**ADVENTIST UNIVERSITY OF AFRICA**



JUDITH THOMAS LIBRARY

POLICIES



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**Contents**

[**1.** **INTRODUCTION** 4](#_Toc523758094)

[**1.1** **LIBRARY VISION** 4](#_Toc523758095)

[**1.2** **LIBRARY MISSION STATEMENT** 4](#_Toc523758096)

[**1.3** **SERVICES OF THE LIBRARY** 4](#_Toc523758097)

[**1.4** **LIBRARY USERS** 5](#_Toc523758098)

[**2.** **JUDITH THOMAS LIBRARY FUND ALLOCATIONS** 5](#_Toc523758099)

[**2.1** **Capital Funds** 5](#_Toc523758101)

[**2.2** **Operational Funds** 6](#_Toc523758102)

[**3.** **JUDITH THOMAS LIBRARY COLLECTION DEVELOPMENT POLICY** 6](#_Toc523758103)

[**3.1** **Introduction** 6](#_Toc523758105)

[**3.2** **Goals** 7](#_Toc523758106)

[**3.3** **The Library Resources** 8](#_Toc523758107)

[**3.3.1** **General Collection (circulating).** 8](#_Toc523758108)

[**3.3.2** **Reference Collection (non-circulating).** 8](#_Toc523758109)

[**3.3.3** **Pamphlet Collection** 8](#_Toc523758110)

[**3.3.4** **Periodicals Collection** 9](#_Toc523758111)

[**3.3.5** **Electronic Resources** 9](#_Toc523758112)

[**3.3.6** **Research Publications.** 9](#_Toc523758113)

[**3.3.7** **Textbooks (Core textbooks).** 9](#_Toc523758114)

[**3.3.8** **Audio-visual and Multimedia Resources** 10](#_Toc523758115)

[**3.3.9** **Africana Collection** 10](#_Toc523758116)

[**3.4** **Budget allocation and distribution** 10](#_Toc523758117)

[**3.4.1** **Main Campus** 10](#_Toc523758118)

[**3.4.2** **Extension campuses** 10](#_Toc523758119)

[**3.5** **Responsibility for Collection Development** 10](#_Toc523758120)

[**3.6** **Criteria for Selection** 11](#_Toc523758121)

[**3.7** **Donations** 11](#_Toc523758122)

[**3.8** **Procedure for selection and acquisition of library resources** 11](#_Toc523758123)

[**3.9** **Means of transportation/shipment** 12](#_Toc523758124)

[**3.10** **Subscription of journals.** 12](#_Toc523758125)

[**3.11** **Policy review and record of approval** 12](#_Toc523758126)

[**4.** **CIRCULATION POLICY** 13](#_Toc523758127)

[**5.** **CATALOGUING AND CLASSIFICATION** 13](#_Toc523758128)

[**5.1** **Materials that will not be catalogued** 13](#_Toc523758131)

[**5.2** **Materials that will be catalogued** 14](#_Toc523758132)

[**5.3** **Call Numbers** 14](#_Toc523758133)

[**5.4** **Bibliographic Control & Processing Policies for Non-Book Materials** 14](#_Toc523758134)

[**6** **INFORMATION RESOURCES PRESERVATION POLICY** 16](#_Toc523758135)

[**7** **INFORMATION LITERACY POLICY.** 17](#_Toc523758136)

[**7.1** **Introduction** 17](#_Toc523758137)

[**7.2** **Definition of Information Literacy** 17](#_Toc523758138)

[**7.3** **Statement of Purpose and Goals** 17](#_Toc523758139)

[**7.4** **Objective of the Information literary skills.** 18](#_Toc523758140)

[**7.5** **Audience and Scope** 18](#_Toc523758141)

[**7.6** **Place of the library staff.** 19](#_Toc523758142)

[**7.7** **Conclusion** 19](#_Toc523758143)

[**8** **EQUIPMENT USE POLICY** 19](#_Toc523758144)

[**9** **Library ICT Policy** 20](#_Toc523758145)

[**10** **COPYRIGHT ISSUE** 20](#_Toc523758146)

[**10.1** **General Guidance Regarding What may be photocopied in a Book** 20](#_Toc523758147)

# **INTRODUCTION**

Adventist University of Africa (AUA) is a postgraduate Seventh-day Adventist institution of higher learning. Its mission is “to deliver dynamic postgraduate education in a Christian context, to prepare graduates to provide competent leadership and service based on integrity, respect, and love, to meet the needs of church and society. To accomplish this mission, AUA Library mission is as follows:

## **LIBRARY VISION**

To be a top-quality graduate university library providing relevant, adequate in quality and quantity, and up-to-date information resources to facilitate teaching, learning and research.

## **LIBRARY MISSION STATEMENT**

To provide comprehensive information resources and services in collaboration with faculty and the university community to meet teaching, learning and research needs of the Adventist graduate education in Africa and the rest of the world.

## **SERVICES OF THE LIBRARY**

The AUA Library selects, acquires, organizes and disseminates information in support of the University mission, curriculum, intellectual development, entertainment, and enrichment of the University community. The library shall,

1. Make available relevant, adequate in quality and quantity information resources in both print and electronic formats;
2. Provide guidance and assistance in searching, accessing and using information;
3. Provide access to information beyond its own resources so as to supplement library holdings and increase users’ access to information;
4. Develop and provide services to users with special needs;
5. Provide opening hours that best meet the needs of the library users; and
6. Use publications and other public relations mechanisms to promote the full range of available library information resources and services.

## **LIBRARY USERS**

**AUA Students and Alumni –** Current AUA students and Alumni

**AUA Faculty, Staff** and **Adjunct Faculty** –Current AUA employees and adjunct

**Advent Hill Staff –** Residents ofAdvent Hill

**Guest Users** – Other users who belong to none of the above user groups.

# **JUDITH THOMAS LIBRARY FUND ALLOCATIONS**

The University Librarian presents and defends the Library’s budget requests, and is responsible for allocated funds.

1.

## **Capital Funds**

1. **Furniture and Equipment**

These expenditures require justification and prior approval from the University’s financial administration.

1. **Library Books**

Each year the University Librarian presents a budget request for the purchase of library books. The request is based on the needs of the academic program of the University.

The allocated Library Books budget is distributed according to a formula approved by the Library Committee. A typical distribution is as follows:

* Theological Seminary 40 %
* School of Post-Graduate Studies 40 %
* Library (including reference books) 20 %

This budget includes both printed books and e-book purchases.

## **Operational Funds**

* **Salaries and Wages**
* **Library Journals and Binding**

This allocation supports subscriptions to print and electronic periodicals and journals. Binding expenditure also come from this allocation.

This allocation supports the Library’s membership in the Kenya Library and Information Services Consortium and also supports subscriptions to print-based journals.

* **Library Supplies**

These expenditure include purchases of items that are used in the normal day to day operations of the library, including the library security strips.

# **THE JUDITH THOMAS LIBRARY COLLECTION DEVELOPMENT POLICY**

1.

## **Introduction**

Judith Thomas Library (JTL) supports the mission of Adventist University of Africa by acquiring and maintaining information resources that meet the teaching, learning and research needs of students, faculty, and staff.

The library works in tandem with the Standards and Guidelines for University Libraries as issued by Commission for University Education (CUE) and the Adventist Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA). The Adventist Accrediting Association Handbook, area 7 standard 7.2 emphasizes that there should be an effective and appropriate policies, criteria, and procedures for the recommendation, review, and purchase of printed and audio-visual materials and electronic resources; and involvement of the faculty. The Commission for University Education Guidelines; library standard no. 2 (LIBR/STD/02) reads, “The library shall provide for all academic programs, varied, authoritative, and up-to-date information resources which facilitate teaching, learning and research and community services for categories of its users”. To achieve this, the Guidelines read further “the library shall develop and implement a collection development policy which shall be reviewed within a period not exceeding 5 years”.

In cognizance of the foregoing statements, the Judith Thomas Library supports the mission of the Adventist University of Africa by acquiring information resources that are relevant, adequate in quality and quantity that will meet the teaching, learning and research needs of the students and faculty, located locally or at a distance. A well-articulated collection development policy is used to meet both the AAA and CUE Guidelines

This Collection Development Policy outlines the underlying principles and guidelines in the selection, acquisition, evaluation, and maintenance of the library resources. It provides consistency among those responsible for developing the collections and defines parameters of the collections.

As the Adventist University of Africa grows, the collection development policy will be revised to appropriately meet changing needs.

## **Goals**

1. To provide an environment that integrates information resources with the teaching, learning and research activities of the University.
2. To acquire and maintain relevant, adequate in quantity and quality print collections that support the academic programs.
3. To make available appropriate online databases and other electronic resources, whether through consortia memberships or independently.
4. To maintain and actively seek communication with the library advisory committee, teaching faculty, deans, program directors, and students as a means of guiding the library in anticipating and fulfilling the changing information and curricular needs.
5. To identify areas of excellence and growth
6. To expand access to information through resource sharing and other cooperative arrangements with libraries locally and worldwide.
7. To provide assistance and instruction in the identification and retrieval of information resources, including online instruction by means of tutorials.

## **The Library Resources**

The library will develop and maintain the following specific collections in English and eventually, in French and Portuguese.

### **General Collection (circulating)**

This is a carefully selected and maintained collection of books covering a diversity of subjects to support the current and anticipated programs of the university. The levels of collection will be as follows:

1. **Comprehensive / Research Level:** Resources that support post-graduate programs, especially doctoral programs.
2. **Concentration Level:**
	1. Resources in the broad field of religion, including works by and about Seventh-day Adventists, Biblical studies, histories, sermons, Missiology, etc.
	2. Resources in the broad field of education, psychology, health and business.
3. **Basic Level**: General resources of interest, including literature, covering diverse topics with special emphasis on African topics.

### **Reference Collection (non-circulating)**

Reference materials include general and subject encyclopaedias, yearbooks, dictionaries, indexes, concordances, atlases, Bibles and other sacred texts, Bible commentaries, bibliographies, almanacs, and guide-books. There will be special emphasis on reference resources that support the post-graduate programs of the University.

### **Pamphlet Collection**

A pamphlet is a small booklet with a paper cover, less than 50 pages in length, and often stitched or stapled at the centre. Pamphlets are filed separately from books, either in pamphlet boxes or in a vertical file. Pamphlets are given simple cataloguing with a title and one or more subject entries.

### **Periodicals Collection**

The Library processes and maintains a collection of print-based periodicals, as well as electronic Journals, emphasizing peer-reviewed journals that support the academic programs of the University. There are general periodicals on topics of interest, including news and current affairs.

### **Electronic Resources**

Through its web page, the Library provides access to an array of online electronic resources that support teaching, learning and research in the University.

1. Databases, both open access and subscription-based, that are appropriate to the interests and research needs of students and faculty.
2. Access to the Internet, with links to sites of interest including other libraries and Seventh-day Adventist sites.
3. Individual E-books and E-journals.

### **Research Publications.**

The Library shall be a depository of all projects, theses, and dissertations produced by AUA students, alumni, faculty, and any other relevant research produced outside AUA. Each student is required, through their department, to submit one copy of their research project/thesis to the library. These will be preserved in a reserves collection and they will not be lent out to the users.

**Textbooks (Core textbooks)**

Adventist University of Africa purchases core textbooks for each academic program and gives them to the students. The students’ accounts are charged through their sponsors. The library collection shall include at least 1 copy of each core textbook.

### **Audio-visual and Multimedia Resources**

The Library collects appropriate resources in a variety of formats such as sound recordings, videotapes, slides, CDs, DVDs, and emergent formats). These resources shall be processed and made available for lending.

### **Africana Collection**

The Africana collection in the library contains books whose main subject content has emphasis on Africa, authored by Africans, and/or is about Africa. This collection has recently been integrated into the main stream collection.

## **Budget allocation and distribution**

### **Main Campus**

Judith Thomas library is allocated a library a budget on an annual basis. The budget allocated for information resources is shared by the main campus and the extension sites.

The librarian ensures that each area of study has resources that are relevant, up-to-date, and adequate in quantity and quality.

This budget allocation was voted as follows: 40% is allocated to School of Postgraduate Studies, 40% to the Theological Seminary and 20% for reference books. (054ADCOM-08).

### **Extension campuses**

To support and meet the information needs of students at the extension campuses, the University allocated $1000.00 per year to each campus for purchasing of books. The AUA program coordinators and Deans are to provide a list of the books to be purchased with this allocation.

## **Responsibility for Collection Development**

The selection of library resources shall rest with the University Librarian who shall work collaboratively with the deans, program directors, faculty and students. This responsibility may also be shared with other members of the library staff. Faculty will also collaborate with the University Librarian to review the strengths and weaknesses of the collections and to determine areas of emphasis in resources acquisition.

## **Criteria for Selection**

The following criteria shall be considered in the selection of resources for the Library:

1. The resources are to be compatible with the mission and perspective of the Seventh-day Adventist Church.
2. Acquire resources that are consistent with the general educational philosophy and mission of the University.
3. Select information resources that are required to support the University’s academic programs. Deans and Program coordinators will collaborate with the University librarian on this
4. Acquire classical works in appropriate fields of study.
5. Acquire books for leisure reading.
6. Ensure depth of content that is appropriate for post-graduate programs.

## **Donations**

The Judith Thomas Library encourages and appreciates gifts and donations of books and other resources like funds. The library accepts gifts of books and other materials with the understanding that they will be added to the collection only as they fit with the collection development plan. The Judith Thomas Library has a right to reject donations of books and journals if;

1. The books or journals are not of academic value.
2. The books or journals are outdated.
3. The library already has sufficient copies of the resources.
4. The resources are worn out.

## **Procedure for selection and acquisition of library resources**

* Faculty submit book and journal orders through their dean and program coordinators.
* Deans should approve the requests.
* Verify if any of the titles already exist in the library.
* Decide if duplicate copies should be acquired.
* Prepare the list of books and journals to be ordered.
* Establish the cost of the information resources and ensure there is funding for the resources and seek approval for the expenditure from the finance department.
* Send the orders to Amazon books unless directed otherwise.
* For books that are locally available, orders should be placed through the local book dealers.
* Purchase used copies but in very good condition from Amazon as much as possible to reduce costs. Take care not to purchase physically worn books.
* The books to be dropped at a central place for repackaging and consolidation in the USA.
* Send invoices to the Finance department for payment.

## **Means of transportation/shipment**

* The library management is to give direction on who to ship the books.
* The books are to be shipped as quickly as possible through the most appropriate and cost effective means.
* Purchase e-books through Amazon and/or any other book agent/dealer.

## **Subscription of journals.**

* Print-based journals are subscribed directly from publishers.
* Subscription of E-journals is done through Kenya Library and Information Services Consortium (KLISC) membership.
* Subscription of open access e-journals

## **Policy review and record of approval**

This policy will be reviewed by the University librarian and the library management team at least after every 5 years beginning 2011. If and when changes are deemed necessary, the library management committee will meet and draft the changes and send the updated policy to the library advisory committee for approval and adoption.

# **CIRCULATION POLICY**

AUA Library has a relevant collection of books that supports programs of the university. AUA Library users are expected to adhere to the Circulation Policy so that all library users benefit from the resources of the library.

A reciprocal use agreement has been made with Africa Nazaren University and Africa International University that grant AUA students use of their libraries. This arrangement makes it possible for AUA students to access resources that are beyond the scope of this library's collection. In return students from those universities may also use resources in this library. For more information on library circulation services refer to the library Rules and Regulation Brochure.

# **CATALOGUING AND CLASSIFICATION**

To further improve on services delivery, management and housekeeping operations of the library, the library has migrated to KOHA- an integrated library management system (ILS), capable of performing cataloguing, circulation, acquisition and remote access to the library catalogue.

The AUA library uses the Library of Congress Classification Scheme.

1.
2.

## **Materials that will not be catalogued**

Materials that fall in the following categories will not be catalogued:

* Parts of single items,
* Chapters of Books,
* Articles from journals,
* Issues of a serial that do not have their own distinctive titles, or
* Articles clipped from newspapers

## **Materials that will be catalogued**

Resources that fall under the following categories will be catalogued:

* Books
* Maps
* Non-book materials such as sound recordings, AV, Videos, and CD-ROMs
* Periodical titles to which the library subscribes
* Theses and dissertations

## **Call Numbers**

The library uses the Library of Congress classification schedules, and follows LC practice for the most part, as seen in the example below.

|  |
| --- |
| BX1978.B712005 |

Prefixes are used to denote the following collections types:

* Periodicals: **Per**
* Government Collections: **Gov**
* Leadership Projects/Theses: **LEAD**
* Pastoral Theology Projects/Theses: **P.Th.**

## **Bibliographic Control & Processing Policies for Non-Book Materials**

Non-book materials include sound recordings, audio-visual materials such as slides, films and video recordings and computer files. Each non-book material is assigned an accession number, routinely catalogued and classified in LC. The call numbers of all non-book materials are preceded by a prefix according to their formats. Below is a list of prefixes assigned to different non-book material formats.

|  |  |
| --- | --- |
| **Format** | **Prefix** |
| Boxed Sets of Records | SLP |
| Boxes sets of compact Discs | BCD |
| Audio Cassette Tape | ACT |
| Compact Disc | CD |
| Computer Software | CS |
| Digital Video Discs | DVD |
| Filmstrip Cassette | FC |
| Kit | Kit |
| Laser Discs | LD |
| Manuscripts | MNS |
| Microfiche | MFE |
| Microfilm | MFS(Serial); MFM(Monograph) |
| Motion Picture (16 mm) | MP |
| Records | LP |
| Slides | SL |
| Transparency | TR |
| University Archives | UA |
| Video Discs | VD |
| Video Tapes | VT |

A typical non-book classification for audiocassette, for example, would be:

ACT

BX

1978
.B71
2005

# **INFORMATION RESOURCES PRESERVATION POLICY**

The responsibility to build research collections carries with it the obligation to ensure that these collections, both physical and digital, are permanently accessible. Preservation is the action taken to prevent, stop, or retard deterioration of all library materials in all media and formats; to prevent their theft or loss; where possible to improve their condition; and, as necessary and appropriate, to change their format in order to preserve their intellectual content. In The Judith Thomas Library, staff are committed to the preservation of the library collections.

The comprehensive approach to preservation entails choosing the most appropriate method of preservation for every item. This is accomplished for physical materials through storage of materials in proper conditions, through careful handling and housing, through use of security systems designed to eliminate mutilation and theft, and through repair or replacement of damaged materials. Materials of unique aesthetic or historical value are to be preserved in their original form if possible. There are many other materials whose value lies primarily in the information they contain. When repair of such materials becomes impossible or prohibitively expensive, their content may be preserved through digitizing or otherwise reformatting them.

The library staff is responsible for developing and maintaining a collection which meets the needs of the library users. Therefore, preservation decisions for the collection is best determined by the staff. These decisions must always be made within the context of the overall collection development policy, balancing the constraints of cost, historical and aesthetic and scholarly value, and user accessibility.

# **INFORMATION LITERACY POLICY.**

##  **Introduction**

Judith Thomas Library Information Literacy policy defines information literacy and aims to ensure that all students and faculty within the university have an opportunity to develop information literacy skills that would help them use information resources effectively.

## **Definition of Information Literacy**

Information Literacy is the ability to identify what information is needed, understand how the information is organized, identify the best sources of information for a given need, locate those sources, evaluate the sources critically, and share that information. It is the knowledge of commonly used research techniques.

## **Statement of Purpose and Goals**

In accordance with the University’s mission statement, the AUA Library is committed to working in partnership to achieve excellence in teaching, learning and research as well as in providing an atmosphere which fosters creativity, discovery, critical thinking, service and communication.

The development of a system-wide information literacy programme will help accomplish the University’s goals and enhance students’ success and lifelong learning.

Goals include:

* Promote information literacy to faculty, students and the community as a core competency for lifelong learning
* Provide, in partnership with faculty, contextualized recursive learning experiences that enhance curricula, accommodate student growth, and support the University‘s teaching, learning, and research goals.
* Design programmes and curricula in accordance with needs and expectations articulated by faculty and students.

## **Objective of the Information literary skills.**

The focus of the information literacy skills and attributes model is to ensure that AUA users acquire an understanding in:

* The determination of information need
* The information resources available
* How to carry out information search
* The need to evaluate results
* How to work with or exploit results
* Ethical and responsible use of information retrieved
* How to communicate or share findings
* How to manage findings

## **Audience and Scope**

Our Information Literacy Policy is intended to be read by any member of the university community who wishes to know more about our vision for the information Literacy program. Included in this document, therefore, is our working definition of information literacy, a statement of purpose, and a set of overarching goals.

## **Place of the library staff.**

The library staff are well positioned to understand the value of an information literacy programme. They can also teach and assess information literacy either as planned work with a whole class or *ad hoc*, with individual students.

## **Conclusion**

The Judith Thomas Library is committed to researching the needs, expectations and attitudes of both students and faculty as we develop our Information Literacy Programme. This stems from the conviction that too often services are designed solely from the perspective of the providers, rather than from the point of view of the people being served. This policy framework articulates the library’s vision for information literacy instruction. Ultimately, as information proliferates at an astounding rate and the mechanisms for storing, retrieving and representing that information becomes increasingly complex, our attention to information literacy will contribute not only to the University and its students, but also to society as a whole.

# **EQUIPMENT USE POLICY**

Printing services for students have been outsourced and printing costs are charged to their accounts through their sponsors.

A photocopy machine is available in the library for internal use.

Copy machine users are advised that there are restrictions on copying copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

# **Library ICT Policy**

In relation to ICT infrastructure and policy, the library operates under the Adventist University of Africa’s Information and Communication Technology (ICT) usage policy which is available in the department. However there is also a library ICT policy for internal use which is attached here as an appendix.

# **COPYRIGHT ISSUE**

# Copyright is a law that gives the owner of a work (like a book, movie, picture, song or website) the right to say how other people can use it. Copyright laws make it easier for authors to make money by selling their works. All libraries are obliged to observe copyright laws and sensitize their library users about the same. This will prohibit the library users from infringing the laws.

## **General Guidance Regarding What may be photocopied in a Book**

Copies may be made for the purpose of non-commercial research or private study up to these limits:

* 10% of a work
* One complete chapter of a book
* One article from a single issue of a journal
* One short story or poem from an anthology (maximum 10 pages)