

# **SANTE**

## **MEDICAL COLLEGE**

**Sante' Medical College**

**Library Policy and Procedures**

**Revised version 1**

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## **Vision mission and Educational Objective**

### **A. Vision**

Sante Medical College aspires to be recognized as one of the nation's leading centers of excellence in higher medical education , research and community services in the country and in the region at large by 2030.

### **B. Mission**

To provide high standard , practical /operational research oriented and focus on community based medical training in order to produce professionally competent graduates with basic life skill and altitude , who can serve the community to meet the health care needs of the country.

### **C. Objective**

To produce competent compassionate and community oriented medical and dental doctors as well as public health officers (PHOs) and postgraduate professionals with Master of Public Health (MPH) in general public health, MPH in public health nutrition and MPH in reproductive health (RH) for Ethiopia with internationally recognized standard of excellence.

## **LIBRARY POLICY DOCUMENT**

### **Introduction**

A Library is the backbone of any academic institution. It provides well-organized information resources, services and facilities for academic staff, students and researchers in support of the teaching -learning and research processes of an institution.

If a library perform well, it is vital to establish standards as guideline for operating library activities using the required services and thus this policy document is intended to show the direction of acquiring and organizing rules and regulations that are necessary for proper utilization of available information resources in the library.

### **Dream of sante' Medical College Library**

To this end the library strives to have well organized collection and provide outstanding library services so as to work for the realization of the college's vision

### **Duty of sante' Medical College Library**

The primary mission of Sante Medical College (SMC) Library is to provide current and relevant services that reflect the mission of SMC by organizing library facilities in order to support the academic program and providing an array of information resource center of learning-teaching where students and faculty members may enjoy accessing, retrieving and evaluating information.

### **The Library Values**

Our vision and mission pillars are uses satisfaction, knowledge, integrity, respect and continuous improvement

#### ➤ ***User Satisfaction***

By understanding that each user requires comfortable welcoming and secured place we strive to centre a clear attractive and suitable library atmosphere for independent study and research works.

#### ➤ ***Knowledge***

- ✓ We will committed to encourage the processes of learning and mind development through reading ;
- ✓ We anticipate and contribute to scholarly inquiry;
- ✓ We promote the Library as both a real and virtual classroom
- ✓ Embracing the Library role as a collector and custodian of the information resources

#### ➤ ***Integrity***

- ✓ The Library staff should committed to relate with each other and serve users with honesty
- ✓ Adherence to the principles of fairness and equitable access to information resources
- ✓ Demonstrating a strong work ethics , taking responsibility for their actions

#### ➤ ***Respect***

- ✓ Treating everyone with equal consideration and courtesy;

- ✓ The Library Staff will be considerate to differences in perspective , options and ideas ;
- ✓ Always considering the needs of others;
- ✓ Providing the environment that ins both inclusive and diverse

➤ ***Continuous Improvement***

The Library will maintain a culture of ongoing assessment to strengthen the collection and improve services

**Objective of the policy are to:**

- Establish standard and rules and regulation applicable to all users
- Ensure that essential and critical books, i.e. text and reference are fairly accessible to all users
- Make sure that borrower's have full responsibility to maintain the safety of library resources
- Define the process ; clarify expectations ; maintain library resources and let know forbidden actions that entail penalty

**The function of the library is:**

- Establishing and maintaining standards and quality of services and resources that will complement and strengthen the Academic program of the College
- Encourage optimal use of resources
- Providing resources in a variety of formats to meet individual learner's need
- Providing professional reference services
- Carrying out technical services to maintain library resources
- Maintaining a comfortable and quiet study environment for clients

**Rules and Regulations**

***General Rules***

- Only eligible users are allowed to use the library .Eligible users of the library could be students , academic and non-academic staff of the college and authorized researchers and visitors of Sante' Medical College

- Disruptive behavior such as loud talking , shouting and playing of music ,etc. cell phone use that results in disturbance are intolerable
- The Library users should always carry their current ID cards while using the Library
- Users should observe strict silence in the library as well as at the library areas
- Overcoats, caps, liquids of any form , bags , folders and briefcases should not be brought into the library or must be left at the cloak room
- Readers should not leave their belongings on reading tables
- The library will not be responsible for any loss or damage of personal belongings left at any part of the library.
- Calling and receiving calls using mobile phones are strictly forbidden in the Library
- Library pockets and I.D. Cards are non- transferable .Any loan process will be conducted if only if the owner himself/herself comes at circulation desk
- Users should not bring Library pockets and I.D. Cards to circulation desk which are:-
  - Not legible/readable not photocopied, not renewed , non- recognizable photograph or torn out /scratched for any type of services given in the library.
- Borrowers must check the physical conditions of the library resources before checking out
- Library users are responsible for library resources borrowed and library pockets issued to them
- Readers should not write or mark on , scratch or damage books or other library equipments
- Users of the College Digital library System and Internet access resources are responsible for any wrong doings.
- Library users must regularly observe other library rules and regulations to be posted on the College's notice boards
- The Library tries its best level to provide readers with spaces and environments conducive for independent study and research work. Thus disruptive behavior in the library is intolerable.
- Library computer usage must be in compliance with college policy. The computers may not be used for commercial purposes, or illegal activities. Users must respect the rights of

other computer users by using communal resources without any form of disruptive behavior or disproportionate use of the computing facilities.

### **Collection Development policy**

Sante medical College Library serves the college community by acquiring , organizing , providing and promoting access to all forms of information resources in support of undergraduate and graduate level of study for the teaching learning and research processes . Collection development policy, therefore will provide guidelines and principles that the College Library follows in selection and acquisitions of library materials

### **Library Resources Selection Guideline**

- Mode of acquisition of books and resources will be through purchase , gift and exchange
- The Library and teaching staff should work jointly to ensure that the library has the material needed to further the educational mission of the College .Faculty members are expected to recommend materials that serve to support the course they teach and which supplement the general library collections as appropriate to their disciplines and specialties.
- Gift of books and other materials are accepted with the knowledge and consent of the college and understanding that the Library may make whatever use of he material it feels appropriate
- Recreational and popular materials will be provided on limited basis as they meet the needs of the curricula
- Materials will be selected based on their academic merits and relevance to the curricula
- Emphasis will be on current publications that will support both current and future needs
- Textbooks will not be acquired unless they specifically meet the needs of the curricula
- Duplicates (in print and electronic formats) are not normally purchased. However, duplicate print materials will be added to the collection under certain circumstances (heavy usage, special request by Academic Staff) in addition to circulating copies.
- The ultimate decision, regarding acquisitions will be made by rte higher authority of the College , i.e. the Dean/Vice Dean .
- For the purpose of keeping the library collection strong, obsolete , seldom-used and damaged copies will be periodically withdrawn

### **Cataloging procedures**

- All materials purchased or donated for the College Library must be classified and cataloged according to Dewey Decimal Classification Scheme (DDC).
- In the library inventory which primarily involves checking the library collection on the shelves against the catalogue records will be conducted during semester break
- Catalogue should be kept up-to-date and thoroughly at the command of readers. It should be accessible to all.

### **Circulation Policy**

- All patrons are required to fill out the Library use agreement from the beginning of each Academic year,
- Users have to produce library pockets (loan ticket) along valid I.D. at the circulation desk for borrowing resources
- It is users obligation to return borrowed items on or before the date
- Library resources are normally issued according to user's privileges
- encyclopedia, dictionaries , single copies and reserve books are only for spot reading
- Library users can reserve the books that have already been borrowed by other users at the circulation desk
- Limited number of books and periodicals shall be borrowed only for an hour for photocopy purposes
- The Library has the right to recall any borrowed library materials before the due dates.



**Library Access and Borrowing Privileges**

| <b>Ser. No.</b> | <b>User Category</b>        | <b>Library Pocket</b> | <b>Maximum Borrowing Day</b> | <b>Remark</b>     |
|-----------------|-----------------------------|-----------------------|------------------------------|-------------------|
| 1               | Undergraduate Students      | 2                     | 3                            |                   |
| 2               | Post Graduate Students      | 3                     | 3                            |                   |
| 3               | Fulltime Academic Staff     | 2                     | 3                            |                   |
| 4               | Fulltime Non-Academic Staff | 2                     | 3                            |                   |
| 5               | Authorized Users            | .....                 | .....                        | Only spot reading |

**Overdue Charges**

Since the library materials are used by many , every library user has the responsibility to return the item she/he borrowed on or before the due date shown on the due date slip attached to the borrowed item. Failure to do so will result in overdue fine that counts Birr 50 per day per item. Usually users are numerous but resource is limited. As a result, there is always a mechanism to regulate the fair distribution of the scarce resources. Therefore, the overdue fines should not be considered as a means but a reminder to those who are breaching library rules.

**Other Fines**

- For loss of library books, users have to pay 200% of the current book price plus handling and delivery charges of birr 200.00 and applicable overdue charges. However , the payment will be effected within a minimum of 15 days after the book is reported lost .
- Where the price of the lost item is not available , publisher's or conventionally accepted average price will be applied,
- For loss of library pockets (borrowing tickets ) users have to pay birr 30 .00 per pocket

**Displays and Exhibits**

- Displays and exhibits in the library should be of general interest, reflect the mission of the University, and support themes and subjects of an educational or cultural nature.
- Library bulletin boards should emphasize materials of informational, educational, and cultural interest. Commercial advertising and personal announcement are not permitted.

**Access to Digital library**

- Users can access the Digital Library at the computer section
- Users should have their personal head-phone when watching audio or video materials within the computer facility
- Every user is responsible to use in manner which will not cause damage to the computer facilities , communication network , system program or stored information that adversely affect the performance of any service available in these facilities .
- The College will not permit users of its computer facilities and resources for the access to or transmission of information which is considered by the college to be unacceptable or against the college policies.
- When reviewing and downloading materials in electronic form , users must adhere to the license restriction indicated on the publisher's web site
- Users should use responsibly computer equipment including monitors ,system unites , keyboards , keypad, mouse , cables , etc.

***This policy is subject to revision as deemed necessary***

***With Respect!***