



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

LIBRARY POLICY

POLICY NO. LBP/14/25

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i. Preamble

The MUASt Library shall be responsible for developing and maintaining all University Library facilities and services. The Library aims to meet the growing needs of Library services at Marondera University of Agricultural Sciences Technology in response to the rapid growth of the institution's academic and research programmes. This Library Policy provides guidelines for the operations of the Main University Library and its Branch Libraries. The Senate shall be the custodian of this Policy.

The Library Policy ensures that MUASt adheres to anti-corruption circulars, policies and measures as directed to the attention of the University by other agencies of the State. The policy shall also serve as a deterrent to corruption since it hinders the growth, prosperity and inclusive development of the country. The Policy, therefore, prompts good governance buttressed by transparency, accountability, integrity and rule of law. This policy also acknowledges the responsibility to lead by example in the fight against corruption and to render services ethically.

ii. Vision

To provide access to information to support learning, teaching, research, innovation and industrialisation to drive sustainable agricultural systems.

iii. Mission

To support excellence in academic work, enabling research, and fostering intellectual and ethical integrity.

iv. Scope of Library Policy

The Library policy applies to all students, academics and non-academic staff of the Marondera University of Agricultural Sciences Technology as well as outside persons and institutions who make use of the MUASt Libraries.

v. Aims of the policy

- To maintain consistency and continuity in developing and selecting material for the Library.
- To provide acquisition and relegation strategies, which set guidelines for the selection and disposal of stock according to subject, user group and format.

- To act as a communication tool for academic staff, Library staff, students and researchers to ensure learning, teaching and research activities are realised and supported.
- To continue in-depth profiling of the collection to identify its strengths and weaknesses and benchmarking against appropriate external collections so that subject-specific collection development policies can be developed.
- To effectively negotiate the allocation of funds to subject areas according to the size and composition of user groups.
- To ensure that the Library is allocated a minimum of 6% of the University's operational budget.
- To acquire annually those materials required for research and teaching according to agreed needs and allocation formulae.
- To aim to fulfil the ZIMCHE book student ratio of 1:5
- To have the ZIMCHE computer student ratio of 1:7

List of Abbreviations

AFLIA	African Libraries & Associations
CAS	Current Awareness Services
CCTV	Closed Circuit Television
CD ROM	Compact Disc Read-Only Memory
SCANUL	Standing Conference of African National University Librarians
SCECSAL	Standing Conference of Eastern, Central & Southern African Librarians
DVD ROM	Digital Video Disc Read-Only Memory
ICT	Information and Communication Technology
IFLA	International Federation of Libraries & Associations
ILL	Inter-Library Loan
ILS	Information Literacy Skills
IP	Intellectual Property
IR	Institutional Repository
IT	Information Technology
MAREF	Material Replacement Form
MUAST	Marondera University of Agricultural Sciences & Technology

MUASTIR

Marondera University of Agricultural Sciences &
Technology Institutional Repository Dura/Isiphala

OA

Open Access

SDI

Selective Dissemination of Information

OPAC

Online Public Access Catalogue

ZULC

Zimbabwe University Libraries Consortium

ZimLA

Zimbabwe Library Association

Chapter 1

Library Use Policy

1.0. Policy Statement

The Library Use Policy outlines the Library clientele, registration procedures, acceptable personal conduct and related issues. To accomplish the mission of the Marondera University of Agricultural Sciences & Technology Library, it is necessary to provide a conducive and safe environment. This helps the Library to provide world-class services and products for the benefit of its clients.

1.1. Primary Clients

The Library primarily serves the Marondera University of Agricultural Sciences & Technology community which comprises of:

- i. Students (conventional and continuing education)
- ii. Staff (academic, administrative, support and visiting)
- iii. Affiliate Researchers

1.2. Associate Clients

The Library also allows external individuals or organizations to join the Library as members but with no borrowing privileges. Associate clients are individuals who are not registered with the University either as staff members or students. These members will pay subscriptions which are either pegged per week, per month, six months or per year.

1.3. *Registration and Orientation of Clients

1.3.1. New Students

All first year undergraduate and graduate students are required to attend Library orientation and registration at notified times after they have been registered as Marondera University of Agricultural Sciences & Technology students.

- i. Proof of University registration from the Academic Registry through the student database shall be required for Library account activation.
- ii. Students MUST attend Library orientation and acquaint themselves with Library rules and regulations before using the Library.

1.3.2. Returning Students

- i. At the beginning of every semester each returning student shall have his/her Library account activated, after fully complying with University registration requirements.

- ii. Final year students shall have their borrowing privileges de-activated at the end of their final semester unless special arrangements have been approved in advance by the University Librarian.

1.3.3. Staff

- i. Staff is required to bring proof of employment from the Human Resources Office to register with the Library.
- ii. Part-time lecturers / Contract / Temporary staff shall only be allowed to register with the Library upon production of an employment confirmation letter from the Human Resources Office.
- iii. New Academic and Administrative staff members are encouraged to undertake Library orientation upon registration.
- iv. Visiting staff shall be required to produce proof of visiting status from the Human Resources Office.

1.3.4. Associate Clients

- i. Associate clients shall be registered upon completion of a registration form and payment of appropriate subscription fees.
- ii. Associate clients shall have client accounts opened for them in the Circulation module at registration time.

1.4. Library Opening Hours

The Library's opening hours shall be determined by the University from time to time through the Senate. These shall be displayed at the entrance.

Semester Time

- a. The Library provides a minimum of thirteen (13) hours daily from Monday to Thursday, eleven (11) hours on Friday and five (5) hours on Saturdays during semester time as access and use times to all its users.
- b. It does not open on Sundays and Public Holidays during semester time but
- c. During exam times, the opening and closing times shall be extended including opening on Sundays.

Vacation Time

- a. During semester breaks, the Library opening hours are reduced to seven and a half (7½) hours from Mondays to Thursdays and to seven (7) hours on Fridays.
- b. The Library does not open on Saturdays, Sundays and Public Holidays during vacation.

1.5. Library Services

The MUASt Library offers the following services to registered clients:

1.5.1. Reader Services

This service deals with the satisfaction of Library user needs and provides for their positive experience and intelligent use of Library resources and services. It is the Library's top priority to enable easy and quick access to the developed collection of electronic, print and multimedia resources that are central to the MUASt mandate and facilitate the teaching, learning and research activities in the University.

Confidentiality & Non-Disclosure Clause

- a. The Library shall not disclose or release personal information of its users to any individual or organization other than for use in the Institute as required by the institution.

Client Service Charter/Customer Care

- a. The Library maintains the spirit of equality and fairness in its delivery of resources and services to all its users. Good, amicable relations and customer satisfaction are the hallmarks of the Library Client Service Charter. The user is central to all Library operations, functions, resources and services.

Shelving and Shelf-Reading

- a. Reader Services shall ensure that all Library resources are continuously shelved after use and shelf reading is carried out to ensure resources are kept in their rightful place for quick and easy retrieval by the next user.

1.5.2. Circulation Services

The Library facilitates the circulation of print and non-print resources owned by Marondera University of Agricultural Sciences Technology Library to registered clients. The MUASt Library circulates Library resources *EQUITABLY* to all bona fide and registered library members for long or short periods that are made available by the Reader Services section of the Library.

Fines Charging

- a. Overdue fines are levied on all Library resources borrowed and not returned on time by users. Users who fail to clear outstanding overdue fines are blocked from further borrowing until the fines are cleared.
- b. Other fines are levied for flouting Library rules and regulations. A schedule of these fines is included in the Library Rules & Regulations.

Book Defaulters

- a. Library users who continuously flout Library Rules & Regulations, and who habitually abuse provisions of the Library policy and/or disrupt library service such as purposefully mutilating or wrongfully removing Library materials or equipment, and who are disrespectful to other users and staff, are brought before the Library Book Defaulters' Committee and/or the Student Disciplinary Committee in line with the MUASt Ordinance 5 that governs student behaviour and conditions of study, teaching and learning.

1.5.3. Research Services

Library clients can access vast Library resources in print, multimedia and electronic format from within or outside the physical Library. The following services are offered by the Library in support of staff and students' academic research: Information Access and Retrieval Services, Selective Dissemination of Information (SDI) and Current Awareness Services (CAS).

1.5.4. IT Services

Library computers are dedicated for academic research, which includes searching the OPAC, Institutional Repository, MUASt Digital Library, educational resources from the Internet and DVD / CD-ROM-based educational databases. Printing facilities for academic work are provided at the Enquiries Desk at a minimum cost.

1.5.5. Clients Training Services

The Library offers various training sessions to students and staff throughout the academic year through Library Orientation, and credited and non-credited Information Literacy Skills training. Students at all levels of study shall be equipped with information literacy skills that develop confident Library users who are empowered with lifelong knowledge and information searching, retrieval and use skills.

1.5.6. Reference Services

Library clients stand to benefit from the Reference Desk. The desk handles general to specific clients' enquiries and is also a good referral point to various Library products and services.

1.5.7. Reprographic Services

The Library provides photocopying, printing, laminating and binding services for clients at a fee. Photocopying from books or periodicals should be per the current copyright legislation.

1.6. Clients Conduct

Library clients are expected to be acquainted with all rules and regulations of the Library and refrain from disruptive behaviour. Student discipline shall be guided by the University Student Disciplinary procedures.

1.7. Branch Libraries

- i. Access shall primarily be for registered staff and students.
- ii. Other University clients shall have access without prejudicing the faculty and students.
- iii. Circulation of resources shall be guided by the Circulation Policy.
- iv. Opening times shall be guided by Library Regulations subject to the availability of adequate human resources for weekend and late duty shifts.

1.8. Library Penalties

The following penalties shall be instituted by the Library and may be read together with the Student Disciplinary Regulations and Procedures.

- i. The University Librarian shall reserve the right to suspend access or borrowing rights or both to Library defaulters.
- ii. The Library may opt for a Library defaulter to pay a fine based on the nature of the misconduct. The fine may be levied in addition to suspension, such as in cases of damage to property. In any case, the fine shall not exceed the cost of repair or replacement value and, or maximum gazetted fines for such offences.
- iii. The University Librarian shall refer serious and, or criminal cases to the relevant University Office(s). The Library shall reserve the right to temporarily suspend access and, or borrowing rights to such defaulters until the case has been resolved.

Chapter 2

Circulation Policy

2.0. Policy Statement

Marondera University of Agricultural Sciences & Technology Library circulates resources directly or indirectly to registered clients. Circulation services facilitate physical access to the Library collection for outside the Library use and in some cases within the Library (closed/Special collections). This policy ensures equitable and timely access to information by all Library clients.

2.1. Library Collections

The Library provides resources to support programmes offered in all Faculties. The Library collection is divided as follows:

2.1.1. Print Books

The print collection includes the following:

2.1.1.1. Open Stacks Collection

Clients may select and borrow reading materials from the open stacks for out-of-the Library use for specified loan periods.

2.1.1.2. Reference Collection

The collection includes resources of a reference nature which are for use in the Library only and therefore may not be borrowed.

2.1.1.3. Reserve Collection

- i. The Reserve Collection is a closed-access collection and clients are not allowed to enter this area.
- ii. The Reserve Collection allows for rapid circulation of items in high demand. Items are issued for short periods only, usually for part of a day, overnight or over the weekend.
- iii. Faculty Librarians in consultation with Academic staff are responsible for reserving resources at the Reserve section, particularly at the beginning of every semester.
- iv. Faculty Librarians in consultation with the Client Services section are responsible for de-reserving the resources during or at the end of each semester.

2.1.1.4. Special Collections

Special Collections comprises of rare and valuable, out-of-print, and sometimes fragile materials developed from time to time. These are only used inside the Library.

2.1.2. Print Periodicals

The Library shall subscribe to selected local and international academic journals, magazines and newspapers for use within the Library. Print journal subscriptions shall be limited to those that are not electronically accessible.

2.1.3. Multimedia Resources Collection

The Library shall acquire multimedia resources to complement the print collection as outlined in the policy.

2.1.4. Electronic Information Resources

Clients can use these resources within campus or outside campus for academic and research purposes and can also download them guided by the licensing agreements and the copyright law.

2.2. Collections Security

Library stock shall be protected by an electronic book security and CCTV surveillance systems. Clients should ensure that all Library resources are properly issued. All Library clients are subject to search. When leaving the Library clients must present all items including laptop cases to the Security Staff at the Library Exit.

2.3. Borrowing Privileges: see also Circulation SOP

All Library clients shall be issued with borrowing accounts which are exclusively for the use of the account holder only. The following borrowing privileges shall apply:

2.3.1. Student Loans

- i. A valid Marondera University of Agricultural Sciences & Technology Identity Card must be presented to the Library staff at the circulation counter when borrowing items.
- ii. Each Undergraduate student may borrow 3 ordinary loan items for a maximum of 3 days.
- iii. Masters and Post-Graduate Diploma students may borrow up to 3 ordinary items for 7 days.
- iv. PhD/DPhil students may borrow 4 ordinary items for 15 days.
- v. All students may borrow 2 Reserve and 1 multimedia resource for a maximum of 1 day with allowance for renewing the book.
- vi. Ordinary books already on loan to a student may be recalled or reserved by other clients. Recalled items must be returned to the Library immediately.

- vii. Borrowers must observe the obtaining hours of issue and return of Reserve items.
- viii. Students on industrial attachment or writing supplementary examinations may register with the department for vacation loans. The Department Chairperson shall write a letter to the University Librarian indicating the student(s) concerned. The department would be responsible for any vacation loans that would not have been returned to the Library by the student concerned.

2.3.2. Staff Loans

The following privileges shall apply:

2.3.2.1. Academic Staff Loans

- i. Academic staff shall be entitled to borrow a total number of 10 books for the 3 courses being taught. They can also borrow an extra 2 books for additional courses. Additionally, 1 reserve item and 1 multimedia resource can be borrowed. A schedule of courses being taught by each lecturer should be submitted through the Faculty Dean each semester.
- ii. Academic staff shall borrow reserve items or multimedia resources for 3 days.
- iii. The loan for each ordinary issue shall be 14 days for Academic staff. Loans for Academic staff shall be renewed only once unless it is not on demand by other clients.
- iv. All borrowed resources shall be returned by the end of the loan period.
- v. Loan items no longer required shall be returned to the Library immediately notwithstanding the loan period.
- vi. All items may be subject to recall.
- vii. Staff who fail to return borrowed items at the end of the initial loan and / or renewal period shall be fined. If borrowed items are lost full replacement value of the lost item plus a processing fee shall be charged.

2.3.2.2. Administrative and Support Staff Loans

- i. Senior Administrative Staff shall be entitled to borrow 2 ordinary items, plus 1 reserve and 1 multimedia item. Each ordinary item shall be issued for 14 days, reserve item for 1 day.
- ii. Support Staff shall be entitled to borrow 2 ordinary items, plus 1 reserve and 1 multimedia item. Each item shall be issued for a period of 10 days, reserve item for 1 day.

2.4. Offline Circulation

The offline Circulation system is a temporary measure put in place by the Library when the online circulation system is not available to enable the Library to conduct basic circulation transactions. The Offline Circulation System shall be guided by the following:

- i. All students and administrative staff will borrow a maximum of 2 books from open shelves and 1 reserve book. Academic staff shall be entitled to a maximum of 3 books only.
- ii. The loan period shall be three (3) days for open stack items and one (1) day for reserve items.
- iii. There shall be no renewals while in offline mode.
- iv. All records saved during the offline circulation should be transferred first before switching over to online circulation.
- v. No registration of new clients shall be done when offline circulation is in use.
- vi. Overdue resources and holds shall be processed (activated) at the time of loading records to online circulation.
- vii. Exceeding the borrowing limit, respectively of (i) and (ii) above shall attract a fine per book/day which is equivalent to the current overdue fine.

2.5. Inter-Library Loans (ILL)

The Inter-Library Loan system seeks to obtain resources for clients that are not available in the Library from other Libraries to support Marondera University of Agricultural Sciences & Technology-related professional development and academic research. In the same vein, the Library can also lend resources to all eligible requesting Libraries. Inter-Library Loans are based on the general principles of the Zimbabwe University Libraries Consortium. The Inter-Library Loan is designed to:

- i. Support collection development.
- ii. Make sure that the Library participates in cooperative resource-sharing schemes.

2.5.1 Loan Resources

- i. The following resources may be borrowed through the Inter-Library Loan system:
 - a. Print Books
 - b. Photocopies of periodical and newspaper articles.
- ii. The following resources are not ordinarily available through the Inter-Library Loan system:
 - a. Rare or valuable material, including manuscripts.

- b. Bulky or fragile items that are difficult or expensive to ship.
- c. Material in high demand at the lending library.
- d. Audio-visual materials.
- e. Resources in the Reserve Collection.

2.5.2 Borrower's Responsibilities

- i. Each client is responsible for checking Marondera University of Agricultural Sciences & Technology Library holdings (in all formats) for the item before requesting it on Inter-Library Loan.
- ii. The client must submit requests for materials by completing an Inter-Library Loan form.
- iii. Under Inter-Library Loan system each borrower is not allowed to take more than 2 items.
- iv. Clients may incur photocopying and postage costs as they apply.

2.5.3 Borrowing by other institutions

To borrow Marondera University of Agricultural Sciences & Technology Library resources an institution must register with the Library. To register, an Inter-Library Loan Application Form must be completed by the requesting institution and approved by the University Librarian. The Library reserves the right not to register other institutions for ILL. Borrowing privileges would be as follows:

- i. The Library shall ordinarily lend resources to other Universities in the Zimbabwe University Libraries Consortium (ZULC), and Tertiary and Public Libraries in Marondera and surrounding areas.
- ii. A maximum of four (4) loans shall be issued at a time for two (2) weeks notwithstanding photocopying. Renewals shall only be processed after assessing demand by local clients.
- iii. Institutions which fail to return resources by the specified due date will have their Inter-Library Loan privileges revoked indefinitely and will also be liable to an overdue fine.

- iv. A replacement fee to be determined by Marondera University of Agricultural Sciences Technology Library will be charged for damaged or lost materials.

2.6. Damage, Theft and Loss of Library Resources

- i. Clients are fully responsible for all Library resources loaned out to them and shall be held responsible for any loss or damage occurring to these Library resources.
- ii. Clients should check resources when checking them out and inform the Library of any damage. Upon return, every Library item lent shall be inspected by the Library and any damage shall be noted on an incident report.
- iii. If a lost item is found and returned, the Library shall not refund the processing fee.
- iv. A student suspected of theft, attempted theft or mutilation of Library property shall be subject to the disciplinary procedures laid down in the Rules of Student Discipline.
- v. A member of staff suspected of theft, attempted theft or mutilation of Library property shall be subject to disciplinary provisions laid down in the relevant Code of Conduct.
- vi. Any borrower relinquishing use of the Library must return all outstanding resources and clear all outstanding fines to obtain Library clearance.

2.7. Library Levies and Fines

In this policy, Library levies include overdue, administrative and other fines. Overdue fines are automatically generated by the system for overdue resources. Fines shall be determined by the University Librarian, who gazettes Library levies in conjunction with the Library Committee / Chairperson. Receipts are issued for all paid fines. The following shall prevail for Library levies and fines:

- i. Failure to return any material after the due date or time shall attract an overdue fine in respect of each day or part of a day by which the resources are overdue.
- ii. An overdue fine shall be levied for all recalls not returned by the second day.
- iii. An overdue fine shall in no case exceed the total cost of replacing the material in respect of which the fine is incurred.

- iv. Library material(s) shall NOT be issued to clients who have not paid fines as required, or to clients who hold overdue Library items. Remote access to electronic resources/databases shall also be temporarily suspended.
- v. Clients who habitually keep Library resources overdue, thereby disadvantaging other clients, may be subject to loss of access and use of Library resources.

Chapter 3

Collection Development Policy

3.0. Policy Statement

Collection Development is the Library function that is used to effectively build a meaningful and relevant collection of all resources that support and enable MUASt to achieve its mandate. The collection is central to the teaching, learning, study, research and community outreach activities of the Institute. This policy is intended to guide the selection of resources to be added to the collection, whether by purchase or through donations. It is used in the allocation of funds and in the effort to obtain additional funding from endowments, donations or grants. The University shall through the Fees Committee state the Library Levy which shall be used for the Development of the Library resources. The University shall allocate between 6% to 10% of its total operating budget for Library resources.

3.1. Purpose

- i. To clarify the criteria used by the Library for selecting resources for teaching, learning and research.

3.2. Responsibility

- i. The ultimate responsibility for the collection development of the Library rests with the University Librarian.
- ii. Faculty Librarians, University Librarian and Academic staff are responsible for the identification and selection of Library resources.
- iii. Faculty Librarians have the responsibility of coordinating collection development in each subject area and monitoring their resource funds.
- iv. All requests for resources are reviewed for their adherence to the selection guidelines.

3.3. Formats and Types of Resources Collected

- i. The Library collects primary and secondary publications, bibliographic and reference sources in the format best able to support the learning, teaching and research needs of students and Faculty.
- ii. The Library collects resources in different formats which include print, electronic and multimedia resources.

3.4. General Guidelines for Selection

The general selection policy applies to all types of resources being considered for Library acquisition and is guided by the following criteria:

3.4.1. Standards

Marondera University of Agricultural Sciences & Technology Library conforms to the statement on collection development contained in the "Standards for University Libraries" published by the Zimbabwe University Libraries Consortium (ZULC).

3.4.2. Intellectual Freedom

MUAST Library recognises that free access to information is fundamental to the educational process. Accordingly, the Library purchases resources that represent a wide variety of viewpoints.

3.5. Guidelines Governing Selection of Specific Resources

3.5.1. Print Books

Faculty Librarians and Academic staff are responsible for identification and selection of print resources. Other Library clients can also make recommendations for resource purchases.

3.5.1.1. Non –Fiction

Non-fiction information resources are purchased basing on importance, authority, demand, price and relationship to other items in the collection.

3.5.1.2. Fiction

Fiction resources are purchased based on importance, literal merit, accessibility, demand, price, and in relation to other items in the collection.

3.5.2. Electronic Resources

The University Librarian coordinates the purchase of electronic resources together with the eResources & Systems Librarian to ensure that adequate or appropriate software and hardware for use is available. Access and subscriptions will be under the ZULC agreements and licensing. The prevalence of electronic publishing makes it mandatory for the MUAST Library to acquire and disseminate knowledge and information that is now largely available in the form of electronic journals, electronic books and multi-media formats.

The following policy guidelines shall be observed:

1. Access and use of all electronic resources in the Library is exclusively for all registered Library users.

2. Library users should adhere to the terms and conditions of using e-resources as outlined in the license agreements signed for each database platform. The misuse and infringement of any clauses governing the use of e-resources may result in the withdrawal of a license for the Institute by the database providers. Reader Services shall inform users of the terms and conditions of use for each database platform.

3.5.3. Multimedia Resources

Faculty Librarians coordinate with Academic staff and the Multimedia Librarian in the identification and selection of multimedia resources that support teaching, learning and research.

3.5.4. Duplicates

Duplicate resources will be added to the collection if warranted by heavy usage of copies already held in the library. Unless waived by the University Librarian, three copies of a title and edition shall be permitted at any given time.

3.5.5. University Publications

The Library shall acquire works published by the University academic staff and students provided they are peer reviewed journal articles or books published by accredited publishers.

3.6. Classifying and Cataloguing Library Resources

Information resources in all formats will be classified, catalogued and indexed in a Library management system according to the Anglo-American Cataloguing Rules 2nd ed. (AACR11) or Resource Description and Access (RDA). See the **Cataloguing Standard Operating Procedures**.

3.7. Fund Allocation/ Budget

- i. The Library information resources budget is divided into four areas namely: books, journals, multimedia and electronic resources.
- ii. Funds for purchasing information resources are allocated to each department for equity distribution of funds basing on the following considerations:
 - a. Number of undergraduate and post graduate students in a department.
 - b. Courses taught by the department.
 - c. Cost of subject resources.
 - d. New Programmes

3.8. Procurement

Purchases are carried out in line with the University's procurement policies and procedures of the University as provided by the Bursar's Department.

3.9. Donations

- i. The Library will accept donations that meet the Collection Development criteria.
- ii. Donations that do not meet the Collection Development criteria will be donated in accordance with the Library Outreach Policy and the University policy on donation.
- iii. Donations in the form of money will be incorporated into the Library budget allocation fund.
- iv. Donations become the sole property of the Library which assumes responsibility for and the right to determine its use, maintenance and disposition.
- v. Where possible the Library will make every effort to respect donors' wishes regarding the purchase and assignment of donated materials.
- vi. Donations of multimedia and electronic resources should be current and compatible with the Library systems.
- vii. All donations shall be acknowledged in writing by the University Librarian or designate within five working days.

3.10. Processing of Acquired Resources

International standards and guidelines such as the Anglo-American Cataloguing Rules II (including the current system such as the Resource Description and Access) and the Library of Congress Classification scheme are used to process and systematically organize resources for easy and quick retrieval and use.

3.11. Marketing and Promotion

The processed resources are effectively marketed through manual and web-based displays, accession lists, flyers, and pamphlets. Library will practice extensive Current Awareness as a means of marketing resources.

3.12. Preservation

- i. The Library preservation programme maintains the Library collections in all formats to ensure their availability for current and future generations of researchers.
- ii. The Library will preserve resources through binding, physical processing, reformatting, environmental monitoring, disaster preparedness, staff and client education.

3.13. Replacements

Lost and outdated resources are to be replaced with new editions. All replacement of lost or damaged Library resources shall be recorded on a Material Replacement Form (MaReF).

3.14. De-selection/ Weeding

De-selection is active discarding or transferring to storage of unneeded items. See **Weeding SOP**

3.15. Rationale

De-selection is an important and integral function of the Library. It helps to:

- i. Ensure a relevant collection that supports MUAŠT's mission;
- ii. Make active items more visible, attractive, and accessible;
- iii. Maximise the use of existing, limited space and create shelf space for new additions to the collection;
- iv. Enable Library staff to service the collection efficiently.

3.16. De-selection Guidelines

Items which are de-selected include:

- i. Items that have not been used in the past ten years.
- ii. Duplicate copies of seldom-used items.
- iii. Items that are badly worn out or excessively dirty.
- iv. Multimedia resources requiring unavailable hardware and software.

3.17. De-selection of Electronic Resources

Electronic resources go out of date as do print resources. The Library shall periodically review electronic materials to determine their use, relevance, currency, and value to the collection.

3.18. Exceptions

Resources in the following categories may not be discarded:

- i. Research level resources, i.e., Marondera University of Agricultural Sciences & Technology Undergraduate, Masters and Doctoral Research.
- ii. Special, rare collections and collections of historical significance.

3.19. Responsibilities for De-selection

Under the guidance of the University Librarian, the Technical Services Librarian, the Department Librarian and the department concerned will actively participate in de-selection.

3.20. Schedule for De-selection

De-selection is an essential on-going Library routine which takes place during an annual stock taking.

3.21. Removal

De-selected resources shall be disposed of in one of the following ways:

- i. Transferring to a designated storage section.
- ii. Donating to Schools, Public and Community Libraries in accordance with the Library Outreach Policy.

- iii. Items in worse physical conditions will be recycled in an environmentally friendly manner.

3.22. Disposal of Multimedia equipment

The Library shall dispose obsolete multimedia equipment following the University Tender system every five years. Proceeds from this tender will go towards replacing the equipment.

Chapter 4

Institutional Repository Policy

4.0. Policy Statement

The MUASt Library manages the Institutional Repository, the MUASt Dura/Isiphala, which is an archive of the intellectual output that is generated by staff and students of MUASt. A policy framework that governs the creation, development, depositing, access, use and reuse of the MUASt Dura/Isiphala.

4.1. Purpose

The purpose of the Institutional Repository Policy is to guide the Library staff in gathering, preserving, indexing and archiving research information produced by MUASt staff and students.

4.2. Open Access (OA)

- i. Open Access initiatives (OA) advocate the removal of access barriers to the wealth of knowledge and information that enhances research and enriches the teaching, learning and research processes in research institutions and universities.
- ii. MUASt expects its academics, scholars and scientists who publish research papers through direct or indirect funding by the University to provide maximum online access, use and application of their findings freely without cost or legal sanctions.
- iii. MUASt shall determine access rights to all resources in its Institutional Repository.

4.3. Scope

Depositors to IR must be members of the Marondera University of Agricultural Sciences & Technology community at the time of publication, submission or reporting. Contributions may include researchers external to the University, if they are co-authoring with Marondera University of Agricultural Sciences & Technology authors or are affiliated with the University at the time of publication. The following materials will be included/accepted for submission in IR:

- i. Research projects, dissertations and theses. Hard and soft copies shall be required.
- ii. Resources produced by Staff i.e. Academic publications, literature and technical and fieldwork reports, and clinical projects, seminar & conference papers.

4.4. Responsibility

The University Librarian, through appropriate officers, is responsible for the Institutional Repository, which includes:

- i. Verifying online submissions, validating and enhancing associated metadata and ensuring that research is accurately displayed online.

- ii. Organising copyright clearances to facilitate open access to research outputs wherever possible.
- iii. Facilitating signing of consent/deposit forms which will include a declaration stating that the data is correct and that the staff or student agrees to be bound by the terms of the Library Policy.

Chapter 5

Information Literacy Skills Policy

5.0. Policy Statement

Developing lifelong learners is central to the mission of higher education institutions. This policy affirms the role of the library in advocating, developing and supporting Information Literacy Skills (ILS) throughout the University community by ensuring that students and faculty attend information literacy skills training.

5.1. Purpose

This policy guides information literacy skills training across the University through equipping the students and staff with the skills necessary to exploit the resources.

5.2. Library Responsibilities

MUAST Library shall be an integral part of the campus learning experience so as to integrate information literacy into the research environment and to advance lifelong learning for students, faculty and staff. As such the Library shall:

- i. Collaborate with Academic staff to integrate Information Literacy Skills into teaching, learning and research.
- ii. Develop appropriate resources in support of the curriculum and information literate student learning.
- iii. The Sub Librarian-Research Services coordinates the Information Literacy Skills programmes.

5.3. Curriculum Strategies

The Library shall design and deliver information literacy programmes to the specific needs of different clients. Strategies will include credited and non-credited programmes.

Chapter 6

Library Intellectual Property Policy **Refer also to the MUASt IP Policy**

6.0. Policy Statement

This policy provides a framework that promotes integrity and assures the highest levels of excellence in the generation, sharing and dissemination of Intellectual Property (IP) produced by the University. This policy should be read together with the Marondera University of Agricultural Sciences & Technology Intellectual Property Policy.

6.1. Purpose

This policy seeks to ensure that the rights of authors, researchers, scientists, scholars and publishers are respected according to the Copyright Legislation. It enables MUASt Library to share knowledge and information generated in the University with partners in Zimbabwe, the region and globally.

6.2. Copyright Agreements

The Library shall adhere to copyright agreements. In the event of unresolved issues, the University Librarian shall consult the University's Legal Adviser / Counsel.

6.3. Ownership of Intellectual Property

Marondera University of Agricultural Sciences & Technology **owns the copyright** for all works produced during the course and scope of the employment contract unless there is an independent contractual agreement that states in the following:

- i. Research and Teaching Materials
- ii. Academics and Scholarly Writings
- iii. Works by Students
- iv. Works of Contractors and Other Third Parties

6.3.1. Breach of Intellectual Property Policy

The breach of IP policy shall include reproducing, publishing, translating, and/or distributing materials without prior consent from the originator.

6.3.2. Photocopying and Copyright Regulations

Photocopying, printing or downloading made from Library resources is subject to the international 'fair copying' declaration and the Zimbabwe Copyright Act and Neighbouring Rights Act which is available in the Library for the guidance of clients.

Chapter 7

Branch Libraries Policy

7.0. Policy Statement

This Policy shall serve to standardise and guide the establishment, operational functions and maintenance of Branch and Satellite Campus Libraries. In this policy, Branch Libraries refer to all Libraries, Documentation and Information Centres established outside the MUASt Library on or away from the main campus. MUASt Library Policies shall apply to ALL Branch Libraries and shall supersede any Branch Library Rules and Regulations.

7.1. Establishment

The establishment of Branch Libraries shall be done through the following:

- i. Faculty Board meeting.
- ii. Library Committee.
- iii. Senate.

7.2. Physical Infrastructure

- i. The University Librarian shall be involved in the planning of new University buildings that will incorporate Libraries.
- ii. Branch Library physical infrastructure shall be required to meet the minimum standards as directed by the Main Library. This shall include but not limited to:
 - a. Library IT and electronic security systems,
 - b. Staff workstations,
 - c. Networked computer workstations for client access to OPAC and e-resources,
 - d. Adequate shelving and reading space.
 - e. Adequate ventilation and clear lighting.

7.3. Human Resources and Organisational Structures

- i. The University Librarian shall be the head of all Libraries as provided for in the University Charter and Prospectus.
- ii. Each Branch Library shall be headed by a Branch Librarian at the Level of at least an Assistant Librarian deployed by the University Librarian in accordance with University appointment procedures. He/she shall report to the University Librarian and shall liaise with the Dean of the campus and off campus Coordinators.
- iii. The Branch Librarian shall attend College Board meetings and report to the University Librarian.
- iv. The Branch Librarian shall be assisted by Senior Library Assistants.

7.4. Collection Development

- i. Branch Library collections shall be developed and maintained according to the Library Policies.
- ii. The Main Library shall budget for the collection development of Branch Libraries in consultation with the Satellite Campus. Purchases shall be done centrally at the Marondera Campus. (Currently, operations are at the CSC MUAAT Campus)

7.5. Material Processing, Cataloguing and Classification

Material processing in all formats, Cataloguing and Classification shall be by Library Cataloguing Standards. Physical material processing shall be done centrally.

7.6. Library Management and Information Systems

- i. Branch Libraries shall use the Main Library Management System KOHA.
- ii. The Main Library shall coordinate all Branch Libraries Management Systems and maintenance.

Chapter 8

Library Social Media Policy

8.0. Policy Statement

The policy guides the use of current forms of social media for information delivery, and client education and governs public use of these tools for any purpose.

8.1. Purpose

MUAST Library's social networking sites are to inform, market Library resources and communicate with Library clients.

8.2. Scope

These social media guidelines apply to Library staff and clients.

8.3. Content

The Library shall post the following content on its social media:

- i. Notices of upcoming Library meetings or events.
- ii. Content of all press releases.
- iii. Library rules and Regulations.
- iv. Library policies and procedures.
- v. Information about Library services, trends or technologies.
- vi. Communication between Library staff and the Library community regarding MUAST Library work and/or projects.
- vii. Training and continuing education opportunities.
- viii. Promotion of MUAST Library.
- ix. Library discussions with clients.
- x. Books discussions or virtually hosting a book club.

8.4. Rights of the Library

- i. MUAST Library reserves the right to monitor content before it is posted on all of its Social Media web applications, websites and web accounts.
- ii. A staff member or a student may lose their posting privileges for content posted on the site if such content contravenes this policy.
- iii. Public comments, reviews, posts, photographs and messages are encouraged as long as they pertain to the Library, its programmes, resources and mission.

8.5. Private and Professional Use

- i. These policy guidelines do not apply to employees' private use of social media platforms.
- ii. Each Library social media account manager must post their identity along with their staff position in their profile.

Chapter 9

Library Outreach Policy

9.0. Policy Statement

This policy is intended to guide the Library outreach activities in tandem with the mission and vision of the University. The Library Outreach programme aims to equip school and community Libraries with the resources and skills necessary to maintain these facilities. The major components of the programme are donating Library educational resources, imparting Librarianship skills to Librarians managing these resources and also engaging communities on their information requirements.

9.1. Purpose

The purposes of the Outreach policy is to:

- i. Donate Library educational resources and impart contemporary Librarianship skills to school and community Librarians.
- ii. Nurture existing outreach activities and promote new ones.
- iii. Establish sustainable cooperative partnerships with surrounding communities.
- iv. Establish broad principles for planning, implementing, monitoring and evaluating outreach activities.

9.2. Donation of Educational Resources

Educational resources donated by the Library are those from individual or institutional donors that do not warrant inclusion in the Library's collection based on the Collection Development principles in this policy.

9.2.1. Beneficiary selection

- i. Libraries that benefit from the Outreach Programme are those that formally apply.
- ii. The University Librarian shall approve beneficiaries following the University's policy on donations.
- iii. The programme's catchment areas are schools, colleges and community Libraries mainly in the Mashonaland East Tertiary Libraries in Zimbabwe. Applications from outside the programme's catchment areas may be considered case by case.
- iv. Individuals are not covered in the Library Outreach Programme.
- v. Application for donations does not cover the University's staff, students, Faculties and departments.
- vi. All disposed items shall be stamped '*Donated by Marondera University of Agricultural Sciences & Technology Library*'. A disposal list may be prepared, especially for smaller consignments. Worn-out, outdated and irrelevant materials shall be sent for recycling.

9.2.2. Community Knowledge Share

The Library Outreach involves community service activities such as:

- i. Library and Information Science training, current awareness and public lectures.
- ii. Engaging external stakeholders in providing targeted training and workshop activities aimed at addressing community information needs.
- iii. Strengthening capacity through establishing long-term collaborative partnerships and networks with departments, faculty and other academic staff in Library outreach programming.
- iv. Engaging relevant academic and administrative units in the provision of formal training that leads to the award of academic certificates.
- v. Build mutually beneficial relationships with communities in areas of Library development.

9.3. Extension and Collaboration

Extension and Outreach services shall be geared towards improving collaboration with major stakeholders such as the Zimbabwe Library Association (ZimLA), the Zimbabwe University Libraries Consortium (ZULC), Non- non-governmental organisations and the Government in programming activities. Partnering with international organisations in strengthening capacity-building programmes shall be strongly encouraged.

9.4. Responsibility

The University Librarian shall authorise all Library outreach activities.

Chapter 10

Library Security Policy

10.0. Policy Statement

Safeguarding, preservation and conservation of Library physical facilities, equipment and resources is of paramount importance. The Library Security Policy, which must be read in conjunction with the University Security Policy and ICT Cyber Security Policy.

10.1. Purpose

The policy provides guidelines on how to safeguard and protect the Library facilities and resources as valuable institutional assets while guaranteeing the individual registered user the right to free access and use of the same.

10.2. Prevention of Theft and Abuse of Resources and Services

- a. Briefcases, oversized garments and large containers are not permitted in the Library as these may be used to conceal Library materials. These shall be left in lockable cabinets provided as baggage storage space outside and inside the Library
- b. Users are required to submit themselves to physical security checks by male and female Security Details for corresponding male or female users at entrance and exit points.
- c. Valid MUAAT Identification documents must be produced on request when using the Library.
- d. Physical presence of MUAAT Security Details, Library Staff and electronic surveillance using Closed Circuit Television (CCTV) at strategic places shall be used to guard against defacing, mutilating and/or damaging library materials, equipment and property.
- e. No users shall be permitted to remain in the Library after it has closed unless prior permission and arrangements have been made for such use.
- f. Consumption of food and beverages within the Library is not permitted as such victuals attract rodents and other vermin detrimental to Library materials.
- g. Smoking is prohibited as it is synonymous with fire which is hazardous to Libraries and resources.

- h. Library resources and services are not available for sale to anyone except when authorized and required to do so by the University for specified resources and services.

Chapter 11

LIBRARY QUALITY ASSURANCE POLICY

11.1 List of Accredited international and Local Indices

- Arts and Humanities Citation Index (2021)
- Department of Higher Education and Training List of Approved South African Journals (2021)
- International Bibliography of the Social Sciences (IBSS 2021)
- Norwegian List of Accredited Journals (2021)
- Scientific Electronic Library Online (2021)
- Social Sciences Citation Index
- SCOPUS (2021)
- ZIMCHE List of Accredited Journals

11.2 List of Predatory Open Access Publishing

- Beall's List of Journals
- Beall's List of Publishers
- List of Predatory Journals
- List of Predatory Publishers
- Criteria for determining Predatory Publishers

12.0. REVIEW OF THE LIBRARY POLICY

This policy shall be reviewed every five years or when necessary. If there are sections requiring revision, they shall be reviewed by the University Librarian and presented to the Library Committee and Senate for approval at that time. The Library Policy has been updated by the University Librarian in September, 2024.

Approval authority: _____
Vice Chancellor

_____/_____/_____
Effective Date

CIRCULATION STANDARD OPERATING PROCEDURES

This manual serves as a guide to the operations, tasks, and activities performed at the Circulation Desk. Circulation is the core duty of Library Assistants and Technical Assistants assisted by Senior Library Assistants, when necessary. Circulation work involves handling many records and working with a lot of detail and therefore demands meticulousness, accuracy, orderliness, alertness, commitment, and vigilance. The Circulation desk is a key service point in the Library. The Library provides a circulation service for the loan, return, recall, and reservation of Library materials.

LIBRARY OPENING HOURS

Opening Hours	CSC Campus	AIP Campus
During the Semester	0800 – 1630 Hours Monday – Friday 0800 – 1300 Hours Saturdays	0800 – 2000 Hours Monday – Friday
Block release	0800 – 1630 Hours Monday – Friday 0800 – 1300 Hours Saturdays	0800 – 2000 Hours Monday – Friday
Vacation	0800 – 1630 Hours Monday – Friday	0800 – 1630 Hours Monday – Friday
Examination's time	0800-2000 Hours Monday to Thursday 0800-1630 Hours Friday 0800 – 1600 Hours Saturdays	0800-2000 Hours Monday to Thursday 0800-1630 Hours Friday

The Library is closed on Sundays and Public Holidays.

1.0. PATRONS

Patrons are registered to use the Library. When students/staff join the University, they are given an identification number and are issued with an identification card which they use to access facilities in the Library. Whenever the patron wants to use the Library facilities, the identity card should be presented at the circulation desk. Patron registration facilitates the collection of basic information so that patrons do not have to provide this information every time they wish to borrow materials. Libraries register patrons to; identify who has the right to borrow and what their privileges are. The categories of users and their rights are detailed below:

Category of Users	No. of items to be borrowed	Loan Period
Undergraduates	3 open shelves +1 short loan + 1 reserve	2 weeks
Postgraduates	3 open shelves +1 short loan + 1 reserve	2 weeks
Academic Staff	4 open shelves +2 short loan + 1 reserve	1 month
Non Academic Staff	3 open shelves +1 short loan + 1 reserve	2 weeks

1.1 HOW TO REGISTER A NEW PATRON USING KOHA

1.1.1 First login to the KOHA staff interface

1.1.2 Click Patrons

1.1.3 Click the New Patrons and select the category Staff/Students

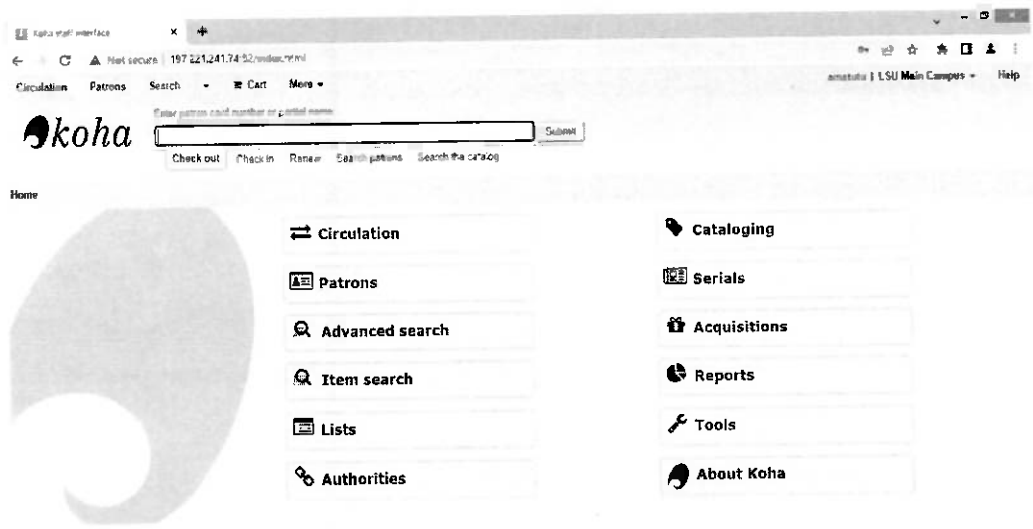
1.1.4 Enter the Patron details and save

1.1.5 Finally upload the patron photo

1.1.6 Successfully save the new patron

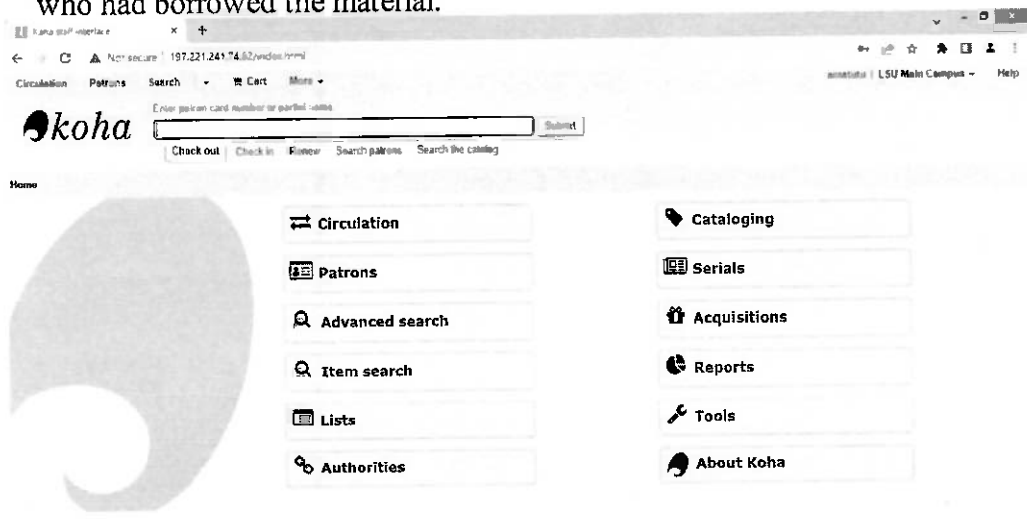
2.0. CHECK-OUT

- Borrowing books from the Open Shelves and those from the Reserve Collection starts at 0900 hours.
 - In the checkout mode, the Circulation staff member scans the Student ID card. Scan the book barcode
 - The following details are shown i.e., to whom the item is given, the identity number, the item's barcode, and the due date. A summary of all the checkouts is also given.
 - Stamp the date the books will be returned to the Library on the date due slip.
 - Library materials at the Reference Collection such as thesis, dissertations, manuals, yearbooks, journals, and past examination papers cannot be checked out
- NB: Identity cards shall be used by the owner only and may not be exchanged.**



3.0. RETURNS

Returning books to the Library starts at 0800 hours. Patrons should return Library materials directly to a member of staff at the Circulation Desk. The staff member inspects the material for any damage (torn pages, loose binding, missing labels or cards), and the due date is cancelled using a pen. The staff checks in the Library Management System, in this case, the Check-In window, and scans the item's barcode. The details below are shown in the system; the due date, the title of the borrowed item, the author, the book's barcode, where the book is located physically within the Library, the call number, the type of material, and the patron who had borrowed the material.



4.0. OVERDUE ITEMS

When overdue materials are returned to the Library, the patron may not borrow without paying the appropriate fine. Fines are charged at USD1 per day per book for open shelves (ordinary loan) books and USD 1 per hour for the Short Loan

Collection. These are paid for at the Circulation Desk or the Bursar's office by cash, Ecocash, Pay Now, and bank transfer. After the patrons have paid at the Bursar's office, they are supposed to bring a receipt to the reference desk for clearing. The receipt will be recorded and attached to the receipt book.

5.0. PAYMENT OF FINES

Fines shall be paid every day and anytime as long as the Library is open. Fines are levied to deter and discourage users from monopolising Library materials thereby ensuring wider circulation of all Library materials. Users pay all Library fines to the Bursary. Users bring receipts to the Library Circulation Desk for clearing their borrowing rights.

6.0. INTER-LIBRARY LOAN

Inter-Library loan services are provided to staff and students in cases where the sought information resources are not readily available at any of the University Branch Libraries.

6.1. STEPS IN FACILITATING AN INTERLIBRARY LOAN

- The patron fills in the ILL form
- The Library checks which Library has the book and borrows it
- The Library gets the book and alerts the patron about the availability of the book
- The book is loaned out to the patron and returned before the day it is due at the institution where it belongs.

7.0. RENEWALS

- Students can renew Library materials only once except for materials that are on hold.
- Lecturers can renew once over the phone, the second time they come to the Library, and then the third time they should return the book.

8.0. HOLDS

- An individual may place a hold on material that has been checked out. When the material is returned the individual is given three (3) days to come and collect the material as the individual will be aware when the material will be due.
- If the material is not collected within three days the material is then given to the next person who would have placed the material on hold. If no individual has placed the material on hold, it will be re-shelved. A hold can be placed in person at the Circulation Desk.

9.0.

RECALLS

The Library may recall materials that have been issued out to individuals if the materials are in high demand from other Library users. The Library maintains the right to recall the material(s) and place them in the Reserve Section so that equal access to materials is ensured.

CATALOGUING SECTION

STANDARD OPERATING PROCEDURES

Objectives of the Cataloguing unit

- To develop and maintain a database of high-quality machine-readable catalogue records representing the holding of Marondera University of Agricultural Sciences and Technology Library.
- To create MARC records for all new acquisitions to the Library promptly.
- To correct errors and resolve problems in existing records as they are found.
- To organise the Library's holdings into logical subject classifications within an established collection.
- To assign call numbers according to the Library of Congress classification scheme.
- To work with Faculty Librarians to ensure that items are placed in their appropriate locations.
- To hold meetings to share new ideas, discuss problems and decision making.

1. Steps in processing new books:

1.1 Inspection

The books should be examined for any physical defects such as (e.g. damaged covers, folded pages, and missing pages). If a book or other items purchased by the Library are defective, they should be returned to the supplier.

1.2 Identification

1.2.1 Stamping books

New books are stamped as proof of ownership. When stamping a book do not cover any information that may be on the book. Every book should be stamped at page 5, 20, 35, 50, 75, 120, 200, 250, 350, 450, 500, 600, 700,

780, 950, 1012. Ownership stamps are also applied along the top, front or bottom edge of the book. To stamp the book on the edge, it must be held tightly closed. The stamp must be narrow enough to fit between the covers. The stamp bears the name of the Library on the next page:

MUAST LIBRARY

1.2.2 Accessions stamp

The Accessions stamp is placed on the lower part of the title page. The stamp provides the name of the Library, address, date, accession number, and class number. Library Assistants and Technical Assistants are responsible for filling in, the date, and the accession number. The Class number is filled in by the Cataloguer after classifying the book. The Accession stamp is shown below:

LIBRARY MUAST P.O. BOX 30		
DATE	ACCESSION NO.	CLASS NO.

1.3 Accessions register

1.3.1 The accession register shows what stock is owned by the Library. Each book in the Library should be uniquely distinguished from every other book. New books are accessioned as they are acquired or received. (e.g., 24/22688). It serves as an inventory book for the Library.

1.3.2 The details to be recorded in the Accessions Register are the accession number, date, author or editor, title and edition, publication details i.e., place of publication, name of publisher and year of publication, ISBN or ISSN, and source of acquisition (purchased or donated)

1.3.3 On the accession number the first two digits indicate the year that an item was added to the collection and the remainder of the digits as inventory control counts for the year.

1.3.3.1 **In the Accessions Register, there should be a column for the price of the books being accessioned. Every year the total price of the books should be reported to the Bursar's Office and recorded that the book value for the year eg. 2024 was USD and write the amount.**

1.3.4 A book donation sticker is placed on the bottom far right side of the interior book cover. The donor of the particular book is recorded in the book donation sticker. Books donated by Book Aid International come with a stamp and do not need the donor sticker.

2. Assigning class numbers

The Library uses the Library of Congress classification scheme. Call number labels identify the location of the Library materials. Class numbers are obtained from the Library of Congress Online Catalogue (LCOC) and the Online Computer Library Catalogue. (OCLC). e.g., QC910MOY.

3. Cataloguing

The Library uses Koha Library Management System.

Senior Library Assistants are responsible for cataloguing Library materials.

- Before adding a new bibliographic record, search Koha for the item. If an exact match is found, add the new holding(s).
- The same item may be in the catalogue but in a different edition. Edit it as a new duplicate and change the ISBN and edition.

- If a match is not found in Koha, search approved Z39.50 servers, find an exact match, import the catalogue record, edit, and add local tags and holdings information to the copy catalogued record.
- If no machine-readable record is available for import, use the default framework **and catalogue the item as a new record.**

3.1. Steps for cataloguing

3.1.1. Log in to Koha

3.1.2 Click to Cataloguing

3.1.3 Choose “New record” from the default framework and catalogue as per the table below.

Tag	Label	Description	Instructions
000	Leader	Describes the record (i.e. surrogate) -- indicating if it is a record for a monograph, a serial, etc.	Autofill
001	Control Number		e.g. 20566576
003	Control Number Identifier	Your MARC Organisational Code	MUAST
005	D & T Latest Transaction	Current date and time. System-generated value	Autofill
008	Fixed-Length Data Elements	Field containing computer-readable representations and codes	Autofill
020	ISBN	Unique number used by publishers to identify books.	e.g. 9780552177313
040	Cataloguing	Identifies which Libraries	a MUAST

			<p>“The” set the second indicator to '4').</p> <p>An alternative title is treated as part of a title proper.</p> <p>If a title appears in two or more languages and sources of information, record a value in the language or script of the main expression that is embodied by a manifestation.</p>
250	Edition Statement	An edition statement sometimes includes a designation of a named revision of an edition. An edition statement sometimes includes a statement of responsibility relating to the edition or to a named revision of an edition.	Transcribe the edition statement exactly as it appears on the source of information.
264	Publication (Imprint)	Publication information.	Put the location of publication in subfield 'a', the publisher in subfield 'b', and the year (or probable year) in subfield 'c'. (To type © hold the Alt key & type 0169).
300	Physical Description	Physical description	<p>a x, 305 pages :</p> <p>b illustrations ;</p> <p>c 30cm.</p>
336	Content type		<p>a text</p> <p>b txt</p> <p>c rdacontent</p>
337	Media type		a unmediated

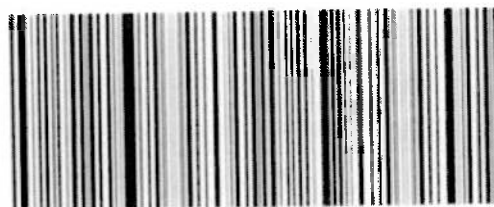
	Source	created and modified the record.	b eng c MUA d MUA e rda
050	Library of Congress call number	Call number	a H62 b NYO
100	Main Entry -- Personal	Authorized form of the main author's name All other contributors and associated people should be listed in 700 fields.	The first indicator should generally be a '1', to indicate that the entry is surname first. If the name consists only of a forename, however, the first indicator should be '0'.
110	Main Entry -- Corporate	Authorized form of the name of the main corporate author.	Set the first indicator to '2'.
111	Main Entry -- Meeting	Authorized form of the name of a meeting which acted as a main offer (e.g. conference proceedings)	Set the first indicator to '2'.
245	Title Statement	Transcribe the statement of responsibility as it appears in the source of information.	Enter the title in subfield 'a', the subtitle in subfield 'b', and the statement of responsibility in subfield 'c'. Set the first indicator to '0' if there is no author, otherwise set it to '1'. Set the second indicator to the number of non-filing characters (e.g., characters in an initial article plus the space... for "A "set the second indicator to 2. "An" set the second indicator to 3 and

			b n c rdamedia
338	Carrier type		a volume b nc c rdacarrier
490	Series Statement	Shows the series statement exactly as it appears on the item.	Transcribe the series statement into subfield 'a' with the volume number in subfield 'v'. Set the first indicator to '1'. 'x' ISSN.
504	Bibliography, etc. Note	Indicates whether the work includes a bibliography.	Includes bibliographical references and index.
650	Subject Added -- Topical	Library of Congress Subject Heading terms describing the subject of the work.	If you found the name in the LC authority file, set the second indicator to '0'. Otherwise set the second indicator to '4'.
700	Added Entry -- Personal	Used for second authors and other persons related to the production of the work.	The first indicator should generally be a '1', to indicate that the entry is surname first. If the name consists only of a forename, however, the first indicator should be '0'.
710	Added Entry -- Corporate	Used for corporate bodies related to the production of the work (e.g. publishers).	Set the first indicator to '2'.
711	Added Entry -- Meeting	Used for meetings related to the production of the work (e.g. symposia that contributed to the work).	Set the first indicator to '2'.
942	Added entry elements		2 Library of Congress Classification c book

NB: Refer to RDA toolkit at www.rdatoolkit.org for revisions

4. **Barcoding**

A barcode is a unique identifier that distinguishes an item from any other. An example of a barcode is illustrated below:



14287498732935

5. **Spine marking**

5.1 Create a table



5.2 Type class number per cell Times New Roman, Font size 18 in **Bold**, centre aligned.

5.3 Print and cut out.

Example of a spine mark

6. Attaching Date Due Slip

The date due slip is attached before the book is transferred to the Library for shelving.

7. Quality Control

Faculty Librarians check the record for accuracy and consistency with the RDA cataloguing standards.

They further conduct a physical check of the book to determine if the date-due slips, barcodes, and spine marks have been appropriately affixed to the book.

INSTITUTIONAL REPOSITORY STANDARD OPERATING PROCEDURES

Introduction

The MUASt Library manages the Institutional Repository, MUAStDura/Isiphala, an archive of the intellectual output generated by MUASt staff and students. This SOP covers the depositing, access, and use of MUAStDura/Isiphala.

Purpose

The purpose of the Institutional Repository Policy is to guide the Library staff in gathering, preserving, indexing and archiving research information produced by MUASt staff and students.

Procedure

MUASt scholarly works and research data must be submitted to the University's Institutional Repository, MUAStDura/Isiphala, for preservation and open access per the University's Library Policy.

1. Work by Staff, Students or Researchers at MUASt intended to be uploaded to MUAStDura will be emailed to library@muast.ac.zw.
2. The work will be forwarded to the Quality Assurance Directorate for quality checks.
3. The Quality Assurance Directorate will return approved work to the Library for uploading into MUAStDura/Isiphala. A rejected work will only be uploaded once the necessary corrections have been made to it.
4. The Author of the work will sign a consent form allowing the Library to upload his/her work to MUAStDura/Isiphala.
5. For work that has been published elsewhere and the Author is not sure about issues of copyright and ownership, only the abstract and the link to the document will be uploaded to MUAStDura/Isiphala.
6. Completed theses and dissertations are provided by Faculties in the form of PDF files and uploaded to MUAStDura/Isiphala within 6 months after the students would have graduated.

7. It is mandatory that all forms of scholarly publications be submitted for inclusion in MUASTDura/Isiphala at the time of acceptance for publication in an appropriate electronic format (such as PDF).

ENTERING METADATA IN D-SPACE

1. Login to MyDSpace
2. Select Submission module
3. Select the content type/template.

Field box: Type

Each content type has a different subset of types. Choose a type from the dropdown list.

For Journal Contribution

- **Article:** A piece of prose written by one or more authors and published in a scholarly journal. Articles often include a bibliography and an abstract and are ideally peer-reviewed.
- **Book Review:** An evaluative account of a newly published work, usually written by a qualified person, for publication in a journal.
- **Editorial:** A brief note expressing the opinion of the chief editor(s) of a journal with respect to a scientific issue. Editorials appear on the editorial page of a journal and usually precede the main articles.
- **Letter:** A letter, printed on the editorial page of a journal, in which a reader expresses his or her views on the subject of a previously published article or editorial, sometimes followed by a response from the editor(s).
- Meeting abstract
- Note
- Review
- **Other:** If there is a type of journal contribution not present in this list, one can use 'Other'.

For Conference Material

- **Paper:** The written record of a conference presentation not yet published in the proceedings of the conference.
- **Poster:** A poster is a visual description of a project on a large sheet of paper, prepared for viewing by those attending a conference.
- **Presentation:** The actual text and illustration/graphics presented at a conference, usually as a PowerPoint.
- **Other:** If there is a type of conference contribution not present in this list, one can use 'Other'.

For Theses and Dissertations

- Bachelor
- Master
- PhD

For Data Sets (to be defined by the submitter)

For Audio-visual Material

- Audio
- Image
- Video

Field box: Creators

Fill out the names of the persons and/or institutes responsible for the publication.

- **Personal authors:** enter the surname/last name and the full first name if available
- **Corporate authors (not for Theses and Dissertations):** institutes that act as author.
- **Advisors/Theses lectors (only for theses and dissertations):** enter the surname/last name and the full first name if available
- **Editors (only for Books):** The persons having the final responsibility for the content of a book containing contributions of different authors
- **Institutions (only for theses and dissertations):** the name of the University\institute where the Thesis\Dissertation was defended

By clicking on the "Add More" button, one can add as many creators as needed.

Field box: Title

Enter the full and proper name by which this item should be known. All DSpace items must have a title!

- Main title:
 - Enter the complete title of the item and add the language
 - Title and subtitle are divided by a double colon (:)
 - The title is a mandatory field (*)
- Alternative titles:
 - Enter the translated titles following the same rules as the main title (specify the language)

By clicking on the "Add More" button, one can add as many titles as needed.

Field box: Conference description

Only for Proceedings Paper and Conference Contribution

Fill out the following fields:

- Conference Name: the full name of the conference. A mandatory field
- Conference place: city and country
- Conference Date: start and end date of the conference

Field Box: Reference

The reference field is different for the different content types: not all types have a reference block.

For Journal Contribution

For Book Section

- Editors: the persons having the final responsibility of the content of the book, where the book section is a part of.
- Book Title: enter the data in the appropriate box. A mandatory field

- Edition
- Start Page
- End Page
- ISBN: enter only the number
- Series Name and Number: enter the data in the appropriate box
- Publisher
- Place of Publication

For Proceedings Paper

Editors: the persons responsible and having the final responsibility of the content of the book where the book section is a part of.

- Proceedings Title: enter the data in the appropriate box. A mandatory field
- Start Page
- End Page
- ISBN: enter only the number
- ISSN: enter only the number
- Series Name and Number: enter the data in the appropriate box
- Publisher
- Place of Publication

Field box: Links

1. Fill out the field "DOI" (Digital Object Identifier) - International publishers assign to every publication a DOI, a stable system of identifying items on the Internet.
2. If the document is also available on another website (publisher, personal webpage etc.), enter the URL in the field "Alternative locations".

Field box: Characteristics

All these fields are mandatory.

- Publication date: Only the year is mandatory.
- Status: From unpublished to submitted.

- Refereed status: if the publication passed through peer review.
- Language: a publication can be written in different languages

Field box: Subject

Fill out one or more of the following subject fields:

- ASFA terms: Enter some characters and choose the searched term out of the alphabetic list (based on the ASFA thesaurus [Aquatic Science and Fisheries Abstract]).
- AGROVOC terms: Enter some characters and choose the searched term out of the alphabetic list (based on the AGROVOC thesaurus).
- Free Keywords: Choose keywords. Use a semicolon as a separator
- Geographical Terms: Use descriptions as well as geographic point locations (ISO 6709). Use a new box for every different term.

Field box: Description of Content

One can choose to fill out one or more of the following fields:

- Abstract: enter a resume of the publication. If one wants to enter a translated abstract, use 'Add More' to create a new entry box.
- Notes: Other information can be filled out in Notes (e.g., about author affiliation etc.)
- Bibliography: Cut and paste the bibliography of the publication in the field 'Bibliography.' This is very relevant metadata.

Field box: Intellectual Property

All copyright information can be added in the field "Description of copyright".

Field box: Funding organizations

Enter in the field "Funders" the names of the people/corporate bodies that have funded the deposit. Funders sometimes request to be mentioned in the publication.

Upload a file

Methods to enter name of file

There are two methods of entering the name of the file one wishes to upload:

1. Type the full path and file name into the input box and then click on the "next" button in the lower right-hand corner of the screen.
2. Click on the "browse" button, and a window showing one's files will appear. One can navigate through one's directories and folders until one find the correct file to upload. Double-click on the file name one wishes to upload, and the name will be entered into the input box. Once the correct file name is in the input box, click on the "next" button to proceed.

File Description

If one specifies at the beginning of the submission process that one had more than one file to upload for this item, one will see an input box marked "File Description". The information provided here will help users to understand what information is in each file, for instance, "main article" or "images" or "computer program" or "data set". Enter file descriptions for each item and click on the "next" button to proceed.

File Format

To properly archive and give access to a file, we need to know what format it is, for example, "PDF", "HTML", or "Microsoft Word". If the system does not automatically recognize the format of the file one has uploaded, one will be asked to describe it. If the format of the file appears in the list offered, click on it and then on "Submit". If one cannot see the format in the list, click on "format not in list" and describe the format in the text box lower down on the page. Be sure to give the name of the application one used to create the file and the version of that application, for example, "Autodesk AutoCAD R20 for UNIX".

Verify upload

After one has uploaded a file, check the information in the table to make sure it is correct. There are two further ways to verify that one's files have been uploaded correctly:

1. Click on the file name. This will download the file in a new browser window, so that one can check the contents.

2. Compare the file checksum displayed here with the checksum one would have calculated.

- If one is only uploading one file, click on "Next" when one is satisfied with the correctly uploaded file.
- If one is uploading more than one file, click on the "Add Another File" button (this will appear if one checked "The item consists of more than one file" on the "Submit: Describe one's Item" page). Click on "Next" when satisfied with the correctly uploaded files.
- If one is uploading an HTML page with embedded files, click on the "Add Another File" button, and upload all files or bitstreams referenced in the html page. After they are uploaded, in the column marked "Primary Bitstream", select the bitstream or file that is the index page or the top page for the web page. This will ensure that all of the embedded files will display properly on the HTML page. Then click on the "Next" button.

Checksums

DSpace generates an MD5 checksum for every file it stores; we use this checksum internally to verify the integrity of files over time (a file's checksum shouldn't change). One can use this checksum to be sure that what we've received is indeed the file uploaded. If one wishes to verify the file using checksums, click "Show checksums" on the "Uploaded File" page.

The DSpace-generated MD5 checksum for every file we've received from one will show to the right of the filename. One will then need to use a local program to generate one's own checksum for these files and verify that the results match ours. Most UNIX-like systems (including Mac OS X) use md5sum.

For instance, type "md5sum MYFILE" for every file one wants to check; the summary should print on their screen. For Windows machines, MD5 tools are freely available: try md5 (from <http://www.fourmilab.ch/md5/>), or md5sum, available via the textutils package in Cygwin (<http://www.cygwin.com/>). All of these utilities will need to be run from a command-line, or terminal, window. The entire digest printed out when one runs the md5 tool on the local copy of the file being uploaded should be exactly equal to what DSpace reports.

Verify submission

This page lets one review the information entered to describe the item. To correct or edit information, click on the corresponding button on the right, or use the oval buttons in the progress bar at the top of the page to move around the submission pages. When satisfied that the submission is in order, click on the "Next" button to continue. Click on the "Cancel/Save" button to stop and save data or to cancel the submission.

License

DSpace requires agreement to this non-exclusive distribution license before an item can appear on DSpace.

Submission complete

Now that the submission has been successfully entered into the DSpace system, it will go through the workflow process designated for the collection.

Handles

When an item becomes a part of the DSpace repository, it is assigned a persistent URL. This means that, unlike most URLs, this identifier will not have to be changed when the system migrates to new hardware or when changes are made to the system.

WEEDING SERVICES STANDARD OPERATING PROCEDURES

1. WEEDING

1.1 Introduction

This manual outlines the procedures followed by Marondera University of Agricultural Sciences and Technology for weeding Library collections. Weeding refers to the systematic removal of outdated, damaged, or low-use materials to optimise shelf space, improve discoverability, and ensure the collection remains relevant to the academic needs of our institution.

1.2 Weeding Criteria

Materials are considered for weeding based on the following criteria:

- **Currency:**
Outdated information or superseded editions that are not heavily used as indicated by the date due slip
- **Circulation Statistics:**
Low circulation over an extended period of 2 years and above.
- **Physical Condition:**
Damaged, worn, or unusable materials.
- **Availability of Alternate Editions:**
Availability of newer editions or accessible electronic versions.
- **Demand in Curriculum:**
Materials that no longer directly support the current academic programmes of MUASt.
- **Space Constraints:**
Physical space limitations may necessitate weeding less-used materials.

1.3 Weeding Responsibilities

- **Faculty Librarians:**

Librarians with subject expertise take the lead in weeding materials within their designated subject areas. They consider curriculum changes, faculty input, and emerging research trends.

- **Weeding Committee:**

A Weeding Committee, composed of the Deputy Librarian, Sub Librarian, Faculty Librarians and two representatives from the Cataloguing unit, makes final decisions on weeded materials.

1.4 Weeding Process

1.4.1 Selection for Weeding:

- Subject Librarians generate initial weeding lists based on the weeding criteria.
- Circulation and usage statistics are consulted to identify low-use materials.

1.4.2. Review and Evaluation:

- Weeding lists are reviewed by the Weeding Committee.
- Committee members may request additional information or physical examination of materials before deciding.

1.4.3. Retention Considerations:

- Materials with historical significance or unique features may be retained for the Archive or Special Collections Unit.
- High-value or rare items may be transferred to Special Collections.

1.4.4. Weeding Decisions:

The Weeding Committee assigns one of the following designations to each item:

- **Withdraw:** Material is removed from the collection and discarded or offered for exchange/donation.
- **Retain:** Material remains in the collection.

- Relocate: Material is moved to a different location within the Library (Archives/ Special collections).

1.5 Withdrawing Materials

- Withdrawn materials are removed from Koha by the SLAs and LAs
- Withdrawn materials are removed from the Library shelves
- Withdrawn materials can be donated to relevant institutions
- Materials not worthy of continuous use can be donated to paper and waste recycling.

1.6 Documentation

- Weeding decisions are documented for each weeded item through the writing of Minutes.
- All bibliographic information of withdrawn material shall be recorded and kept on file
- Statistics on the number and types of materials weeded are maintained.


3.1 Compliance with University Policy

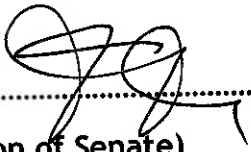
3.1.1 This policy is informed by the relevant Standard Operating Procedures and Guidelines.

3.1.2 Failure to comply with the policy is an act of misconduct which is subject to disciplinary action.

3.2 Monitoring and Review of the Policy

Policies are subject to review after every 4years.

Approved.......... Date.....05/06/26.....
(Chairperson of VCEXCO)

Approved.......... Date.....23/06/26.....
(Chairperson of Senate)