KAMPALA INTERNATIONAL UNIVERSITY

THE IDI BASAJJABALABA MEMORIAL LIBRARY SYSTEM POLICIES

INTRODUCTION

Kampala International University (KIU) is Client-Centered, caring for an academic community preparing students to be service leaders in a global society. It offers courses leading to undergraduate and postgraduate degrees through traditional and non-traditional delivery systems.

An integral part of KIU, The IBML is the treasure house of human knowledge. It is the intellectual hub of the university that supports study, teaching, research and social information needs.

Motto: "To Serve With Utmost Gusto!"

Vision

The Idi Basajjabalaba Memorial Library aspires to be "a world class state of art Information Resource Centre of Excellence in the World" which is integral to KIU teaching, learning and research.

Mission

To make the future bright for The Idi Basajjabalaba Memorial Library users by getting them where they want to be through Information, Inspirations and Imaginations! The Library is user-centered and delivers the most up-to-date and appropriate information and services on and off line.

In accordance with the mission of the University, the mission of The IBML is to make the future bright for the users – by being an ICT Compliant State of Art Resource Center that provides information resources and services; and access to the resources and services essential to the academic programmes and the university community, on the Main Campus, the Western Campus and other off campus sites. In fulfilling its mission, the library system provides:

1. An organized and readily accessible collection of materials and technology that meets information needs of students, members of staff and the surrounding communities at large.
2. Space for study, research and use of the new information technology resources.
3. ICT compliant, qualified staff to assist The IBML users with all their information needs.
4. Opportunities for the members of faculties to participate in collection development in partnership with the main library and the branch libraries.
5. Instructional/training in the use of The IBML information resources and services as an integral part of the university's programme.

To Serve With Utmost Gusto!

6. Opportunities for students, staff and the surrounding community to develop skills for lifelong learning and further self-education.
7. For implementation of technological developments appropriate to the goals and objectives of the university in general and The IBML in particular.

Objectives

1. The Idi Basajjabalaba Memorial Library System exists to meet the information needs of the parent university in so far as resources permit. IBML aims to provide the required information in the best formats, at the best place and at the best appropriate time that is very beneficial to the users, within the requirements of the university. This means continuing the provision, in the most efficient manner possible, of both traditional and digital library services.

2. The IBML System strives to support all members of KIU staff and students in their pursuit of lifelong learning, self-fulfillment and entertainment. The IBML provides information materials that represent and reflect diverse viewpoints and opinions.

3. The IBML System has the responsibilities to develop, publicize and offer, in an efficient manner, new information services and facilities appropriate to changing circumstances. These will be offered increasingly and collaboratively with other organs of the university and with appropriate external agencies.

4. The IBML's digital initiatives aim at providing better service to all The IBML system's patrons.

1.0. THE IDI BASAJJABALABA MEMORIAL LIBRARY SYSTEM

The IBML System is made up of all the libraries within the parent university system. These include:

i)   Named after a prominent educationist and father of the proprietor of KIU, the late Alhaji Idi Basajjabalaba, The IBML which is housed in an elegant eight floor state of art building is a one stop centre of information resources required to support KIU teaching, learning and research. The ultra-modern facility is magnificently located on the left hand side of the main entrance to the university, on Ggaba Road in Kansanga. The facility is approximately 15,000 square meters of floor space with a seating capacity of 5,500 users which presents the new technology age's vision through the integration of a wide array of print, non-print and electronic resources that encourage collaborative learning.

Below is its brief description.

The automated ultra-modern library provides a wide range of services which include reference and information service, lending, multimedia access and

information literacy instruction. There are stare cases and a lift that lead to all the floors in the building. There are three OPAC terminals conspicuously located in the centre of each floor. There are also toilets on each floor for library patrons and staff and labeled accordingly. The entire library building is wired with power and data connection points.

- The **Basement** houses the Loading and Unloading Bay, The Server Room, Book Binding Section, Technical Services Section, University Archives and the Security Control Unit.
- The Entrance to The IBML is on the **Ground Floor** where there is also the Open Lounge, Exhibition Area, Clock Room, the Control Desk, University Bookshop, Reference and Circulation Desk, On-line Public Access Catalogue (OPAC), University Librarian and Deputy Librarian's Offices, The Library Board Room, Security CCT Offices, Coffee Room, a Courtyard, Newspaper Display Racks and Shelving Space.
- On the **First Floor** are offices for the Readers' Services and the Periodicals' Librarians, Current Journals Display Racks and Journal Back Issues storage space; Reserve Book Section and The Children's Library. There are several group study rooms a few are equipped with computer terminals.
- The **Second Floor** houses the Law Library and Kanyeihamba Collections both in closed access. This is a reading area for library patrons interested in Law related books.
- The **Third Floor** is mainly reading and shelving space.
- The **Fourth Floor** houses Post Graduate Library with both closed and open access. It also houses Government publications, a computer laboratory and several study rooms.
- The **Fifth Floor** has some reading space and two computer laboratories where electronic literature can be accessed by undergraduate students.
- The **Sixth Floor** houses a big state of art Tele-Conferencing Facility equipped to seat over 100 patrons, two small conference facilities, a multimedia research center, Faculty Staff Study Rooms, Study Carrels (eight lockable and twelve open), 4 smart card operated photocopiers and 2 also smart card operated printers.

ii) The Western Campus Library in Ishaka, the Dar-es-Salaam College in Tanzania, the Nairobi Campus in Kenya and a smaller Library & Information Centre located in Mbale in Eastern Uganda.

With the exception of the Western Campus Library, all other libraries in KIU shall use Library of Congress Classification Scheme (LCCS) Scheme to organize the library collection. The Western Campus being mainly a Medical Library uses Medical Library Classification Scheme.

1.1. General Information

1.1.1. Opening Hours

IBML at the main campus is Open for Seven Days a Week and on Public Holidays.

Days of the Week	Opening Time	Closing Time
Mondays to Saturdays	8.00 a.m.	10.00 p.m.
Sundays and Public Holidays	9.00 a.m.	4.00 p.m.
However, special opening hours are often arranged during study peak periods at the request of the concerned faculties or students.		

1.1.2 Membership to The IBML

a) Membership to The IBML System is open to all staff and students of the university as defined in the University Statutes and to such other persons as may be determined by the Senate in consultation with the University Council.
b) All IBML patrons use KIU SmartCards that help them to access library facilities and services.
c) The SmartCards are not transferable to any other person.
d) Admission to The IBML and all other KIU branch libraries shall not normally be granted to users unless they have a current KIU SmartCard. All KIU library users are required always to have their SmartCards handy when using the library services. The SmartCard must be shown to the Librarian on request.

1.1.3. Procedures for IBML Registration

i. The rules for the SmartCard as set up by the university are applied. For other library users a library card may be obtained upon the production of an identification endorsed by a photograph. The application for the library card may be found on the library's website www.ibml.kiu.ac.ug and may be filled online. The loss of the library card must be reported immediately to the University Librarian so that the card can be blocked.
ii. Worn out library cards are replaced free of charge. Lost cards are replaced after payment of a fine determined by the KIU management.
iii. At the end of a student's study period, one must clear with the library before graduation. During the clearance exercise, one is required to hand over his/her smart/library card.

1.2. Services Available

IBML offers the following services:

1.2.1. Library Orientation Services

At the beginning of each academic year, The IBML participates in the Freshers' Orientation Week. During this time, fresh students are given a guided tour of the entire library building.   In collaboration with members of faculties, IBML shall conduct training in the use of online resources for staff and students.

1.2.2. Loan Services (Borrowing Library Materials/Items)

i)   Books on Open Shelves can be loaned out at the Reference and Circulation Desk. The number of books to be loaned out at any given time is determined from time to time by the Senate Library Committee. Below is the prevailing situation.

- Full time students may borrow up to two books for a period of 15 days.
- Part time students may borrow only one book for a period of 15 days.
- Academic staff may borrow up to five books for a period of 30 days.
- Non academic senior members of staff may borrow only two books for a period of 15 days.
- Junior members of staff are not allowed to borrow any book from the library.

ii)   Special textbooks which are on high demand are kept in the Closed Access Sections (Law Closed Access & Reserve Section) and are issued out on submission of a library card for 3 hours at a time. Such books are read within the library and returned immediately after use. Emphasis is put on loan period of 3 hours because in many cases such books are available in single or just a few copies.

iii)   All library users are not allowed to take any item out of the library without completing an appropriate authorization form. They will be required to certify to the Security Personnel at the exit that the items being taken out of the library have been duly borrowed.

iv)   No library item may be borrowed on behalf of another user without the presentation of a written request signed by the user in whose name the item is to be borrowed.

v)   The Senate Library Committee will from time to time determine the duration of the loan period.

vi)   Borrowed items may not be taken out of Uganda without special permission from the University Librarian

vii)   Any item on loan may be recalled, if required by another user, or is required for teaching purposes. Recalled items should be returned to the section or library where they were borrowed from.

viii)   All loaned items must be returned to the section or branch library where they were borrowed by the date specified. Users who return items after the expiration of the due date shall be liable to fine as

determined by the University Librarian in consultation with the Senate Library Committee.

1.2.3 Reserve Book Services

Text books, journals and course materials which are on high demand are reserved for short loan and are read within the library. For this, refer to number ii of 1.2.2.

1.2.4. Online Public Catalogue Services

To facilitate identification of items in the library collections, there are three computer terminals on each floor of the library. Each terminal is loaded with online public catalogue entries indicating where each library item is located.

1.2.5 Electronic Resources

KIU Library subscribes to several academic online resources such as EBSCOHOST, Emerald, HINARI and AGORA which provide access to full text journal articles and abstracts of over 6,000 journals, magazines and newspapers needed for research. Audio-visual resources such as CD-ROMS and audio cassettes and DVDs are also available.

1.2.6. Printing and Photocopying Services

The library provides smartcard self printing and photocopying services to the users at a cost determined from time to time by the Senate Library Committee. These services are located on the sixth floor of the library.

1.2.7. Bindery Services

At the Basement floor of the library there is a bindery section that provides binding services at a cost. Payment for binding is pre-paid in cash office, and what one has to show receipt of payment.

1.2.8. Interlibrary Loan Services

Students, especially doctoral, researchers and lecturers can place an order to the University Librarian for interlibrary loans in the course of their work. The library will arrange the loan of the items from libraries which IBML cooperates with in this respect.

1.2.9. Services for People with Disabilities (PWD)

To facilitate the needs of People with Disabilities, the Library shall comply with appropriate National Council for Higher Education, Country and City policies, legislation, and regulations. To ensure participation of PWDs in services, activities, or employment, the library will provide reasonable PWDs facilities. Provision of some services may be on a case-by-case basis, depending on the individual's specified needs.

1.3. Available Facilities

1.3.1. The Clock Room

At the Main Entrance of the library there is a Clock Room where library users leave their belongings which are not allowed in the library. There is a provision for lockable drawers for users willing to pay a fee which is determined from time to time by the Senate Library Committee.

1.3.2. Reading Space

With the exception of the Library Basement, there is reading space on all other floors of the library. However:

- the Second Floor is reserved for Law students since this is where their books are shelved.
- the fourth floor is strictly a Post Graduate Library and is reserved for only postgraduate students.

Circulation collections with class marks 001 to 399 are shelved on the ground floor of the library; second flow houses book in 400 to 699 subject fields; and the fourth floor houses books in 700 to 999 subjects. Readers are encouraged to keep books on the floor on which they found them.

1.3.3. Computer Laboratories

On the fourth floor that houses the Postgraduate Library, there is a computer laboratory specifically for use by postgraduate students to access online resources. Two computer laboratories for undergraduate students are located on the fifth floor of IBML building.

1.3.4 Tea and Coffee Room

On the first floor of the building is a modern Tea and Coffee Room where members of staff sit and enjoy a cup of either tea or coffee. Besides the conference rooms where drinks can be served during conferences, this is the only place in the entire building where eats and drinks are allowed.

1.3.5. Study Rooms

Group study rooms create a variety of collective learning environments. On the first and fourth floors there are several group study and discussion rooms (3 to 5 occupants) all wired with power and data connections. Staff and students are encouraged not to monopolize these rooms. In addition, on the sixth floor, there are four study rooms for faculty staff only.

1.3.6. Study Carrels

To support individual learning and research, custom-designed 20 study carrels (12 lockable the rest open) are provided for use on the sixth floor of the building. The carrels are wired with power and data connections, and some have multimedia stations for electronic access to audio, visual, CD and DVD collections.

a) The study carrels are strictly reserved for staff and postgraduate students who are in advanced stages of their research on payment of a fee that is determined from time to time by the Senate Library Committee.
b) The study carrels are strictly for individualized private study and not for discussion.
c) On payment of a carrel fee, one is given a card and a key to the carrel which he/she keeps in his possession till the expiration of the fee period.
d) At the expiration of the fee period, the reader returns the key to the librarian in charge of the carrels. Library Management reserves the right to allow a carrel user to extend his/her use of the carrel provided no other person has booked it.
e) Readers are not allowed to keep library items in study carrels. If such items are left there for a period of one week, they will be removed and taken to their location.

1.3.7. Conference Facilities

There is a state of art large tele-conferencing facility on the sixth floor of the building and two small conference facilities. These can be hired by the outside community on payment of a fee is determined from time to time by the Senate Library Committee

1.3.8. Electrical Outlets Services

Electrical outlets are intended to be used only for mobile computing devices and other electronic equipment having a legitimate library use. They may not be used for small appliances, e.g., coffee pots, or any other electrical device that poses a hazard to the library or its collections.

2.0. RULES AND REGULATIONS GOVERNING THE USE OF THE IBML

Introduction

The Idi Basajjabalaba Memorial Library System shall encourage scholarly research by maintaining an environment conducive to study and teaching in all its units. Library users are expected to act responsibly, appropriately, and courteously to preserve the libraries' facilities, environment, and collections. Persons who violate any of these rules may loss their privileges to use KIU Libraries, be subject to University-imposed discipline, and/or be subject to criminal prosecution or other legal action.

These Rules and Regulations apply to all campuses of IBML System, unless specific provision to the contrary are included in this statement, or displayed in the College, School or Branch Library concerned. The Senate Library Committee makes decisions that are changed from time to time, with regular up-dates made available on the Library Website: www://ibml.kui.ac.ug.

In these Rules and Regulations, the word "items" covers all types of library materials unless the context specifically limits the type of material. The word "Librarian" includes "Librarian on Duty" that is acting on behalf of the University Librarian to supervise all services and activities in the library at that time. The word "borrowing" is deemed to include all circulation transactions, i.e. borrowing, renewing and reserving of books, pamphlets, CD/ROMs and any other library item.

These policies are intended to supplement and clarify policies set forth in the University Staff and Student's Manuals.

2.1. General Rules and Regulations

1. All IBML users shall wear KIU identity card and shall bring with them their KIU Smart Card when coming to use the library.
2. IBML reserves the right to refuse entry to any intending library user in the interest of other library users.
3. No heavy coats, rain coats, laboratory coats, sleepers and boots shall be allowed in the library except for health reasons, with proof from a medical officer.
4. All handbags, paper bags, personal textbooks and other similar personal items **SHALL BE TAGGED WITH A PERSONAL KIU ID** and left in the cloak room at the entrance of the library.
5. Any library user who carries the said items in Clause (4) above shall be entirely responsible for their safety. For avoidance of doubt, IBML/KIU shall not be responsible for the loss of any item belonging to any library user.
6. A provision shall be made at the entrance of IBML for lockable drawers for users willing to pay a fee that is determined from time to time by the Senate Library Committee.
7. Permission shall be sought to take into the library specialized dictionaries such as Arabic Dictionaries which are not available in IBML collections.
8. No library user shall carry any type of food or drink within the library premises.
9. All library users shall exercise utmost silence when using the library and no cell phone or its accessories shall be allowed in the library.
10. No library user shall smoke while within the library premises. .
11. No library user shall be allowed to enter restricted areas without permission from the University Librarian.
12. All library users shall respect the sitting arrangement in the library.
13. No library user shall mark or mutilate or tear any library item. Any mark or damage found in any library item must be reported to the library staff on duty at the time.

14. No library discussion room shall be used for other purposes apart from group discussion.
15. Every library user shall be permitted to use his/her personal laptop as long as the use does not pose a nuisance to other library users.
16. No personal item shall be left unattended by any library user. All unattended personal items shall be retrieved by the library attendant and handed over to the library security for custody. However, in the event of any loss, IBML/KIU shall not be responsible for the loss of such items.
17. No library user shall use abusive language or force to any library staff or user at any time. Any person behaving contrary to this rule shall be forced out of the library by management without prior notice and other university Rules and Regulations shall apply thereafter.
18. The Librarian on duty shall have the right to request a library user to leave the library premises if he/she is found to be violating any of IBML rules.
19. No library user shall take any library material out of IBML without going through proper borrowing procedures.
20. A warning bell shall ring twenty minutes before closing time and all library users shall start to vacate IBML premises after handing over borrowed items to the library staff in respective sections.
21. Every library user shall comply with all the provision of relevant KIU statutes.
22. On leaving the library, all library users including staff shall subject themselves to the Library Security Personnel at the exit before they depart for purposes of checking all items in their possession being taken out of IBML.
23. At the completion of the study, every student shall be required to clear with all sections of the library before graduation, failure of which that said student shall not be allowed to graduate.
24. **Failure to comply with any of the above Rules and Regulations shall lead to a disciplinary action against the offender and the punishment shall be as per KIU Rules and Regulations.**

2.1.1 Library Computers

Computers in The IBML are intended primarily for the use of current students and staff, to conduct information searches with priority given to study and research. Specific computers are to be used only for searching the online catalogue.

a) Individuals may be asked to vacate a computer at any time, as necessary, in order to make the equipment or software available to other students.
b) With the exception of computer programmes needed for library search, any other programmes will be blocked.
c) Text handling services like word processing, type setting and such related use, are strictly prohibited.
d) Users may not download files, install, remove, or alter software or in any way alter the configuration of the computers. This includes downloading/installation of browser plug-in, instant messenger clients, etc. Student requests to install programs/software

not currently available on the computers should be directed to the network administrator through the University Librarian.

e) While accessing information from the Internet, library users must adhere to intellectual property laws and security restrictions.

f) All computer users are expected to maintain a quiet, research/study environment in the library. In this regard, it is not advised to work in a group on one computer in the main part of The IBML.

g) Individuals who do not comply with these guidelines will be asked to leave the computer and/or the library. Repeated failure to follow these guidelines will result in loss of computer and/or library privileges.

2.1.2 Internet Access

Internet offers access to many valuable sources of information. However, not all Internet sources provide accurate or complete information. Some of the information may be offensive, inaccurate, or controversial. Library users are responsible for their own use of such information found on the Internet.

The IBML subscribes to several academic online journals and databases. Most of them can only be access on any of KIU campuses. For further information on this, please contact the Periodicals Librarian.

It is the policy of The IBML to:

a)   Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;

b)   Prevent unauthorized access and other unlawful online activity; and

c)   Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

2.1.3 Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications and access to inappropriate information.
Specifically, blocking shall be applied to visual depictions of material deemed obscene or pornography, or to any material deemed harmful.

2.1.4 Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Library System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Any person found tampering or circumventing the filtering technology will be subject to appropriate library action.

2.1.5. Supervision and Monitoring

It shall be the responsibility of all members of the The IBML staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy.

This policy will help to:

- Ensure accessibility of The IBML resources to all library patrons.
- Provide guidance for the staff that provides customer service to PWD patrons.
- Staff members will read, write, or print a reasonable number of entries from the online catalog, periodical indexes (in print or electronic format), Web-based resources, or other information sources for persons unable to do so by themselves.

3.0. EXHIBITION in The IBML

Exhibition area is an additional service available to KIU Faculties, students and the general public under policies established by the KIU Senate. It is the intention of The IBML to make exhibition facilities available to the public on an equitable basis. Exhibition facility within the entire library system may vary, but shall generally include at least one exhibition space and limited space for hanging wall exhibits provided it will not inflict any damage to the wall.

a. Exhibits by local/regional artists, craftsmen, hobbyists and collectors of interest to area residents may be scheduled in advance with the Senate Library Committee by completing an Exhibition Application Form.

b. The Exhibition Application Form is available at The IBML Circulation Desk, specifies the type of exhibition and display facilities available within specific branches of IBML System.

c. Exhibition space is limited and exhibitors shall be encouraged to schedule the exhibition in advance.

d. If the Exhibition Application Form is approved, the responsibility for designing, preparing, installing, hanging, arranging and removing the exhibit, as well as its safety and security, must be assumed by the exhibiting individual or group.

e. Reservations to use exhibit areas will be granted in the order in which they are received.

f. The applicant will be responsible to see that all policies are followed. A copy of these policies must be read, signed and returned to the Librarian prior to installation of the exhibit.

g. If groups or individuals are found to be in violation of any of these exhibit policies, The IBML retains the right to cancel subsequent use of the exhibit facilities by that individual or group.

h.   IBML reserves the right, with proper notice, to reschedule any proposed exhibit or reduce the exhibit time period if it conflicts with the Library's need for the exhibit space.

i.   Unless there has been a prior agreement made, exhibitors are expected to install their exhibit on the first working day of the month and to remove their exhibit on the last working day of the month. Exhibits not removed by the last working day are subject to being removed by library personnel. The IBML does not have space set aside for secure long-term storage of exhibit items. Owners of these items must pick them up as soon as a display is removed.

j.   If called on to assist, the Library and Library personnel shall not be held liable for any damage to display items during set up and/or removal of an exhibit.

k.   No products, including art work, may be advertised, solicited or sold in The IBML building. Art work may not be priced while displayed. Items to be sold after their exhibit may not be removed from the exhibit before the closing date unless a replacement acceptable to IBML is provided. The exhibitor's name and telephone number may be posted in, or adjacent to, the exhibit.

l.   Exhibits intended to solicit business, proselytize a particular religious belief or promote a particular partisan political cause are prohibited.

m.   The IBML and its staff shall not be liable for any loss, theft, damage, or injury to the property of the exhibitor, which is sustained and used by the exhibitor in the space provided.

n.   The fact that The IBML has considered and authorized a group or individual to exhibit in the building does not constitute endorsement by The IBML or KIU of the points of views expressed by the items in the exhibit.

o.   After reviewing the Exhibition Application Form, the Senate Library Committee or its chairperson is authorized to approve or deny the individual or group's request. Requests that are denied by the chairperson may be reviewed by the Senate Library Committee.

4.0   IBML SECURITY

KIU Security Staff assigned to The IBML shall take all reasonable measures to protect the library collections and other property from loss, theft, or mutilation and to protect its building from unauthorized intrusion. KIU security staff control all entrances and exits of the library, as they are positioned at all public exits.

4.1 Guarding Library Property

The Senate Library Committee will ensure that all members of the library staff and security are:

- Aware of The IBML security policies and procedures.

- Trained to implement these policies and procedures.

i. All persons who exit The IBML building may be subjected to search and detention for a reasonable time by library security staff designated to do so in case of need.

ii. In consultation with the University Security Department, the Senate Library Committee and the legal counsel, the University Council shall determine the type of circumstances required for conducting searches.

iii. IBML shall monitor theft and loss of its collections and property through regular audit.

- An inventory of university collections shall be ongoing.

- If there is evidence of substantial theft and loss in particular portions of the collection, and if there has been no recent general audit, an immediate inventory of the portion of the collection in question shall be conducted.

- If an audit reveals a high theft rate, necessary measures to reduce the theft rate shall be taken, which will include disciplinary action against a suspected members of library staff.

iv. The IBML staff shall notify the University's Chief Security Officer concerning any suspected criminal behavior by The IBML users. Areas in which The IBML Systems will be particularly vigilant and pursue legal remedies are:

- Theft or destruction of library materials and equipment ;
- Property damage, including, but is not limited to, defacing or deliberate misuse of buildings, materials, or equipment;
- Disorderly conduct;
- Vandalism;
- Indecent exposure;
- Illegal pornography; and
- Assault and harassment, including verbal threats.

4.1.1 Disruptive Behaviours

The IBML staff shall take appropriate action to remedy disruptive behavior and to maintain a quiet, pleasant environment conducive to serious study as well as casual use. Disruptive behavior is any activity which endangers the perpetrator or others, interferes with The IBML business of other patrons or staff, or is illegal. This may include any activity which results in harm to The IBML equipment or services.

4.1.2 Personal Property

IBML shall not be responsible for theft, damage or loss of personal property. The IBML users should take every precaution to ensure the security of personal belonging s especially purses, wallets, backpacks, books, portable computers, and other electronic devices.

- **Lost and Found.**

Personal items found by library staff and patrons shall be handled in accordance with The IBML Policy.

The lost and found items shall be handed over to the University Librarian who will notify patrons about the items. The item will then be keep for 90 days. If the item is not claimed within the 90 days after notification, the items will be handed to the University Administration and declared property of KIU. Such properties include lap tops, jewelry, books, calculators and other related items.

Reasonable attempt will be made to contact the owner of items such as ATM cards, ID cards, Driving License and the likes.

Any unattended personal item which may be a health, safely or security concern will be discarded immediately.

5.0.   INTELLECTUAL PROPERTY

Majority of the information materials in The IBML holdings are copyrighted. That is to say, the recorded information is owned by the person who recorded/wrote (author) it. That person has the exclusive rights to the work. No person what so ever is allowed to photocopy the entire work without the permission of the owner/author. Students wishing to photocopy are limited to "**FAIR USE**"; which means that only one third of the work can be photocopied.

And when using information from other academic sources, such sources are acknowledged by means of referencing. Copying other scholars' works (plagiarism) in academic institutions is completely discouraged and can lead to cancellation of degrees or certificates obtained under such force pretence.

6.0   EMERGENCY EVACUATION

Both The IBML staff and Library Security Officers are responsible for directing users to exit the library building in case of any general emergency, such as fire, earthquake, or any other threat to the building or the people in it.
In an emergency, the security staff will be responsible for:
-      Attempt to extinguish the fire by using fire extinguishers found at strategic places in the library.
-      Notifying the Estate Manager in the event of a building emergency.
-      Notifying the University Librarian in event of non-building emergency.

The chain of command is as follows:

- Librarian on Duty at that time
- University Librarian
- Deputy University Librarian
- The Chief Cataloguer

Coordinating the appropriate emergency response, including reminding library staff of the procedures to follow during any emergency.
- Stay with the person involved.
- Send someone to notify security of the location.

Emergencies

- Users must leave The IBML premises immediately in case of emergencies and when requested to do so by the Librarian.
- In case of fire, there are several exit points to be used to leave IBML building.

7.0. IBML COLLECTION DEVELOPMENT POLICY

7.1. Introduction

The purpose of The IBML Collection Development Policy is to provide guidelines for acquisition and evaluation of library information resources for Kampala International University. The guidelines established in this policy provide for a systematic method of developing the library's collection of information materials and in addition, serve as a communication of the library's collection development policy to its users. Guidelines for library collection development for each academic department will be developed using the principles outlined in this document.

7.1.1. Selection Responsibility

The collection development policy along with the educational goals of the university and the instructional goals of each subject area will serve as a guide for acquiring the library information resources. In addition, the Acquisitions Librarian will have the responsibility of supervising the collection development process and coordinating the work of the library collection development team.

Acquisition of library information resources will be determined by the Collection Development Policy, the educational goals of the university and the instructional goals of each subject area.

Each faculty member is responsible for communication with the Acquisitions Librarian regarding resources students need to complete assignments for their classes. Identifying the appropriate print, electronic and media materials required for purchase to fill these needs will be a cooperative venture of faculty members, the Acquisitions Librarian, the

collection management team with the Senate Library Committee having the final responsibility. In each faculty, a designated faculty member will be asked to serve as the library liaison to route review services and "bet items" lists to faculty in that area. When a focused assessment is being done of a given academic area, the faculty liaison will be asked to work with members of The IBML Collection Development team in assessing and enhancing the library's resources in that subject area of specialty. The subject area representative should not only consider the effect of the added resource on the continuity of his or her subject area but also consider the contribution of the resource to the general library collection and interdisciplinary areas. With input from The IBML Collection Development team and other faculty library liaison officers, the Acquisitions Librarian will be ultimately responsible for collecting materials in general and interdisciplinary areas and will make special use of the university stated goals of general education.

On the main campus the Acquisitions librarian and the Serials Services Librarian/ Electronic Resources Services will send relevant catalogues, brochures and material reviews to the appropriate faculty who in turn will circulate these items to other faculty members. The branch/station librarian for each of the off-campus stations will provide this service. If an off-campus station lacks a professional librarian, the Acquisitions Librarian will be responsible for working with the faculty to develop necessary resources.

Other librarians with some responsibilities in collection development include; the Reference Librarian, the Serials/E-Resources Services Librarian and the Readers Services Librarian. The Senate Library Committee or its chairperson on behalf of the committee will make the final decision on acquiring a particular item if such a decision is warranted.

7.1.2. General Selection Guidelines

The primary responsibility of The IBML is to acquire and make accessible library information resources that reflect the goals and objectives of the university to support the university curriculum, and provide for various information needs of faculty, students and staff. In selecting library materials to support the above, consideration is given to authority of the author, reputation of the publisher, cost, timeliness, intellectual level, purpose and scope, format, language and subject. The IBML Collection Development Guidelines in specific subject areas will help implement this general policy for material additions. Print, non-print and electronic resources will be provided as appropriate to the guidelines developed for each academic subject area.

In addition to the above guidelines, attention will also be given to the handling of special categories of material. These materials are as follows: Internet resources, textbooks, duplicates, gifts, paper backs, replacements of out of print items, withdrawals, media materials, serials, archival materials and rare books.

7.2. Selection of Online Resources

To facilitate the efficient identification and use of quality knowledge resources available via the Internet for the students and faculty, branch librarians will prepare links on the library home page to selected sites and resources.

7.2.1. Links will be prepared leading to basic reference works and resources related to specific classes offered by the university.

7.2.2. By the use of selection list, recommendations in professional journals and list services and faculty recommendations, an attempt will be made to select resources with appropriate quality controls as to content and proper updating.

7.2.3 Links will be reviewed on a regular basis to ensure relevance and usefulness to the current programmes.

7.2.4.Faculty-Library liaison officers will collaborate in the selection and review of sites, with one member responsible for setting up necessary links.

7.2.5 Though care is taken to select the best sites available, the appearance of sites on the library home page in no way signifies official endorsement by the library faculty of all ideas and presentations contained in each.

7.3. Selection of Text Books

Textbooks used in university courses will be purchased for The IBML's book collection and recognized as a reference source that provides the best available information on topic within the scope of a department's collection guidelines. Such textbooks will be kept in Reserve Book Section for safety reasons. Textbooks received as gifts may also be added to the Reserve Book Collection if the newer editions are not already available and that edition has not been superseded and conforms to the appropriate department guidelines.

7.3.1. Duplicates

Generally only two copies of any library item will be purchased for the collection. However, more duplicate copies of library materials may be acquired if heavy use of such items is anticipated. Duplicate copies of the materials received as a gift will be added to the collection only if usage warrants that.

7.3.2. Gifts

The resources of The IBML have been greatly enhanced by gifts made to The IBML. Gifts both of money and materials, such as books and periodicals are welcome as they contribute to the development and support of the academic programs of the university.

7.3.2.1. Material Gifts

It is the policy of the IBML that gifts of materials can be accepted with the understanding that upon receipt they are **OWNED** by the university and become part of IBML without any strings attached. As such, The IBML administration reserves the right to determine

their retention, location, cataloging treatment, and other considerations related to their use or disposition.

7.3.2.2. Money Gifts

The IBML welcomes gifts of money, and is prepared to allow the donor some latitude in specifying how this money should be spent. The donor may suggest certain titles, which will be bought if the University Library does not already own them, and if they fit into The IBML's collection development policy. The donor may also suggest certain areas within the teaching fields of the university, allowing the library to select books in those areas. The gift may be given in honor or memory of a particular person.

7.3.2.3. Identifying Gifts

The donating body or individual who so desires is free to identify such a donation by way of appropriate   stamp such as: "Donated by ……………..." before the materials are placed in the IBML collections.   The IBML will not have the responsibility of identification.

7.3.2.4. Conditions of Gifts

Materials donated to The IBML that present a hazard to workers or the collection, such as mold, insect infestation and water damage, will be disposed of immediately.

7.3.2.5. Acknowledgement of Gifts

All gifts of materials will be acknowledged by a letter from the University Library (unless the library is unable to identify the donor). In the case of gifts of money, the University Advancement Office will issue an acknowledgement useful for income tax purposes.

7.4. Replacement of Lost Materials

IBML materials classified as "lost" will be replaced according to the following:
- Material not located after one year will become a candidate for replacement.
- The item to be replaced will be evaluated using the library's selection guidelines state in the collection development policy.
- If the lost material is a heavily used item currently needed for instruction or research, an attempt will be made to replace it as soon as possible.

7.4.1. Out of Print Items

Because of the extra expense often involved, The IBML will not routinely purchase materials that are out of print. However, if those materials provide unique coverage of a

topic related to current instruction and coverage is not available in other sources, an attempt will be made to acquire them.

7.4.2. Withdrawal/Weeding

Weeding/withdrawal of library materials is a continuous process. Some general guidelines for r weeding material include: physical condition, level of use, currency of subject treatment, relevance to current curriculum, and appropriateness to specific guidelines for collection development in that subject area. Collection assessment guidelines developed for the specific subject areas will include criteria for weeding materials in those areas.

7.5. Selection of Media Materials

Audio-visual materials may be added to The IBML's collection on request by a member of the faculty. These materials are as follows: videotapes, videodiscs, audiocassettes, compact discs and computer software. All audio-visual materials requests will be assessed using the selection criteria set forth in the collection development policy before acquiring, provided funding is available. Faculty requests should include pertinent brochures or ordering information to help the acquisition process to go smoothly.

Another option available to add media materials is by the Media Service department to produce them. These materials generally become the property of the faculty member, but with permission some may be added to the library media collection. Video and audiotape copies of the university concerts, plays, recitals, and other important events are added on regular basis to the archival media collection.

7.6. Serials/Journals Collection

The IBML will purchase or provide electronic access periodicals (magazines, journals and newspapers) as needed. These materials contribute current information and also provide information not available in any other form.

A faculty member may request a particular periodical title to be added to IBML's collection. Each request will be evaluated by selection criteria stated in the collection development policy before acquiring the title. Other criteria considered include the accessibility of its contents through library-owned indexes. Careful consideration of such additions must be given due to the continued commitment the library must make through yearly subscription payments or on-line fees.

7.6.1. Archival Materials

Though housed in the library, archival materials will be collected and managed as a separate entity. Guidelines for the acquisition of these special materials should be in a separate document approved by KIU Management Committee.

7.6.2. Rare Books

The IBML will not as general practice, collect rare books. If, however, items are identified in gifts or in the regular collection that are rare, these will be placed in a special collection. These materials would generally be out of print items whose age or physical condition would warrant special treatment and whose subject matter or significance is relevant to the mission of the university.

- If identified as a rare collection, such an item will be treated as such and kept separately from the other collections. Only identified researchers will be allowed to access rare collections with special permission from the University Library Committee.

7.7. Library Co-operation/Resource Sharing

It is understood that since the first priority for purchasing materials is to support instructional programmes and related subject areas, leisure reading materials of the type provided by public libraries (such as popular fiction) will not be purchased on regular basis.

Since no library can provide all the materials that might be needed for teaching and research, The IBML will participate in cooperative lending programmes with other regional, state, and national libraries and library consortiums. Through interlibrary loan, IBML will be able to make available to its users materials not found in its collection.

Reciprocal borrowing agreements will be established and maintained with area libraries allowing KIU faculty and students the use of those libraries. A current list of libraries, with which The IBML maintains borrowing agreements, will be placed at the information desk for quick access.

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