UNIVERSITY OF DAR ES SALAAM

MKWAWA UNIVERSITY COLLEGE OF EDUCATION

LIBRARY POLICY AND OPERATIONAL PROCEDURES

DECEMBER, 2022

LIBRARY POLICY AND OPERATIONAL PROCEDURES

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ABBREVIATIONS AND ACRONYMS

CAC	College Academic Committee
CBE	College of Business Education
CCTV	Closed Circuit Television System
CD	Compact Disc
COTUL	Consortium of Tanzania Universities and Research Libraries
DAISY	Digital Audio Information System
DUCE	Dar es Salaam University College of Education
DP-ARC	Deputy Principal - Academic Research and Consultancy
DVD	Digital Video Disc
e-Book	Electronic Book
FYRSP	Five-Year Rolling Strategic Plan
HLIs	Higher Learning Institutions
ICT	Information and Communication Technology
IP	Internet Protocol
IT	Information Technology
IFLA	International Federation of Library Associations
ISO	International Organisation for Standardisation
LIS	Library Information System
MoEST	Ministry of Education, Science and Technology
MUCE	Mkwawa University College of Education
MUHAS	Muhimbili University of Health and Allied Sciences
NTA	National Technical Awards
OCLC	Online Computer Library Centre
OPAC	Online Public Access Catalogue
PMU	Procurement Management Unit
SAO	Senior Administrative Officer
SUA	Sokoine University of Agriculture
SWOT	Strengths, Weaknesses, Opportunities and Threats
TLSB	Tanzania Library Services Board
UCT	University of Cape Town
UDSM	University of Dar es Salaam
UNISA	University of South Africa

FOREWORD

The Mkwawa University College of Education (MUCE) Charter of 2009 recognises MUCE Library as the hub of the College facilitating access to information for teaching, research and consultancy activities. Since its inception, MUCE has been striving to transform and standardise its Library in line with the College's mission and vision. Notable transformations include the extension of the Library building, deployment of qualified Library staff, procurement and subscription to modern Library resources and reviewing of various procedures regarding the management and use of the Library. Library rules and regulations have been guiding MUCE Library operations. This means that these transformations and operations of the Library occurred without a policy document in place. The absence of the Library policy impedes the smooth running of MUCE's Library operations. As such, there is an urgent need for MUCE to have a clear policy framework on Library operations.

The proposed MUCE Library Policy and Operational Procedures, therefore, aims to provide a framework for Library service provision at the College. The policy envisages enabling MUCE Library to manage properly its use and users' behaviours and facilitate the accessibility of Library services to a wider group of information users, including persons with special needs. It shall also guide efficient development and management of collections to ensure the Library is in harmony with information access development in the world of academia. Furthermore, the policy shall promote the core Library processes such as cataloguing, classification, circulation and security issues. Overall, MUCE Library Policy and Operational Procedures are expected to foster an environment conducive to learning aimed to enhance the accomplishment of the College's core functions and make MUCE a regional centre of excellence.

This Policy is an outcome of a comprehensive consultative process with key stakeholders, including MUCE staff and students. Therefore, I extend my appreciation to all the stakeholders and teams involved in developing it. Finally, I have confidence in the ability and commitment of the College management and staff to implementing this policy efficiently and effectively.

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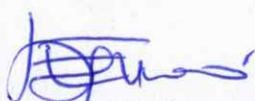
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CHAPTER ONE

OVERVIEW, POLICY ENVIRONMENT AND RATIONALE

1.1 An Overview of the Library Policy

An academic Library serves as a focal point for students, faculty, researchers and administrative staff to get up-to-date information and documentation using both traditional and modern technologies. At MUCE, Library services provide salient information that facilitates teaching, research and public services. The Library also contributes to the achievement of institutional strategic goals by developing and preserving rare special collections. Lately, the use of Library resources has increased significantly. As the information user needs expand in both academic and administrative spheres, the biggest challenge revolves around catering for the ever-changing and expanding Library needs of all the users, at anytime, anywhere, and at a reasonable cost. Thus, MUCE Management aims to improve its Library services for the institution to become a centre of excellence in providing quality education, research, and consultancy of the highest standards.

1.2 Policy Environment

1.2.1 External Context

(a) International Instruments

The International Federation of Library Associations (IFLA) and the International Organisation for Standardisation (ISO) regulate Library standards. However, it is difficult to standardise academic Library services due to the heterogeneity of activities in universities and other higher learning institutions.

(b) National Instruments

The Tanzania Library Services Board Act No. 6 of 1975 mandates the board to promote, establish, equip, manage, maintain and develop libraries in the United Republic of Tanzania (URT). It also advises the government and parastatal institutions on all matters relating to Libraries and documentation.

1.2.2 Internal Context

(a) MUCE Rolling Strategic Plan

The Five-Year Rolling Strategic Plan (FYRSP) (2020/2021 – 2024/25) informs the implementation of the College's core mission and vision. The FYRSP provides strategic objectives for the College to achieve during the period of five years. One of the College's strategic functions is to enhance innovative teaching and learning technologies in its programmes. In this regard, the College aims to improve Information and Communication Technology (ICT) services, e-learning/distance learning and e-governance, establish a digital Library, and improve physical infrastructure. In fact, the existing physical space for the Library is less than the required capacity, which must accommodate at least 40 percent of the College's community. As such, the College Library needs further enhancement of human, physical and financial resources.

Moreover, the College's subscription to online resources and provision of free access to journal articles coupled with the heightened creation of awareness of Library services available to information users is essential in enhancing teaching, research, and delivery of public services. Finally, as an academic unit, the Library should offer records management and information studies in collaboration with the ICT Unit. This policy, therefore, shall allow the College Library to enhance the attainment of these objectives.

(b) MUCE Organisational Structure

MUCE is guided by several instruments, including its organisational structure, which the President of the United Republic of Tanzania approved in 2022. The current organisational structure accommodates growth for effective and efficient decision-making and service delivery. Moreover, the structure has facilitated the establishment of new departments and upgrading of some, which have morphed into Directorates such as the Directorate of Library Services. These decision-making processes are participatory and involve various instruments and stakeholders, who discuss College matters and make recommendations for approval by the College Governing Board. The College decision-making organs include the Management

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meeting, Committee of Deans and Directors, Faculty Boards, College Academic Committee, Appointments Committee, Students Affairs Committee, Estates Committee, Audit Committee, Funding and Promotion Committee and the College Governing Board.

(c) University of Dar es Salaam 2061 Vision

The University of Dar es Salaam (UDSM) Vision 2061 is anchored in three pillars: Inspired staff and students (progressive human resource, constructive students' affairs management and an environment conducive to working), visionary leadership (strategic governance and management, gender equality and inclusiveness, and quality assurance and control), and sustainable resources (marketable products/services, strategic networks, internationalisation, strategic entrepreneurship and investment. The UDSM units, including constituent colleges are obliged to abide by these pivotal pillars. Moreover, the UDSM focuses on ICT development programmes including transforming into an e-university with IT infrastructure and service upgrading, enhancing the quality of the e-learning environment for both on-campus and off-campus as well as distance learners, establishing the state-of-the-art research and development infrastructure, and creating an ICT incubation centre. As a UDSM constituent college, MUCE shall be guided by the UDSM vision 2061 in fostering its e-Library services.

1.3 Rationale for the Policy

The rationale for developing this policy arose from the need to establish an institutional framework for providing effective, efficient and dynamic Library and Information services. It aims to meet the needs and aspirations of the College's community for training, research, and public and advisory services. The policy shall guide Library staff in providing standardised Library facilities, services and materials. The policy shall also guide Library users in utilising Library facilities and information services, and follow Library operational procedures and regulations. The policy shall further facilitate the integration of Library and information services with the College core functions and catalyse the Library stakeholders' involvement in understanding, appreciating and maintaining College Library and information services.

Although MUCE Library has been active in fulfilling the College's core functions, it has largely depended on applying Library rules and regulations without recourse to the Library policy and operational procedures. This policy, therefore, has been aptly developed to safeguard and harmonise the Library operations of cataloguing, circulation, classification, collection, management and provision of user access to information. In addition, the policy shall ensure proper and efficient mechanisms are in place to guide the overall management and administration as well as the provision of further support relating to Library services.

1.4 Policy Guiding Principles

To contribute effectively to the College mission, this policy shall be guided by the following principles:

1.4.1 Accessibility

   i.   Students, staff, authorised external persons and institutions shall be guaranteed an environment conducive for them to access Library services; and

   ii.   MUCE Library shall ensure universal inclusiveness for the College community and external publics in accessing the Library services.

1.4.2 Equal Participation

   i.   Provision of appropriate support services for students, staff, external persons and those with special needs.

   ii.   Ensuring equity while offering services to Library users; and

   iii.   Ensuring inclusiveness in executing Library activities and making informed decisions.

1.5 Policy Goal

This policy aims to outline the principles and provisions for guiding MUCE Library towards becoming a universally supportive unit in the vanguard of enhancing the quality of teaching, learning, research and consultancy. The policy shall provide

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appropriate structures, guidelines and processes for guiding the Library and its operations.

1.6 Policy Objectives

To attain the stated goal, this policy seeks to accomplish the following general and specific objectives:

1.6.1 General Objective

The main objective of this policy is to establish an institutional framework for providing effective, efficient and dynamic Library and information services.

1.6.2 Specific Objectives

Specifically, the policy intends to:

i. guide Library staff in providing Library services;

ii. guide Library users in utilising academic materials and information services;

iii. enhance the preservation, retrieval and dissemination of information to patrons through Library function automation;

iv. encourage the College community and other stakeholders to participate actively in using the Library and its information services;

v. build partnerships and linkages with local and international libraries and development agencies to share resources, and design exchange programmes for training staff and optimally utilising library facilities and equipment;

vi. enhance the establishment and maintenance of a range of quality services to complement and strengthen the College's academic programmes;

vii. guide the provision of information literacy training and professional reference services;

viii. guide the provision of resources in a variety of formats to meet the needs of all information users.

ix. provide technical services for maintaining resources and a comfortable and quiet studying space for the information users; and

x. establish and maintain a union catalogue for easy location of materials available in the system.

1.7 Scope of the Policy

MUCE Library policy presents the rationale, governance, accessibility, Library users, copyright compliance, collection development, circulation, cataloguing, stocktaking, security, information literacy, marketing and promotion of Library Services. The policy applies to MUCE students, staff and other stakeholders found outside MUCE precincts, who use the Library.

1.8 Methodology

The development of this policy depended on a consultative and participatory approach. Diverse views and opinions emerged from interviews and discussions held with various stakeholders within the College. Moreover, a series of consultation meetings conducted with MUCE Library staff, MUCE academic staff, representatives of MUCE administrative units and representatives of undergraduate and postgraduate students yielded salient data. Furthermore, the review of key and relevant documents covered MUCE Charter and Rules 2009, MUCE FYRSP 2020/2021-2024/2025 and UDSM Vision 2061 as well as Library policies/ guidelines from selected domestic and international universities. The Library policies/guidelines reviewed include the UDSM Library guidelines (2021), the Muhimbili University of Health and Allied Sciences (MUHAS) Library User Guide and Regulations (2016), and Sokoine National Agricultural Library Collection Development Policy (2011). Other reviewed documents include UDSM Policy on Disability and Special Educational Needs (2022), University of South Africa (UNISA) Collection Development Policy (2016), University of Cape Town (UCT) Libraries Collection Development and implementation guidelines and procedures (2019), the Yale University Library Policy (2011), and the Edinburg University Library Collection Policy (2013). The information generated from documentary analysis and interviews informed the stakeholders and SWOT analyses. The information generated, subsequently, enabled the identification of key policy issues, statements and strategies.

1.9 Definition of Key Terms

i. **Acquisition** is the selection and purchase of Library resources for

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incorporation into a collection.

ii. **Catalogue** is a service/database that stores metadata facilitating the Library users' search for materials held in the Library.

iii. **Cataloguing** covers the production of bibliographic descriptions of books and other types of Library materials in a Library.

iv. **Circulation** refers to the lending of Library materials (books, serials, etc.) to information users on interim or renewable basis.

v. **Classification** is a system of coding and organising Library materials such as books, serials, and audio-visual materials based on their subject, which are allocated a call number.

vi. **Collection development** refers to a systematic process of building a Library collection to meet the information needs of Library users.

vii. **College** is a term used interchangeably with MUCE.

viii. **Electronic resources** are Library materials such as books, journal articles, and databases available electronically.

ix. **Donation** refers to Library materials such as books, manuscripts and archival materials presented as gifts to MUCE.

x. **Replacement** involves the action or process of replacing lost, damaged, or missing Library materials in a given collection.

xi. **Repository** is a collection of books, theses, and other materials stored in the Library in print or digital format for use.

xii. **Special needs** stem from various difficulties such as physical, emotional, behavioural, and learning disability or impairment that necessitate an individual to seek additional or specialised services.

xiii. **Serials/Periodicals** are publications issued in successive parts bearing numerical or chronological designations for indefinite continuation.

xiv. **Stocktaking** is an action or process of examining, counting and recording the resources the Library owns.

xv. **Weeding** refers to Library collection quality control that facilitates the removing of obsolete and worn-out materials from active usage or their relegation to storage with limited usage.

CHAPTER TWO

SITUATION ANALYSIS

2.1 Current Institutional Set-up

MUCE Library located in the Southern Highlands of Tanzania is well equipped with learning resources. The Library has more than 20,122 volumes (titles) of materials from different academic fields in both print and non-print formats. The Library also subscribes to various online databases such as Research4Life, Consortium of Tanzania Universities and Research Libraries (COTUL), and the Koha Library Management System. MUCE Library also accommodates, at a time, 500 information users; it offers reference, borrowing and access to electronic journals and books services.

Of late, MUCE Library information users, particularly students, have significantly increased - proportional to the ever-rising students' admission. In the 2006/2007 academic year, the College had only 800 matriculating students compared to 5,745 in 2021/2022, which represents a dramatic increase. Moreover, the number of academic staff rose from 30 in 2006/2007 to 173 in 2021/2022. MUCE's rapid population growth has challenged the College to proportionally continue expanding and enhancing its Library resources and space to the increasing number of users. Towards this end, the formulation and effective enforcement of this Library policy would further guide and improve the quality of Library operations. Subsequently, institutional access to information resources amidst the ever-burgeoning information needs shall expand and improve as desired. This Library policy, therefore, provides the required guidelines to enable the College and its stakeholders to optimise the use of Library services.

Overall, the Library policy is pivotal in engendering efficiency in the day-to-day Library operations in the College environment. Currently, the core Library operations (cataloguing, circulation, accessibility, stocktaking and weeding) continue functioning but without clear guidelines and procedures.

2.2 National Policy and Regulatory Framework

In the Tanzanian context, the Tanzania Library Services Board (TLSB) Act No. 6 of 1975 guides public Library services. The TLSB is entrusted with promoting, establishing, equipping, managing, maintaining, and developing libraries in the United Republic of Tanzania. To promote educational development and universal reading habits, the Board aims to provide up-to-date, quality and valid information without discrimination. However, currently, there is no National Library policy operating in Tanzania to guide the proper functionality of libraries in the country. In higher learning institutions, Tanzania education and training policies guide Library services. For instance, the Education and Training Policy (1995) elucidates the role of access to the Library in promoting access to literacy to all. Although such policies exist in education, the operational education policy of 2014 does not explicitly articulate Library issues. The literature reviewed indicates that Higher Learning Institutions (HLIs), such as the UDSM, MUHAS, and College of Business Education (CBE) have Library guidelines and procedures. SUA is documented as the only public Higher Learning Institution (HLI) with an established Library policy.

2.3 Regional and International Trends

Regionally, well-established HLIs in Uganda, Kenya and South Africa have guidelines and procedures governing the management of Libraries. Institutions with Library policies include Makerere University (Uganda), Nairobi and Kenyatta universities (Kenya). In Southern Africa, the review of Library policies from UCT, UNISA and University of Botswana further informed the formulation of MUCE Library policy. Moreover, the review of HLIs documents in developed countries such as Berkeley, Yale and Edinburgh revealed that many University Libraries provide mostly access to Library guidelines and procedures.

2.4 Benchmarking

MUCE Library policy has been benchmarked against guidelines, procedures and similar policies collected from the following institutions: The UDSM (main campus), SUA, MUHAS, and CBE in Tanzania; University of Makerere in Uganda; UNISA in

South Africa; University of Reading in the United Kingdom; and Yale University in the United States. The purpose of benchmarking was to establish the common practices elsewhere and evaluate their potential practicability for MUCE. For instance, the criteria for collecting materials such as the relevance of the content to the College's teaching and research profile, reputation of the author/publisher/editor, technical quality, cost of the materials and up-datedness of information have been benchmarked from UNISA. The guidelines for external users have been benchmarked from the University of Reading and the UDSM. From Yale University, MUCE learned about policy procedures related to the general terms for governing the use of materials and Library space. From MUHAS and the UDSM, MUCE has benchmarked the circulation guidelines and regulations particularly governing the handling of misconduct in the Library. These regulations include forbidding eating, drinking and smoking in the Library, improper dressing and use of abusive language. Based on the UDSM Library guidelines, issues related to the Library collections, specifically handling special reserve and general collections have been benchmarked.

Good practices learned from UCT include the relevance of the resources to the College's strategic plan, relevance to the curriculum, currency and accuracy of the information, timeliness of the material, cost-effectiveness of owning versus accessing materials, inter-disciplinary needs, price/relative cost of material concerning the budget, donations, acquisition of periodicals including journal indexing in reputable and recognised databases. Other good practices include digital resources, copyright and licensing compliance, compatibility of Library management systems and replenishing of Library resources, superseded editions, weeding out materials that have not been used for more than 10 years and have been replaced by latest updates, and withdrawing incomplete and short runs of titles.

Good practices adopted and adapted from Kenyatta University include criteria for selecting and acquiring Library resources, use of subject librarians, evaluation of gifts and donations to the Library, budget-based purchasing of resources, and preference of hard over paperback editions. Other acquired good practices include making circulation services to registered users available, imposing penalties for lost or mutilated information materials on loan to enable replacement at the market

value and accommodating prevailing administrative charges, copyright compliance and provision of services to people with special needs.

CHAPTER THREE

STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS ANALYSIS

This chapter analyses the Strengths, Weaknesses, Opportunities and Threats (SWOT) to capitalise on the existing strengths and opportunities while addressing and cushioning off the weaknesses and threats.

3.1 Strengths

i.   Existence of clear, unique, specific attainable vision and mission;

ii. Incremental experience over the years in managing and running Library services;

iii. Existence of Library infrastructure, including connectivity to the national ICT Broadband Backbone;

iv. Incremental and diversified academic programmes;

v.   Ever-rising number of matriculated students;

vi. Promising collaborative initiatives with various Libraries;

vii. Ability to abide by international and national intellectual property rights;

viii. Presence of Library professionals to manage the Library; and

ix. Presence of institutional frameworks (FYRSP, Organisational Structure, Charter, UDSM Records and Archives Management policy, etc.) supporting the Directorate of Library services.

3.2 Weaknesses

i.   Lack of an approved Library policy guiding the Library operations and services;

ii. Limited use of ICT services in the Library;

iii. Limited Library partnerships and collaborations within and outside the country;

iv. Insufficient Library promotion and marketing strategies;

v.   Limited space for Library users;

vi.   Over-dependency of the Library on the College for income to finance its operations;

vii.   Absence of Library academic staff and programmes; and

viii.   Insufficient training programmes targeting information users and Library staff.

3.3 Opportunities

i.   Existing local and international Library opportunities for linkages and collaborations;

ii.   Wide network of external Library users (e.g. alumni);

iii.   The presence of Tanzania Library Service Board (TLSB) that promotes, manages, maintains and develops public Libraries;

iv.   Advances in science and technology;

v.   Presence of national policies (National ICT policy, National Records and Archives Management policy and Tanzania Education and Training policy, etc.); and

vi.   Increasing acceptance of the need for lifelong learning.

3.4 Threats

i.   Rising competition in the provision of Library services;

ii.   Widening access to Library services through internet;

iii.   Limited recruitment of Library staff; and

iv.   Lack of harmonised public and academic national Library policy.

CHAPTER FOUR

ISSUES, POLICY STATEMENTS AND STRATEGIES

4.1 Introduction

In a bid to realise its Vision, Missions and Objectives, MUCE, among other things, relies on established policies and procedures to guide its operations. Thus, clear policy issues, statements and strategies for operations are vital for running Library activities. This chapter presents issues, policy statements and strategies of Library operations, including Library user and reader services, accessibility, circulation, inclusiveness, collection development, stocktaking, weeding, electronic gadget, information literacy and promotion and marketing services.

4.2 Library Users and Reader Services

4.2.1 Policy Issues

   i.   Inadequate use of Library services;
   ii. Untimely packaging and dissemination of new user resources;
   iii. Inadequate space for Library users;
   iv. Lack of subject librarians to cater for special user needs; and
   v.   Lack of proper guidelines for managing Library users.

4.2.2 Policy Statement

MUCE Library shall ensure quality and consistent service provision to all its users. The Library shall steadfastly uphold standards by defining and redefining the roles and responsibilities of Library staff and users.

4.2.3 Policy Strategies

The Library shall:
   i.   provide guidelines to users on the proper and optimal use of Library resources;
   ii. facilitate the provision of space to Library users;

iii. ensure its participation in key decision-making processes with stakeholders;

iv. devise timely a mechanism for managing all Library users through proper registration;

v. provide membership to all University staff, registered students and selected categories of external members;

vi. provide current awareness services and selective dissemination of information to users;

vii. provide user-tailored services to targeted users; and

viii. devise a proper mechanism for managing Library users.

4.3 Accessibility

4.3.1 Policy Issues

i. Limited access to Library resources;

ii. Inequitable access to Library resources among users;

iii. Lack of inter-Library loan guidelines;

iv. Limited ICT infrastructure to promote access to Library resources; and

v. Insufficient in-service training for Library staff.

4.3.2 Policy Statement

The Library shall continue to ensure access to diverse Library services for all information users in print and electronic formats.

4.3.3 Policy Strategies

The Library shall:

i. ensure the availability of resources and services to Library users;

ii. provide user access to both print and electronic resources;

iii. ensure equitable access to Library resources for all users;

iv. permit external Library members to access and utilise Library resources;

v. establish collaboration and partnership guidelines;

vi. provide clear inter-Library loan guidelines;

vii. improve continually the provision of ICT infrastructure;

viii.   ensure in-service Library staff accessibility training;

4.4 Inclusiveness of Library Services

4.4.1 Policy Issues

i.   Limited inclusive Library services;
ii.   Inadequate infrastructures to support users with special needs;
iii. Limited professionals to support Library special needs services; and
iv.   Insufficient special needs in-service training for Library staff.

4.4.2 Policy Statement

The Library shall render its services with high regard for persons with special needs.

4.4.3 Policy Strategies

The Library shall:
i.   improve services that accommodate all the Library users;
ii.   mainstream Library services for people with special needs;
iii. provide users with special needs with supportive infrastructure;
iv.   offer in-service training to users with special needs;
v.   recruit special needs professionals;
vi.   offer a wide range of appropriate support services following the laws of the United Republic of Tanzania and the University of Dar es Salaam Disability Policy (2022); and
vii. encourage people with special needs to use assistive technology available in the Library.

4.5 Copyright Compliance

4.5.1 Policy Issues

i.   Unclear legal framework for handling copyright-related Library services; and
ii.   Limited awareness of copyright issues among users and Library staff.

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4.5.2 Policy Statement

The Library shall abide by all national and international laws including intellectual property and copyright laws.

4.5.3 Policy Strategies

The Library shall:

i. provide clear guidelines on adhering to national and international copyright standards;

ii. ensure users and Library staff are trained on copyright; and

iii. utilise proper infrastructure to curb academic dishonesty.

4.6 Collection Development

4.6.1 Policy Issues

i. Faced challenges to the selection and acquisition of Library resources;

ii. Limited development of Library collections;

iii. Lack of a guideline on the donation of Library resources;

iv. Limited development of Library repository infrastructure;

v. Faced challenges of managing and maintaining repositories;

vi. Non-digitised Library resources; and

vii. Limited negotiation for selecting and acquiring e-resources.

4.6.2 Policy Statement

The Library shall continue developing and managing its collections to satisfy the needs of the Library users.

4.6.3 Policy Strategies

The Library shall:

i. ensure proper participatory processes in selecting Library resources;

ii. develop up-to-date and relevant collections;

iii. evaluate all the gifts and donations to the Library;

iv.   continue receiving scholarly materials submitted to the Library for deposition;

v.   develop and maintain Library repositories;

vi.   continue training Library personnel to effectively manage repositories;

vii.   manage and evaluate Library resources regularly;

viii.   digitise print resources to promote collection development; and

ix.   train Library staff on proper negotiation skills aimed to further promote the acquisition and growth of electronic Library resources.

4.7 Cataloguing and Classification

4.7.1 Policy Issues

i.   Limited regular training of Library professionals on cataloguing and classification;

ii.   Lack of specialised tools for cataloguing and classifying Library resources;

iii.   Delays in cataloguing and classifying newly-acquired Library resources; and

iv.   Lack of proprietary Library management system.

4.7.2 Policy Statement

The Library shall continue to develop and manage its collections by cataloguing and classifying acquired resources.

4.7.3 Policy Strategies

The Library shall:

i.   train regularly and efficiently Library staff to catalogue and classify Library resources effectively;

ii.   acquire tools for enhancing cataloguing and the cataloguing process continually;

iii.   catalogue newly-acquired materials and re-catalogue retrospective materials;

iv.   acquire compatible proprietary Library management systems; and

v.   maintain international cataloguing and classification standards.

4.8 Circulation

4.8.1 Policy Issues

    i.   Ineffective circulation systems of Library resources;

    ii.   Lack of proper guidelines on the circulation process; and

    iii. Limited provision of Library resources to the Library users.

4.8.2 Policy Statement

MUCE Library shall provide quality circulation services to all the Library users.

4.8.3 Policy Strategies

The Library shall:

    i.   improve continually the utilisation of Library management systems in circulation;

    ii.   create awareness among users on the circulation process;

    iii. charge and fine users for overdue and lost or damaged Library resources;

    iv. establish proper guidelines on circulation;

    v.   improve the provision of Library resources;

    vi. train Library staff on ethical Library circulation; and

    vii. create Library users' awareness of circulation procedures.

4.9 Electronic Devices Usage

4.9.1 Policy Issue

Lack of proper and effective guidelines for managing users' electronic devices.

4.9.2 Policy Statement

MUCE Library shall ensure proper use of electronic devices in the Library to create an environment conducive to resource accessibility.

4.9.3 Policy Strategies

The Library shall:

i.   strengthen the use of the Library existing guidelines on managing users' electronic devices; and

ii. enforce effectively the Library electronic device guidelines management.

4.10 Stocktaking

4.10.1 Policy Issues

i.   Lack of guidelines on Library resource stocktaking; and

ii. Mismatch between Library and College stocktaking procedures.

4.10.2 Policy Statement

The Library shall strive to ensure the availability of well-taken care of essential Library resources and facilities.

4.10.3 Policy Strategies

The Library shall:

i.   establish the Library's in-house stocktaking guidelines;

ii. conduct the Library's in-house (internal) stocktaking; and

iii. harmonise the Library and College stocktaking procedures.

4.11 Weeding and Disposal

4.11.1 Policy Issues

i.   Unclear Library weeding guidelines;

ii. Irregular weeding of Library resources;

iii. Limited awareness and understanding of legal and institutional frameworks on weeding and disposal of Library resources; and

iv. Unclear disposal mechanisms for weeding of Library resources.

4.11.2 Policy Statement

The Library shall weed its resources out regularly depending on the justifiable need to do so.

4.11.3 Policy Strategies

The Library shall:

i.   develop criteria for effective weeding out and disposing of its no longer-usable collections;

ii.   weed its collections out and dispose of resources qualifying for such action whenever the need arises; and

iii.   train Library staff on proper legal procedures for weeding out and disposing of Library resources.

4.12 Information Literacy

4.12.1 Policy Issues

i.   Limited awareness among users of Library services;

ii.   Low usage of Library services;

iii.   Lack of clear guidelines on promoting information literacy; and

iv.   Insufficient training of Library staff on fostering information literacy.

4.12.2 Policy Statement

The Library shall equip users with the requisite knowledge and skills for them to utilise information effectively.

4.12.3 Policy Strategies

The Library shall:

i.   sensitise users on the available Library services;

ii.   ensure relevant information literacy resources and clear guidelines on information literacy provision;

iii.   facilitate regular training for users and Library staff; and

iv.   provide information user guidelines on conducting information literacy programmes on sustainable basis.

4.13 Security and Safety Matters

4.13.1 Policy Issues

i.   Lack of a well-structured Library management security system; and

ii. Lack of proprietary Library management systems.

4.13.2 Policy Statement

MUCE Library shall provide a safe and secure environment for all Library users, Library staff, resources and equipment.

4.13.3 Policy Strategies

The Library shall:

i.   promote safety and security in the Library;

ii.   ensure appropriate and efficient Library security systems;

iii. improve the Library cloakroom; and

iv.   integrate modern security Library systems.

4.14 Printing, Scanning, Photocopying and Binding Services

4.14.1 Policy Issues

i.   Lack of printing, scanning, photocopying and binding services;

ii.   Unclear guidelines on printing, scanning, photocopying and binding services; and

iii. Limited Library staff in providing printing, scanning, photocopying and binding services.

4.14.2 Policy Statement

The Library shall provide scanning, printing, photocopying, binding services and other vital support services.

4.14.3 Policy Strategies

The Library shall:

i.   acquire printers, scanners, photocopiers and binding equipment;

ii.   provide printing, scanning, photocopying and binding services;

iii.   develop guidelines on using printing, scanning, photocopying and binding services; and

iv.   train Library staff on efficient and cost-effective printing, scanning, photocopying and binding services.

4.15 Promotion and Marketing of Library Services

4.15.1 Policy Issues

i.   Unclear guidelines on promoting and marketing Library services;

ii.   Lack of promotion and marketing portfolio for Library services; and

iii.   Ineffective promotion and marketing strategies.

4.15.2 Policy Statement

MUCE Library shall promote and market effectively its services.

4.15.3 Policy Strategies

The Library shall:

i.   establish clear guidelines on promoting and marketing Library services;

ii.   train Library staff on effective promotion and marketing of Library services;

iii.   use different promotional materials and marketing strategies; and

iv.   establish Library promotion and marketing portfolio.

CHAPTER FIVE

GOVERNANCE OF THE POLICY

5.1 Organisation and Mandate

The Library Policy implementation shall be institutionalised within MUCE organisational structure. The policy shall be co-ordinated by MUCE Library Board with the Director of Library Services serving as the chairperson. The Director shall report to the College Academic Committee (CAC). The CAC shall recommend any potential policy changes before subsequent endorsement by the College Governing Board. The office of the Deputy Principal Academic, Research and Consultancy (DP-ARC) shall oversee the implementation of all policy-stipulated activities. Thus, the DP-ARC office shall have the mandate to ensure the Directorate of Library Services complies with the Library Policy. As such, the Director of the Library Services shall be answerable to the DP-ARC in following up issues on the effective implementation of the Library policy.

5.2 Roles of Other Stakeholders

The implementation of the Library Policy shall involve various stakeholders outside and inside MUCE, providing and/or receiving Library services directly or indirectly. The stakeholders from outside include the Ministry of Education, Science and Technology (MoEST), relevant government agencies and authorities as well as non-state actors. MUCE stakeholders include the office of DP-ARC, the Library Board and Directorates/Faculties/Departments. Others include administrative organs such as the Directorate of the students' services, the Diversity unit, Auxiliary Police, Estates, Finance, ICT, Procurement and the Health Centre. The stakeholders shall enforce the policy in accordance with the policy-stipulated strategies.

5.2.1 Ministry of Education, Science and Technology

The MoEST shall:
   i.   provide financial and infrastructural support, facilities and equipment for the College Library services;

ii.   collaborate with MUCE on various projects and activities related to the Library; and

iii.   undertake any other roles as the need may arise.

5.2.2 Office of Deputy Principal - Academic, Research and Consultancy

The office of DP-ARC shall:
i.   oversee and monitor the implementation of the policy objectives;

ii.   allocate a special budget to cater for the unique needs of the Library;

iii.   ensure the employment of qualified and experienced Library staff capable of meeting the Library service needs;

iv.   enhance reasonable adjustment to its infrastructures and environment to respond to the unique needs of Library users;

v.   ensure that the Directorates/Faculties/Departments/Offices abide by the provisions of the Library policy; and

vi.   undertake any other function as the need may arise.

5.2.3 Office of the Director of Library Services

The office of the Director of Library Services shall:
i.   establish and maintain a range and quality of services and resources aimed to complement and strengthen academic programmes;

ii.   provide resources in diverse formats to meet the needs of all information users;

iii.   build partnerships and linkages with different institutions, libraries and development agencies;

iv.   promote the use of print and electronic media, selective dissemination of information and current awareness services as part of emboldened Library services;

v.   manage Library ICT-related activities, including Library databases, websites and Online Public Access Catalogue;

vi.   manage institutional repositories such as collections of all publications;

vii.   provide short courses in information literacy, archive and record management, and reference management and any other as the CAC may determine; and

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viii.   undertake any other function the CAC may determine.

5.2.4 Non-state Agencies and International Organisations

The non-state agencies/international organisations shall:

i.   provide financial and infrastructure support, facilities and equipment for the College Library services; and

ii.   fund and/or collaborate with MUCE Library on various projects and activities related to Library services.

5.3 Roles of Other MUCE Units

5.3.1 Library board

The Library board shall:

i.   advise the CAC on matters pertinent to the Library;

ii.   oversee Library management;

iii.   recommend to the CAC on any other matters relating to the Library; and

iv.   undertake any other function as the CAC may determine from time to time.

5.3.2 Library Management

The Library management shall:

i.   supervise the College Library, its content, and any Library resources acquired for the use by the College or any of its community members;

ii.   set and monitor strategic direction on Library matters;

iii.   advise the College's Director of Library Services on any appropriate matters. The Director of Library Services shall be responsible for the day-to-day operational management of the Library;

iv.   formulate regulations for using, accessing and borrowing of Library contents;

v.   review its performance and effectiveness from time to time and, accordingly, report to the Library Board; and

vi.   assume any other responsibilities as the College's Library Board may decree.

5.3.3 Library Departments

The Library Departments shall:

i.   implement directives related to MUCE Library emanating from the Library management/Board;

ii. encourage academic and administrative staff to utilise the Library services in accordance with the College Library policy;

iii. supervise daily operations of the Library; and

iv. assume any other responsibilities as the College's Library management/Board may determine.

5.3.4 Library Staff

The Library staff shall:

i.   provide appropriate services to Library users;

ii. promote assistance on the use of Library services;

iii. promote and market Library services alongside the management; and

iv. assume any other responsibilities as the College's Library management/Board may determine.

5.3.5 Directorates/Faculties/Academic and Administrative Departments

The units shall:

i.   provide resource procurement requirements;

ii. facilitate procurement of Library resources; and

iii. ensure MUCE Library provision is responsive to this Policy.

5.3.6 Administrative Organs

Ensure the provision of their services related to MUCE Library is responsive to this Policy.

5.3.7 Auxiliary Police

Optimise security and protection of MUCE Library resources, users and staff.

CHAPTER SIX

OPERATIONAL PROCEDURES

6.1 Introduction

This chapter describes the procedures for executing policy strategies. Specifically, it provides instructions on necessary actions and how to execute them to effectively implement this policy. The operational procedures also have annexes of the relevant forms for use in the daily operation of the Library.

6.2 Library Users and Users' Behaviours

6.2.1 Library Users

(a) The Library Membership

There shall be three different groups of persons permissible to access MUCE Library services. The following categories of persons are entitled to all membership privileges, subject to registering as members of MUCE Library:

  i.   MUCE registered students;
  ii. MUCE members of staff; and
  iii. Designated community members.

(b) Membership Qualification

Library membership shall depend on the following criteria:

  i.   a member shall be a MUCE permanent, temporary or contractual based employee;
  ii. a member shall be a MUCE registered full-time, part-time or exchange programme student;
  iii. a member shall belong to any category of persons or institutions outside MUCE, for example, members of MUCE Library Board, Master's and doctoral students, and research staff introduced by other Libraries of higher learning institutions in Tanzania. Other potential users may include post-doctoral

fellows, guest lecturers, and honorary chairs of MUCE Library Board as well as ex-MUCE staff and private individuals conferred with membership at the discretion of MUCE Library Management; and

iv. local external members shall be required to pay a membership fee of Tsh. 1,000/=per day, and international external members a fee of Tsh. 3,000/= per day.

(c) Library Membership Termination

The following guidelines shall determine the Library user membership duration:

i. MUCE Library staff membership shall cease upon termination of the employment contract;

ii. MUCE students' membership shall cease upon completion of their respective studies or deregistration from the College;

iii. MUCE staff and students shall surrender all the Library resources upon the termination of their Library membership; and

iv. The death of any Library user shall automatically discontinue his/her membership.

(d) Exceptional Library Users

The following categories of persons may be allowed to use the Library facilities for reading and reference purposes, subject to satisfactory registration:

i. graduates of MUCE;

ii. students from MUCE's partner universities and HLIs upon presenting a valid ID/ Library card;

iii. other persons or designated representatives of other approved institutions as the Director of Library Services may deem eligible. A fee may be waived or charged;

iv. other persons, such as the Director of Library Services, Chief Executive Officers may be considered eligible subject to satisfactory registration;

v. readers from outside the College may be subject to restrictions on when they may use the Library services and facilities; and

vi.   readers from outside the college may be required to present proof of their membership upon request from Library or security personnel.

6.2.2 Users' Behaviours

(a) Users' Expected Behaviours

MUCE Library users are expected to treat and handle all the Library resources in consideration for other Library users:

i.   secure Library membership;

ii.   observe silence and personal hygiene while in the Library;

iii.   refrain from unnecessarily reserving of study spaces in the Library (and deny other qualifying users such usage); refrain from eating and/or drinking in the Library, except in the tearoom, meeting room, or any other designated areas as specified by the Director of Library Services;

iv.   refrain from smoking, gambling or conducting any form of business, which disrupts Library operations;

v.   avoid mobile devices in contravention of Library electronic gadgets guidelines of this policy;

vi.   refrain from bringing any animals into the Library without permission;

vii.   be responsible for personal belongings (exercise-books, phones and any other individual property) and ensure they are attended to, as MUCE Library cannot be held responsible for their loss or damage;

viii.   co-operate with Library staff in ensuring the proper use of resources and facilities;

ix.   co-operate with Library staff during the security emergency to exit the Library; and

x.   participate fully in the key decisions aimed to foster the provision of quality Library services.

(b) Prohibited Behaviours in the Library

The following behaviours are prohibited from the Library:

i. bringing food and beverages into the Library, except in the tearoom, meeting room, or any other areas approved and specified by the Director of Library Services;

ii. entering the Library with bicycles, motorcycles, scooters, and/or the like unless with express permission;

iii. entering the Library without shoes, shirt and pants, or dress/skirt/vest and blouse;

iv. circulating petitions, conducting interviews or surveys, or similar activities, except in the meeting rooms and other designated rooms so long as the activity does not disrupt Library staff or Library operations;

v. using computer laboratories/rooms for unintended purposes;

vi. using mobile devices and other electronic devices in contravention of Library electronic guidelines of the Library policy;

vii. washing or drying clothes, bathing or shaving in any restroom of the Library;

viii. entering the Library while under the influence of alcohol and/or narcotic drugs, which endangers the safety of other persons, property or creates a disturbance;

ix. engaging in violent, disruptive, abusive, profane behaviour, using harassing language or engaging in any fight in the Library;

x. loitering in the Library or sleeping or aimlessly following others;

xi. entering Library offices and other non-public areas, unless accompanied by a Library staff member or through pre-arrangements;

xii. committing an assault upon any person or persons while in the Library;

xiii. committing or attempting to commit an act of larceny on or concerning the Library facility, including the removal or attempted removal of books or other Library material from Library premises without proper checkout;

xiv. destroying, damaging, or defacing any Library property or property of another part while in the Library;

xv. engaging in any indecent or obscene conduct or making any indecent exposure of oneself in the Library;

xvi. possessing (without a medical doctor's prescription), selling, or giving away any controlled substance in the Library;

xvii. possessing, selling, or giving away any fireworks or explosive devices in the Library;

xviii. possessing in the Library, any dangerous weapon except for law enforcement officers; and

xix. sharing usernames and passwords with other persons who are not registered Library users of MUCE.

(c) Penalties for Breach of Library Regulations and Procedures

When a person commits any act or exhibits inappropriate behaviour in the Library or within the precincts of the Library, or wilfully disrupts the study of others or contravenes Library regulations, one or more of the following measures shall apply:

i. eviction from the Library;

ii. enforcement of disciplinary actions;

iii. payments of monetary restitution for the damage caused to the Library property as determined by the Director of Library Services or Library policy guidelines;

iv. enforcement of students' by-laws for a case involving MUCE students;

v. activation of staff regulations/disciplinary procedures for a case involving MUCE staff; and

vi. enforcement of country laws for users from outside MUCE.

6.3 Accessibility

6.3.1 Admission to the Library

The following criteria shall guide users' access to the Library and its services:

i. all MUCE staff and students are entitled to accessing MUCE Library services;

ii. the fee shall apply to other categories of Library users as the Library management may determine from time to time;

iii. all MUCE Library users must have a valid Staff or Student identity card or a Library admission card when entering the Library. These cards are not transferable to any other person and must be produced by the beholder when requested by a member of the Library staff; and

iv.   MUCE Library reserves the right to deny access to the Library and its services.

6.3.2 Exceptional Library Resource Borrowing

The following categories of persons may be granted a limited range of borrowing rights and facilities, at the discretion of the Director of Library Services, subject to registering as a member of the Library:

i.   retired former members of MUCE staff;

ii.   MUCE graduates (on payment of a fee);

iii.   designated representatives of certain institutions, which have been granted corporate Library privileges (a fee may be charged);

iv.   members of groups for which special arrangements have been agreed (a fee may be charged); and

v.   other persons that the Director of Library Services may consider eligible (a fee may be charged or waived).

6.3.3 Persons with Special Needs

(a) Services Outside the Library

To ensure equal access to Library resources, the Library shall ensure:

i.   entrances are accessible all the time to all the users including people with special needs. If the main Library entrance is inaccessible, secondary accessible means shall be provided;

ii.   sufficient parking spaces marked with the international symbol for people with special needs;

iii.   parking near the Library entrance;

iv.   clear and easy-to-read signposting;

v.   unobstructed and well-lighted access paths to the entrance;

vi.   smooth and non-slip surface at the entrance;

vii.   non-slip and not-too-steep ramp with railings next to the stairs, if needed;

viii.   railings at both sides of the ramp; and

ix.   access to deaf resources.

(b) Access to the Library

To foster equal access, the College Library shall ensure:

    i. sufficient space in front of the door to allow a wheelchair to turn around;

    ii. wide enough entrance door to allow a wheelchair to enter;

    iii. door opener reachable by a person with special needs;

    iv. no doorsteps to facilitate wheelchair access during both entry and exit;

    v. glass doors marked to alert visually-impaired persons;

    vi. security gate and checkpoints to facilitate the passage of those in wheelchairs/walkers or utilising any other mobility aids;

    vii. stairs marked with a contrasting colour;

    viii. pictogram signs leading to the elevators;

    ix. well-lit elevators with buttons and signs in Braille and synthetic speech; and

    x. elevator buttons reachable from a wheelchair.

(c) Physical Space and Resources

Physical space and resources shall have the following features:

    i. clear and easy-to-read signs;

    ii. shelves reachable from a wheelchair;

    iii. designated reading and computer tables;

    iv. comfortable seating area with bright reading light;

    v. chairs with strong armrests;

    vi. unobstructed aisles between bookcases;

    vii. visible and audible fire alarm;

    viii. staff trained to assist patrons in case of emergency;

    ix. availability of talking books and other special media;

    x. computers with screen adapters and software designed for persons with reading and cognitive disabilities;

    xi. a tape-recorder, CD player, Digital Audio Information System (DAISY) player and other equipment to complement the audio-visual collection; and

    xii. the presence of at least one equipped toilet for persons with special needs.

(d) Circulation Desk

To help persons with special needs access services at the circulation desk, the Library shall ensure that there are:

    i.   adjustable tables;

    ii.   induction loop system for hearing impaired persons;

    iii. chairs for elderly and disabled customers; and

    iv. accessible self-service circulation stations.

(e) Toilets

The Library shall ensure that there is at least one toilet for persons with special needs, equipped with the following:

    i.   clear signs indicating the location of the toilet;

    ii.   doors wide enough to allow a wheelchair to pass through and turn around;

    iii. adequate room for a wheelchair to pull up next to the toilet seat;

    iv. toilet with handles and flushing lever reachable for a person in a wheelchair;

    v.   the alarm button is reachable for a person in a wheelchair; and

    vi. washbasin, mirror at a non-discriminative height.

(f) Training

To ensure equal access, the Library shall:

    i.   train people with special needs once per semester on the proper use of Library services;

    ii.   provide in-service training once per semester to Library staff on handling people with special needs;

    iii. recruit required number of specialists to handle issues related to special needs based on policy frameworks for people with special needs;

    iv. train Library staff regularly on Library accessibility; and

    v.   train the information users at least twice a year on the use of Library services.

6.3.4 ICT Infrastructure

To ensure equal access, the Library shall strive to:

i.   increase the bandwidth in accordance with the College's Rolling Strategic Plan;

ii. strengthen internet connectivity and accessibility in the Library and College in accordance with College's ICT policy;

iii. purchase computers for Library staff annually and whenever the need and budget allow;

iv. buy computers for students annually and whenever the need and budget permit; and

v.   set and increase the budget to establish and maintain Library management and information systems on sustainable basis.

6.4 Services for Persons with Special Needs

MUCE Library is committed to providing a welcoming and safe environment for all information users. To promote an inclusive environment for different categories of Library users regardless of the gender, age and state (particularly for those with special needs), the Library shall:

i.   establish a help desk and suggestion box to encourage users with special needs to report any discrimination issues;

ii. collaborate with other units of the College to create awareness in handling matters related to special needs, discrimination and related issues;

iii. inform the Director of Library Services for further action by the Library staff for recurring cases pertaining to those with special needs;

iv. educate users on the possible harassment that may occur in the Library;

v.   adhere to all existing policies and legal frameworks governing people with special needs;

vi. provide referral services to the victims (counselling, gender desk, hospital, police);

vii. establish standard infrastructure responsive to the people with special needs; and

viii. familiarise special needs users with Library infrastructures.

6.5 Collection Development

6.5.1 Library Collections

i. The Library shall have two main collections, general and special reserves;

ii. In the general collection, the resources shall be freely accessed by all the Library users; and

iii. The special reserve collection shall contain non-circulating materials. Librarians shall assist the users in retrieving the materials.

6.5.2 Types of Library Materials and Collections

The College Library collections shall consist of books, periodicals, audio-visual items, electronic resources, theses and dissertations, digital materials, archives and other resources that promote academic success.

(a) Books

The Library shall buy books for circulating and reference collections. In this regard, Library services shall desist from buying books except when providing the best coverage of a subject. The following criteria apply to the purchase of books:

i. the availability of an e-book format shall be investigated and, where feasible, be bought;

ii. the most recent edition of a publication shall usually be purchased; older editions can be bought on special request; and

iii. the hardcover edition of a publication shall be normally purchased; if not available and high usage is anticipated, the paperback edition shall be bought as an interim substitute.

(b) Audio-visual Materials

The Library shall acquire a wide range of audio-visual materials, including sound recordings in various formats, such as DVDs, audio CDs, and CD-ROMs regularly. The selection of audio-visual materials shall base on the following criteria:

    i.   latest technology;

    ii.   availability of equipment to support the existing and potential formats; and

    iii.   availability of funds.

(c) Electronic Resources

The following criteria shall inform the selection of electronic resources and materials:

    i.   preference shall be given to electronic over print format journals;

    ii.   meeting user needs and demands;

    iii.   cost-effective electronic databases;

    iv.   cancellation of the print title subscription once the full-text articles of a journal becomes available via an online publisher database to which the Library subscribes;

    v.   special consideration for buying monographs particularly e-book, if available instead of the print copy that could suffer from daily wear and tear;

    vi.   ability to download and read offline;

    vii.   presence of multiple simultaneous users; and

    viii.   availability of remote access via Internet Protocol (IP) identification.

(d) Newspapers

The Library shall purchase print Tanzania's daily and weekly newspapers in Kiswahili and English. The print newspapers purchased in the Library shall be subjected to:

    i.   binding;

    ii.   archiving for referencing; and

    iii.   digitisation for repository purposes.

(e) Theses and Dissertations

The College requires master's and doctoral students to submit one bound hardcover copy and an electronic version (in PDF format) of their theses/dissertations. The Director of Library Services writes an acknowledgement letter to the author on receipt of the copy. The electronic version is archived in the College's open-access digital repository, with the option of restricting access for a specified period. Only the metadata (bibliographic information) shall be available in electronic version and the print copy shall be available in the Library during this period. Retrospective digitisation of theses/dissertations, whereby no electronic version is available, shall be considered when funds will be available. The Director of Library Services shall make a concerted effort to contact the author for permission to create and make his/her digital copy available online.

(f) Out-of-print Materials

The Library shall not normally purchase out-of-print materials. However, if the materials are highly valued and required for the College's academic programmes, then the Library shall attempt to buy them at reasonable price.

(g) Prescribed and Recommended Materials

The Library shall:
  i.   liaise with academic departments to obtain lists of prescribed and recommended books and materials. However, the number of prescribed and recommended titles of books/materials to be purchased by the Library shall depend on the availability of funds; and
  ii. verify the list of recommended titles submitted from academic departments.

6.5.3 General Criteria for Selection of Materials

The Library shall consider the following criteria in selecting resources for the Library:

i. all the resources, regardless of their format, shall be selected based on content relevancy, currency (timeliness and relevancy) and presentation;

ii. where a choice must be made between different formats for the same materials, consideration shall be given to the cost, ownership or access, anticipated level of use, availability in the preferred format and space requirements;

iii. being preceded by recommendations from administrators, faculty, staff and students;

iv. resources shall be relevant to the teaching, research and scholarship at the College and support the institution's strategic and socio-cultural priorities;

v. the quality of research, accuracy, and up datedness of the content of any selected resources shall be verified;

vi. new Library resources shall balance the collection or fill gaps identified in the collection;

vii. flexibility to develop collections for new programmes and expand the collections to meet curriculum changes; and

viii. despite the existence of a multi-lingual society, preference shall be given to work written in English languages, except for materials needed for courses or programmes offered in other languages at the College;

6.5.4 Purchasing Principles and Evaluation Criteria

The Library, in consultation with academic departments, shall arrange trials for the acquisition of new Library resources and evaluation of the subscribed electronic resources annually for renewal or cancellation. The following principles and criteria shall guide the evaluation and purchase of the resources:

i. cost of the resources, and availability of funding, especially for the maintenance of on-going subscriptions;

ii. licence conditions related to access and number of multiple simultaneous users, on-campus and remote access options, archival policy and provision of perpetual access;

iii. use of back files records for evaluations and purchases;

iv.   prioritise resources that adhere to international standards;

v.   use information user statistics that comply with international standards;

vi.   consider the content, including interdisciplinary coverage, number of peer-reviewed titles and overlap with existing database subscriptions; and

vii.   prioritise user-friendly search interfaces, including ease-of-use, advanced search facilities, efficiency of retrieval and speed.

6.5.5 Subscriptions

MUCE Library subscribes to a few international peer-reviewed journals and open-access resources. The Library shall continue to subscribe to more electronic resources, such as journals, books and periodicals, depending on the availability of funds. The selection of new subscriptions shall adhere to the following criteria:

i.   relevance to research, teaching and learning curriculum of the respective department;

ii.   potential for multi-disciplinary usage;

iii.   current holdings in the subject area and their usage;

iv.   cost of the subscription;

v.   cost-effectiveness of ownership versus access;

vi.   accessibility via inter-library loans or document delivery;

vii.   recognised impact factors as criteria of scholarly impact and usefulness;

viii. whether the journal is indexed in recognised indexers; and

ix.   the journal's reputation.

6.6 Collection Management

Collection management includes replacements, weeding, acquisitions, loan, gifts, donations+` and duplication of Library resources.

6.6.1 The following criteria shall guide the replacement of lost or withdrawn materials:

i.   the current level of demand for the title;

ii.   number and condition of available copies;

iii.   relevance to current curricula or research needs;

iv.   existing coverage of the subject within the collection;

v.   availability of more up-to-date or better materials on the subject; and

vi.   cost and effort to replace out-of-print titles.

6.6.2 Gifts and Donations

i.   The Library shall welcome gifts and donations of materials meeting the same selection criteria used in purchasing Library materials;

ii.   gifts and donations shall be delivered to the Library by the donor or conveyed to the Library at the donor's expense or by sharing the cost with the College;

iii.   all the gifts and donations shall be evaluated using the general criteria and in consultation with academic staff, where necessary, for integrating them into the Library collection;

iv.   all the donors shall be acknowledged through letters;

v.   materials not needed shall be disposed off through sales, donation, or discarding; and

vi.   the Library shall not appraise gifts for tax, inheritance, or other purposes.

(a) Criteria for integrating gifts and donations

The criteria for integrating gifts and donations in the Library collection shall include:

i.   consistent resources with the College core functions and other policies;

ii.   the gifts or donations meet Library selection criteria; and

iii.   if the donor resources have restrictions or portions, MUCE Library shall require that the donor identifies the restricted materials or portion of them before the Library takes possession.

6.6.3 Weeding

Weeding entails, the removal of resources from the Library collection in a planned and systematic way.

(a) Procedure for Weeding and Disposal

i. The Library Management Committee shall ratify records of all the materials marked for disposal and ensure that they are deleted from the Library accession register and any other inventory;

ii. The Library Committee shall approve the weeding out of materials for disposal; and

iii. Weeding shall be carried out after every 10 years or as may be determined by the CAC.

(b) Criteria for Weeding Monographs

Weeding monographs shall abide by the following criteria:

i. superfluous multiple copies;

ii. supersede editions of materials that are neither classic nor essential for historical purposes;

iii. materials superseded by, or cumulated in, more comprehensive publications;

iv. materials containing outdated or inaccurate information;

v. worn-out, poorly marked or irreparably damaged volumes;

vi. materials that have not been circulated for more than 10 years may be de-selected based on potentially long-term non-usefulness of the work;

vii. scholarly work containing outdated or inaccurate information;

viii. textbooks and instructional materials that are now irrelevant due to programme reviews;

ix. materials supporting programmes no longer offered by the College; and

x. trivial materials of no discernible literal or scientific merit.

(c) Criteria for Weeding Serials/Periodicals

The following criteria shall apply for weeding periodicals:

i. superseded editions of annuals and yearbooks;

ii.   incomplete or short runs of titles that the Library no longer subscribes to, depending on the availability of the Library's holdings through stable electronic databases or inter-Library Loans; and

iii.   titles containing information that is not useful in the long-term, for example, newsletters and trade magazines. These titles shall only be retained for a specified period before being weeded.

(d) Criteria for Weeding De-selected Library Materials

Materials de-selected from stock and unwanted gifts and donations shall be placed and sold in consultation with the Procurement Unit annually. De-selected Library materials not donated to schools, public libraries or charitable organisations can be considered for donation.

6.6.4 Loan of Research Grant Materials

Material purchased using Research Grants shall be made available to the academic or researcher (grantee) on an extended loan of one year and renewable as long as the person is an employee of the College.

6.6.5 Acquisitions of Materials for New Courses and Research Programmes

Faculties and departments shall recommend relevant Library materials for new courses and research programmes annually. However, the acquisition of such materials shall adhere to the general criteria for selection.

6.6.6 Binding

The College shall periodically bind or mend Library materials. The binding activity may entail outsourcing if the Library is devoid of binding facility and personnel.

(a) Binding Procedures

The binding procedures shall include the following:
  i.   periodicals to be bound have to be arranged chronologically;
  ii.   write the name of the periodicals, volume and year on the tablet;

iii. select a colour for the cover. Be sure the colour matches the covers of other bound periodicals by the same name;

iv. give the paper to the Library specialist to type binding slips;

v. arrange slips alphabetically;

vi. place one (1) copy and four (4) copies of the binding slip in front of the periodical;

vii. tie with string and place in the box; and

viii. place two (2) copies and three (3) copies of binding slips in the grey box.

6.6.7 Inventory Control and Shelf Maintenance

The Library staff shall be responsible for re-shelving of the loan materials. In addition, daily and during vacations, librarians shall conduct shelf readings to ensure the correct placement of materials on shelves.

6.6.8 Evaluation and Assessment

The Library shall regularly review the Library's collections to maintain a research collection relevant to the needs of the Library users. The Library staff shall also evaluate the relevant sections of the collections in consultation with respective academic departments. Subscriptions to individual titles and databases shall adhere to the purchases and evaluation criteria. Reports on purchases and collection evaluation shall be submitted to the relevant College organs.

6.7 Cataloguing and Classification

The cataloguing and classification section deals with the organisation and maintenance of all Library materials and records to facilitate searching and retrieval of materials and provides accurate records for Library users.

6.7.1 Cataloguing and Classification Procedures

The procedures for cataloguing and classification of new Library materials shall include:

i. recording the date received, vendor, and price of the book at the seam-side of the page directly behind the title page;

ii. ensuring that each book is stamped, embossed, bar-coded and labelled accordingly;

iii. assigning existing classification numbers from the Library database to all duplicate materials on the seam-side lower-left corner of the title page;

iv. attaching a MUCE Library template to the centre inside cover of each book or the opposite centre of the first available blank page;

v. attaching a "gift plate" if the book is donated. Embossing each title page and page 50 in the lower-left corner. If the book contains less than 50 pages, emboss a page that is exactly ½ of the number of pages;

vi. stamping should be done at the top, bottom and side edges of each book with MUCE, a Library ownership stamp;

vii. placing a barcode on the back inside cover at the upper right-hand corner when the inside corner is blank and when there is some descriptive information, the barcode should be placed on the previously blank page at the upper right-hand corner;

viii. assigning all non-duplicated materials from the Online Computer Library Center (OCLC);

ix. placing security strips in all the books. Meanwhile, the strips for hardback books are located inside the book spine; the paperback books are tagged with strips placed well within the spine to avoid detection;

x. attaching the spine label at the top 1.5 inches from the bottom of the spine: If the spine is too narrow, the label is attached at the same measurement on the front of the book;

xi. attaching the book card and pocket labels to the inside centre of the back cover;

xii. protecting the books from dust;

xiii. special arrangements are made to catalogue Library materials whose publication dates are beyond ten years if there is a specific reason to retain them after screening; and

xiv. all detailed information should be recorded in the Library database.

6.7.2 Cataloguing Maintenance Procedures

If a book is pulled for correction/re-categorisation and/ or repair, all the necessary changes shall be recorded in the Library database.

6.8 Circulation

Circulation procedures guide Library staff and users on overdue fines and charges, registration, special reserve collection services, damage materials, loan services, user confidentiality, check point, check-out services, renewal and reservation.

6.8.1 Registration

i. Eligible users shall be registered in the Library Management system and shall fill out the registration form available at the Library Issues Desk;

ii. Registration for MUCE users shall be free-of-charge whereas non-MUCE users shall pay the fee as stipulated in the guidelines; and

iii. All the registered Library users shall be issued with Library identification cards to allow them to borrow Library resources. Staff members shall have one card, which shall be kept at the issue desk. Students shall be provided with two (2) cards for borrowing materials outside the Library and one card for the special reserve collection.

6.8.2 Borrowing Procedures

All registered Library users shall have the privilege of borrowing Library materials based on the following procedures:

i. an information user shall be required to present a valid staff/student identification card or Library borrowing card;

ii. all the selected items from the Library shall be presented at the issuing desk;

iii. items being borrowed may be presented for a loan up to ten minutes before the Library closing time; and

iv. the borrower is responsible for Library materials charged out in his/her name until they have been returned to the Library.

6.8.3 Loan Services

MUCE Library loan services consider pre-determined durations, recalls and renewals of Library materials.

(a) Loan Period

i. Academic staff shall be allowed to borrow up to five (5) books for two weeks (14 days) and renewable if no user has requested for such material to be reserved for them;

ii. administrative staff shall be allowed to borrow up to two (2) books for two weeks (14 days) and renewable if no user has requested for such material to be reserved for them;

iii. Postgraduate students shall be allowed to borrow three (3) books at a time for seven (7) days. A student shall be allowed to request an extension of materials on loan if no other user has asked for such material to be reserved;

iv. Undergraduate students shall be allowed to borrow two (2) books at a time for seven (7) days. A student shall be allowed to request an extension of materials on loan if no other user has asked for such material to be reserved; and

v. One card shall be used to issue materials in the special reserve collection.

(b) Conditions for Renewals

i. Eligible Library users shall be allowed to renew borrowed Library materials that meet the following conditions:

    (1) are within seven (7) days before the due date or later;

    (2) have not been billed for replacement;

    (3) have not been requested by another borrower; and

    (4) have not reached the renewal limit.

ii. renewal can be done via email, telephone, the Library management system or at the circulation desk;

iii.   when a book has reached its renewal limit, it must be taken to the circulation desk to be checked in before it can be borrowed again; and

iv.   renewals shall not be granted beyond the valid period of membership.

(c) Recalls

The Library reserves the right to recall any borrowed Library materials for any urgent and relevant reasons for the benefit of the College and other Library users.

6.8.4 Reservations

MUCE Library shall:

i.   ensure the reservation of Library materials on loan;

ii.   limit an item until the next user who has requested for it is notified upon its return to the Library;

iii.   not reveal the information of the borrower or who make a reservation under no circumstances;

iv.   limit the number of reservations for a particular item and the number of reservations per user; and

v.   Reserve an item or cancel existing reservations when the need arises.

6.8.5 Reminder Services

The Library is obliged to send reminders regarding fines and overdue materials to the information users using various channels such as emails, phone calls, messages, the Library management system and written notices. If the Library users delay the return of such Library materials after four reminders, their Library use of services shall be blocked.

6.8.6 Special Reserve Collection

The following procedures shall determine the operation of special reserve collection:

i.   identifying rare Library materials to reserve;

ii.   ensuring proper use of special reserve collections by users;

iii.   ensuring Library materials are used in the respective section;

iv.   allowing a maximum of two (2) hours for users to photocopy part of the materials without violating copyright rules and regulations; and

v.   charging the user for delaying to return of borrowed materials.

6.8.7 Lost or Forgotten Cards

In case the card is lost or forgotten:

i.   the Library shall ensure that no service is provided to the user without Library cards;

ii.   a user is, thus, supposed to report immediately the lost cards to prevent other users from abusing these cards; and

iii.   staff on duty at the issuing desk are responsible for verifying the ID of the users and the names appearing on Library cards to prevent cheating of the users during loan sessions.

6.8.8 Processing of Lost Library Cards

i.   The owner of the lost Library card must report to MUCE Auxiliary Police and obtain a certified document;

ii.   A Library user must present a certified document to the Library from the Auxiliary Police reporting the incident;

iii.   Staff on duty have to cross check the materials on loan to determine whether the user had no loan;

iv.   The user is obliged to pay for new Library cards as determined by the Library Management Committee;

v.   A fine of Tsh. 3,000/= for the loss of the special reserve card and Tsh. 2,000/= for general collection card shall be charged;

vi.   Payment shall be made to the Library account upon meeting the necessary procedures;

vii.   A new card shall be processed within a week (7 days) from the date of payment; and

viii.   The Library shall notify the user when the card is ready.

6.9 Cloakroom Services

Cloakroom services for Library users shall abide by the following procedures:

- i. a Library user shall solicit a cloakroom identification card for their items;
- ii. a Library user must provide proof of items ownership in case the item is lost while in the cloakroom;
- iii. a Library user shall be responsible for removing all the valuables, including money, identity cards, laptops, etc., from the bag before placing it in the cloakroom;
- iv. the Library shall not be responsible for any loss of valuables of the users who keep their bags in the cloakroom;
- v. Library users shall show a cloakroom identification card to the cloakroom staff during the collection of their bags;
- vi. the Library management shall consider any item left overnight in the cloakroom as a lost item and liable for charges; and
- vii. the Library management committee shall determine the charges.

6.10 Fines and Charges

- i. The Library shall impose fines and charges to Library users for:
    - (1) theft, loss and damage of Library materials, special reserve materials and Library cards; and
    - (2) Library defaulters, overdue loans and other related issues.
- ii. The penalties shall vary for staff and students and shall be set and revised periodically by the Library management.

6.10.1 Loss of Library Materials

- i. Loss of Library materials shall be reported immediately;
- ii. A lost Library material replacement fee shall be the current price of the item plus the fine from the end of a borrowing time of a resource and a processing fee as determined by the Library management;
- iii. Only the accumulated overdue fine is charged when the item is recoverable before payment; and

iv.   If an item is found after payment, there shall be no refund.

6.11 Replacement Cost of Lost Materials

The Library shall charge replacement costs for lost or damaged items to Library users based on the following criteria:

i.   the replacement cost of new or recent items that have been lost shall be the actual cost of the brand-new item based on the current market prices;

ii.   the replacement cost of used items in the Library shall be derived from the current rate of other used copies of the exact item in the market;

iii.   in case the replacement cost for used copies is indeterminate based on the prevailing market, the Library staff shall assess the item based on its age, circulation history, and number of copies held to determine whether the Library shall realistically replace the item;

iv.   if the Library staff determine that a replacement copy is necessary for an older, used item for which used copies are unavailable to buy, the replacement cost shall cover the expense of the brand-new copy based on the Library defaults vendor for such items (i.e. Amazon.com Majors Books, etc.). A newer edition of the item shall be bought if there is no identical edition available in the market;

v.   in a case a student fails to afford the replacement fee for a lost Library resource(s), the College shall withhold his/her results, until the outstanding amount is fully paid;

vi.   if a member of staff fails to settle a replacement fee for a lost Library resource(s), disciplinary action shall be taken against him or her for the loss;

vii.   for an external user who fails to pay a replacement fee for a lost resource(s), legal action shall be instituted for the loss; and

viii.   MUCE Library has the right to suspend membership until all the borrowed resources have been returned and all charges paid.

6.12 Overdue Fine

The overdue fines shall be charged for an extended loan of materials per day for all the users (students, staff and other users):

i. a fine of Tsh.1000/= shall be applicable for every additional day after the last day of returning a borrowed book;

ii. a fine for overdue special reserve items shall be Tsh. 500/= per hour per item;

iii. failure to return a Library material after additional seven (7) days shall incur a fine for material theft; and

iv. for a material considered theft as per item (iii), legal/disciplinary action shall be taken.

6.13 Mobile Phone Use and Other Defaults in the Library

6.13.1 Procedure/Guide on Cell Phone use

i. All Library users shall place their phones onto the silent mode when entering the Library;

ii. Users shall conduct phone conversations outside the Library building;

iii. Users shall report to the Library staff at the nearest service point any noisemaking emanating from the use of the cell phone in the Library; and

iv. When the Library user fails to abide by the proper use of Library rules, the staff/security shall enforce by asking the person to leave the building.

6.13.2 Fine for Cell Phone Use

Use of mobile phone, bringing food and beverages, noise-making and other related defaults are prohibited in the Library. Thus, the Library user shall be fined Tsh. 5,000/= for failing to abide by the regulation.

6.13.3 Procedures for Fine Payment

i. Staff on duty at the issue desk are responsible for cross checking all the fines and filling out the form based on the appropriate fine for the default;

ii. A user shall have to sign the form issued by the staff on duty;

iii. Payment shall be made as per MUCE financial regulations;

iv. Certification of payment shall be made at the Bursar's Office; and

v. The user shall have to submit the certified document to the Library to continue receiving Library services.

6.14 Disputes

Any borrower who would like to dispute penalty charges shall accordingly inform the Library staff and present the matter before the Library Management Committee during its regular scheduled meetings.

6.15 Interlibrary Loans

The Library shall collaborate and partner with other libraries and stakeholders in line with university policies. Through mutual agreements with local, regional and countrywide Libraries, the Library may borrow materials for staff, students and other users engaged in various academic programmes. The Library shall be guided by the following regulations in borrowing materials:

i. the Library shall reserve the right to decide on which libraries from which to request resources;

ii. interlibrary loan service sought should support the teaching, learning, research, projects and work activities of the College;

iii. Library users can replace value of the information resources as declared by the supplying Library in case of loss or damage;

iv. no Library user shall request information resources from another Library on behalf of another user;

v. all Library users requesting for information resources shall use the official Library request system;

vi.   MUCE Library users must return information resources on or before the loan period expires;

vii.   Memorandum of Understanding between the engaged institutions shall determine the loan period for interlibrary loan resources;

viii.   MUCE Library users who want to renew loans of borrowed information resources shall contact the Readers Service Office at least three (3) days before the loan period expires;

ix.   requests for loan renewals made on or after the loan period expires shall not be accepted; and

x.   failure to return resources on or before the due date shall result in overdue charges as stipulated by the supplying Library.

6.15.1 Procedures for Interlibrary Loan

The procedures for an interlibrary loan shall be as follows:

i.   the user shall provide the Library staff with all necessary details of the information of resources to be borrowed by completing an Interlibrary Loan Application Form;

ii.   the Library staff shall contact the user when an interlibrary loan item has arrived;

iii.   the Library user must provide valid MUCE IDs, Library-borrowing cards and sign the Interlibrary Loan Receiving Form before receiving the item;

iv.   in case the user intends to extend the use of Library resources, the Library staff shall request loan renewals from the supplying libraries and accordingly communicate the results to the Library user; and

v.   borrowed Library items that are not collected before the loan expiry shall be sent back to the Library.

6.16 Copyright

The procedures for the copyright of Library materials shall include:

i.   allowing the use of various works in the Library following the Copyright Act and University of Dar es Salaam/ MUCE Intellectual Property Policy or as recommended by the Library committee/board;

ii. applying the relevant University copyright/legal policies to the use of electronic resources;

iii. adhering to all the applicable policies of MUCE/ UDSM on copyright/intellectual property rights on sharing of content;

iv. permitting photocopying of various works in the Library for research or study in line with the Copyright Act and University of Dar es Salaam/ MUCE Intellectual Property Policy;

v. permitting a maximum of two (2) hours for users to photocopy part of the materials without violating copyright rules and regulations;

vi. not allowing a user to copy more than one article from a journal, periodical, or newspaper unless recommended by the Library committee/board; and

vii. ensuring the user complies with copyright law and fair use practices during photocopying.

6.17 Stocktaking

Library stocktaking involves identifying and assessing existing Library resources. It also covers electronic and non-electronic materials for weeding, maintenance and development of Library collection. In the Library, two types of stocktaking shall be conducted. One is stocktaking administered by the Library and the other by the College through the finance department. The stocktaking managed by the Library shall be termed as in-house while that by the finance department shall be called external.

6.17.1 In-house Stocktaking Procedures

(a) Preparation

i. Determine whether a total or partial stocktaking is to be undertaken;

ii. Ensure books are returned and keep a list of any resources that are required to be renewed after stocktaking;

iii. Gather the equipment needed and establish the most efficient way to execute stocktaking;

iv. Check that all the necessary equipment for the stocktaking are functional;

v. Ensure Library staff understand and engage in the stocktaking process;

vi. Ensure Heads of Department check their sections and remove any books that are no longer part of the stocktaking process; and

vii. The Library communicates with the user on the expected duration of the entire stocktaking exercise.

(b) Process

i. Conduct in-house stocktaking once per semester;

ii. Work systematically shelf-by-shelf and section by section;

iii. Examine the status of each Library resource before engaging with scan;

iv. Scan each resource carefully and check the accuracy of the record;

v. Decide whether the resource needs to be removed or repaired; and

vi. Generate reports on the stocktaking exercise.

6.17.2 External Stocktaking Procedures

The external stocktaking procedures shall follow the government financial regulations.

6.17.3 Follow-up

This follow-up shall be done systematically for each report and deal with arising issues accordingly while applying appropriate resources.

6.17.4 Missing Resources

i. Re-check the shelves for missing resources and if they are located, follow stocktaking procedures;

ii. Distribute the missing resources list to Library staff and request them to search for the missing resources; and

iii. Missing resources shall be marked as missing.

6.17.5 Deletions

i. Any resources identified for removal during weeding/stocktaking must be deleted from the Library management system; and

ii. At least 10 percent of the resources shall be replaced annually.

6.17.6 Repairs

Library staff specialised in binding shall identify resources in need of repair.

6.17.7 Post-Stocktaking Procedures

i. Following the stocktaking, it is essential to amend the database to maintain its accuracy;

ii. Statistical records of resources must be adjusted;

iii. All stocktaking reports shall be kept for comparison with subsequent stocktakes;

iv. Information that emerges from the stocktaking reports shall influence future acquisitions; and

v. Where there are areas of high loss due to missing resources or deletions, the purchase shall be made to fill the gaps.

6.18 Promotion and Marketing

The Library shall:

i. utilise Social media platforms to enhance marketing, access and use of information resources;

ii. apply Library rules and regulations on social media platform in use; and

iii. maintain confidentiality in its promotion and marketing activities.

6.19 Library Opening Hours

The Library shall maintain specified opening days and hours for users, as outlined in Table 1. In cases of emergencies, there shall be changes in the Library opening hours.

Table 1: Library opening days and hours

During Semester	Monday – Saturday	08.00 am	10.00 pm
Time	Sundays & Public Holidays	02.30 pm	10.00 pm
During Vacation	Monday – Saturday	08.00 am	04.00 pm
	Sundays & Public Holidays Closed		

CHAPTER SEVEN

MONITORING AND EVALUATION

7.1 Purpose of Monitoring and Evaluation

Monitoring and evaluation of Library policy aim to obtain feedback on the progress of the implementation of the policy and assess the outcomes against the original objectives and strategies. Similarly, the evaluation helps to assess the overall MUCE Library policy provisions on Library services and strategies in line with its objectives. Specifically, the evaluation shall focus on the effectiveness, efficiency and impact of the agreed upon strategies. The DP-ARC through the Directorate of Library services shall co-ordinate and facilitate the support essential for the organisation, monitoring and evaluation of this Library Policy at MUCE. MUCE Library board shall work collaboratively with other stakeholders such as faculty boards and staff and students' organisation in the monitoring and evaluation process of MUCE Library policy. The board shall also develop and accordingly, revise guidelines and indicators for monitoring and evaluating the policy.

7.2 Implementation

The implementation of this Library policy requires a collective commitment of all the stakeholders. As such, the implementation shall be participatory and meaningfully engage all the stakeholders. The Library Board shall monitor the implementation of the policy and can also advise on necessary changes to the Library policy.

7.3 Policy Review

MUCE Library policy shall be reviewed after every five (5) years to appraise its effectiveness and incorporate new developments, amendments and strategic plans within the College. The policy may also be reviewed when the need arises. The DP-ARC shall constitute a review team and mandate it to undertake the review exercise.

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Appendix 1: Library Registration Form: New Member

APPENDICES

UNIVERSITY OF DAR ES SALAAM

MKWAWA UNIVERSITY COLLEGE OF EDUCATION
Library Registration Form: New Member

Registration No:..

Surname:..

Other Names:..

For Academic year............................ Programme ....Faculty:........................

Date of entry to University: ....Date of leaving (if known) ....

Address:...

Mobile:.. Email ....

I understand and abide by the rules and regulations of the Library

Date:...Signature: ....

Appendix 2: Library Registration Form: Non-member

UNIVERSITY OF DAR ES SALAAM

MKWAWA UNIVERSITY COLLEGE OF EDUCATION

Library Registration Form: Non-Member

Last Name: _____ First Name: _____

_____

Permanent Address

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┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
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Please outline the main reason(s) for your application/ renewal of an existing membership.

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┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
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By completing and submitting this form, you are agreeing to the Library Services user regulations

_____

Name Signature Date

Official use only

Library management remarks:

Approved: _____Date: From _____ to

_____

Disapproved: _____Date: From _____ to

_____

Reason(s) for disapproving: _____

_____

_____

Name Title Date_____

UNIVERSITY OF DAR ES SALAAM

HEKIMA NI UHURU

MKWAWA UNIVERSITY COLLEGE OF EDUCATION

Library Penalty Form

Particulars of Fine

S/n	Types of Fine	Rate per day	No. of days	Amount
1.	Book overdue			
2.	Card loss			
3.	Luggage storage charges			
4.	Book loss			
5.	Book damage			
6.	Inappropriate behaviour			
7.	Others			
	Total			

Student Name: _____Reg. No. _____

Signature_____Date_____

Staff Signature _____Date_____

Certification of Payment (Bursar's Office)

Certified by_____ Signature_____Date _____

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