TVTC LIBRARY COLLECTION DEVELOPMENT POLICY

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1. **ACRONYMS AND ABBREVIATION**

AAR2 Anglo American Cataloguing Rules level 2

CBU Copperbelt University

CDP Collection Development policy

CREW Continuous Review Evaluation Weeding

DDC Dewey decimal classification

GCP Guidance, Counseling and placement

HOD Head of department

HOS Head of Section

ICT Information Communication Technology

ILL Inter-library loans

IT Information Technology

OPAC Online Public Access Catalogue

SME’s Small Medium Enterprise

TE Teacher Education

TVTC Technical and Vocational Teachers College

UNZA University of Zambia

ZICA Zambia Institute of Chartered Accountants

1. **LIBRARY CHART**

All Library activities are coordinated by the central administration of the Library. The TVTC Library is under the department of Information Technology and is headed by IT Head of section. The Library is headed by the Librarian assisted by Assistant Librarian and two Library Assistants; the hierarchy of authority is as follows:-

**HOD-ICT**

**HOS-ICT**

**LIBRARIAN**

**ASSISTANT LIBRARIAN**

**LIBRARY ASSISTANT**

**LIBRARY ASSISTANT**

1. **CODE OF ETHICS FOR LIBRARY STAFF**

The statement which follows set forth the ethical obligation of individual as TVTC Library staff member.

1. To maintain the principles of the TVTC Library mission statement and unifying vision.
2. To maintain an objective and open attitude of understanding, courtesy, and concerns for the patrons’ needs
3. To protect the essential confidential relationship which exist between a library user and the library.
4. To serve all patrons equally according to their needs
5. To make the resources and services of the library known and easily accessible to all current and potential users
6. To avoid any possibility of personal financial gain at the expense of the employing institution.
7. To be aware of the obligation of the employment and of what constitutes abuse of working conditions and benefits
8. To acknowledge the importance of the work done by all staff in all division of the Library.
9. To maintain a sense of loyalty, respect, and cooperation in our relationship with fellow staff.
10. To carry out assignments so that fellow staff members need not to assume added responsibility, except in times of emergency.
11. To share knowledge, experience, and expertise with others.
12. To use the resources of the Library and College in an efficient and economical manner.
13. **COLLECTION DEVELOPMENT POLICY REVISION**

It must be acknowledged that this is the first written TVTC library collection development policy written on 26th August 2014 and it shall be revised with any curriculum changes and other collection development programmes of the Institution.

1. **INTRODUCTION**

The TVTC Library Collection development policy is a governing principle or a plan defined as a written statement that will both be a planning tool and a Communication device which will act as a guide towards the improvement or development of the Collection.

This Policy will mean to clarify objectives and to facilitate co-ordination and corporation in the library. It shall also serve as a day to day working tool that will provide the necessary guideline for carrying out the majority of the tasks within the area of the collection building.

Collection development is the process of systematically building the library collection to serve study, teaching, research, recreational, and other needs of the library users. The process includes selection and de-selection of current and retrospective materials, the planning strategies for continuing acquisition, and evaluation of the collection to determine how well we shall serve our user needs. Overall, collection development encompasses many library operations from selection of individual titles for purchase to the withdrawal of expendable materials.

Broadly, this is the management of information resources of all kinds across the library management systems. Broad in scope, it is seen as an umbrella field involving information technologies and information disciplines such as records management and librarianship, all of which must work together to promote effective control of all TVTC Library information resources.

1. **COLLEGE PROFILE**

Technical and Vocational Teacher’s College (TVTC) was established in July 1975 to provide teacher education in order to service training institutions under the Department of Technical Education and Vocational Training in the Ministry of Science, Technology and Vocational Training.

In January 2000 TVTC was established as a management board through the Technical Education, Vocational and Entrepreneurship Training Act No 13 of 1998. The College is an affiliate of the University of Zambia (UNZA) and Copperbelt University (CBU). All college diplomas are underwritten by University of Zambia (UNZA) while all degree programmes are underwritten by the Copperbelt University (CBU).

The Technical and vocational Teachers College (TVTC) is located along Shala Road Kamirenda, Luanshya.

1. **MISSION STATEMENT**

The mission for TVTC is to provide quality technical and vocational teacher training, and tailor-made programmes in a cost-effective manner in both the formal and the informal sector to enhance individual and national development. To fulfill this, the TVTC library will commit to provide a comprehensive resource and a service in support of the research, teaching and learning needs of the college.

1. **VISION STATEMENT**

The vision for TVTC is to be a leading institution in the provision of quality and accessible demand-driven training in the region. In achieving this, the college library shall be an active and visible partner in the enhancement of learning and creation of knowledge.

1. **POLICY STATEMENT**

The Library Collection Development Policy reflects the College Library’s mission “to foster a learning and research philosophy within students and staff by providing excellence in information services and resource provisions within a supporting academic environment” by documenting the agreed means of purchasing or providing access to print and electronic information resources.

1. **AUDIENCE AND PURPOSE OF THE POLICY**

##### The Technical and Vocational Teachers College Library is an Academic Library attached to TVTC Management Board which serves two complementary purposes:

##### To support school’s curriculum and

##### To support the academic research of the college’s students, faculty and staff

##### In order to achieve the above, the TVTC Management board with Library management staff shall identify the needs of the students, faculty and staff as well as the mission and academic programs of the college.

##### 10.1 Purpose of policy

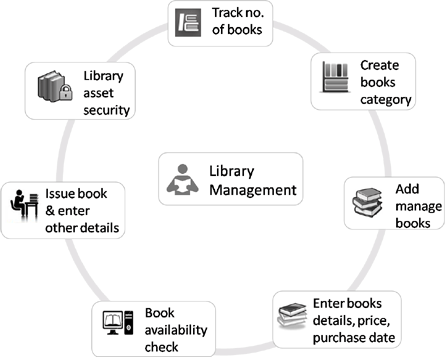
This policy is intended to provide a framework for the development of quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation. In this view this document will be valuable for the following reasons. This policy:-

1. Will force library staff to think through library goals and commit themselves to these goals, also help them to identify long- and short term- range needs of users.
2. Will help management to establish priorities for allocating funds
3. Will help assure that the library commits itself to serve all parts of the user community, in both present and future needs.
4. Will help set standards for the selection and weeding of materials.
5. Will inform users, administrators, on the library collection scope and will facilitate coordination of collection development within the college.
6. Will help minimize personal bias by selectors and to highlight imbalances in selection criteria.
7. Will serve as an in-service training tool for new staff.
8. Will help assure continuity in collections of any size and provides a pattern and framework to ease transition from one librarian to the next.
9. Will provides a means of staff self-evaluation, or for evaluation by outsiders.
10. Will help demonstrate that the Library is running a business-like operation.
11. Will provide information to assist in budget allocations.
12. Will contribute to operational efficiency in terms of routine decisions.

Essentially, this policy shall be a planning document. Users change, needs change, and resource availability changes but this policy will draw awareness to these changes by acting as a collection of baseline data for current operations and ideally, as a starting point for future development.

1. **LIBRARY MANAGEMENT CHART**

The Chart below illustrates the general overview of library management on issues of planning (enter books details, price & date), Accountability (track number of books & library asset security), Organizing (create book category, add manage books), Accessibility (book availability, issue books and enter other details), and coordination (Library staff and management) in the way the Library operates in both short and long term operations.



1. **GENERAL PRINCIPLES OF THE LIBRARY**

The College Library will apply the following principles:

1. Resources are selected that support the curriculum, learning and research needs of the College
2. Resources are not intended to supplement student purchase of textbooks; College management is expected to purchase copies of set texts
3. Budget approved by management will be allocated to meet current demand and future growth of the library collection
4. Electronic resources will be purchased to maximize user access and value for money
5. Library collection maintenance will result in dynamic open-access collections, with excess materials stored in the reference collection room.
6. The library collection will focus on promoting and advancing knowledge through collecting widely and deeply on all subjects covered in the curriculum
7. **CLIENTS**

Membership of the library is **only** open to TVTC students and members of staff

1. Any member borrowing books is solely responsible for their safe keeping.
2. For details on admission, rules and opening hours, see Library user manual
3. **PROGRAMS ON OFFER AT TVTC**

The following are academic courses on offer in the institution.

**14.1** **Fulltime courses**

* Bachelor of Business Studies Teacher Education 4years
* Bachelor of science design and technology TE 4years
* Technical teachers diploma 1year
* Commercial secondary teachers diploma 2years
* Design and technology teachers diploma 2years
* Guidance, counseling and placement diploma 2years

**14.2 Short advanced intensive courses**

* Teaching methodology phase 1 3weeks
* Teaching methodology phase 2 3months
* Teaching methodology phase 3 3weeks
* Counseling techniques phase 1 3weeks
* Counseling techniques phase 2 3weeks
* Project management 3weeks
* Human resource management 3weeks
* Leadership and supervisory skills 3weeks
* Records management 3weeks
* Secretarial and office management 2weeks
* Writing of test items and marking keys 2weeks
* Database management 2weeks
* Entrepreneurship trainer of trainers 2weeks
* Record keeping for SME’s 2weeks
* Educational management 2weeks

**14.3 Distance learning**

* Technical teachers diploma 2years
* Commercial teachers diploma 3years
* Guidance counseling and placement diploma 3years
* Bachelors of business studies teachers education 5years
* Bachelor of science and designer technology 5years

**14.4 Extension studies**

* Computer application certificate 3months
* Information technology certificate 3months
* Technical teachers diploma 2years

1. **ARRANGEMENT OF LIBRARY COLLECTIONS**

The Library collection has been classified by subject. The resources donated and /or purchased materials with College funds are catalogued using the Anglo-American Cataloguing Rules following level 2 description standards. The materials are then located in the Library to facilitate access by assigning class numbers using the Dewey decimal classification system with three letters of the author’s surname.

**15.1** **LIBRARY SECTIONS**

**15.1.1 General access section:**

**General access** sectionconsists of material to be borrowed on a long term period of one week for student and to be renewed once for another week, if the material is not on demand.

General access section consists of publications on retrospective and up-to-date materials arranged in classes as follows:

000 -Computer science and general works

100 -Philosophy and Psychology

200 -Religion

300 -Social sciences

400 -Languages

500 -Science (including Mathematics)

600 -Technology and Applied sciences

700 -Arts and Recreation

800 -Literature

900 -History, Geography and Biography

**15.1.2 Serials section**:

Serials collection consists of publications of both old and current in each successive parts or usually regular intervals and intended to be continued indefinitely. The serials collection contains publications published more frequently than once a year such as magazines, newspapers, scholarly journals, annual reports, yearbook and proceeding. Serials are an important part of our library collection especially where research and evidence- learning is part of the curricula. To maximize access to journals, the library files the periodicals monthly and stores them for future references for teaching, research and to the enhancement of the users in their learning.

**15.1.3 Internet access (information communication technology) section:**

Information and communication technologies can be broadly interpreted as technologies that facilitate communication, processing and dissemination of information via electronic means. To achieve the college mission statement, the library and the Information Communication Technology department with the approval of management, shall provide access to a vast array of information available through electronic media such as e-resources, e-journals, e-books and e-serials. After the installation of software such as D-space the internet access shall have an institutional repository were all research work and reports by lectures and degree programme thesis done by students at TVTC shall be electronically stored to enrich the institutions research work and make the works available to the outside world through search engines such as Google, Ask and Bing.

The internet access shall also provide Online Public Access Catalogue (OPAC) after the successive automation of the library with information systems software such as Koha. This shall enhance the access to fast, readily, equally and quality retrieval of library information services to the patrons.

**Note that**: The TVTC library does not monitor and has no control over the information accessed through search engines like Google but shall have quality control of the institutional repository as well as electronic resources.

**15.1.4 Reference section:**

TVTC Library reference section is rich in reference sources. Reference sources are bibliographic publications that are meant to be referred to for specific information and are not meant to be read from page to page. Reference section at TVTC library houses both current and old reference sources materials that shall not go out of the library so that they will be made available for use in the library for use at any time by users.

In an attempt to collect basic information in all fields of scholarly endeavors and in-depth resources that support the curriculum of the TVTC, the reference resource in the TVTC library collection includes:

1. Concise Oxford English dictionary
2. Dictionary of scientific and Technical terms
3. Longman Contemporary English
4. Thesaurus
5. Encyclopedia
6. Books on Laws of Zambia
7. The Holy Bible

**15.1.5 Short loan section:**

The short loan at TVTC library contains printed materials that are on high demand; (i.e. photocopied articles, books, journals and modules) in so doing the library currently lends the materials in the short loan for use within the library from morning (09:00hrs) to evening at (20:00hrs) closing time; only allows access to one copy per user and only given another one when returned.

In the short loan sections the longest period a user can get a book is from Friday (14:00hrs) and to be returned on Monday before 12:00hrs

**Note that**: Users’ exceeding the above privilege attracts a penalty charge of ZMW 1.00 subject to be revised in future. The money collected is accounted for at the accounts department.

**15.1.6 Special collections section:**

The TVTC library shall contain major resources that are rare and archival of such materials covering a broad range of topics, formats and periodicals, like book arts, theses usual materials, institutional reports and lecturer research works that are vital to the nation and academicians for purposes of research and collection enrichment.

**Note that**: The special collection will be available only to the TVTC student populace but for security reasons, access to such materials will be based on management authority’s channel. For instance, a lecturers subject and signature as well as a date stamp to be taken to the librarian with an identification card to be given proper guidance of access and specific due date of the given provision. A TVTC student and those special cases will be required to get a written note from their lecture with current date stamps to act as a pass to special collection section. The note is to be shown to the librarian together with a student identity card for further professional guidance to the access of materials and special due date of the given provision.

#### FUNDING AND BUDGET MODEL

The Library’s acquisitions budget is allocated annually by the College management. The Library shall prepare it’s on annual budget and submit to Head of department Information Communication Technology (ICT) for the overall Department budget preparation to be submitted to principal for final approval.

1. **ACQUISITIONS OF MATERIALS**

**Acquisition** is a process through which TVTC library will get materials to add to its collection. The purpose of this is to build up the library stock, update the collection and replace worn out materials.

**17.1 METHOD OF ACQUISITION**

**17.1.1 Purchase of Materials**

The library shall prepare the list of recommended materials for consideration. The list shall then be given to procurement office, from procurement the lists of titles shall be given to department to request from principal’s authorization to purchase the materials.

**17.1.2 Gifts and donations**

##### Gifts of either library materials or cash donations to purchase materials will be accepted provided that no conditions are attached and the materials conform to the selection guidelines. The Library retains the right to dispose of gifts at any time and in any manner deemed appropriate. Absent special circumstances requiring multiple copies of an item, gifts of items already in the collection will not be added to the collection. The Library will not be responsible for the monetary valuation statement to the donor for tax or other purposes. Upon request, the Library will provide an acknowledgement with a summary of the number and types of items donated, but the Library is not able to provide an itemized list of items

##### 17.1.2.1 Donations Policy

1. The TVTC Library welcomes offers of material relating to our curriculum
2. The TVTC Library reserves the right to accept or decline donations
3. No restrictions by the donor are accepted
4. Donations become the property of the Library
5. The Library reserves the right to dispose of donations not required
6. The Library does not accept off prints of journal articles
7. The TVTC Library balances the value of the donation against the costs of cataloguing and storing it.

**17.1.3 Exchange of Materials:**

It has been said no library is an island therefore TVTC library will engage in library cooperation with other libraries. The library can not house all the materials it requires to serve the needs of the users hence the need for exchange. Exchange will assist the library to sustain user needs were there is a limited budget. Unwanted and duplicate materials between TVTC and cooperating libraries will be exchanged in order to meet the demand of certain materials that are not in the library. Cooperating partners will be identified to assist in strengthening areas were the library is lacking. Libraries will be identified that may need unwanted and duplicate copies to be exchanged with materials that will be of interest to TVTC library. This will be based upon an agreement stipulated by the cooperating libraries. The agreement will be to exchange materials of the same quantity and quality.

**17.1.4 Inter-Library loans**

Inter-library loan (abbreviated ILL, and sometimes called Inter-loan, Inter-lending, document delivery, or document supply) is a service whereby a user of one library will borrow books or receive photocopies of documents that are owned by another library. This service will help eligible patrons obtain materials that are unavailable in the TVTC library as well as other patrons from cooperating partners to obtain our materials. This will enhance richness in research and equity to access of the global knowledge. The user will make a request with their local library which, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, make them available to the user and arrange for return. The lending library will set the due date and overdue fees of the material borrowed. Inter-library loan or resource sharing has two operations borrowing and lending.

1. A borrowing library sends an owning library a request to borrow, photocopy, or scan material needed by their patron.
2. The owing library fills the request by sending materials to the borrowing library or supplies a reason why it will not fill the request.
3. If the item is sent, the borrowing library shall notify the patron when the item arrives.
4. **Inter-library Policy**

The lending library shall treat the loaned materials and patron’s with the same guidelines without fear or favors as follows:-

1. Shall give total authorization to access of materials
2. Shall give exact days or weeks of the lending service
3. Books borrowed shall be returned for scrutiny and security
4. Materials lost or overdue shall attract a penalty fee of equivalence
5. Only two books will be lent out per user unless on special considerations
6. **ACCESS TO MATERIALS**

**Accessing** materials in the Library is only available to registered students and staff of TVTC. The library respects and affirms the individual right to access the library materials and services. The Library has established policies that foster the widest possible access to all the material and services. A library card given to patrons, from the library provides access to all library materials and services. Access to information, ideas and other library resources will be provided for the interest, information and enlightenment of all the user community. There are two basic storage systems the TVTC library use to store material and these are open access and close access. The reason for keeping materials in this manner depends on the sensitivity as regards to the content, security from theft and with few copies available high demand restricts to access.

1. **SELECTION OF MATERIALS**

**Selection** is the process of deciding which materialsor documents to include in the collection. This stage of the process shall look at how specific titles will be chosen for inclusion in the collection, the criteria to be used in selecting Library materials and the people responsible for the selection.

**20.1 Responsibility in selection**

The coordination and responsibility for the selection of library materials will be a collaborative process between the Library staff and the College faculty departments. Normally, selection is delegated to the library staff since they have first hand information on the demands of users and are aware of the needs of the user community regarding library materials.

**20.2 Selection consideration criteria**

The Library Collection Development Guidelines are used in the selection of resources. The following criteria will be considered when purchasing Library resources:

1. Relevance of content
2. Quality of content
3. Suitability for the defined client group
4. Demand – copies of each course outline’s prescribed texts and required readings are purchased. Multiple copies of required readings may be purchased to meet the needs of courses taught on multiple sites and/or in response to demand in accordance with the multiple copy formula in the Collection Development Guidelines
5. Currency of content
6. Format – a variety of formats may be purchased according to learning, teaching and research needs
7. Adequacy of current holdings in the subject area
8. Availability of resources
9. Cost (initial and ongoing)
10. Language - English language resources are purchased with the exception of material required to support teaching in foreign language courses
11. Space and storage issues
12. Authoritativeness of the publisher or producer
13. Significance of the subject matter based on collection assessment
14. Importance/reputation of the author
15. Accuracy of the information and data based on reviews, recommendations, evaluations, etc
16. Accreditation requirements
17. Faculty recommendation
18. Subject specific material suitable for research and/or professional development
19. Latest editions of texts used within the curriculum

All materials, whether purchased or donated, are considered in terms of the criteria listed above. Any item need to meet all of these standards in order to be added to the collection.

### 20.3 Suggestions for Purchase

The library strongly encourages input from departments concerning the collection. A suggestion for purchase procedure enables TVTC management to request that a particular item or subject be purchased by the College. All suggestions for purchase are subject to the same selection criteria.

1. **PROCESSING OF LIBRARY MATERIALS**

Once TVTC Library acquires the material, certain activities have to be performed before documents can be made available to users. The following are the stages in book processing:-

* **Stamping** is the process of making materials a property of TVTC library. Its purpose is to prevent unauthorized removal of materials from the library and/or to prove ownership in case of theft. For volumes with a thick enough text block the property stamp is placed on the head and top edges of the text to increase the ability of security levels to materials.
* **Accessioning** is a process of creating a permanent record of documents by assigning a unique control number that serve as an identifier for individual books. The purpose of accessioning is to get an initial sense of what is in the collection, make preliminary decision on retention and level of processing and create a record of its existence and origin (the accession register and preliminary catalog record) that will allow us to track and identify materials.
* **Cataloguing** is the process of preparing a bibliographic record by physically describing a work, assigning main entries, added entries, subject headings as well as a call number. In simpler terms it may be a process of organizing library materials and making them accessible to library users. Its purpose is to assist in communication to users about the library holdings and the location of each item.
* **Typing** is a skill in library work that involves putting markings on shelves and on materials. The purpose of typing in library work is to assist the library staff and/or users in location, direction, shelving and in the retrieval of documents
* **Labeling** is a process of preparing materials for the shelf by adding or attaching to the material a piece of paper or plastic in order to give information about it. The purpose of the labels is to assist in the storage and retrieval. Labels include call numbers, for items that are classified and shelving numbers labels for the collection levels.
* **Jacketing** is a process of covering materials with paper cover to protect from tear and wear. Jacketing helps in the preservation and conservation of library material.
* **Use of Security devises/measures** even though not yet installed at our library, this is a process of attaching security strip inside the materials by inserting electromagnetic devices to alert security in an attempt someone takes a document through the screening gate without clearance from library staff.

1. **REPLACEMENT**

**22.1 Replacement and Repair**

Damaged items will be replaced if they are still commercially available. In cases where a book is no longer available and deemed essential to the collection, the decision may be made to outsource repairs to a professional binder, or repair in-house and move to a closed-access collection.

**22.2 Binding**

Print journals to be retained by the Library will be bound where complete runs are held. Journals are not considered to be an asset until they are bound for preservation. The library shall therefore bind newspapers monthly to be kept for teaching, research and to the enhancement of users in their learning.

1. **WEEDING**

**Weeding** is the process through which periodically, older or outdated materials need to be removed to keep the collection fresh and up-to-date (the removal from the collection of superseded, unused, badly damaged and irrelevant materials) will take place to ensure that the collection is relevant, current and well utilized, and to provide sufficient space for new materials. Rare or valuable items in poor condition and low demand material will be transferred to the Archive collection to maximize storage capability.

There is need for unwanted or unused documents to be removed from the circulation to create room for others. Having a limited space in our library cannot allow keeping everything ever owned. This has also prompted the Library to adopt a CREW system of weeding (Continuous Review, Evaluation and Weeding) Method.

**23.1 Reason for weeding**

* Improving the collection
* Improving accessibility
* Saving space
* Saving money
* Providing feedback on the strength and weakness of the collection
* Making the library to look more appealing.

1. **CONSERVATION AND RESTORATION**

**Conservation and Restoration** of library materials is a vital component of the Collection development policy. Conservation is not only concern with preservation of books and other materials to their original format but also the intellectual control of library materials including prescription of special regulation on their storage, borrowing and the maintenance of the physical place where the materials are housed. Consequently, the library will endeavour to conserve and were necessary restore all types of library materials. The TVTC Library will continue to carry out all binding of books, serials and other library materials in order to make them durable.

1. **EVALUATION OF THE COLLECTION**

**Evaluation** is an activity taken to place a value or worth on an object or activity. This activity is based on an assessment of the values, qualities, and significance of a particular thing.

In order for the collection to continue to meet the needs of the Library’s clientele, there will be need to continue evaluating the library collection. Collection evaluation performs the following function:

* Determine the usefulness of the collection
* Establish the strengths and weakness of the collection
* Helps estimate how much money has been wasted in purchasing unwanted or unused documents

**25.1 Collection evaluation methods**

The TVTC library evaluation methods will include the checklists method, circulation and statistics, [citation analysis](http://en.wikipedia.org/wiki/Citation_analysis), and faculty opinion.

**25.1.1 Checklists method: -** This method of collection evaluation is the practice of checking a library collection against a list of notable books or materials to see if the collection includes these titles. This is the oldest method of collection evaluation the library will adopt in evaluation of the Collection.

**25.1.2 Citation analysis: -** Citation analysis will look at citations on bibliographies prepared by students' and faculty's written work to see if the resources used are included in our library. The purpose is to see if the written work produced can be done using only our library collection. Citation analysis is good research methods the library shall adopt when carry out collections evaluation. This method is performed by studying bibliographies from many sources such as student papers, faculty research publications, along with theses and dissertations. This information will help the library staff to see what percentage of the items cited in the bibliographies have come from the library’s collection. Citation analysis will be used to see if the work produced at the college has been written using sources mainly from the TVTC library at our learning institution.

**25.1.3 Faculty Opinion: -** The faculty opinion will be considered in the evaluation of our library collection. The Library will get the feelings, beliefs, values, and individual views about how well the library collection fits the curriculum of TVTC as a College. Both the librarian and teaching faculties opinions should be asked, and taken into account, as the evaluation of the library collection shall be a cooperative effort that will yield the best results possible. It is important to have the most current, and updated collection possible as a deficient collection could impact the learning institution negatively. The research method of faculty opinion to evaluate the library collection will help aid the library with finding out what the strengths and weaknesses are so that these points can be corrected, and the gaps found can be filled.

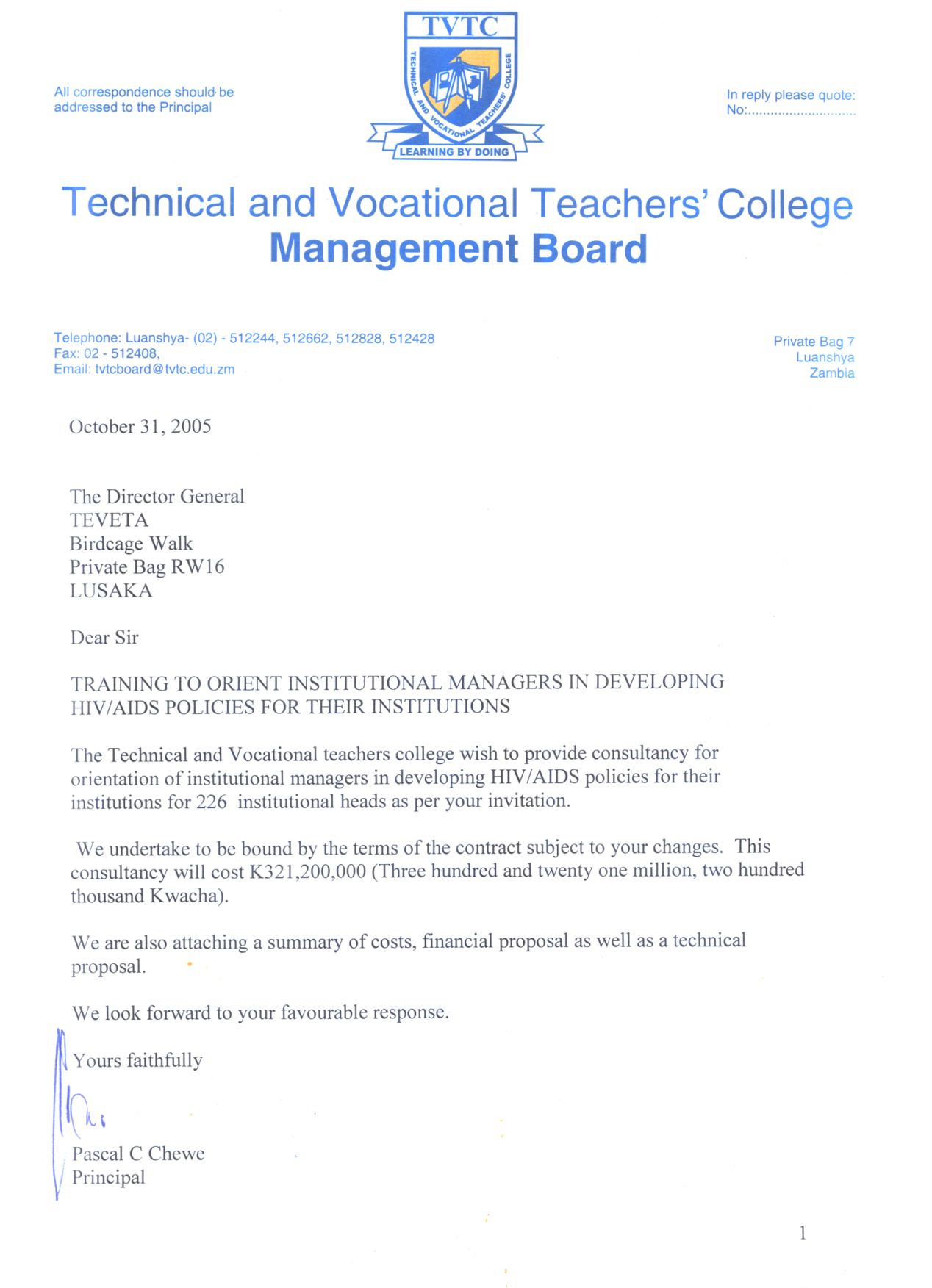
1. **SUMMARY**

This policy will guide in the library management system, in processes of selection, acquisition, in providing access to materials and to information sources. In order to determine the strength and weakness of the collection and assist in formulating long term collection development strategies, this policy document will be evaluated, revised and reviewed periodically as times and circumstances will require. It will integrate these into coherent collections managing the growth, maintenance, making decisions about the preservation, withdrawal and cancellation.

This document shall help in the establishment of an organised network of the library management system. It shall ensure a sound administrative set up, provision and continuous financial support. It will further enhance coordination between library management and administration. Centralised services like purchase processing, bibliographical and other library services will be provided conveniently and possibility of providing quality library service shall be achieved.

The library being a living force for education, culture, and information and as an essential agent for fostering of peace and spiritual welfare through the minds of men and women, the library shall enable students to acquire the necessary learning tools and learning content that will allow them develop their full capacities to continue to learn throughout their lives and to make informed decision.

**LIBRARY EVALUATION FORM**

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**PROGRAMME TITLE………………………………………………………………**

**TERM…………………………………..DATES……………………………………..**

Kindly give an honest assessment of the TVTC Library so that we can improve the quality of our services. Put a circle or tick on the answer that you feel is the most appropriate. All responses to the questions will be treated as correct response and given a high level of confidentiality. You don’t have to indicate any form of identification on the evaluation form.

1. Were you oriented when you first came to TVTC Library?

NO

YES

1. How were you informed about the rules and regulation of the Library?

Verbally and in written form

Written

Verbally

1. Are the Library and internet café rules and regulations fair? If not give suggestions

NO

YES

1. Suggestions………………………………………………………………………………………………………………………………………………………………………………………............................................................................................................................
2. How do you rate the standards of the TVTC Library’s internet café?

GOOD

EXTREMELY HIGH

POOR

FAIR

1. How do you rate the general overview of the TVTC Library?

EXTREMELY HIGH

GOOD

FAIR

POOR

1. Which area do you think the Library need to improve on when administering the Library services? Note your response can be more than one answer.

SHELF GUIDES

BORROWING PERIOD

NEWSPAPERS

CLEANLINESS

If there is any area not stated please state below

………………………………………………………………………………………….

1. How do you rate the opening hours of the TVTC Library?

EXTREMELY HIGH

GOOD

FAIR

POOR

1. How do you rate the quality of service offered at the circulation desk?

EXTREMELY HIGH

GOOD

FAIR

POOR

1. Are the tables and chairs adequate to meet the demands of the TVTC student?

YES

NO

1. Are the books in the Library helpful when answering assignments?

ALWAYS

SOMETIMES

YES

NO

1. Do you find difficulties in locating books in the library?

ALWAYS

NO

SOMETIMES

YES

1. If you have any observation or suggestion that can help improve the TVTC Library management system kindly state them below.

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

THANK YOU FOR YOUR TIME

**GLOSSARY**

**Access** is the right or opportunity to retrieve, see or to use the information resources of the **Library**

**Accessioning** is a process of creating a permanent record of record of documents by assigning unique control number that is an identifier for individual books

**Acquisition** is a process to get materials to add to the **collection**

**Author** a person who has written a book or an article

**Accessions register** a record of books in the order that the **Library** receives them

**Accession number** a unique number given to each library book recorded in the accession register

**Audio-visual** stock items you can listen to (audio) or watch (visual) it includes tapes and videos

**Atlas** a book of maps

**Brownie system** is an old library system of taking out and returning of books by using cards

**Book jacket** a strong paper cover that protects a book

**Book pocket** a paper pocket sometimes called a card pocket, into which an information ticket about a library book can be placed. When the book is borrowed the ticket is removed and stored for easy reference by the library staff

**Borrow** isto take away a book or other stock with the library’s permission, for a set period of time.

**Borrowing system** a method which allows people to take books out of the library for a set period of time, for study or leisure reading, a written record of who has borrowed the book helps the library staff to find the book if it is not returned by the specified date on the return date label.

**Book processing** is a process of preparing new material before making them available to the users

**Collection** is all that is stocked in the library or all items in the library.

**Collection development policy** is a plan or a governing principle which act as guide towards the improvement of the collection.

**Check in** is the returning of borrowed book in the library

**Check out** is the taking out of borrowed material from the library

**Classification** a way of dividing information books into coded subject areas. The books are labeled with identifying codes on the spine

**Class number** is a number assigned to a book put on the spine for easy access and retrieval

**Cataloguing** is a process of preparing a bibliographic record by physically describing a work, assigning main entries, added entries, subject headings as well as the call number.

**Curriculum** is all the different courses of study that are taught in a school, college or University.

**Date stamp** a rubber stamp, used with an ink pad that can be set to a specific date and used on the return date label.

**Dewey decimal classification (Dewey or DDC)** on method of dividing or classifying information books by subject.

**Dictionary** a book giving the meaning of words in any one language, arranged in alphabetical order.

**Display** an attractively arranged group of objects. Displays are used to encourage students to visit the library.

**Evaluation** is an activity taken to place a value or worth on an objector activity.

**Encyclopedia** a book or set of books giving information on many subjects or on many aspects of one subject and typically arranged alphabetically

**Faculty** is a group of related departments in some Universities, colleges or the people who work in them.

**Label** is a piece of paper or plastic that is attached to an object in order to give information about it.

**Library** is an information resource centre where materials such as books, newspapers, videos, and music are kept for people to read, use, or borrow. It is a place where books and other stock are kept in an organized way so that it is easy for users to find the information they want.

**Lending system** see **borrowing system**

**Lend** to allow library users to borrow books for a set period of time

**Magazine** a thin paper booklet containing very up-to-date information, stories and photographs, published at regular intervals

**Mission statement** is a company’s or organization’s document which states what they aim to achieve and the kind of service they intend to provide.

**Procurement office** is the office responsible for obtaining or buying supplies for an organization.

**Policy** isa set of ideas or plans that is used as a basis for making decision

**Periodical** Another name for a magazine

**Publisher** a company that produces books or magazine

**Routine** a task that is done regularly

**Reference book** is an information book where students and staff can find quick answers, and which can not be borrowed from the library

**Stock** all items in the library

**Spine** The backbone of a book. If the spine is broken the book pages and cover may fall apart

**Shelf guides** a sign that show library users where books and stock are kept on the book shelves.

**Serials** is a story which is published in a magazine or newspaper in a number of parts over a period of time

**Selection** is the process of deciding which materials or document to include in the collection

**Stamping** is a process of making materials a property of TVTC by pressing a mark on documents to prove ownership

**Title** the name of book

**Thesaurus** a reference book of related word lists. It can help users increase their vocabulary

**Vision** is what you imagine or hope to achieve, if things were very different from the way they are now