

# **KING CEASOR UNIVERSITY**



## **LIBRARY AND E-LIBRARY USE POLICY AND PROCEDURES**

## **1. PURPOSE**

To ensure the University, through the Library, provides materials, services and facilities to support the learning, teaching and research endeavours of the Students and Staff members of the University and that Library materials, e-services and facilities are used equitably and appropriately.

## **2. APPLICATION**

Authorised users on and off campus under the management control of the University Librarian.

## **3. DEFINITIONS**

### **Affiliated User**

Means a member of an organisation approved as a library user by virtue of that organisation's affiliation or association with the University.

### **Library**

Means any University library site which provides Library Materials, Library Services and Library Facilities to support the learning, teaching and research endeavours of the students and staff of the University and which is under the management control of the University Librarian.

### **Library Facilities**

Include all the accommodation, furniture and equipment, including but not limited to computing equipment, provided at or by the Library.

### **Library Material**

Includes all resources held or provided by the Library, regardless of format, including but not limited to books, journals, papers, audio-visual and electronic resources.

### **Library Services**

Are those services provided to users by Library staff; e.g., reference, loans and document delivery.

### **Reciprocal User**

Means a Student or Staff member of, or any other person associated with, another educational institution with which the University has reciprocal library arrangements.

**User**

Means a user authorised by the University Librarian to use Library Materials, Library Services and Library facilities.

**4. POLICY STATEMENT****4.1 DELEGATION**

Conditions of use for the Library and associated fees, fines and other penalties will be as determined by the Deputy Vice-Chancellor (Academic Affairs) on the advice of the University Librarian. The University Librarian shall be responsible for the Library, including the supervision of the Library in accordance with the approved Procedures.

The University Librarian may:

- (i) delegate any power or duty conferred by this Policy and these Procedures to any member of the Library staff; and
- (ii) authorise any member of the Library staff to act under and for the purpose of this Policy and these Procedures.

**5. OBJECTIVES**

The objectives of the Procedures that follow are to ensure the equitable and appropriate use of Library materials, services and facilities.

**6. PROCEDURES****6.1 AUTHORISED USERS**

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

- (i) Students of the University
- (ii) Staff members of the University
- (iii) Members of the University Council
- (iv) Reciprocal users
- (v) Affiliated users; and
- (vi) Other persons or bodies approved by the University Librarian and DVCAA.

Such other persons or bodies may be required to pay a fee. The University Librarian will prescribe the specific entitlements for each category of User. Other users, who do not belong to any User category, may enter and make limited use of the Library providing they conform to these Procedures. The University Librarian shall prescribe the limited entitlements of such other users on a case by case basis.

## **6.2 REGISTRATION**

### **6.2.1 Registration and identification cards**

Every User shall:

- (i) be registered with the Library and renew registration in such manner and at such intervals as the University Librarian may prescribe; and
- (ii) hold a Staff or Student identification card issued by the University or such other identification card as shall be prescribed by the University Librarian as acceptable. Staff members and Students of the University are automatically registered with the Library from the University's student records from the Academic Registrar and the University staff from the Human resources office under the University Secretary.

### **6.2.2 Lost cards**

Staff members and Students should arrange for the replacement of lost University Identification Cards with the Human Resource department (for University staff only) and the Office of the Dean of students (for students only). If a card issued by the Library is lost, the loss shall immediately be reported in writing to the University Librarian who will issue a replacement card. The University Librarian reserves the right to impose a fee for the provision of a replacement card in line with the University policy on fees.

## **6.3 RESPONSIBILITIES OF LIBRARY USERS**

- (i) Any person in the Library shall produce evidence of identification when requested to do so by a member of the Library staff.
- (ii) Every person using the Library shall have due regard to the right of others to use the Library in accordance with the Policy and shall not interfere with their use of the Library.
- (iii) Every person using the Library will comply with prescribed terms and conditions of use and all relevant University policies, procedures and codes of conduct.
- (iv) No person in the Library shall behave in a manner which is offensive to or unduly inconveniences other Library users or which causes or is likely to cause damage to any Library Material or Library Facilities.

- (v) No person may talk, eat or drink in the Library except in such areas as may be specifically set aside by the University Librarian for any of these purposes. No smoking is allowed in the Library. No animal, other than a guide dog, may be brought into the Library with the permission of the Librarian.
- (vi) Rights to use the Library are non-transferable.
- (vii) 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.
- (viii) No person may reserve a seat in a public area.
- (ix) All articles brought into the Library shall be brought in at the sole risk of the person doing so. Articles left unattended for more than 10 minutes may be removed by Library staff. Articles left in public areas at the time the Library closes will be cleared away by Library staff. The University, and in particular, the University Librarian and the Library staff shall have no responsibility for personal belongings brought into the Library.

#### **6.4 BORROWING**

- (i) Users entitled to borrow materials from the Library must abide by any conditions prescribed by the University Librarian.
- (ii) No Library Material may be borrowed without prior completion of the appropriate loan procedure.
- (iii) Borrowers are responsible for the safe keeping and return of all Library Material issued to them.
- (iv) The loan term for borrowed Library Material may be extended if there is no outstanding request for that material by any other User.
- (v) Any item of borrowed Library Material may be recalled by another user. 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.
- (vi) 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.
- (vii) 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.
- (viii) A person who:
  - (a) has not returned any overdue Library Material;

- (b) is otherwise in breach of these Procedures;
- (c) has borrowing privileges suspended because of non-payment of fines;
- (d) is under suspension may not borrow any Library Material.

(ix) Every borrower is liable to compensate the University for the loss or damage to any item of Library Material that is on loan in the borrower's name. The compensation shall be the value of the item of Library Material as assessed by the University Librarian, which value may be the replacement cost of the item lost or damaged. Compensation may be claimed whether or not a fine is payable under section 6.8 and shall be payable in addition to any such fine. Any item of Library Material shall be deemed lost if not returned within 14 days after the due date for its return.

#### **6.5 LIBRARY MATERIAL NOT AVAILABLE FOR LOAN**

The University Librarian may prescribe certain Library Material as not being available for loan or only available for loan on a restricted basis.

#### **6.6 RESERVED AREAS AND STUDY ROOMS**

- (i) The University Librarian may set aside and reserve areas within the Library for the use of particular specified Library users and only such persons may use reserved areas.
- (ii) Study rooms shall be available for use by such persons and on such conditions as the University Librarian may prescribe.

#### **6.7 HOURS OF OPENING**

The hours during which the Library shall be open shall be determined by the University Librarian and communicated to Users. Seven days prior notice shall be given of any change in the hours of opening.

#### **6.8 PENALTIES**

- (i) When a borrower:
  - (a) 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 14 days after the due date for its return, the borrower shall be liable for an additional fine and the costs incurred in the recovery of the debt.

(b) Does not return any item and fails to pay any fine imposed for late return, the DVC (AA) 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 under section 6.4 (ix), and payment of any fine imposed.

(ii) Any member of the Library Staff for the time being in charge of the Library may exclude from the Library for a period not exceeding the next 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 the University Librarian as soon as practicable.

(iii) In any case other than one arising under sections 6.8 (i) and (ii) of these Procedures, the University Librarian shall decide after giving the person concerned an opportunity to be heard, whether a breach of these Procedures has occurred.

(iv) The University Librarian may impose the following penalties on any person who commits a breach of these Procedures or who fails to pay a fine incurred under section 6.8 (i):

(a) a fine up to a maximum determined from time to time by the DVC AA; or

(b) suspension of the right to use and borrow from the Library for a period not exceeding 14 days, including exclusion from the Library premises or any part of such premises; or

(c) a penalty under both subparagraphs (a) and (b).

(v) If a reciprocal, affiliated or other authorised user commits a breach of these Procedures, the University Librarian may (in addition to imposing a penalty under section 6.8 (iv), suspend or revoke the right to use the Library.

(vi) The University Librarian may reduce or waive a fine incurred under section 6.8 (i) or reprimand a person who has committed any other breach of these Procedures instead of or in addition to any other penalty that may be imposed.

(vii) The University Librarian shall forthwith:

(a) confirm by written notice to the person concerned details of a fine or suspension imposed under section 6.8 (iv); or

(b) confirm by written notice to the reciprocal, affiliated or other authorised user concerned, details of the suspension or revocation of the right to use the Library under section 6.8 (v); and

(viii) 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 the University and recoverable accordingly.

(ix) Penalties imposed under the provisions of these Procedures shall not affect or limit any penalty which may be imposed under any University Statute.

(x) Appeal:

(a) A user upon whom a penalty has been imposed under section 6.8 (i), (iv), or (v) may within a period of not more than 14 days from the date of the notice of imposition of the penalty appeal in writing against the decision. Users shall address any appeal to the Deputy Vice-Chancellor (AA).

(b) An appeal under this section shall be considered within 14 days of its receipt by the Deputy Vice-Chancellor (AA), or 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 University Librarian.

## **6.9 NOTICES**

Any notice to be given to a person under this Policy or these Procedures shall be deemed sufficiently given if sent to that person at the address registered with the Library by prepaid mail or by electronic communication and shall be deemed to have been received by the person to whom it is addressed in the ordinary course of post or electronic communication, as the case may be.

## **7.0 E-LEARNING LIBRARY GUIDELINES**

King Ceasor University Library (KCUL) supports online e-resources where students are not on the university campus most of the time, rather than having hard copy books in the library, the university has set up a fully functional electronic library (e-library). The e-library will make library resources available in electronic format wherever it is appropriate to do so, taking into account teaching and research needs, cost effectiveness, technical requirements, user authentication and licensing and preservation issues.

KCU has also subscribed to several printing and publishing companies that provide a collection of e-books defined as (any content that is recognizably 'book-like', regardless of size, origin or composition, but excluding serial publications, made available electronically for reference or reading on any device).



E-books have been with us for a while with sites like Project Gutenberg and Google Books generally offering titles that are free of copyright restrictions (and free to download). More academic journal content is online through e-library databases. The university has setup an e-library (<http://kcu.ac.ug/library>) which is a collection of e-resources available for use and also a collection of links to all available open access journals, e-books and other databases relevant to teaching, learning and research at KCU.

This policy guides the collection, use and distribution of the e-resources that are cataloged under KCU's e-library. The policy aims to provide appropriate access to resources in support of the research and learning priorities at KCU.

### **Collections Policy**

The e-library will ensure that the E-library's collection of electronic resources is appropriate to support and advance the teaching, learning and research activities of KCU. The e-library will collect, record, preserve and make available published materials, which support the courses taught by KCU.

Freely available e-books and other texts will be added to the e-library catalogue if the content is relevant to teaching or research at KCU.

KCU shall subscribe to an aggregation platform provided by an e-book service provider through which KCU's students can access and download e-books. The e-library will purchase and make available research tools (e.g. bibliographies and reference works) to support the teaching and research needs of KCU

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Overlaps with existing subscriptions will be kept to a minimum. Where there is substantial overlap with other electronic resources the dis-continuation of subscriptions for overlapping electronic resources may be considered. Freely available databases, negotiated will be made available where they support the teaching and research needs of KCU. Where necessary as agreed by the University Council, new journals will be purchased in electronic format only.

Electronic versions of books will be purchased as additional copies for books in high demand where they are available. The e-library will accept donations of material relevant

to our collections. The e-library will purchase any new title in the electronic version where such a resource is available electronic format. The e-library will identify and subscribe to major re-known journals and provide its students access to the journals.

Full text materials will be made available where copyright allows otherwise the reference details can be deposited and a link to the online location of the research paper will be included (if available)

### **Cancellation**

Usage of e-resources will be monitored and databases with low usage may be cancelled. Price increases and changes of supplier or content may result in cancellation of subscription

### **Access to e-resources**

The e-library will make its collections and services available to students and academic staff of KCU and to others as far as resources permit and with regard to copyright legislation.

Access to KCU's e-resources will be strictly to only registered students and teaching staff of KCU. The public may have access upon request to open and freely distributed materials.

e-Library users must agree to abide by the terms of use of the various resources made available to them. The terms of use may defer by publisher. Computers will be made available to provide access to e-resources for users who will be physically present at the university campus.

The e-library will provide access for KCU's students and staff in as user-friendly manner as possible, adopting new technologies as appropriate. New resources will be added to resource discovery tools and catalogued as required. Some of our electronic resources may not be available to visiting readers under the terms of our user licenses with the publishers.

e-library resources may be copied in accordance with copyright law, data protection and privacy law and any other relevant laws. Reproductions of items from the e-library's collections may be requested by students/staff by contacting the Directorate of ICT, Quality Assurance and E-library Services. For material in the dependent libraries, please see their websites.