



**TAKORADI TECHNICAL UNIVERSITY**  
**LIBRARY POLICY**

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## **INTRODUCTION**

This is an academic library and its purpose shall be to support the general objectives of teaching, learning, research and service. It is reckoned as the hub of the intellectual system of the University. To a large extent, the quality of a tertiary institution is measured by the services provided by the library because of its unique position in the overall University system.

## **VISION**

Provide the best resources, services and facilities for library users, creating conducive environment for inquiry and activity that would aid excellence in teaching and applied research to produce world class human resource.

## **MISSION STATEMENT**

The mission of the library shall be to provide comprehensive services and information for instructional delivery and research in engineering, applied science and arts, business and technology-based disciplines.

The Library's mission shall be accomplished by providing;

1. A rich variety of print, non-print and electronic materials and resources that enhance the University curriculum and additional resources for personal improvement and recreation.
2. Assistance and instruction in the use of information resources.
3. A learning environment with services and equipment that

facilitates the use of library materials and resources.

4. A preservative and long-lasting library collections and resources.

## **CORE VALUES**

In all of our interactions, we are guided by these values;

### **Knowledge**

1. To encourage the process of learning.
2. To celebrate truth-seeking through discourse and investigation.
3. To anticipate and contribute to scholarly inquiry.
4. To promote the library as both a real and virtual extended classroom.
5. To embrace the role as collectors and custodians of the intellectual record.

### **Service**

1. To offer an environment that supports creativity, flexibility, and collaboration.
2. To believe that each user of the Library is unique and important.
3. To resolve to meet the changing needs of the library and its users.
4. To maintain a comfortable, welcoming and a safe place for study, research and interaction.

**Quality**

1. To achieve excellence.
2. To seek out the best people and resources for work.
3. To support individual growth and faculty development.
4. To work diligently to exceed the expectations of services rendered.

**Integrity**

1. To relate to each other with honesty and candour.
2. To adhere to the principles of fairness, justice and equality in at the work place.
3. To promote the highest standards of professionalism, including open and equitable access to information.
4. To demonstrate a strong work ethic, taking responsibility for actions and commitments.

**Respect**

1. To treat all staff and students with equal consideration and courtesy.
2. To encourage differences in perspective, opinions and ideas.
3. To provide an environment that is inclusive and diverse.

## **Communication**

1. To engage in open and honest communication at all levels.
2. To recognize the importance of Library-wide participation.
3. To reach out to all segments of user community.
4. To share information and solicit opinions about decisions that affect the success of the Library.

## **FUNCTIONS OF THE LIBRARY:**

1. To establish and maintain a range and quality of services and resources that shall complement and strengthen the academic programmes of the University.
2. To encourage optimal use of resources.
3. To provide information literacy training to staff and students.
4. To provide resources in a variety of formats to meet users' needs.
5. To provide professional reference services.
6. To provide technical services to maintain library resources.
7. To provide a conducive and quiet study space for users.



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## **LIBRARY USERS**

The users of the library are the staff and the regular, evening and weekends students of the University who are currently enrolled in the academic, professional and technical programmes.

## **GENERAL REGULATIONS**

The following general regulations shall be in effect;

1. Library operation hours shall be posted at the entrance of the library and additional places as designated by the Librarian. The various units of the library shall have their hours of duty posted at their respective entrances.
2. Borrowers shall be responsible for all the items borrowed on their account. Fines and fees shall be assessed if the item is overdue, damaged or lost. Receipts shall be issued upon payment of any fine or fee.
3. The library shall reserve the right to inspect personal belongings of users. Inspection shall be made prior to the user entering and exiting the library.
4. To protect the user's right to privacy, library staff shall not to open and/or reach into the user's personal belongings. The user shall be asked to open his bag and view the contents.
5. Records of borrowing transactions and other records linking the names of library users with specific material shall be maintained in a confidential manner.
6. Library fines/fees shall be the responsibility of the borrower and shall not be transferred to another borrower's account and/or library card.

7. The Library shall block the access to borrower's account when the following occurs;
  - a) fines/fees incurred have reached the maximum limit,
  - b) an account is expired,
  - c) an address correction is needed,
  - d) recalled items are overdue and still outstanding.
8. Payments for library fines/fees shall be made at the Directorate of Finance.
9. Borrowers shall be responsible for notifying the library of any changes to their account.

### **User conduct**

As an integral part of a dynamic educational institution, the Library shall endeavour to maintain an atmosphere that shall be conducive for teaching, learning and research. Library users shall be expected to conform to prescribed conduct as follows;

1. Not to eat or drink (except bottled water)
2. Not to talk loudly, laugh excessively or sleep on library materials.
3. Not to smoke.
4. Not to dress indecently.
5. Not to block or interfere with the free movement of other users.
6. Not to exhibit obscene materials.

7. Not to bring animals of any kind into the library.
8. Not to make or receive telephones calls within the library.
9. Not to reserve seat for more than thirty (30) minutes.
10. Not to distribute leaflets or flyers without prior approval of the librarian.
11. Not to steal, mutilate or deface books, periodicals, encyclopedias, or any other library material.
12. Not to exhibit sexual behaviour.
13. Not to behave in a way that appears to be under the influence of prohibited drugs, alcohol, or other chemicals.
14. Not to display or use weapons of any kind.
15. Not to use offensive or obscene language or actions.
16. Not to enter a non-public area without permission of the library staff.
17. Not to exhibit any behaviour that interferes with the right of others users of the library.
18. Not to use library equipment to access material that is illegal.
19. Access to and use of library facilities may be restricted to lecturers, staff, and students with valid University ID Card/ Library Card.

## **LIBRARY RESOURCES**

To acquire, preserve and organize the best and most appropriate resources.

1. Maintain an up-to-date collection development.
2. Investigate appropriate tools to analyze library resources and use.
3. Ensure that library materials are processed and made available in a timely manner.
4. Organize library resources in a logical, accessible and cost-effective manner.

### **3. LIBRARY SERVICES:**

To facilitate convenient and effective access to library resources:

1. Maintain and expand the availability of services in the library.
2. Develop and maintain a library website that provides the best possible gateway to library services.
3. Explore web-based and other technologies to improve services.
4. Ensure continued improvement of library services by assessment and follow-through.

### **CATALOGUING UNIT AND FUNCTIONS**

The cataloging unit shall be responsible for all aspects of cataloging service for books and materials acquired by the Library.

1. The collection shall be made accessible to the entire University community.
2. The cataloging records shall appear in the University

Library's main catalog.

### **LENDING GUIDELINES: COLLECTIONS**

- a) The loan period shall be determined by a combination of collection guideline, item type, and the borrower type.
- b) Items such as reference, periodical, or "Library Use Only" are considered non-circulating.

### **LENDING GUIDELINES: BORROWERS**

- 1. Lecturers, staff, and students of the University shall have borrowing privileges. All borrowers shall be registered with the Library and shall have a valid University library card. Borrowing privileges of staff shall expire when affiliation with the University is dissolved. The borrowing rights of students shall cease upon completion of programme.
- 2. Students who do not register with the Library shall not have borrowing rights but can be permitted to use the facility.

### **LOST ITEMS**

- 1. Lost item replacement cost shall be determined by the Librarian.
- 2. A borrower shall have the option to purchase a replacement copy.
- 3. Lost item returned before payment within one (1) semester,

the replacement cost of the item shall be removed from the borrower's account. Lost item returned after payment within one (1) semester, replacement cost of the item shall be refunded.

4. Fines and lost item processing fee are non-refundable.
5. Payments for lost items may be used to order library materials.
6. Library users shall be responsible for their belongings in the library.

## **NOTICES**

1. Overdue notices shall be generated the day after the due date and are emailed / mailed to the address on the borrower's account. Fourteen days after the due date, second overdue notices shall be sent out.
2. The library shall not be responsible for unread mail or e-mail.

## **Users must**

1. Check out or obtain proper authorization before removing library materials, equipment, or property from library facilities.
2. Refrain from deliberately misplacing library materials to prevent or limit access by others.
3. Return library materials on or before the due date or upon request by the Library.

4. Handle library materials gently, such that they are not mutilated, defaced, or damaged.
5. Observe applicable intellectual property and copyright laws and electronic resource licenses.

### **Enforcement & Reporting**

Violations of this policy shall be reported and consequences enforced. Such persons may be asked to leave the Library subject to warning, refused access, suspension, forfeiture of borrowing rights, requests for restitution. Concerns, problems, or policy violations shall be reported to any library staff for appropriate action or redress. Non-immediate issues or comments shall also be reported via suggestion box or email ([librarian@tpoly.edu.gh](mailto:librarian@tpoly.edu.gh)).

### **COLLECTION DEVELOPMENT GUIDELINE**

The Library collection development guideline shall be an assessment tool that defines the scope of the collection, assists Library staff in making purchasing decisions, outlines procedures for accepting or rejecting donations, and states the conditions for the de-selection of materials. Lecturers and staff are encouraged to suggest purchases. Forms are available at the Library.

Library collections exist primarily to support the curricular and research needs of the students enrolled in all programmes offered by the University. More specialized materials shall be offered to support staff and student, extended research and enhanced professional development. General information and recreational resources shall be added when fiscally feasible.

## **Bibliographic Control**

The collection shall be divided by subjects according to the Library of Congress Classification System. The collections shall be Reference, Circulation, Journals, Periodicals, and other Professional materials.

## **Selection Tools and Priorities**

The Library staff shall select from materials reviewed in Library Journal, The Daily Graphic Book Review, Magazines for Libraries, and other specialized selection tools.

Staff and students shall be encouraged to forward selection requests for materials that shall enhance the collection.

The final purchasing decisions rest with the Selection Development Committee based on the following factors;

1. Accuracy and reliability of material.
2. Authority of author and reputation of publisher.
3. Critical reviews/ recommendations.
4. Support for new programmes
5. Heavy demand in particular subject areas.
6. Identifiable weaknesses in the collections.
7. Requests for recreational reading materials shall be honoured upon availability of funds.



## **Cooperative Collection Development Agreements**

The Library shall subscribe to be a member of a consortium that are dedicated to the development of a world-wide network of academic libraries.

## **Resource Sharing and Interlibrary Loan (ILL)**

Interlibrary loan services shall be offered to staff and students of the University who have duly registered with the library.

## **De-selection/ Weeding Guidelines**

Selection of materials shall be a regular process which shall include the removal of:

1. Books whose contents are outdated due to advances in knowledge.
2. Superseded editions.
3. Unnecessary duplicates.
4. Materials supporting programs no longer offered by the University.
5. Materials in poor physical condition.

Materials that contain useful information, some of which may be outdated, shall be marked with a circular “archive” label on the spine and identified in the catalogue. Signs shall be posted to inform users that more current information might be available elsewhere.

The Librarian shall make de-selection decisions in consultation with the professional library staff and with lecturers in the appropriate discipline.

### **Gifts**

The Library shall accept donations of print and non-print media provided that the materials meet the following:

1. the same selection criteria as purchased materials.
2. shall not be duplicates, out of date or damaged.
3. shall not require special facilities, control or handling.

Gifts not placed in the Library collections shall be discarded or donated to other agencies. Once materials are accepted in the Library collection, Library professional staff retains the right to classify, house, circulate, and dispose of materials.

### **Periodicals and Newspapers**

Periodicals and newspapers shall be purchased or accepted as gifts to compliment the needs of the library.

### **Format**

The format of a periodical subscription may be paper or electronic. Format shall be determined when the subscription is first authorized and it shall be subject to review whenever appropriate.

### **Retention Guidelines**

The retention for periodicals in paper format shall be three (3) years. Retention means that a full three years of issues are maintained while issues for the next year accumulate. Exceptions to these are weekly periodicals and popular titles which shall be kept for a year. Other exceptions shall include titles which are not available in database subscriptions or the discretion of a liaison

librarian.

All microforms shall be retained at the discretion of the librarian. Exceptions to this guideline shall be implemented depending on usage or other appropriate considerations. Periodicals for which there shall be no microform backup may be retained for periods of time other than the basic retention period. Newspapers with microform backup shall be discarded after two months. Any discarding of periodicals shall be done by the Acquisitions Specialist in consultation with the librarian to ensure the maintenance of accurate records of holdings.

### **Donations and free subscriptions**

Decisions regarding donated or free subscriptions shall be considered using the same criteria used for paid subscriptions. Any donation shall become the property of the University and shall be incorporated into the collection or be subject to appropriate disposal. Subscriptions not beneficial to the periodical collection shall be discarded, given away or diplomatically refused.

### **Website Guidelines**

1. The site shall serve the information needs of the staff and students, faculty and staff of the University community, and of other users worldwide.
2. The site shall follow the University website guidelines, as applicable.
3. The site shall be kept current, informative, and relevant.
4. Contents of each library page shall be determined by shared decision-making, except as outlined in (5) below.

5. Contents of individual staff pages shall be determined by the responsible individual, in consultation with the Librarian.

## **ELECTRONIC DATABASE SEARCHING**

The University Library shall provide access to electronic databases as part of its reference services. This guideline shall provide the fairest and broadest access to these services for users consistent with efficient use of the resource.

1. The Library shall undertake database searching freely and shall equally make it available to staff and students.
2. Electronic database searching shall be free of charge to staff and students.
3. Any search for which Library incurs database searching charge shall be performed by designated Library staff only. Searches which are free or which incur a minimal charge shall be performed by the user.
4. The Library shall, at the discretion of the Librarian, perform database searching for outside organizations, businesses, and individuals. These users must be resident or based in the community service area. The Library reserves the right to regulate the volume of searches and shall charge a reasonable fee to recover costs.
5. The Library reserves the right to regulate database searching to ensure efficient and economical use of the resource, consistent with the best services to staff and students.

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## **Use of Electronic Resources**

The licensed electronic resources made available by University Library shall be for research, instructional delivery and related activities of faculty, staff, students and other authorized users.

### **Prohibited Actions**

1. Sharing of passwords or authorized access codes
2. Large-scale systematic downloading of articles or other information
3. Posting copyrighted materials on a publicly accessible web site
4. Resale or commercial exploitation of licensed information

### **Cautions**

1. Sharing an access password with unauthorized users including family, friends, or co-workers shall result in suspension or revocation of library privileges. Non-affiliated users shall access electronic library resources from computer terminals in the University library.
2. Downloading entire issues of electronic journals, or attempting to create large databases from bibliographic files shall be prohibited by publisher license agreements.
3. Engaging in actions intended to circumvent or defeat access control mechanisms of the Library or information provider shall result in revocation of library privileges and or referred to the Disciplinary Committee.
4. Sharing proprietary or client software connected to information resources, such as that used to analyze spatial

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data or search and retrieve texts, shall be prohibited under the terms of academic licenses.

## **INTELLECTUAL FREEDOM**

Implementation of the concept of academic freedom in the Library involves selecting some materials which may be considered controversial by some individuals or groups. Reasons often cited for materials considered offensive shall include profanity, divergent viewpoints, controversial authors, and sexual explicitness, use of nonstandard English and dialects, and violence and criminal acts. The acquisition of such materials does not imply approval or endorsement of their contents. These materials shall be acquired to support the curriculum and to represent all sides of controversial issues. The selection criteria used by University Library shall remain broad and flexible in order to provide a collection which supports the wide range of academic and technical programs and diverse backgrounds of its clientele.

Users with a concern about an item in the collection shall submit their concerns in writing to the Librarian. The Library Committee shall review the complaint and make recommendations either to retain or withdraw the item in question. The complainant shall receive a written response.

## **CONCLUSION**

The University Library shall be the centre that shall provide comprehensive services and information for instructional delivery and research. Staff and students shall have full access to the library for academic and recreational purposes.



