**ADVENTIST UNIVERSITY OF AFRICA**



JUDITH THOMAS LIBRARY

ICT POLICY



**January 2023**

**INTRODUCTION**

Judith Thomas Library is owned by Adventist University of Africa and the libraryconstantly endeavors to improve service delivery to the students, faculty and staff who are the main users of the library. There are a number of ICT services availed in the library for use by the library users.

1. **VISION**

To be an outstanding academic library that foster scholarship and innovation

1. **MISSION**

Providing library and information services to meet research, instruction and learning needs of students, faculty and other users.

1. **ICT DELIVERY IN JUDITH THOMAS LIBRARY**

Judith Thomas library provides the following ICT services:

* Internet access on the PCs within the library for both Library staff and users.
* Wifi Internet connection that enables library users to conect to the internet using their laptops.
* Three terminals for accessing the Online Public Access Catalogue (OPAC) that enables the users to access the library catalogue for easy retrieval of the information resources.
* Computers with Windows applications installation for staff which are controlled by the University’s ICT policy.
* Ethernet data ports are also available in some sections of the library, to allow those who may opt to use Ethernet cables to access the internet.
* KOHA, an open source integrated library and management system used for resource planning. The system tracks resources owned by the library, and the patrons who have borrowed. It also has the capability of tracking the orders made, and bills paid.
* Access to e-resources through IP Addresses connection or EZproxy software
* EZproxy software connection for remote access to e-resources
* Turnitin subscription for similarity checks to assist students produce quality papers.
* Provision of equipment for persons with low vision (Process for purchasing is on-going)
* Print and photocopy facilities (Outsourced services)
* Printer and Photocopier for internal use
* Current awareness and Selective Dissemination of Information services

1. **USE OF ICT FACILITIES WITHIN THE LIBRARY: RULES AND REGULATIONS**

* Access to the internet is available free of charge to the library users which enables them to browse internet and access the subscribed e-resources and those resources on open access.
* Patrons are responsible for ensuring that they are sufficiently familiar with the operation of any equipment they use to avoid damage or inconvenience to other users.
* No equipment or other ICT facility may be moved without prior arrangement with library staff.
* Areas must be kept tidy, free from obstruction and cables should not be allowed to trail over the floor.
* The creation, display, production, downloading or circulation of offensive, obscene, pornographic, racist, defamatory, illegal, and excessively violent material in any form or medium is forbidden in the library and/or using library facilities.
* Appropriate filters and monitoring software are installed on library computers to prevent access to sites considered unsuitable.
* The Library cannot be held responsible for the content or quality of the information retrieved.
* Patrons must not introduce unlicensed or inappropriate software to the library’s computers, network~~s~~ or premises.
* Patrons may use the Internet to search the World Wide Web for academic information to aid the process of writing papers, presentations reports and theses; search the online databases to which the library subscribes; and use the Library’s offline databases or any software already installed in the computers.
* The ICT departmentconstantly backs up ~~its~~ data from all library interactive databases.
* All loss or damage of ICT equipment must be reported to library staff on time.
* Patrons will be charged for the cost, as determined by the library management, of remedying any damage they cause to the ICT equipment.
* Patrons are discouraged from using the library’s ICT facilities for commercial gain.
* Patrons must not deliberately introduce any virus, worm, or other harmful or nuisance program or file into any ICT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.
* Used and scrap paper should be disposed of so as to minimize any possible fire risk and to maintain a tidy environment.

1. **AUA ICT POLICY**

This library management is cognizant of a comprehensive ICT policy for the university which covers the library in the following areas, technology hardware and software purchasing, use of software, use of personal IT devises, information technology security, use of passwords, backup, etc.