

LIBRARY POLICY

Purpose and Objectives

The Garden City University College (GCUC) Library Policy and Procedure Manual was written by the University librarian to ensure consistent service all the time in the library. The library policy and procedures are practical guide to how the library accomplishes tasks.

Scope/Application

All staff members who have been granted access to use the facilities together with any other, including students, who may be granted permission to use the College's Information and Communication Technology facilities by the librarian are subject to this policy.

The Policy Statement

Library Users

The Garden City University College (GCUC) and its facilities are open to students, departments, staffs and community members without regard to race, creed, colour, national origin, religious affiliation, gender or economic status. Borrowing privileges are reserved for students who are currently enrolled in the University College and many of its programs, to GCUC faculty and staff, both full and part time, to retirees from the college, alumni of the college, and to community residents. Those who qualify for these privileges will have ID cards which should be presented at the library to borrow materials.

Library User Conduct and Study Atmosphere

As an integral part of a dynamic educational institution, the GCUC Library endeavours to maintain an atmosphere that is conducive to learning, research and relaxation. For this reason, library users are expected to conform to certain standards of conduct so that they do not interfere with the use and enjoyment of the library by others.

The following conduct is not permitted at the library except in certain designated circumstances:

- i. Eating or drinking.
- ii. Loud talking or laughing.
- iii. Loitering or sleeping.
- iv. Running.
- v. Blocking or interfering with the free movement of other individuals.
- vi. Obscene material is prohibited per Board rule
- vii. Soliciting or selling of any kind, unless for a pre-approved college activity.
- viii. Distribution of leaflets or flyers without prior approval of the Librarian and President.
- ix. Theft, mutilation or defacement of library property, including books, periodicals, encyclopaedias, or anything else contained in the library's collection.
- x. Removal of any library property, including any items from the library collection, without authorization of library staff or through the library's lending procedures.
- xi. Overt sexual behaviour.
- xii. Offensive or obscene language or actions.
- xiii. Entering a non-public area without permission of the library staff.
- xiv. Any other behaviour that interferes with the right of others to enjoy the use of the library.
- xv. Use of library equipment to access material that is illegal, i.e., pornography.

Borrower Categories

GCUC Library borrowing privileges are extended to the following categories subject to the stated limitations:

- Students - Any student who is currently enrolled in at least one class taught under the auspices of GCUC. This includes students in regular sessions and weekend sessions.
- Alumni - Registered alumni of the University College have borrowing privileges.
- Volunteers - Registered volunteers of the University College have borrowing privileges during the academic terms they serve as volunteers.

- Faculty/Staff - All full-time staff and part time employees of GCUC, support staff who work for areas not funded by the University College, i.e., the Bookstores, Cafeterias, etc. may be issued staff cards session by session on a discretionary basis.
- Retirees - Retirees from the University College have lifetime borrowing privileges.
- Other College & University Borrowers - Students and staff from certain private colleges and universities are entitled to borrowing privileges per a reciprocal agreement.

Theft/Vandalism

Theft or Vandalism of library materials is a serious offense. Students are subject to College Rule that covers such violations as stealing and vandalism and states that "violation of any of these regulations may result in disciplinary action. In addition, disciplinary action may be imposed in special circumstances where prescribed by law. GCUC also addresses the issue of vandalism of public/private property in educational facilities, of which library materials are a part. When an obvious attempt at theft or vandalism is discovered, the Librarian or designate at the library will turn the student over to the College President/ College Librarian for further action. If the offender is not an enrolled student, he will be turned in to the appropriate authorities.

Offences and Sanctions

The following shall constitute library offences and sanctions:

a) **Offence:** Failure to return borrowed books and related material on due date.

Sanction:

- General Collection: Offender shall be liable to the payment of a fine of GH2.00 per day up to 7 days; thereafter GH¢5.00 a day plus loss of borrowing facility till books are returned.
- Special Reference Libraries: Hourly charge of GH¢2.00 plus loss of borrowing facilities until books are returned.

b) **Offence:** Loss or misplacement of books and related materials.

Sanction:

- i. Offenders will pay twice the current price of the book including shipping and handling charges, plus a processing charge of GH¢100.00.

c) **Offence:** Unlawful acquisition of library materials/stealing.

Sanction:

- i. Ordinary books - Rustication for 21 days. In addition, the member shall lose borrowing rights for one semester.
- ii. Reference books - As in (i) above plus possible dismissal.
- iii. Rare books - Dismissal

d) **Offence:** Mutilation of books and related materials.

Sanction:

- i. A user who commits this offence shall face sanction as prescribed by the President through a recommendation by a committee headed by the Librarian.

e) **Offence:** Failure to return books and other materials on demand. (i.e., when a book is recalled)

Sanction:

- i. Suspension from the College plus any overdue fines.

f) Flouting of the General Rules of the Library Regulation could result in the Library imposing appropriate sanctions on the offender(s), including the suspension of the use of the library.

Complaints/Suggestions/Compliments

The GCUC Library intends to provide pleasant, efficient and useful service to students, faculty, staff and community members so that library users view the Library in a positive way and want to make frequent use of it. The Library encourages users' opinions regarding all aspects of its operation and provides a means for that expression. All comments are welcomed and reviewed not only by the Librarian on the site where the comment is received, but also any other appropriate college administrators.

Copyright

The GCUC Library abides by the Ghana Copyright Law. Copying not specifically allowed by the Copyright Law, Fair Use Doctrine, or proprietor's permission is prohibited in the GCUC library.

Copyright is a law that gives to the creator of a tangible work the sole right to copy or prepare derivatives from works, distribute copies to the public, perform audio-visual works in public and display literary, musical, dramatic, choreographic, pantomime, pictorial, graphic or sculptured works.

Fair Use establishes restrictions on those rights. It allows usage of materials when certain conditions have been met. Copying for purposes such as criticism, comments, news reporting, teaching, scholarship, and research are sometimes not an infringement of copyright. Factors considered in determining fair use include purpose of use for educational rather than commercial; the nature of the work whether it contains plans or designs meant to be used, whether its work meant for public viewing; the percentage used from the entire work, and whether it will decrease the market value of the work. Categories not included in the above, but useful for responding to demands. This level of development includes recreational-type materials and funds are expanded in this area after those listed above.

Supporting Procedures

Minor breaches of policy will be dealt with by the Library Support Services. Heads of Department may be informed of the fact that a breach of policy has taken place.

More serious breaches of policy (or repeated minor breaches) will be dealt with under the College's disciplinary procedures.

Where appropriate, breaches of the law will be reported to the police. Where the breach has occurred in the jurisdiction outside the Ghana, the breach may be reported to the relevant authorities within that jurisdiction.

Responsibility for Implementation

The primary responsibility for implementation lies with the Vice President and College Librarian.

All employees of the College of all levels and roles are responsible for the implementation of this policy. It is the responsibility of all to engage positively in that review and ensure implementation.

Responsibility for Monitoring, Implementation and Compliance

The primary responsibility of monitoring, implementation and compliance lie with the President, the Registrar and the Quality Assurance Director.

The following officers shall be responsible for the monitoring and ensure compliance with the conditions set out in this policy document.

- The President
- The Registrar
- Quality Assurance Director

Status

Upon employment of College Librarian, Academic Board took a decision to have a policy in place to ensure equitable use of the library resources in the College.

Key Stakeholders

- Students
- Staff
- Relatives of Staff
- Alumni
- Visitors to the College
- All persons working on behalf of the College

Approval Body

- College Council

Initiating Body

- Academic Board

Definitions of Terms

Vandalism: wilful or malicious destruction or defacement of library facilities.

Copyright: legal right created by the country's law that grants the creator of original work exclusive rights for its use and distribution.

Related Legislation

- National Library Policy, Ghana
- GCUC College Handbook

Related Policy and their Documents (Exhibits)

- National Library Policy, Ghana
- GCUC College Handbook
- Copyrights regulations, The 1992 Republican Constitution of Ghana

Effective Date

- Jan, 2017

Review Date

- Jan, 2018

Key Words

- Library user
- Borrower

- Offence
- Sanctions

Owner/Sponsor

- College President
- College Librarian

Author

- Governing Council

Further Information

Any other clarification concerning this policy should be referred to the following:

- The President - Email: president@GCUC.edu.gh or
- Send a mail to info@GCUC.edu.gh for support.
- The policy document could also be downloaded from our website: www.GCUC.edu.gh