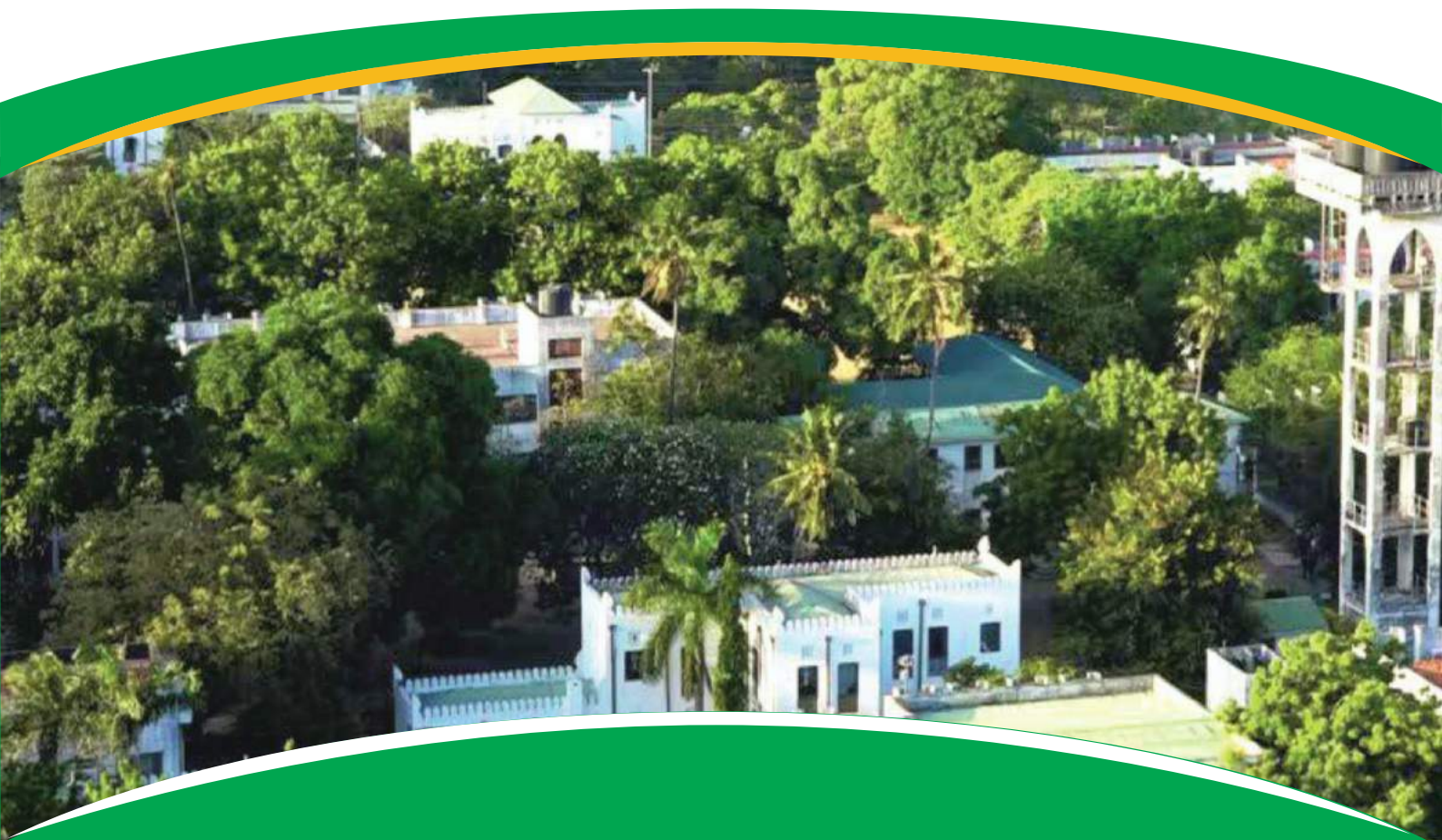




TECHNICAL UNIVERSITY OF MOMBASA

A Centre of excellence

LIBRARY POLICY



TUM is ISO 9001:2015 Certified



TECHNICAL UNIVERSITY OF MOMBASA

LIBRARY POLICY

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ABBREVIATIONS AND ACRONYMS

ARE	Academic, Research and Extension
CUE	Commission for University Education
DVC	Deputy Vice-Chancellor
ICTS	Information Communication Technology Services
TUM	Technical University of Mombasa

DEFINITIONS

“Circulation” means the process of issuing and receiving information materials from the library

“Collection development” means the process of building the library materials both print and electronic) to meet the information needs of the users. It involves selection, acquisition and evaluation of the library collection to ensure that materials that are available in a library are useful to the clientele.

“Library collection” means the sum total of library materials-books, manuscripts, periodicals, Government publications, pamphlets, electronic resources, reports, etc. – that make up the holdings of a particular library.

“Internally Generate Information Materials” means the publication produced by Technical University of Mombasa staff and students. These include but not limited to theses and dissertations, conference papers, research reports, journal articles, book and book chapters, teaching materials etc

“Information Literacy” means the set of abilities required to recognize when information is needed to locate the required information, evaluate and use the information effectively.

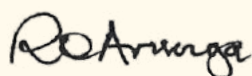
“Open Access” means the practice of providing unrestricted access via the Internet to peer-reviewed scholarly publications through open access journals and self-archiving of articles.

“Plagiarism” means the practice of taking someone else's work or ideas and passing them off as one's own.

PREFACE

The core mandate of the library is to provide adequate information services and resources to support learning, teaching and research activities of the University. Technical University of Mombasa Library has a distinguished history of service to the academic fraternity within the institution and the community at large. The Library's in-depth and unique collections are valuable resources for the academic staff, students and researchers in a variety of disciplines. The library's information resources and services are focused on catering to all the courses offered at the University.

This Library Policy is a strategic and vital management tool as it acts as a guide for planning, provision and monitoring of information services and resources. The policy provides a framework for decision-making in the process of collection development at the Technical University of Mombasa library as well as mechanisms to ensure effective circulation of library materials so that all eligible library users can benefit. It also provides guidelines on the prevention and mitigation of disasters in the library and guides in the identification, selection and collection of locally generated scholarly publications and adoption and promotion of Open Access.



Dr Robert Arunga

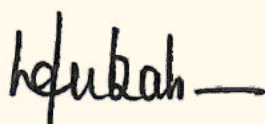
Chairman of Council

FOREWORD

The role of the university library in providing information resources and services to the academic fraternity has become bigger and more challenging in recent years due to advancement in technology and changing clientele needs and expectations.

The policy shall guide library staff in planning for and providing effective and efficient services and information resources. This will meet the demands of the users as well as supporting the achievement of the University's mission of providing leadership and outstanding programmes by engaging in scholarly reflection, cultivating critical thinking and advancing creative problem-solving skills in the fields of engineering, the sciences, business and related areas that benefit society.

This Library Policy is presented in five sections. Section one provides background information and highlights on the Mandates, Vision and Mission of the Technical University of Mombasa. Section Two outlines the challenges facing university libraries and some of the opportunities that libraries may take advantage of in the course of executing their mandate. Section Three highlights the Goal, Mission and Objectives of the Library Policy. Section Four covers Library policy strategies, while Section Five presents Ethical Obligations and Miscellaneous Statements. Section Six outlines the Implementation Framework.



Prof. Laila U. Abubakar

Vice-Chancellor

ACKNOWLEDGEMENT

This Library Policy would not have been possible without the concerted efforts and insights of several individuals. The Policy has been prepared as an initiative of the office of the University Librarian through the library advisory committee, under the leadership of the Ag. DVC ARE, Prof. Raphael Mutuku. Most contributions for the preparation of this policy came from various stakeholders including members of the library advisory committee and library staff.

Special thanks go to the following members who were tasked with coming up with this document.

- | | | |
|------|----------------------|--------|
| i) | Prof. Saeed Mwanguni | Chair |
| ii) | Dr Godfrey Nato | Member |
| iii) | Dr Wanyenda Chilimo | Member |
| iv) | Mr Bernard Kamanda | Member |

Prof. Peter B. Gichangi

Deputy Vice-Chancellor (ARE)

1.0 INTRODUCTION

The Technical University of Mombasa (TUM) aims at providing an outstanding educational experience that empowers students to think critically, integrate concepts, and apply knowledge from across the disciplines. Thus, the University has committed itself to advance knowledge through education and training, responsible research and scholarship, emphasizing interdisciplinary learning and discovery. While TUM Library is committed to providing relevant information resources and services that support the University's mission, many challenges are being experienced in trying to address the information needs of TUM community in the absence of an approved library policy to spell out and guide various activities and processes within the Library. This policy has therefore been developed to address issues touching on various thematic areas that bear on the effectiveness and quality of information services provided by the Library.

1.1 Vision

A Technical University of Global Excellence in Advancing Knowledge, Science and Technology.

1.2 Mission

To advance knowledge and its practical application through teaching, research and innovation to serve both industry and the community.

1.3 Core Values

The Council, Senate, Management, staff and students of TUM will endeavour to institutionalize and inculcate values fostering a strong corporate culture while promoting quality service delivery, cohesion in our diverse community and achieving the targeted goals. These will be realized by espousing the following values:

- i) *Excellence.* We strive for excellence in quality teaching, learning and research, and customer focus by continuously assessing ourselves, applying our own and international benchmarks.
- ii) *Integrity and Professionalism.* We expect high standards of integrity, ethics and respect from one another across the institution and honour collegiality and a climate of critical professionalism among staff and students.
- iii) *Equity.* We are committed to equity, diversity and fairness, and seek to nurture and build on our diverse cultural heritage
- iv) *Teamwork.* We place a high premium on teamwork and shared responsibility working with each other and with external groups in ways that are mutually beneficial.
- v) *Creativity, innovativeness and environmental sustainability.* We embrace innovative problem solving and promote creative value-based solutions. We cultivate a socially secure, responsive and sustainable green environment.

1.4 Guiding Values

- i) Good governance and leadership
- ii) Customer focus
- iii) Quality service
- iv) Equal opportunity

1.5 Motto

Jiddu Tajidu (Endeavour and Achieve)

2.0 VISION, MISSION, OBJECTIVES AND GUIDING PRINCIPLES OF THE LIBRARY

2.1 Vision

A world-class resource centre in the provision of information and preservation of knowledge.

2.2 Mission

To provide adequate and relevant information resources and services that support learning, teaching and research activities at the Technical University of Mombasa through improvements in quality of existing services and staff and application of modern information and communication technology.

2.3 Objectives

- i) To provide information resources and services that facilitate learning; teaching and research at TUM and the surrounding community;
- ii) To promote the creation and sharing of knowledge within the University;
- iii) To promote the use of ICTs in information and knowledge management;
- iv) Ensure efficient and effective utilization of information resources and services and;
- v) To promote independent research by sensitizing and training users on how to search, find and use information from different sources.

2.4 The Library Guiding Principles

- i) Conducive environment for learning and research;
- ii) Treating users with professionalism and respect;
- iii) Equal access to information and knowledge;
- iv) Ethical practice;
- v) Knowledge preservation and sharing; and
- vi) Equity in budget allocation for information resources.

3.0 CHALLENGES AND OPPORTUNITIES

The main responsibility of university libraries is to support learning, teaching and research activities of their parent institutions by providing necessary information resources and services. Traditionally, a university library functions by determining information needs, selecting information resources, organizing the resources, preserving and securing the resources, dissemination of information and promotion of its use.

3.1 Challenges

There are many challenges facing universities in the country. For example, due to lack of funds, libraries are not able to acquire all the information resources required to support all the programs offered by their parent universities. Other challenges that libraries face include lack of equipment, facilities and materials, lack of awareness, poor infrastructure and lack of trained staff. To address such, there is need to upgrade the existing infrastructures, improve the existing facilities and build new ones, promote ICT uptake, the source for sustainable financing, provide incentives, train and provide incentives to retain and develop skilled human capital in line with Vision 2030.

3.2 Opportunities

Despite the challenges, university libraries have continued to offer many opportunities for developing solutions to the problems. For example, university libraries have adopted the use of ICT to provide access to information resources as opposed to buying the resources outright thus saving on acquisition budget.

University libraries also contribute to knowledge preservation and sharing and, the more a nation has knowledgeable, skilled and resourceful individuals contributing to national growth and development, the higher

the value of the human capital of that nation. Training, education and research are key to human capital development, which in turn, is critical to the development of any nation. University libraries facilitate human capital development by providing a link between information resources on one hand, and lecturers and students on the other. A high rating in human capital development indices places a country among the leading countries of the world.

4.0 PURPOSE AND OBJECTIVES OF THE LIBRARY POLICY

The purpose of the Library Policy is to provide clear guidelines for the library staff to be able to provide information resources and services of the highest quality to sustain and enhance the University's teaching, learning and research activities. In addition, the policy protects the rights of library patrons when using Library materials and services.

4.1 Library Policy Objectives

It is a well-known fact that access to opportunity begins with access to information and knowledge. Enabling access to information is a primary responsibility of any library. People make informed decisions that can improve their lives by accessing information and knowledge. Communities that have access to timely and relevant information for all are better positioned to eradicate poverty and inequality, improve agriculture, provide quality education, and support people's health, culture, research, and innovation.

The Library Policy direction, therefore, shall be realized through eight main policy objectives. These are:

- i) To provide a framework for decision-making in the process of collection development at the Technical University of Mombasa Library;
- ii) To provide mechanisms that ensure effective circulation of library materials so that all eligible library users can benefit;
- iii) To account for all the library collection by maintaining an updated inventory;
- iv) To provide guidelines on the prevention and mitigation of disasters in the library;
- v) To guide in the identification, selection and collection of locally generated scholarly publications;
- vi) To improve access to scientific and technological information through OA;

- vii) To make full use of the available ICT infrastructure;
- viii) To provide effective Information Literacy programs for lifelong learning.

4.2 Justification for the Library Policy

The following reasons have necessitated the University to develop the Library Policy:

- i) To guide library staff in decision making while performing their duties.
- ii) To develop a document that will help in communicating with the stakeholders, the long and short-term goals and priorities of the library.
- iii) To conform with the requirement by the Commission for University Education (CUE) that university libraries should have written policies to guide their operations.
- iv) The policy will help in enhancing the capacity of the library staff in their work.
- v) To protect the rights of library patrons when using Library materials and services.

5.0 LIBRARY POLICY OBJECTIVES AND STRATEGIES

The Library shall strive to provide adequate and relevant information resources and services that support learning, teaching and research activity at the Technical University of Mombasa. In doing so, the priority areas shall be guided by the University's Vision and Mission. In this case, the Library shall support research that advances knowledge in Engineering, Science and Technology, Business, Social Sciences and other related areas that benefit society.

The goal of the Library Policy is to provide a framework for the library staff to make consistent and justifiable decisions while performing tasks related to the following eight thematic areas: collection development, circulation, inventory, disaster management, information literacy and preservation of internally scholarly publications, Open Access and ICT infrastructure.

5.1 Collection Development

Collection development refers to the process of systematically building library collections to serve study, teaching, research, recreational, and other needs of library users. It encompasses many library operations ranging from the selection of individual titles for purchase to the withdrawal of obsolete materials.

The following strategies shall be used to enhance the library collection:

- i) Commit adequate funds in line with the Commission for University Education guidelines and regulation for library development;
- ii) Prioritise acquisition of core reading materials for the developed and approved academic programmes;
- iii) Provide guidelines for accepting gifts and donation of information materials;
- iv) Provide guidelines for collection of internally generated information materials;
- v) Endeavour to provide adequate ICT infrastructure for accessing various information resources;

- vi) Provide guidelines for dealing with obsolete, lost and damaged materials; and
- vii) Provide an enabling environment for the library to undertake resource mobilisation and resource sharing.

5.2 Circulation

In the context of this policy, circulation is taken to mean the process of issuing and receiving information materials from the library. The Library shall provide mechanisms that ensure effective circulation of library materials as guided by the following strategies:

- i) Endeavour to increase and control the circulation of items ;
- ii) Provide guidelines to regulate the accessibility of the limited items by various user categories;
- iii) Automate the circulation process to deter the risk of loss of materials;
- iv) Provide regulation to guide the circulation process;
- v) Provide an integrated Information Management System for ease of identification of *bona fide* borrowers; and
- vi) Provide guidelines for membership to the library.

5.3 Inventory

Inventory is the physical verification of the quantities and condition of items held in a library against catalogue records. University libraries undertake inventory to ensure accuracy of catalogue records, estimate loss rate, replace and withdraw missing items, evaluate conditions of materials, and quality of cataloguing records and generally analyse the collection strengths and weaknesses. In order to accomplish this task, the library shall adopt the following strategies:

- i) Maintain an up-to-date catalogue record;
- ii) Provide guidelines and procedures for inventory; and
- iii) Endeavour to build the capacity of the library personnel to acquire requisite skills.

5.4 Disaster Management

Disasters that can occur in a library set up include natural hazards, acts of terrorism, fire, power failure, theft and vandalism, pests and moulds, computer software and hardware malfunctions, data corruption and computer viruses.

This policy is intended not only to help the Library prevent and prepare for disaster but also provide mitigation measures through the following strategies:

- i) The librarian shall ensure fire prevention and detection measures are in place;
- ii) The University shall put in place alternative power supply systems to counter any power outages and failure;
- iii) The University shall install security systems to deter theft and vandalism;
- iv) The University shall put in place measures that address the problem of pests and moulds in the library;
- v) The University shall institute a backup and anti-malware system to safeguard against computer software and hardware malfunction;
- vi) The University shall develop guidelines for disaster preparedness and response.

5.5 Internally Generated Scholarly Publications

Scholarly publications include students' projects, dissertation, theses and journal articles. These are produced through scholarly works and are used for dissemination of information and knowledge. The depository for such materials is usually the library where people access them. Such works must produce information that is of quality and can be verified.

To enhance the collection of scholarly publications from staff and students this policy puts in place the following strategies:

- i) All staff sponsored by TUM for further studies or research shall submit a hard and soft copy of the final thesis or paper to the University Librarian for purposes of uploading into the depository;

- ii) All TUM undergraduate students through the departmental project coordinators and postgraduate students through the School of Postgraduate studies shall avail to the library a hard and soft copy of the final dissertations/thesis; and
- iii) The library advisory committee shall establish a sub-committee to receive, review and recommend scholarly publications for the library.

5.6 Open Access

Open Access provides immediate and permanent access to full-text scientific information for all to read and use at no cost. It increases the visibility of research work and innovations produced globally, providing hindsight for researchers to venture in new grounds and at the same time prevent duplication of effort.

The following strategies shall be used to promote OA:

- i) Continuous awareness programmes on open access;
- ii) Invest in capacity development to improve the technical skills required for OA ;
- iii) Provide guidelines to ease OA;
- iv) Put in place mechanisms that guide researchers to publish in quality journals.

5.7 ICT Infrastructure

Developments in ICTs have made a significant impact on all spheres of human life. For libraries, ICTs have tremendously changed the management of information resources as well as the way services are delivered. TUM library shall embrace opportunities created by ICTs to provide innovative, quality and user-centred library services

To make full use of the ICT infrastructure the following strategies shall be adopted:

- i) Expand internet coverage;
- ii) Provide adequate internet bandwidth ;

- iii) Train staff to acquire adequate skills in ICT
- iv) Budget for purchase of needed hardware ;
- v) Conduct regular awareness exercises;

5.8 Information Literacy

Information literacy includes set of abilities required to recognize when information is needed to locate the required information, evaluate and use the information effectively. The library shall facilitate academic success and encourage lifelong learning through information literacy and competency initiatives.

To ensure effective delivery of the information literacy programs the following strategies shall be adopted:

- i) Capacity building for library staff to enhance their practical skills in teaching and using new and emerging technologies;
- ii) Provide guidelines for the effective delivery of information literacy programs.

6.0 ETHICAL OBLIGATIONS

6.1 Ethical Obligations

A library must ensure its users have access to information they require for learning and research. In addition, the information given should be accurate, reliable, rightly owned and is provided equally to its membership. In providing services, TUM library shall adhere to the Commission for University Education, University standards and guideline and Standards for University Libraries of 2014. Moreover, the library will adhere to the code of ethics as per the Copyright Act, (2014), Publishers Licensing Regulations and guidelines, Kenya Access to Information Act (2016) and any other legislation dealing with library services and access to information. In pursuit of this, the library shall sensitize staff and users against copyright violation, put in place structures to guard against plagiarism and, adhering to publishers licensing regulation and guidelines.

6.2 Misconduct in the library

Misconduct in the library constitutes the following offences: mutilation of documents, impersonation, and copyright violation, violation of publishers' terms and conditions and theft among others. The results of the misconduct practices defined above will be mistrust in the use of the library. In case of misconduct in the library, appropriate disciplinary action shall be taken.

6.3 Copyrightable Instruction Materials Ownership, Use and Control

TUM shall claim ownership of materials which results from the staff or students scholarly articles, journal articles, research bulletins, monographs and books unless the institution enters into a written agreement prior to the beginning of the project that defines the rights and responsibilities of the author the institution and any other stakeholders in the project.

6.4 Academic Integrity and Plagiarism

It is expected that TUM staff and students shall adhere to the highest level of integrity in all areas of their academic and professional work. Maintaining academic integrity involves adhering to the ethics of academic writing, the use of reputable sources of information and full acknowledgement of information sources and materials that have been used in one's work. All scholarly materials produced within TUM shall be subjected to plagiarism check before they are added to the repository

7.0 POLICY IMPLEMENTATION FRAMEWORK

The library is an important component of the University which is mandated to support learning, teaching and research activities. These functions fall under the DVC (ARE) who is responsible for development, management, organization, operation and utilization of University Library Services. The University statutes establish the Library Committee as a sub-committee of the Senate which is mandated to: consider facilities and resources needed, advice on matters related to the development of Library, recommend rules and regulations, guidelines and principles of managing the Library including stocking and equipping of the Library. To operationalise the mandate of the library, the University Statute XIII has created the office of the University Librarian.

The implementation of this framework requires adequate infrastructure, quality information resources, innovative library services, adequate staffing, capacity building, enforcement and monitoring.

7.1 Enforcement and Monitoring

Enforcement of this policy shall be as guided by the University Statutes. The University Librarian shall be responsible to the DVC (ARE) for the enforcement of this policy and, the Library Committee shall be responsible for its monitoring and evaluation.

The University shall, therefore, put in place monitoring and evaluation mechanisms to monitor and ensure that implementation of this policy is effective and on course.

7.2 Financing Mechanism

The implementation of this policy shall be financed from University resources. In addition, grants and donations shall be sourced to supplement the University resources.

7.3 Policy Review

This policy shall be reviewed after every five years and/or when circumstances demand.

THIS LIBRARY POLICY IS EFFECTIVE FROM THIS 15TH DAY OF APRIL 2019.

SIGNED..........

COUNCIL CHAIRPERSON

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