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PREAMBLE

1.0 Role of the Library

The academic Library plays a major role in any academic institution as a provider of information required for teaching, learning and research, and as a developer and preserver of special collections of reading materials. Thus, it is a significant contributor towards the achievement of the institution's strategic goals. The library is expected to constantly seek ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information.

Information technology is regarded by the library as an enabler because it has dramatically changed the way academic institution libraries operate and added value to their services. Given the explosive nature of the Internet and World-Wide-Web, staff and students are now dependent on electronic information. Academic libraries have moved from being the heart of printed resources to hubs of knowledge networks.

The realization of the virtual library depends on appropriate IT infrastructure, relevantly skilled staff and adequate funding. The relationship with the World's leading publishers has enabled academic institution to access hundreds of electronic journals as well as other information resources on integrated networks. Hence the provision of access to networked information is now top priority in academic libraries. Apart from building relevant library collections, the academic institution library is expected to build connections to access information worldwide.

1.1 Scope of the Library Policy

The library policy applies to all students, academic, administrative, support staff and the community that enjoy the services of Mildmay Institute of Health Sciences.

1.1.1 Purpose of the Policy

The policy aims at:

a) Establishing an institutional framework through which an effective, efficient and dynamic library and information service can be provided that meets the information needs of all stakeholders.
b) Guiding library staff in the provision of the various library facilities, services and material in a standardized manner.
c) Guiding clients and stakeholders of the Institute regarding expectations and use of the academic library and information services and resources.
d) Integrating the library and information service with academic, research and other activities at the institution to maximize the library's support of the institution.
e) Encouraging stakeholder involvement in the library and information service to promote an understanding and appreciation of the service as well as the maintenance of the best possible service.

1.1.2 Vision

To offer a huge array of information and innovative services to stimulate creativity, intellectual curiosity, and to facilitate lifelong learning and research.

1.1.3 Mission

To provide high quality service for the staff and students to satisfy their quest for knowledge. The Library will be a center for learning materials and it serves as an important teaching agency by providing available and affordable print and non-print materials to meet the interests of the staff and students to accomplish this mission. We will excel in collecting, preserving, and providing access to the best scholarly and educational resources; providing high quality, innovative services; and creating a welcoming and comfortable physical environment. Besides staff and students, the library also extends its services to the community and outside researchers although borrowing is restricted to them.

1.1.4 Library Objectives

i. Identify, collect, store, manage and make available relevant, quality and up-to-date sources of information to support the Institute's programmes
ii. To develop the collaborative culture between the schools and the library.
iii. Recruit human resources of the library that can deliver quality services and maintain high levels of professionalism
iv. Develop and implement a systematic approach to market the Library and its services
v. Exploit the potential of technology in all areas to deliver a wide spectrum of excellent information services
vi. Collaborate, affiliate and cooperate with organizations worldwide to share resources and enhance productivity
vii. Implement an effective system of library management and quality assurance

1.1.5 Criteria

The Library shall adopt the following criteria for materials selection;

i. Materials shall meet high standards of quality in factual content, timelessness and presentation.
ii. Materials shall be appropriate for the subject area and for the emotional development, ability level, and social development of the students for whom the materials are selected.
iii. Materials that are recommended by faculty members to support specific course work.
iv. Materials are selected by using selection tools, recommendations from administrators, staff and students.

1.1.6 Application of the Policy

i. This policy shall be applicable to all authorized users at library sites under the management and control of the Institute Librarian.
ii. The sites under the management and control of the institution Librarian are all the libraries owned by the Mildmay institute of Health Science as well as departmental book banks where applicable.

1.1.7 Library Membership

The use of Library materials, services and facilities is available to the following categories of authorized users:

i. Students of the MIHS: All full-time and part –time students that are registered at MIHS for a particular year or part of a year.
ii. Staff members of the Institute: all permanent, temporary and contract employees of the MIHS
iii. Members of the MIHS Governing Council.
iv. Guest Lecturers, Research Staff, Post-Doctoral Fellows, Honorary Chairs and Professors Emeritus.
v. Individuals who have been previously employed staff members of the MIHS and on whom honorary membership has been conferred at the discretion of the Vice Chancellor.
vi. Individuals who are members of the library in a private or personal capacity at the discretion of the Institute Principal
vii. Exchange Students – Are part of an exchange program.
viii. Reciprocal Users.
ix. Affiliated Users.
x. Other persons or bodies approved by the MIHS Librarian. Such other persons or bodies may be required to pay a fee.
xi. The MIHS Librarian will prescribe the specific entitlements for each category of Users.

1.1.8 Regulations

i. All library users shall abide by the rules, regulations and code of conduct of the Library and Information Services.
ii. The Library and Information Services reserves the right to suspend library membership in cases where staff, registered students and external members do not abide by the set rules, regulations and code of conduct.
iii. In the case of staff and students, the MIHS staff and student cards act as library access cards. In the case of external members the Library and Information Services shall provide the members with library cards where applicable.
iv. Where applicable, all prospective external members shall complete an application form before membership is granted.
v. All first year students will undergo library orientation to ensure they fully understand key rules and regulations.

1.1.9 Rights and Privileges

All library members have certain rights and privileges based on their particular membership category. These include but are not restricted to:

i. Access to Libraries.

Staff, registered students and external members have access to the library and other information services of the Institute and are eligible for borrowing.

ii. Inter- Library Loans

Staff, registered postgraduate students has access to inter-library loans as set out in the Inter-library Loans Policy.
External members and undergraduate students do not have access to inter-library loans.

iii. Photocopying Facilities

Staff, registered students and external members have access to photocopying facilities subject to the availability of such facilities in the library and will be charged for this service.

iv. **Study Facilities**

Staff, registered students and external members have access to study facilities subject to the availability of such facilities in the library.

1.1.10 Period of Library Membership

i. **Staff**

Library membership is available for the duration that staff is employed by the MIHS. Current registration in the library is a prerequisite for library membership.

ii. **Registered Students.**

Library membership is valid for the duration that students are registered at MIHS. Current registration in the library is a prerequisite for library membership.

iii. **External Members**

The period for library membership for external members shall be approved by the Head of the Institute.

1.1.11 Membership Fees

i. Library membership for members of staff is free of charge.
ii. Library membership is free of charge for registered MIHS students.
iii. Membership fees for external members will be approved by the Head of the Institute.
iv. All membership fees are payable in advance and fees are reviewed yearly.

1.1.12 External Members: Specific Requirements

Members of Higher Education Institutions will be granted membership to MIHS library services after providing an introductory letter and reference from their mother institution.

1.1.13 Guest Lecturers, Research Staff, Post- Doctoral Fellows and Honorary Chairs

An Introductory letter from the relevant academic department will be a pre-requisite for granting of membership.

1.1.14 Honorary Members

Approval from the head of the Institute will be a prerequisite for the granting of membership.

1.1.15 Private Members

Payment of membership fees is a prerequisite for the granting of membership.

1.1.16 Exchange Students

An introductory letter from the relevant academic department (in which the department declares to stand in for replacement value of any library lost or damaged because of the negligence of the students concerned or any outstanding charges).

1.1.17 Procedures

All external members must complete a membership application form.

1.1.18 Membership fees

In cases where an individual, institution or organization is responsible for the payment of membership fees, the correct amount must be paid in advance as indicated by the Library and Information Services price list.

1.1.19 Role of the Institute Librarian

i. The Institute Librarian shall be responsible for the running of the Library, including the supervision of the Library staff in accordance with these procedures.

ii. The Institute Librarian may:

   a. Delegate any power or duty conferred by this policy and these procedures to any member of the Library staff and

   b. Authorize any member of the Library staff to act on his or her behalf for the purpose of implementing this Policy and these procedures.

CHAPTER TWO

2.1 General Collection Development

The Librarian has the primary responsibility for collection development but will also encourage the faculty in each department served to select materials to build the collection. The guidelines for materials selection for the MIHS Library are as follows:

i. Department recommendations
ii. Reviews of professional literature
iii. Price and date of publication
iv. Relation to current trends
v. Reputation of author and/or publisher
vi. Strengths and weaknesses of MIHS Library's existing collection

The Library will select materials based upon researching the appropriate professional literature, which consists primarily of:

i. Text Books (Hard Copy)
ii. Electronic Materials (E-Books)
iii. Periodical literature within various curricular areas
iv. Standard reviewing sources

The MIHS Library accepts gifts from different sources and they are added to the Library's collection. These materials must meet the criterion for selection in the same procedures as in the selection of new materials. If the materials are not suitable because of condition, out-of-date knowledge or other factors, the items will be discarded. An acknowledgment of the acceptance of the donation will be put into writing and forwarded to the donor.

2.2 Duplication

Although duplication of titles is not generally encouraged, multiple copies up to a maximum of two copies will be classified with the approval of the Librarian.

2.3 Collection Maintenance

2.3.1 Materials Selection

The following will be done by the librarian;

i. Regular review of publishers catalogues and other key selection tools; processes approval books, firm orders, and reviews gifts following standard procedures in a timely manner.
ii. When applicable, monitoring performance of approval and / or blanket order plans and provides feedback to vendors.
iii. Identifying and reviewing electronic resources (stand alone, LAN, or networked) in subject areas on a regular basis. Identify content for and maintains web page currency and viability as a research tool.
iv. Recommending and preparing documentation for new electronic resource requests and works with the appropriate committees to acquire them.

2.3.2 Preservation of Library Materials (Archives)

Preservation is the action taken to prevent, stop, or retard deterioration of all library materials in all media; 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.

2.3.3 Weeding

The same criteria will apply to weeding as are applied to the selection of new materials. Materials that fall into the following categories should be considered for withdrawal:

i. Superseded editions
ii. Worn, mutilated, and/or badly marked items
iii. Duplicates of seldom used titles
iv. Outdated and/or inaccurate information
v. Materials that do not support courses currently taught at MIHS may be withdrawn.
vi. Single or scattered issues of serial titles may be withdrawn.
vii. Titles with low circulation or that have never circulated may be withdrawn.
viii. Titles available in other formats may be withdrawn.
ix. If at least ten (10) copies of a title are available, then it is acceptable for the title to be weeded.
x. Media materials in obsolete formats may be considered for preservation, replacement, or withdrawal.
xi. Materials that do not fit the academic needs of the MIHS community may be weeded.
xii. Areas such as travel guides, medicine, technology, law, and science are of a date-sensitive nature. Items in these subject areas whose information is not current will be weeded.

2.3.4 Decisions on Weeding

Decisions to remove materials will be made by library staff in consultation with academic departments most directly concerned with their possible future use.

2.3.5 Criteria which may be used as guidelines for weeding library materials

Each course specialist shall review, evaluate and weed his / her collection areas on a regular basis, using the following guidelines:

i. **Frequency of use**. Circulation and other statistics may be examined. Items that are not in demand may be eligible for weeding.
ii. **Curriculum needs** in the subject specialist's area(s)
iii. **Currency of information** contained in an item. The importance of this factor will vary from discipline to discipline.
iv. Existence of **multiple copies** of the same title and edition, especially of low use items. These may be weeded. However, the recognized importance of a work, edition, and author may encourage a decision for retaining.
v. **Superseded works**, especially ones with little historical importance, may be weeded.
vi. **Physical condition** of an item or set. Materials that are badly deteriorated or missing key parts may be withdrawn at the discretion of the subject specialist. As a general guideline, items that will be discarded should not be rare or difficult to obtain from other libraries. Therefore, as alternatives to discarding, the subject specialist may opt to have material transferred to off-site storage or sent to the Preservation Department for treatment or facsimile reproduction. Rare materials may be transferred to the Department/section of Special Collection in accordance with the acceptance

criteria. Damaged items may be replaced if they are available for purchase as new or used items in good condition.

v. **Materials available in other formats** in the library or online may be weeded, especially when they are of low use and not rare.
vi. **Items with regional or special interest** to our collections and users should not be weeded unless they are held in multiple copies.
vii. Textbooks and instructional material more than 10 years old.
viii. Subject areas no longer collected i.e. irrelevant to client needs
ix. Material that has not circulated for 10 years.
x. Trivial material of no discernible literary or scientific merit.
xi. Material easily available elsewhere.

These criteria are guidelines and the staff concerned must decide whether to apply them in specific cases. Authorization to write off weeded material should be according to Institute financial guidelines.

Note:

a. Each Library subject specialist is also responsible for delivering weeded material to the Library technical service staff for appropriate attention, including the modification of cataloguing records, transference of items, or needed preservation treatment.
b. Aside from the routine weeding described above, other weeding projects require the approval of the head of the institute who will review such projects and notify all relevant units. The role of course specialists in such projects will be determined by the relevant Faculty in consultation with them and other staff as necessary.
c. Materials, which are withdrawn from the collection, may be sold, donated, distributed, recycled, or discarded, at the Library's sole discretion.
d. Materials identified for discard in one library are first made available to other units of the Institute libraries; if there is no interest at this level, these materials may be used for exchange with other institutions, sold to students or dealers, given to other libraries, or in some other way applied to the Institute's benefit. In some instances, materials may be so deteriorated or otherwise useless that disposal through any of the above channels is not possible, such materials may simply be discarded or destroyed.

2.4 Replacement

The library will not automatically replace all materials withdrawn from the collection because of loss, damage or ware. Decisions to replace an item will be based on the demand for specific titles in support of curriculum, number of copies on the shelf, subject content and the availability of newer and better materials on the subject.

2.5 Miscellaneous

2.5.1 Non-Book Materials:

Audio-visual materials, such as recordings, mounted pictures, slides, microfiche, filmstrips, microfilms, films, CD's, video cassettes and DVD's are considered as primary materials. When acquired for the permanent collection, selection criteria are consistent with the criteria used in selecting books.

2.5.2 Inter-library Loans:

Through mutual agreements with local, area and statewide libraries, MIHS Library should be able to borrow books and materials. A small fee may be charged for copying materials that cannot be circulated. Otherwise the materials may be used for ten (10) days or longer at no charge. This should enable the library to borrow books and materials through inter-library loan very rapidly.

2.5.3 Textbooks

The purpose of the library collection is to supplement and expand the curriculum. Textbooks that are selected and adopted for class use will not knowingly be purchased for the library collection. The library will however, accept these books as gifts **IF** they meet the criteria. The library will also place textbooks on reserve at the request of and supplied by the instructor. It is the responsibility of the students to purchase their textbooks.

CHAPTER THREE

3.1 PROCESSING LIBRARY MATERIALS

3.1.1 CATALOGING

The aim of cataloging is to provide current, complete and accurate information regarding materials which are either in the library's collection or are accessible to library users. In order to support MIHS Library mission, the following will be done;

i. Catalog newly acquired materials quickly, efficiently, and accurately
ii. Re-catalog retrospective materials to improve or provide access
iii. Provide standardized access to names, subjects, and series titles
iv. Physically process the materials quickly and accurately
v. Maintain a current knowledge of national cataloging standards
vi. Review and develop cataloging policies and procedures

Through these and other activities, materials will be organized to facilitate searching and retrieval, and to provide accurate on-line records for research and study. Therefore, the policies of Cataloging will be designed to create, prepare, and maintain the records, which reveal the holdings of the library.

3.1.2 POLICIES

i. Special arrangements are made to catalog library materials (book or non- book) immediately, if the request is deemed urgent
ii. When a book is pulled for correction and/or repair, all necessary work should be done as soon as possible. Likewise, when corrections are made, the records must correspond with the changes to the book. Both procedures must be done at the earliest convenience
iii. Any and all suggestions given by patrons and staff members to improve the efficiency of technical services will be taken into consideration
iv. Statistics are kept for the purpose of reporting all departmental activities, departmental reports are submitted monthly, each semester, and annually
v. As a rule, the library does not catalog donated books whose publication dates are beyond ten (10) years unless there is a specific reason to retain it. After screening, these books may be discarded

3.2 PROCEDURES FOR PROCESSING LIBRARY MATERIALS

3.2.1 New Books

i. Write date received, vendor, and price of book at the seam-side of the page directly behind the title page.
ii. Each book is stamped, embossed, template, bar-coded, and where appropriate, a "For Reference" tab is attached.
iii. Assign existing classification number found in local database to all duplicate materials writing the assigned number at the seam-side lower left corner of the title page.
iv. Attach MIHS Library template to the center inside cover of each book. If pertinent information (dates, procedures, atomic numbers, etc.) is printed there, then attach

template to the opposite center or first available blank page. Attach a "gift plate" if the book is donated.

v. Emboss each title page and page 50 at the lower left corner. If book contains less than 50 pages, emboss page that is exactly 1/2 of number of pages.

vi. Stamp top, bottom and side edges of each book with the Southern Institute ownership stamp.

vii. Place a barcode on the back inside cover in the upper right hand corner if inside corner is blank. If there is some descriptive information, place bar code on the previous blank page in upper right hand corner.

viii. All materials that are not duplicated are to be assigned cataloging information at this point from Online Computer Library Centre (OCLC) or the Library of Congress.

ix. Place security strip in all books. For hardback books, strips are place down inside spine; all paperback books are tagged with strips placed well within spine to avoid detection—thus removal.

x. Enter all information into the local database.

xi. Print out spine labels and book cards and pocket labels.

xii. Attach the top of the spine label 1 1/2 "from the bottom of the spine. If the spine is too narrow, attach label at the same measurement on the front of the book.

xiii. Attach book card and pocket labels and paste the pocket to the inside center of back cover. Apply Rule #2, if necessary.

xiv. All reference books are given a blue card and all non-reference books are given a white card in pocket.

xv. Books with dust jackets are covered to protect the covering

xvi. Each book is added to the "book list" file listing barcode number, author, title, and indicating if it is a duplicate title or not

3.2.2 Donated Books

i. These books are screened to determine their condition, whether or not they are obsolete, or if otherwise suitable for processing.

ii. Because of the subject matter, some donated books whose publication dates exceed ten (10) years, may be processed and housed in the archives.

iii. Each donated book is templated with a "gift plate" and a MIHS stamp

iv. The date received and "gift" is written on the seam-side of the page directly behind the title page, if it is a donated item.

v. Each book is bar-coded. This number is recorded along with the author and title.

vi. Place security strip in all books. For hardback books, strips are placed down inside spine; all paperback books are tagged with strips placed well within spine to avoid detection—thus removal.

vii. The books are checked against the local database to determine if they are duplicates, and if so are separated at this point. The duplicates are assigned their classification numbers and put on a labeled cart. They are ready to be entered into the local database.

viii. Books are searched in OCLC or the Library of Congress for accuracy of cataloging information and then entered into the local database.

ix. All other books whose information cannot be obtained will be cataloged locally.

x. A letter of acknowledgment and thanks is forwarded to the donor of library materials. The library does not, however, appraise donated items.

3.2.3 Non-Book Materials

i. All policies and procedures for processing books also apply for non-book materials, except ownership and spine labels are done slightly different because of non-book formats.

3.3 Policies for using OPAC

i. On-line Public Access Catalog (OPAC) is available to all members of our academic community. One must be a currently enrolled student or faculty/staff member to have access to the OPAC off campus
ii. This service should be available 24 hours via online
iii. Staff/students should contact the Librarian for remote access information

3.3.1 Procedures for locating materials

3.3.1.1 Through OPAC

i. Screen should be on main in class screen.
ii. Click on the iclass icon and begin entering your search.
iii. The data will be displayed and then you can select.

3.3.1.2 Computer/Laptop Policies and Procedures

Computers/Laptops should be available for use in the library during library working hours

3.3.2 Computer Software and Hardware

All computers/laptops should be equipped with the following:

i. Windows XP
ii. Microsoft Office 2007 - 10
iii. Microsoft Word
iv. Microsoft Excel
v. Microsoft Access
vi. Microsoft PowerPoint
vii. Adobe Acrobat Reader 1.0
viii. Internet Explorer 7.0 & 8.0
ix. Either CD-RW/DVD combo drive or floppy disk drive
x. Flash Drive

3.3 Use Policies

i. Users must read and sign the MIHS computer/laptop Agreement at least once a semester.
ii. The computers/laptops should be available on a first-come, first serve basis to current MIHS students, faculty, and staff with clear Library circulation records.
iii. A MIHS identification card will be required to check out the computer/laptop. Library staff will retain the identification card while the computer/laptop is checked out.
iv. The computer/Laptop will remain checked out and identification cards retained until library staff have verified that all components are present and functional.

v. Computers/Laptops are for In-Library use only and may not be taken outside the Library.
vi. Computers/Laptops should not be left unattended to at any time when the library is operational. Computers/Laptops found unattended by Library staff will be immediately switched off and or removed until a need arises.
vii. All laptops must be returned to a staff member in the Library.
viii. All user files and documents must be saved to a recordable CD-ROM, or flash drive, provided by the user, or to the Institute's Net Storage. All files saved on the hard drive will be erased when the computer is returned.

3.4 Loan Period

i. Laptops may be borrowed for a 2-hour period or until 15 minutes before the Library closes, whichever is earlier.
ii. Laptops can be renewed only if there are no holds on the laptop or no other users are waiting.
iii. All laptops must be returned 15 minutes before the Library closes; laptops not returned before the Library closes will be considered lost/stolen and the user will be billed for the full replacement cost.

3.4.1 Fines and Replacement

i. Overdue fine: $1.00/hour
ii. Replacement costs will be determined based on the individual laptop, with the support of the IT department

CHAPTER FOUR

4.1 Circulation Department/section

The Circulation Department/section is perhaps the most widely used area of the library, and the Circulation Librarian/staff is probably the most well-known person on the library staff. All books from the regular collection are checked out from this department.

Residents of the community are welcome to use books and facilities in the library. However, of necessity, library materials can be circulated only to MIHS students, faculty, and staff.

The Librarian assigns student assistants to the area in the library where they will work. It is the responsibility of all members of the library staff, who work with students, to direct and supervise their work.

4.1.1 Policies

i. The Circulation Department/section maintains the book collection within the Library
ii. Students are limited to a maximum of two (2) books to be checked out at one time
iii. The Department allows books to be checked out for a two-week period. Renewal is permitted if the book has not been requested.
iv. UgShs.1,000/- per day per book is charged for overdue books, excluding Sundays and holidays.
v. The Department/section is responsible for maintaining a reserve collection for the faculty.
vi. The Department/section maintains an active file for all the Institute documents that are sent to the library (system-wide and campus-wide).
vii. The Department/section is responsible for the training and supervision of student workers.

4.1.2 Circulation Procedures for Checking out a Book for the Overall Library

i. Present MIHS student ID card each time you check out library materials.
ii. Books from the regular collection are checked out for a period of two (2) weeks and may be renewed. The Minority book collection checks out for (7) days only. This collection is housed behind the Circulation desk.
iii. If the book needed is not in, one may ask to be notified when it will available.
iv. A fine of UgShs 1000 per day *(excluding Sundays and holidays)* is charged for each overdue book.
v. Students and staff are required to pay the cost of lost books.
vi. Students and staff are held responsible for any book checked out on their card/ID.

4.1.3 Other Policies

i. Each Library staff should be responsible for the students as well as the main maintenance of his/her area. Students are not allowed to SMOKE, DRINK, or EAT in the Library
ii. "Library Decorum" should be stressed at all times. It cannot be expected for other students to maintain a QUIET atmosphere unless the Library staff do so themselves
iii. Students should be assisted when they need help.
iv. Student workers should keep in mind that they are under the supervision of all professional staff members, and they are to be given proper respect at all times.
v. Mobile phones should be switched off or kept in silent mode while in the library.

4.1.3.1 Registrations and Identification of Library Users

Every Library user shall:

i. Be registered with the Library and renew registration in such a manner and at such interval as the Institute Librarian may prescribe.
ii. Hold a staff or student identification card issued by the Institute or such other identification card as shall be prescribed by the Institute Librarian as acceptable
iii. Staff members and students of the Institute are automatically registered with the Library via records loaded on the Library's automated loans system, which forms the Institute's staff and students' record systems. It is this identification that shall be required on entry when one wants to access library services.

4.1.3.2 Replacement of Lost Library User Cards

i. Staff members and students should arrange for the replacement of lost Institute Library identification cards if they are to be allowed to access library services.

ii. If a library card issued by the Library is lost, the loss shall immediately be reported in writing to the Institute Librarian who will issue a replacement card at a fee as will be indicated in the institute's fees structure.

4.1.4 Library Reserve Areas and Study Rooms

The Institute Librarian may set aside and reserve areas within the Library for use by particular specified Library users on such conditions as he/she may prescribe and only such persons may use the reserved areas.

4.1.5 Library User Conduct

The library strives to provide access to well-maintained collections, information resources, equipment and associated research services. The Library also seeks to provide a safe and secure environment and facilities suitable for reading, learning and other activities associated with scholarly teaching and research.

4.1.6 Library's commitment to our users

The MIHS library is committed to providing the highest level of services, access and instruction to all library users.

i. A library environment free of disruptive activity.
ii. Access to library materials or an ability to recall them as regulations allow.

iii. Equity of access to information.

4.1.7 Users' Responsibility

i. Any person in the library or anyone that wishes to use the facility shall produce evidence of identification when requested to do so by a member of the library.
ii. Every person using the library shall have due regard to the rights of others to use the library in accordance with the policy and shall not interfere with their use of the library.
iii. Rights to use the library are non-transferable.
iv. Treat all library users and staff with respect and courtesy.
v. Comply with staff requests and directives.
vi. Preserve a quiet and peaceful environment suitable for study and refrain from creating excessive noise.
vii. Check out Library materials before removing them from the Library and return materials in complete and good condition by the due date or when recalled by the librarians.
viii. It is a condition of entry into the Institute library that all bags, folders or other receptacles capable of containing library materials and their contents may be inspected by library staff.
ix. On demand by a member of the library staff any person leaving the library shall present for inspection at the library exit any materials, bags or receptacles being removed from the library.
x. The use of the library's electronic commitment and messaging services (.e.g. Email, chat, SMS, forms) is intended only for research support and questions about library resources and services. We reserve the right to terminate any misuse of these services that is deemed inappropriate.
xi. Respond to emergency and security gate alarms and other situations as instructed by staff leaving the building at closing and limit use of the library to authorizer areas only.

4.2 Procedures for Checking out Reserve Books

i. All library materials loaned to borrowers are dated for 3 days from date of issue.
ii. Borrowers should sign reserve cards, and leave identity cards when using reserved materials.
iii. "Overdue notices" should be sent every three days.
iv. Borrowers present own identification cards with selected library materials at Circulation Desk
v. For each reserve book requested, the student check the reserve file box on the charge desk and give the author, title, and instructor's name

4.2.1 Return Book Procedures

i. Borrowers should deposit all books in the outside or inside book return
ii. Each book should be checked for date due and for condition
iii. Books not overdue may be checked in and placed on the truck to be re-shelved.
iv. Library fines are Shs.1,000/- per day for non-compliance

4.2.2 Renewals

i. Books may be renewed for two more weeks if they are not recent public publications or in great demand.
ii. Books may be renewed only twice.

4.3 Policies for Checking out Reserve Collection

All materials placed on "reserve" are kept in a special section, and should be requested at the point indicated by the sign "**RESERVE BOOKS.**" To check **RESERVE BOOKS**, the following rules apply:

i. Reserve Card must be filled out with the library patron's name.
ii. Overnight reserve books may be checked out at 3:00 p.m. each day and due to be returned at 8:00 a.m. the next morning. Exceptions are given only with the permission of the instructor.
iii. A fee of 3000 UGX per day will be charged for all overdue reserve books.
iv. Only **ONE** reserve book from any given instructor's list may be checked out at a time.

4.4 Cell Phone Policy

i. Cell phone usage is prohibited in the library. Library patrons should make all calls outside the library. When receiving an incoming call, patrons should move outside to take the call.
ii. Library patrons should use the silent signal function as the alert for in-coming calls. Patrons who do not have the silent function feature should turn the audible signal to the lowest volume.

4.5 Policy of Confidentiality of Library Records

Library users' circulation records are held in strict confidentiality. Such records shall not be made available to any agency of state, or local government except by the Librarian, pursuant to state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

4.6 Procedure Policy on the Confidentiality of Library Records

i. All requests for information (magazines, journals, request forms, computer lab sign-in sheets, etc.), must be destroyed on a daily basis.
ii. Library users' records shall not be made available to any agency of state or local government.
iii. Should any library employee be approached with a request to examine or obtain information relating to circulation or other records identifying the names of library users, staff will immediately refer the person making such request to the Librarian, who shall explain the confidentiality policy.
iv. The Librarian, upon receipt of such process or order shall consult with the appropriate legal officer assigned to the institution to determine if such process, order or subpoena is in good form and there is a showing of good cause for its issuance.
v. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be corrected before any records are released
vi. Any threats or unauthorized demands (those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Principal or appropriate legal officer of the institution.
vii. Any problems or concerns relating to the privacy of circulation and/or other records identifying the names of library users which are not provided for in the above procedures shall be referred to the Librarian.

4.7 Reference Department

The Reference Department is within the library. There are two areas, the General Reference Area and the Restricted Reference Area.

4.7.1 Policies

i. Reference materials, books, periodicals, pamphlets, newspapers and any other materials labeled reference are non-circulating.
ii. Reference books in the Restricted Reference Room cannot be removed from that room except to be taken to the copy machine. This has to be done with permission from the librarian.
iii. Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time (one semester), but if needed by other patrons, they may be used.
iv. Reference materials may be used by the local community in the library.

4.7.2 Procedures

i. **Inter-library Loans**. These reference materials may be copied from and sent to other libraries. Circulating books are loaned through this system.
ii. **Serials**. Reserved (Retrieval of periodicals). Older periodicals are stored in storage areas and may be used by making a request at the Circulation Desk.
iii. **The Black Ethnic Archive**. Materials here may be used by the academic and local community. These are non-circulating. Some may be copied with permission. All materials are to be used in the archive. Registration is required before use of any material. No pencils, pens, backpacks or scissors are allowed in the Archives Room.
iv. Periodicals and newspapers are to be checked in daily (stamp and date).
v. Periodicals and newspapers are to be placed in their proper places on the shelves, newer ones replacing older ones.
vi. Older periodicals and newspapers are shelved in the storage areas in their proper order.
vii. Storage areas are to be checked once a week to maintain order.
viii. Newspaper racks are to be checked daily to see that papers are in the proper place.
ix. Periodical shelves are to be checked twice daily to see that periodicals are in their proper place.
x. Reference shelves are to be read daily (Restricted and General).
xi. Replace all books, newspapers, periodicals, etc., to proper place when found on tables, chairs, etc.
xii. Accumulative Reports are filed weekly.
xiii. At all times, assist those students in need of help or direct them to others who can do so.

The Reference Department interprets the collection and gives assistance to students and all patrons by answering questions, suggesting research procedures, recommending sources and indexes to be used when looking for material on specific subjects.

4.8 Procedures for Retrieval of Stored Materials

i. Check magazine call slip for full title and date
ii. Check magazine list for correction location of periodicals
iii. Go to proper storage room
iv. Locate periodicals; remove from stack without getting the entire stack out of order.
v. Lock door.
vi. Return, give periodical to user.
vii. When user returns periodical to desk, write "Ret" on yellow call slip.
viii. Place return periodical on book truck in Restricted Reference.

4.9 Procedures on How to Return Periodicals to Storage

i. Divide magazines on truck according to storage rooms:
   A-L
   M-Z
ii. Only the most current periodicals go to the storage room. Others go to the Serial Work Area.
iii. Return periodical to its proper chronological place.
Example: Applied Electronics, January, 2000, would be near the middle of the stack if there are two years in the stack. **DO NOT** put on the very top.
iv. Check stacks from time to time to be sure they are in order

4.10 Binding Procedures

i. Periodicals to be bound have to be arranged chronologically. Example: from January, February, March, etc.
ii. Write the name of the periodicals, volume, and year.on a tablet.
iii. Select color for cover. Be sure color matches the covers of other bound periodicals by the same name.
iv. Give paper to Library Specialist to type binding slips.
v. Arrange slips alphabetically.

4.11 Educational Media Collection

The Educational Media Department/section adheres to the following policies and procedures:

i. All material or equipment leaving the Educational Media Center has to be signed for by an instructor or an administrator.
ii. Materials and equipment may be checked out by days, weeks, or a semester.
iii. All equipment and materials on loan have to be returned one week before the end of the semester.
iv. Feedback in regards to policies of check-out procedures for materials and equipment will always be welcomed.
v. Videos will be checked out for one (1) day only. (Safeguard costly repair and abuse).
vi. Software programmes which include videos, audiotapes, films, filmstrips and other instructional materials can be checked out for one (1) day or one (1) week period at the most. This policy is designed to allow other users the opportunity, and safeguard abuse or loss.

4.12 Policies and Procedures for Transferring Software Materials

Software materials issued are the sole responsibility of the instructor receiving materials:

i. Transferring of these items for any reason is not encouraged.
ii. It is acceptable however, to share these materials departmentally with the knowledge that they must be back in the office of the original borrower at each ending semester.
iii. Failure to adhere to these policies, the Librarian refers the matter, through writing to the head of the institution.
iv. These policies are designed to minimize loss and protect staff from replacement costs.

4.13 Standards and ethical and legal principles

4.13.1 Standards

MIHS Library supports the statements on resources adopted by the Uganda Library Association's Association of College and Research Libraries and articulated in the "Standards for Libraries in Higher Education" by the NCHE.

4.13.2 Intellectual Freedom and Censorship

MIHS Library recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, the library purchases materials that represent a wide variety of viewpoints.

The library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection may articulate their concerns in writing to the Chief librarian.

4.13.3 Copyright

MIHS Library complies fully with all of the provisions of the Uganda's Copyright Law (2001) and its amendments. The library strongly supports the Fair Use section of the Copyright Law.

GLOSSARY OF TERMS

Acquisitions; involves the selection, ordering, receipt, processing and financial administration of information resources.

Borrowing library; is the library that borrows information resources from another.

Check-In is the process of returning information resources that were borrowed by a client.

Check-out is the process of lending information resources to a client.

Circulation/ Lending/ Borrowing is the process of checking –out and checking –in information resources to library clients.

Clients are MIHS staff and students.

Collection development is a process whereby relevant resources are identified, selected acquired and organized so that they are available for use by clients.

Continuing resources are information resources that are issued over time with no predetermined conclusion. Continuing resources include serials (periodicals) and ongoing integrating resources.

Damaged Information Resources are information resources rendered unusable by some act of destruction, e.g. tearing off of pages, defacing or writing on the pages, removal of whole chapters, etc.

Electronic Resources are information resources encoded for manipulation by a computerized device. These resources may require the use of peripherals directly connected to a computerized device, e.g. CD-ROM drive or a connection to a computer network, e.g. the Internet.

Holds are bookings made against open-shelf information resources that are out on loan. When the resources are returned, the one who booked them has first preference to borrow them.

Information Literacy is the understanding of and set of abilities empowering individuals to recognize when information is needed, how to locate it, evaluate and use it effectively.

Information Literacy Librarian is the understanding of and set of abilities empowering individuals to recognize when information is needed, how to locate it, evaluate and use it effectively.
The library staff member whose main duty is to plan, organize, prepare, coordinate, present and evaluate information literacy programmes.

Information Literacy Programme is a course provided by libraries to enable library clients to effectively utilize information. It consists of a syllabus, curriculum or course outlining identified training modules or units, which will assist and support information literacy.

Information resources; information resources include, but are not limited to monographs, continuing resources, multi- media and electronic resources.

Interlibrary Loan is a co-operative arrangement among libraries by which one library may borrow material from another library.

Loan Period is a time –frame granted to clients between checking-out and checking-in of information resources as determined per client type, resource type, location and LIS policy.
Loan Recall is a request made by LIS to clients to return borrowed information resources before expiry of loan period.

Monographs is an information resource that is complete in one part or intended to be completed within a finite number of parts. A book is an example of a monograph.

Multi-media is information presented in more than one format, such as text, audio, video. A collection of material in various media formats, including non-book material, e.g. audio-visual, non – print materials etc.

Open – Shelf information Resources is information that may be borrowed for use outside the library for specified periods of time.

Other libraries are tertiary libraries or information centres outside UL that are within the CHELSA Agreement.

Overdue Fine/ Charge is a fine/charge levied for retention of borrowed resources for longer than permitted without renewal of the loan.

Overdue Information Resources are information resources that have been retained longer than permitted without renewal of loan.

Overdue Notices are printed or electronic reminders for clients to return overdue information resources.

Reference Collection are information resources for reference only; e.g. dictionaries concordances, encyclopedias, etc.

Renewal of Loan is an extension of loan period upon request by client.

Reserved/ Short Loan Collection is information resources that, owing to high demand, have been placed aside for specific periods by lecturers to afford all their students equal access.

Special Collections are Institute Archives, Africana and Government Documents.
Visitors; The Librarian may at his/ her discretion grant access to the day to day library visitors or other persons who are not permanent library members.