



LIBRARY POLICY

1. Vision

To create the best possible complement of resources that will enhance faculty and student success at Berea College of Technology.

2. Goals

The Library empowers student success through:

- Enhancing access to research and learning resources
- Developing targeted and unique collections

3. Values

We believe the library is central to the intellectual and creative lives of the people we serve.

We are committed to:

- Access
- Service
- Life-long learning
- Intellectual and academic freedom
- Mutual respect

4. Role of the Library

The academic library plays a major role in any higher education institution as a provider of information required for teaching, learning and research, as a developer and preserver of rare and special collections as well as a contributor towards the achievement of the institution's strategic goals.

Approved by:	C Kistan	Doc No.	A15
Originator:	MK Naidoo	Date Released:	19/06/2021
Revision Status:	01	Page no.	Page 1 of 5
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5. Library Policy

The library policy applies to all students, academic, academic support and non-academic staff of Berea College of Technology.

5.1 LIBRARY MEMBERSHIP

Library membership may be granted to:

- All registered students of the Berea College group which consist of Berea Technical College, Berea Matric School & Berea College of Technology.
- All Berea College Group staff members.
- Library membership is available for the duration that staff is employed by the college and also if the student is still registered.

5.2 OPERATING TIMES

- The Berea College of Technology library operates every **Monday – Friday** from **7:50am – 15:15pm** however, should there be a need to open the library on Saturdays arrangements can be made via the librarian four days in advance.
- The library is operational on Saturdays without arrangements being made **ONLY** during Exam or Controlled Tests periods.

5.3 LIBRARY RULES

General

- The library is a place for silent and private study. Users must therefore maintain silence at all times.
- Library materials must not be marked, defaced, mutilated or annotated in any way.
- The PCs in the library are meant for searching for relevant academic purposes only.

Borrowing

- Students are allowed to borrow a maximum of two books for up to 3 working days however, should the student wish to extend his or her usage of the book he or she can do a renewal via the librarian and that is only if the book or material is not placed on hold by another user.
- Staff members are allowed to borrow a maximum five materials for a period of seven months.
- Students will therefore need to present their student cards at the librarian in order to borrow a library material.
- No library item shall be taken out of the Library without due procedure.
- Borrowed items may not be lent to third parties.

Conduct in the library

- Discussions and consultations are not allowed in the library.
- Smoking and eating are not permitted in the Library.
- Notices may not be displayed in the Library without the approval of the Librarian.
- Personal items should not be left unattended in the library. The library shall not accept responsibility for loss or damage to such items.
- Desks and furniture should not be moved without the permission of the Librarian.

5.4 CIRCULATION & LOAN OF INFORMATION

Short Loan & Reference Section

- Students may borrow materials from the short loan or reference section but can only use these materials within the College premises for duration of 3 hours.

Renewals

- Students are granted to do renewals however this will only apply if the material is not placed on hold by another user, this procedure is done via the librarian.

Placing holds on materials

- Students are allowed to place holds on materials that are out of the library shelves this is done via the librarian.

Inter-Library Loan Services

- Berea Group consists of 3 libraries. Inter-library loan services are done via the librarian, should any member of the library wishes to borrow a material in any of the Berea Group libraries.

5.5 COLLECTION DEVELOPMENT

It is the responsibility of the Library and Information Services to build a well-balanced and up to date collection of various information resources and to always meet the ever-changing information needs of the institution users.

- The collection shall be built from the library budget and in order to develop the collection the librarian needs to consult with the academic staff first.

5.6 WEEDING

Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection. Weeding may involve the transferring of lesser used material to storage or the discarding of excess copies of seldom used titles, irreparably damaged copies and materials which contain inaccurate or out-dated information. Decisions to remove materials will be made by the librarian in consultation with academic departments most directly concerned with their possible future use.

6 . Monitoring and review of the policy

- Review of this policy will be done by exercising control over the achievement of set goals.
- This policy will be reviewed every two years or as and when required.