



**UNAM**  
UNIVERSITY OF NAMIBIA

**POLICY AND PROCEDURES  
ON THE PURCHASE AND  
*Management of Library  
Information Resources***

Open your mind

<b>Custodian / Responsible Executive</b>	Pro Vice-Chancellor: Academic Affairs and Research
<b>Responsible Division</b>	Office of the University Librarian
<b>Status</b>	Approved
<b>Recommended by</b>	LIBRARY AND INFORMATION TECHNOLOGY COMMITTEE (LITC) Resolution: LITC/13/030/02
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<b>Stakeholders affected by this policy</b>	All UNAM Faculties, Departments, Campuses and Centres

#### RELATED DOCUMENTS

<b>UNAM Documents</b>	<b>National Documents</b>
<ul style="list-style-type: none"> <li>• UNAM Statement of Values</li> <li>• Fixed Assets Policy</li> <li>• Library Collections Development Policy</li> <li>• Quality and Management Assurance Policy</li> </ul>	<ul style="list-style-type: none"> <li>• University of Namibia Act No.18 of 1992</li> <li>• Namibia Library and Information Service Act No. 4 of 2000</li> </ul>

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## **1.0 GENERAL**

1.1 The University of Namibia (UNAM) Library is mandated to acquire, organize and make accessible relevant, adequate, and up-to-date information resources (in various formats) to support teaching, learning, research and community programs across all campuses of the University.

1.2 In pursuit of its mandate, the Library recognizes that different Faculties, Campuses and Centres have not only different roles and responsibilities but also distinct information needs. As such, they require other sources of information such as laboratory materials, manuals and didactic materials. However, all the information resources purchased with UNAM funds and / or donated to support the University curricula must be catalogued, and be made accessible to the UNAM community via the Library Management System.

1.3 UNAM does not encourage Faculties, Campuses and Centres and similar University Units to keep and maintain collections of information resources separately from the Library's collections. In the interest of cost-efficiency and maximizing the Library's support for inter-disciplinary studies and research, a centralized library system is strongly favoured.

## **2.0 PURPOSE OF THE POLICY**

The aims of this policy are to:

2.1 Regulate the allocation, procurement and management of the University information resources in order to maintain transparency, accountability and consistency in the manner these University resources are acquired, organized, managed and utilized for the benefit of the University community.

2.2 Encourage initiative, responsibility and planning while ensuring effective budget control. The policy is developed to assist Deans and Directors in planning and continued use of funds allocated for the purchase of information resources.

2.3 Ensure that purchasing of information resources is standardized and is in compliance with the University's asset management regulations.

### **3.0 OBJECTIVES OF THE POLICY**

The objectives of the policy are to:

3.1 Give guidance and direction for an effective budget process of the University's information resources.

3.2 Provide a uniform and efficient system in the selection, ordering, purchasing and use of information resources within the University.

3.3 Ensure responsibility and accountability in the use of the University's information resources.

3.4 Promote a shared use of information resources at the University.

### **4.0 SCOPE OF THE POLICY**

This policy applies to the purchase and management of:

4.1 Information resources acquired by the Library, Faculties, Campuses, Centres and Units for the purpose of supporting the academic and research programs of the University.

4.2 The policy does not apply to the acquisitions of specific departmental materials for teaching and other learning facets.

## **5.0 DEFINITION OF TERMS**

### **5.1 Collection Development**

The process of planning a balanced collection of library information resources in various formats with the aim of meeting the information needs of the University academic and research programs.

### **5.2 Information Resources**

All information materials acquired by the Library, Faculties, Campuses and Centres for supporting University's academic and research programs. These include books, journals in print or electronic format, and DVDs, CDs etc.

### **5.3 Library Management System**

The Library automation and management ICT application, which facilitate acquisitions, cataloguing and circulation of information resources, as well as searching the OPAC.

### **5.4 Serials**

Publication (print or electronic) issued at regular recurring intervals, e.g., scholarly journals, newspapers, etc.

## **6.0 BUDGETING FOR INFORMATION RESOURCES**

6.1 All information resources (books, serials, etc., in print or electronic) shall be combined under one budget vote known as 'Library Information Resources Budget'.

6.2 The Library Information Resources Budget shall be prepared by the Library and submitted to the Office of the Bursar for the allocation of the annual budget for the Library Information Resources to the Office of the University Librarian.

6.3 The Office of the University Librarian shall distribute the Library Information Resources Budget to University's Faculties, Campuses and Centres.

6.4 The criteria used to distribute the Library Information Resources Budget to Faculties, Campuses and Centres shall include, among others, the size of a particular Faculty in terms of student population and academic programs; general pricing of information resources in specific subjects; new academic programs, and gaps in the collections.

6.5 The Office of the University Librarian shall submit the distributed Library Information Resources Budget to the Library and Information Technology Committee (LITC) for approval.

6.6 The procurement and cataloguing of library collections for the Faculties, Campuses, Centres and Departments shall be done via the Library.

6.7 Any books or other information resources purchased for office/Faculty use outside the library collection procurement system need to be immediately submitted to the Library to be catalogued.

## **7.0 SELECTION OF INFORMATION RESOURCES FOR ORDERS**

7.1 Academic staff members are the experts in their subjects. As such they are expected to contribute to collections development of the library. This means that a great majority of information resources for acquisitions shall be selected by academics.

7.2 Students, particularly postgraduates, shall equally suggest information resources that they deem relevant to their programs of studies for ordering.

7.3 Librarians shall also use their expertise to select information resources that will add value to the collections. This may include but not limited to relevant novels for leisure reading.

7.4 Suggestions to purchase a specific electronic database should be discussed and approved by the concerned Faculties, Campuses and Centres concerned and thereafter a formal motivation, in writing, can be sent to the University Librarian who shall then solicit the necessary funding from the Bursar before subscription.

## **8.0 ORDERING AND PURCHASING**

8.1 The University Library assumes full responsibility for ordering, cataloguing and classifying, and processing of information resources for easy retrieval by the University students and staff.

8.2 The Library shall have the authority to purchase information resources that support the University curricula.

8.3 Purchasing of information resources shall primarily be based upon recommendations by academics and researchers.

8.4 Purchasing of information resources shall take into account the needs for core texts and research materials in line with the University strategic objectives.

## **9.0 MANAGEMENT OF INFORMATION RESOURCES**

9.1 Collections of information resources in individual Faculties, Campuses and Centres shall not be a Library or Information Centre on its own, but rather a set of collections catalogued and included in the Library Management System.

9.2 In order to maintain accountability, a stock take for information resources housed in Faculties, Campuses and Centres will be conducted at least once a year by Library staff in conjunction with staff from Faculties, Campuses and / or Centres.



9.3 All information resources purchased with UNAM funds and / or dully donated to UNAM shall be recorded as UNAM assets through the Library Management System, and must only be discarded after LITC approval.

## **10.0 USE OF INFORMATION RESOURCES IN A SHARED MANNER**

10.1 Apart from special information resources required for teaching in a particular Faculty, Campus and Centre, all the University information resources shall be housed in the Library and its branches for the use of University staff and students.

10.2 An exception to this rule, are the information resources that support distance education programs. These resources shall be housed at the various CES Centres, provided that such a Centre is located in a town or place where there is no University Library branch.

10.3 Electronic information resources subscribed by the University Library are accessible via the Library web site. Consequently, all University staff and registered students shall have access to these resources irrespective of their location.

## **11.0 ACCOUNTABILITY**

11.1 The Library shall be responsible and accountable for the overall implementation and monitoring of this policy.

11.2 The Library shall catalogue information resources housed in Faculties, Campuses, and Centres. But such entities should identify a suitable and secured location for these resources, and consult the Library to put in place a proper management mechanism.

11.3 The Library shall provide professional advice and guidance about organizing and managing collections of information resources housed in Faculties, Campuses and Centres outside the Library.

11.4 Faculties, Campuses and Centres must be in a position to take appropriate action against staff or students who may misuse, mutilate or lose University's information resources they keep.

## **12.0 ROLES AND RESPONSIBILITIES**

12.1 While Faculties, Campuses and Centres have the responsibility to select information resources that are relevant to their programs. The main role of the Library is to acquire, organise and make accessible information resources to support teaching, learning and research.

12.2 Faculties, Campuses and Centres have the responsibility to provide lists of library information resources required to support new academic programs. Budget implications for information resources must also be taken into consideration. As such, Faculties, Campuses and Centres must share with the Library information about new programs. This will allow the Library to acquire relevant and adequate information resources to support new programs before they are introduced.

12.3 The Ultimate responsibility for the successful implementation of this policy resides with the Library, Faculties Campuses and Centres.

## **13.0 COMPLIANCE WITH UNIVERSITY PROCUREMENT PROCEDURES**

13.1 Disbursing of the Library Information Resources Budget shall comply with the University procurement procedures.

13.2 All information resources acquired with the University funds for library collection as well as for office use must be recorded in the Library Management System.

#### **14.0 REVIEW OF POLICY**

14.1 To ensure that this policy remains relevant to the instructional and research needs of the University, it will be reviewed on a regular basis.

#### **15.0 CLOSING STATEMENTS**

15.1 In order to utilize the University financial resources in an effective and efficient manner, it is necessary that all funds intended for the acquisitions of information resources to support the University curricula are allocated to the University Library.

15.2 The Library is obliged to make sure that this budget is expended in a useful manner for the benefit of all the University student and staff members.

15.3 The Library has the main responsibility to ensuring that the collections of information resources reflect the University curricula so that all the information needs of academics, researchers and students are met timeously and in the most cost effective manner.