

GREAT LAKES UNIVERSITY OF KISUMU (GLUK)



LIBRARY POLICY

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Library Policy

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Date:

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DEFINITION OF TERMS

Book: Any lendable information resource held by the library

Circulation Desk: The area in the library in which the staff Handles the loans procedure

Circulation: The total issue of library books over a specified period

Collection: Any information media regardless of format that is acquired by the GLUK library

Conserve: The provision of adequate care and maintenance facilities to ensure the long survival of library stock or archives

Consortium: Group of University libraries, research institutions and Colleges who have signed a memorandum to negotiate prices of Electronic resources jointly

Faculty Means teaching staff

Fair use: It is the limitation and exception to the exclusive right granted by the copyright law to the author of a creative work

Information Literate: A person who has the ability to know when information is needed, know how to locate and critically evaluate and use that information in an ethical manner

Institutional Repository: A digital collection that captures and preserves the intellectual output of a university community
Inter-library loan: Lending of materials between libraries.

Lending: To give or allow the use of a book temporarily on the condition that the same will be returned.

Plagiarism: It is the presentation of someone else's ideas, word, or artistic/scientific technical work as one's own creation

EXECUTIVE SUMMARY

Great Lakes University of Kisumu Library is committed to the University mission of supporting excellence in teaching, learning and research. This is by providing collections that enable students and faculty to have access to resources and information needed for education, scholarship and research. This policy lays out guidelines for the continuing development of a collection that provides a foundation for teaching, training, research and innovation.

Signed:

Vice Chancellor, Chair of the University Senate

Date:

1.0. GENERAL UNIVERSITY INFORMATION

Great Lakes University of Kisumu is committed to maintaining high standards of education and training of professionals who are responsible stewards of resources and services in the society. GLUK graduates after going through the learning experience with the institution go out equipped with the following rare and important attributes; high level of integrity, transparency and accountability, they are selfless, inclusive and participatory providing space and voice for all people. Our curricula prepare them to meet the needs of the market and professional bodies. The following section provides guidelines that are applied to determine the eligibility of the applicants seeking admission to various programmes offered at GLUK.

1.1. Vision, Mission, Philosophy & Core Values of the University.

1.1.1. Vision:

The Great Lakes University of Kisumu (GLUK) is established as a centre of excellence bridging academics with community and institutional based development.

1.1.2. Mission:

The Mission of GLUK is to develop effective and concerned managers or leaders with a vision for the transformation of situations in the African context.

1.1.3. Philosophy of the University:

GLUK believes that all people and communities have capacities and are fully engaged in individual, collective and collaborative actions to solve their own problems.

1.1.4. Core Values and principles:

All members of the University in their individual and collective capacities shall be fully committed to high standards of good governance and shall act in a manner consistent with the following values and principles which shall provide the framework within which all the University activities shall be performed:

- i. Excellence.
- ii. Respect for dignity of every person.
- iii. Results orientation.
- iv. Integrity and honesty.
- v. Accountability and prudent stewardship of resources.
- vi. Mutual respect.
- vii. Inclusive participation.

2.0 INTRODUCTION

The University Library shall strive to continuously meet and exceed Library patrons' information needs by providing a dynamic learning environment and quality user-centred information services, while inculcating life-long learning skills that foster human development.

3.0. POLICY STATEMENT AND SCOPE

3.1 Policy Statement

Scholarly works for publication will be provided, in the final version and as an electronic copy for no charge to the appropriate representative of the senate in an appropriate format immediately after publication

DVC academics will be responsible for interpreting this policy resolving disputes concerning its interpretation and application and recommendation changes to the university time to time

The policy will be reviewed after five years or as need arises and a report presented to the senate

3.2 Policy Scope

The library policy applies to all students, academic, academic support and non-academic staff of the University of Limpopo as well as outside persons and institutions who make use of the Great Lakes University of Kisumu libraries.

4.0.. POLICY OBJECTIVES

The objectives of this policy are to:

- To Acquire and provide access to information resources in all formats for teaching, learning, research and innovation;
- Preserve and conserve information resources for posterity;
- To promote information literacy to faculty, students and the community as a core competency for lifelong learning.
- To provide, in partnership with academic colleagues, contextualized learning experiences that enhance curricula, accommodate student growth and support the Great Lakes University of Kisumu teaching and research goals.
- To develop staff-focused initiatives that encourage faculty to incorporate information literacy objectives into their own teaching.

5.0. POLICY STATEMENT

5.1 Benefits of a repository

Scholarly works for publication will be provided, in the final version and as an electronic copy for no charge to the appropriate representative of the senate in an appropriate format immediately after publication

DVC academics will be responsible for interpreting this policy resolving disputes concerning its interpretation and application and recommendation changes to the university time to time

The policy will be reviewed after five years or as need arises and a report presented to the senate

5.2 Open access policy statement

Shall contain research output and matters and doctoral theses from members of the university digital format for instance journal articles, books, conference publications. Other scholarly works for beneficial purposes such as commercial purposes, works containing confidential or proprietor information will not be allowed

5.3 Content policy

It basically focuses on submissions to be accepted and types of materials such as journals articles, theses and dissertations, learning objects, conference and workshop proceedings.

Any research which includes a confidential report for a sponsor i.e. company/commercial third party, will not be included or will have restricted access agreed by sponsor.

Administration reports such as minutes, committee reports and individual royalty payments

5.4 Submission policy

Items shall only be deposited by members of the university or their delegated and designated agents. Authors who are depositors shall only submit their own work for archiving

Any submitted works should be subjected to a plagiarism check

6.0. DATA POLICY

Any one may access items in the repository for personal research or study, educational or not for profit purposes without prior permission or charge provided that the authors title and full bibliographic details is created where available and one may alter, transform or build upon the work

7.0. SELECTION, RETENTION, REPLACEMENT AND WITHDRAWAL

a) Selection and retention items produced as a result of research activity at GLUK and deposited by an eligible depositor will be accepted and retained indefinitely in the GLUK repository unless the item infringes on copyright or others

b) Replacements a depositor may request that an item be replaced by another version if an error is discovered in the context or published version of item becomes available and needs to replace

c) Withdrawal items will only be deleted from GLUK repository if there are legal or university intellectual property rights issues or other exceptional circumstances

8.0. INTELLECTUAL PROPERTY RIGHTS POLICY

The policy mission should be to create awareness of intellectual property rights, promote creativity and facilitate the development of the viable innovations for social and economical development

The intellectual property rights should vest in the first instance, in the creator, inventor or innovator, and as long as the inventor, creator or innovator is a staff member or student or has used funds and or facilities of the university the university shall be entitled in principles to own reship of the intellectual property concerned, where the innovation is made within the scope and in the course of the employment or commission unless otherwise agreed.

All depositors will be required to agree to a non exclusive GLUK repository deposit agreement in order to give permission for their work to be held in GLUK repository to provide for the distribution of their work and to allow ongoing preservation of both their work and the related metadata

9.0. QUALITY CONTROL

The materials in GLUK library will have bearing on the reputation of the university hence all submissions should be subjected to quality control criteria

The repository staff should review and asses all submissions before making them available

The validity and authenticity of the submission is the responsibility of the depositor and hence any submissions not meeting the submission criteria should be returned to the depositor together with reasons for refusal

10.0. PRESERVATION POLICY

Items should be retained within GLUK digital repository indefinitely and GLUK should endeavor to provide readability and accessibility of all items deposited in the repository. In the event of GLUK digital repository being closed down, University should make all reasonable endeavors to transfer the database to another appropriate archive subject to approval by the university senate.

11.0. COMPLIANCE AND MONITORING SUCCESS

Compliance and monitoring success of the policy depends on commitment of the university to implement and actualize it in the regard the GLUK management has an obligation and responsibility to establish the supporting structures to ensure the implementation of the policy. Besides the formal review there will be a content review by the director research to ensure the quality of works being deposited.

12.0. POLICY REVIEW

In keeping with the dynamic nature of information communication in the scholarly environment, GLUK management should facilitate the review of this policy from time to time this shall ensure that it remains relevant and stresses the needs of the university time to time.

13.0. LIBRARY ICT POLICY

The mission of GLUK policy in relation to ICT shall work to obtain the view to increasing efficiency among staff and students and endeavor to fit into the new global information and knowledge-based economies hence it should frontier the following:
Library ICT services should be equipped fully to facilitate access to online resources, online subscriptions resources, and web-based content and online learning.

13.1 Internet acceptable usage policy

The internet should enable access to valuable information resources in many different formats. the library should not deny legitimate access to information by any library user but recognize that such a resource should be open to misuse and abuse; hence this policy should be produced to safeguard the interest of the library fraternity.

14.0. POLICY ON USE OF CARRELS

Carrels are intended for research that requires extensive use of the library resources and since the university has limited number of carrels priority should be given according to the level of the student's profession for instance priority to postgraduate students, and then to faculty to undergraduates with need to conduct research should focus on first come first serve basis. The library should not be responsible for any stolen personal property and library borrowed resources left in carrels. The user will be responsible for fines and replacement cost of such items.

15.0. ACCESS POLICY

The university library objective should be to provide a dynamic learning environment and quality user centered information services that enhance teaching research while uncalculating lifelong learning skills and fostering society development. Hence, it's within their capacity of all stakeholders to play their role to ensure conducive academic and research environment.

a) Groups allowed in access

All library users must identify themselves at all times to be able to access the library and its information services since the teaching and non teaching staff as well as students have access to the library. The alumni also should have access to the library upon registration and having paid the annual subscription fee. All other visitors who would want to visit the library must seek authorization in advance from the Vice chancellor for instance government agencies.

b) Documents for admittance

The following should be the required documentation to access library services and facilities

- Teaching staff: staff identity card
- Non-teaching staff: staff identity card
- Student's: student's identity card
- Visitors: advance authorization letter

16.0. COPYING POLICY

As a result of the copyright act 2001 which streamlines educational institutions, libraries and users of copyrighted material in general detailed process should be adopted. The copyright act 2001 act vests the right of reproduction of copyright protected works in the holder of the

copyright i.e. author and publisher. Hence while dealing with the copying policy the library should base on the following

- What copyright is?
- Copyrighted material
- Which works belong to the public domain?
- What is fair use?
- What is copyright infringement?

17.0. OTHER POLICIES

Within the library more policies have to be established to enable ample attendance of the university endeavors

They include

- Lending policies
- Library code of conduct

18.0. LENDING POLICIES

Library shall allow its users to borrow information resources for a specific duration dated by the user group resources for a specific duration due dated by the user group, lending facilitates equitable circulation of information resources among all users. The lending shall hence be facilitated with regulations attached.

Lending procedures shall also indicate basics of recalling of the materials on loan, renewals of the period of borrowed materials and if at all the renewable period has expired what should be done should be indicated

19.0. LIBRARY CODE OF CONDUCT

The library should strive to maintain an atmosphere of respect and should have responsibility for the protection of students and staff safety as well as the institutions property. Every individual who uses the library is expected to behave in a manner that supports this aim.

GLUK library should strive to provide its students with prompt, respectful and courteous services, materials and services that appeal to a broad spectrum of the entire GLUK.

A Safe and pleasant environment in which to use library materials and services should be obtained. Hence a code of conduct should therefore be set in place to help achieve these goals and to allow the staff to respond consistently and fairly to all students

19.0. REFERENCES:

This policy was informed by relevant national legislation and documents such as:

1. The Constitution of Kenya
2. The Commission for University Education Standards and Guidelines
3. Universities Act 2012 (revised 2016)
4. SCONUL (2004). Learning outcomes and information literacy. London, Society of College, National and University Libraries.
5. Standards and Guidelines for University Libraries in Kenya 2014 7.
6. The Universities Act, No. 42 of 2012 8. UNESCO (2003). Prague Declaration: “Towards an information literate society”. Prague, UNESCO.
7. Eisenberg, M. B. (2008). Information literacy: Essential skills for the information age. *DESIDOC Journal of Library & Information Technology*, 28(2), 39–47.