among the binding styles based on foreseeable use and retention of Library materials.
- iii. New bindery services shall be developed by the University Library Committee.
- iv. The needs of all departments shall be considered when developing and establishing standard processes and services.
- v. Standard processes and services shall be available at all campuses.

## **10.2 Communication**

- i. There shall be regular communication between Library Management and bindery staff to promote efficiency and prompt resolution of problems.
- ii. Any issue that shall affect the Kumasi Technical University Library such as training of bindery staff shall be addressed by the Library Management.
- iii. The Kumasi Technical University Library Bindery Manual shall be mounted on the University Library home page.

## **11.0 Archives**

The Archives serves as the institutional memory of the University and plays an integral role in the preservation, curation and management of the institution's information resources in all media and formats.

The archives shall be responsible for the care, management, description and retrieval of records once they have been transferred to the archival repository.

## **11.1 Archival Services**

- i. Preservation of records/information resources of the University by providing conducive environment for the resources.
- ii. Preparation of finding aids of records/information resources as access point to the information resources at the unit.
- iii. Rendering of reference services to authorize staff of the University for decision making.
- iv. Training of university staff on records management periodically.