# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PREAMBLE</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Role of the Library</td>
<td>3</td>
</tr>
<tr>
<td>1.2</td>
<td>Library Vision and Mission</td>
<td>3</td>
</tr>
<tr>
<td>2.</td>
<td>SCOPE OF LIBRARY POLICY</td>
<td>4</td>
</tr>
<tr>
<td>3.</td>
<td>PURPOSE OF LIBRARY POLICY</td>
<td>4</td>
</tr>
</tbody>
</table>
4. STRUCTURE OF LIBRARY POLICY

4.1 Library Membership 5
4.2 Circulation / Loan of Information Resources 10
4.3 Interlibrary Loan Services 12
4.4 Access to Other Libraries 15
4.5 Collection Development 17
4.6 Acquisition of Information Resources 18
4.7 Information Literacy Training 20
4.8 Library Electronic Resource Centres 21
4.9 Weeding 23

5. GLOSSARY OF TERMS 24

1. PREAMBLE

1.1 Role of the Library
The academic library plays a major role in any university as a provider of information required for teaching, learning and research, as a developer and preserver of rare and special collections as well as a contributor towards the achievement of the institution's strategic goals. The library is expected to constantly seek ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information.

Information technology is regarded by the library as an enabler because it has dramatically changed the way university libraries operate and added value to their services. The establishment of the virtual library within the next three years has become more central. Given the explosive nature of the Internet and World-Wide-Web, staff and students depend more and more on electronic information. Academic libraries have moved from being the heart of the printed resources to a hub of knowledge networks.

The realization of the virtual library depends on appropriate IT infrastructure, relevant staff skills and adequate funding. The relationship with the world’s leading publishers has enabled access to hundreds of electronic journals as well as other information resources on integrated networks. Hence the provision of access to networked information is now top priority in academic libraries. Apart from building relevant library collections, the university library is expected to build connections to access information worldwide.

The importance of a library is also entrenched in its vision and mission which is aligned to that of the institution it serves.

1.2 Library Vision and Mission

The library vision and mission are aligned to the vision and mission and overall strategic thrusts of the University. The vision, mission and motto of the library are as follows:
Vision
To be a leading African university library providing a world class information service.

Mission
To provide efficient and effective customer driven, innovative library and information services in support of teaching, learning, research and community engagement.

Motto
Quality information service is our priority.

2. SCOPE OF LIBRARY POLICY
The library policy applies to all students, academic, academic support and non-academic staff of the University of Limpopo as well as outside persons and institutions who make use of the University of Limpopo libraries.

3. PURPOSE OF THE POLICY
The policy is aimed at:

3.1 Establishing an institutional framework through which an effective, efficient and dynamic library and information service can be provided that meets the information needs of all stakeholders.
3.2 Guiding library staff in the provision of the various library facilities, services and material so that this is done, as far as possible, in a standard manner.

3.3 Guiding clients and stakeholders at the university regarding expectations and use of the academic library and information service.

3.4 Integrating the library and information service with academic, research and other activities at the university to maximize the library's support of these activities.

3.5 Encouraging stakeholder involvement in the library and information service in order to promote an understanding and appreciation of the service as well as the maintenance of the best possible service.

4. STRUCTURE OF LIBRARY POLICY

Important areas of library activity have been identified and policy guidelines and rules compiled in each of these areas to achieve the aims and objectives of library policy.

### 4.1 LIBRARY MEMBERSHIP

Library membership may be granted to:

1) all staff and registered students and
2) selected categories of external members
4.1.1 STAFF

All permanent, temporary and contract employees of the University.

4.1.2 STUDENTS

All full-time and part-time students that are registered at the University for a particular year or part of a year.

4.1.3 EXTERNAL MEMBERS

External members include but are not restricted to:

4.1.3.1 Members of Council

All members of Council of the University.

4.1.3.2 Higher Education Institutional Members

Research staff and enrolled Masters and Doctoral students from other libraries in higher education in South Africa (Committee of Higher Education Libraries in SA - CHELSA) who produce an introductory letter from their libraries.

4.1.3.3 Guest Lecturers, Research Staff, Post-Doctoral Fellows, Honorary Chairs and Professors Emeritus
Lecturers or research staff who are not permanent staff members of UL, but who deliver lectures on invitation, or hold doctoral fellowships, honorary chairs or are appointed as Professors Emeritus at the University.

4.1.3.4 Honorary Members

Individuals who have been previously employed staff members of the University and on whom honorary membership has been conferred at the discretion of the Executive Director: Library and Information Services.

4.1.3.5 Private Members

Individuals who are members of the library in a private or personal capacity at the discretion of the Executive Director: Library and Information Services.

4.1.3.6 Exchange Students

Are part of an exchange program.

4.1.4 REGULATIONS

4.1.4.1 All library members shall keep to the rules, regulations and code of conduct of the Library and Information Services.

4.1.4.2 The Library and Information Services reserves the right to suspend library membership in cases where staff, registered students and external members do not abide to the rules, regulations and code of conduct.
4.1.4.3 In the case of staff and students the University staff and student cards act as library access cards. In the case of external members the Library and Information Services shall provide the members with library cards where applicable.

4.1.4.4 Where applicable, all prospective external members shall complete an application form before membership will be granted.

4.1.5 RIGHTS AND PRIVILEGES

All library members have certain rights and privileges based on their particular membership category. These include but are not restricted to:

4.1.5.1 Access to Libraries

**Staff, registered students and external members**

Have access to all libraries of the University.

4.1.5.2 Borrowing of Information Resources

Refer to the Circulation Policy for the loan privileges of staff, students and external members.

4.1.5.3 Information Services

**Staff, registered students and external members**

Have access to the information services as set out in the Information Services Policy.

4.1.5.4 Inter-Library Loans
**Staff, registered postgraduate students**
Have access to inter-library loans as set out in the Inter-library Loans Policy.

**External members and undergraduate students**
Do not have access to inter-library loans.

4.1.5.5 Photocopying Facilities

Staff, registered students and external members have access to photocopying facilities subject to the availability of such facilities in the various libraries of the University. Charges are for the account of the library members.

4.1.5.6 Study Facilities

Staff, registered students and external members have access to study facilities subject to the availability of such facilities in the various libraries of the University.

4.1.5.7 Information Literacy Training

**Staff, registered students and external members**
Information literacy training is provided free of charge except for customized or specialized programmes.

4.1.6 PERIOD OF LIBRARY MEMBERSHIP

4.1.6.1 Staff
Library membership is available for the duration that staff is employed by the University. Current registration in the library is a prerequisite for library membership.

4.1.6.2 Registered Students

Library membership is valid for the duration that students are registered at the University. Current registration in the library is a prerequisite for library membership.

4.1.6.3 External Members

A period of membership as approved by the Executive Director: Library and Information Services.

4.1.7 MEMBERSHIP FEES

4.1.7.1 Staff

Library membership is free of charge.

4.1.7.2 Registered Students

Library membership is free of charge.

4.1.7.3 External members

Paying external members

Membership fees as approved.

4.1.7.4 All membership fees are payable in advance.

4.1.7.5 Membership fees are reviewed yearly.
4.1.8 SPECIFIC REQUIREMENTS: EXTERNAL MEMBERS

4.1.8.1 Higher Education Institutional Members

An introductory letter from the library of the referred institution is prerequisite for the granting of membership.

4.1.8.2 Guest Lecturers, Research Staff, Post-Doctoral Fellows and Honorary Chairs

An introductory letter from the relevant academic department is a prerequisite for the granting of membership.

4.1.8.3 Honorary Members

Approval from the Executive Director: Library and Information Services is a prerequisite for the granting of membership.

4.1.8.4 Private Members

Payment of membership fees is a prerequisite for the granting of membership.

4.1.8.5 Exchange Students

An introductory letter from the relevant academic department (in which the department declares to stand in for replacement value of any library material lost or damaged because of the negligence of the students concerned or any outstanding charges).

4.1.9 PROCEDURES

4.1.9.1 All external members must complete a membership application form.

4.1.9.2 Membership fees
In cases where an individual, institution or organization is responsible for the payment of membership fees, the correct amount must be paid in advance as indicated by the Library and Information Services.

### 4.2 CIRCULATION/LOAN OF INFORMATION RESOURCES

All staff, students and persons holding valid UL identification cards shall be afforded privileges to borrow information resources that are contained in the Library and Information Services (LIS) of UL.

#### 4.2.1 REGULATIONS

All clients of the UL libraries may borrow information resources from any UL Library and information Service subject to the limitations of their library membership category. However, borrowing from a campus library at another site must be arranged by the client's own campus library.

**4.2.1.1** A valid UL identification card is required for information resources to be checked-out.

**4.2.1.2** LIS clients are liable for all information resources checked-out on their UL identification cards.

**4.2.1.3** The number of information resources to be checked-out from the open-shelves and their corresponding loan periods differ per client type, resource type, location and LIS policy.

**4.2.1.4** Failure to return resources on or before the due date will result in the imposition of a late return fine/charge per day for open-shelf information resources or per hour for reserved/short loan collection and/or suspension of library privileges.
4.2.1.5 All borrowers are subject to overdue fines as set by UL LIS, and penalties for resources kept beyond the loan expiry date without renewal.

4.2.1.6 Four (4) printed or electronic reminders, shall be sent to defaulters, after which information resources not returned shall be regarded as lost and replacement charges levied.

4.2.1.7 If a student member fails to pay the replacement fee mentioned in rule 4.2.1.6 above, Student Academic Administration will facilitate the process for a library to block the member’s examination results on ITS until the outstanding amount is paid to the library.

4.2.1.8 If a staff member fails to pay the replacement fee mentioned in rule 4.2.1.6 above, disciplinary action could be taken due to negligent loss of University property.

4.2.1.9 Lecturers may place library resources on reserved/short loan through the UL LIS systems for access by students in their departments.

4.2.1.10 Information resources shall be placed on reserve/short loan for as long as required by a department.

4.2.1.11 LIS reserves the right to suspend membership until all checked-out resources have been returned and all charges paid.

4.2.1.12 LIS reserves the right to recall checked-out resources from borrowers.

4.2.1.13 Borrowers may renew loans provided those resources are not on hold.

4.2.1.14 Reference works may only be used in the library.

4.2.1.15 All clients are subject to all UL LIS policies pertaining to their UL identification cards.

4.2.1.16 All lost or stolen UL identification cards must be reported immediately to the relevant UL Campus for blocking against any further use.

4.2.1.17 Queries about fines levied should be made to the Circulation Staff.
4.2.1.18 Day visitors or other persons who are not library members shall not be allowed to borrow information resources.

4.2.2 PROCEDURES

4.2.2.1 Borrowing from Open-Shelves and Reserved / Short-loan Collections

4.2.2.1.1 Valid UL identification cards must be produced at the Circulation and Reserve counters of the LIS before any information resources can be checked-out.

4.2.2.1.2 To check-in information resources, clients must return the resources to the Circulation and Reserve counters. The resources must be returned at the Section where they were checked out.

4.2.2.2 Renewal of Loan

4.2.2.2.1 Borrowers must contact Circulation and Reserve counters of the LIS in person or telephonically (where applicable) to request an extension of the loan period of the resource(s) in their possession. They must furnish the LIS staff member with their UL identification number and the item number(s) of the resource(s) in their possession.

4.2.2.3 PLACING HOLDS ON INFORMATION RESOURCES

4.2.2.3.1 The information resource(s) must have been checked-out for it/them to be placed on hold.

4.2.2.4 Placing Information Resources on the Reserved / Short-loan Collection
4.2.4.1 Fill in prescribed form and hand it in together with information resource(s) to the Subject / Circulation Librarian for the relevant Faculty.

4.2.4.2 To place copyrighted information resources on the reserved collection, lecturer must also complete the relevant copyright form.

Note:
Specific loan conditions regarding categories of clients, number of items that may be borrowed and loan periods still to be harmonized between the campus libraries. In the meantime, existing loan conditions to apply at the campus libraries.

4.3 INTERLIBRARY LOAN SERVICES

Interlibrary loan services are provided to staff, students and other library members that are engaged in Honours, Masters and Doctoral studies or research in cases where the sought information resources are not readily available at any of the UL libraries.

4.3.1 REGULATIONS

4.3.1.1 The Interlibrary loan Service is provided through the South African Inter-lending Scheme (SAIS) under the auspices of the National Library of South Africa (NLSA). The conditions and guidelines of the SAIS as well as GAELIC must be adhered to.

4.3.1.2 Information resources shall be first sought from South African libraries. International Interlibrary Loans shall only be made in cases
where the resources are not obtainable from South African Libraries, as well as in cases where the requesters agree to pay the costs of such a transaction from their research funds.

4.3.1.3 A library reserves the right to decide from which libraries to request the resources.

4.3.1.4 The Interlibrary Loans Service serves to support the teaching, learning, research, projects and work activities of the University by enhancing library information resources through provision of access to resources held in other libraries and thus, shall not be used for personal/private purposes.

4.3.1.5 No LIS client shall request information resources from another library on behalf of another client.

4.3.1.6 All information resources shall be requested on the official Request System.

4.3.1.7 LIS clients are liable for the replacement value of the information resources as declared by the supplying library in cases of loss or damage.

4.3.1.8 LIS clients must return information resources on or before the loan period expires.

4.3.1.9 LIS clients must return borrowed information resources at the Interlibrary Loan Office of the library that handled the Interlibrary Loans transaction.
4.3.10 LIS clients who want to renew loans of borrowed information resources shall contact the relevant interlibrary loan office at least three (3) days before the loan period expires. Requests for loan renewals made on or after the loan period expires will not be accepted.

4.3.11 UL LIS reserves the right to suspend the borrowing privileges of both the library client and the borrowing libraries in cases where they infringe the Interlibrary Loans policy and guidelines.

4.3.12 LIS clients are not allowed to collect borrowed information resources from the supplying library themselves.

4.3.13 All information resources are eligible for interlibrary loans, except for reference works, information resources in the Reserved/Short-loan Collection, audiovisual material, special collections and any other items restricted for use in the library.

4.3.14 Failure to return resources on or before the due date will result in the imposition of a late return fine/charge per day and/or suspension of library privileges.

4.3.2 PROCEDURES

4.3.2.1 LIS clients who wish to borrow information resources from other libraries must:

- Provide the Interlibrary Loan Librarian with all the necessary details of the information resources to be borrowed by completing an “Interlibrary Loan Application Form”
4.3.2.2 The Interlibrary loans staff shall contact the LIS client when a borrowed information resource has arrived.

4.3.2.3 The Interlibrary loans staff will request loan renewals from the supplying libraries and communicate the results to the LIS clients.

4.3.2.4 LIS clients must produce valid UL identification cards and sign the “Interlibrary Loans Receiving Form” before information resources can be released to them.

4.3.2.5 Borrowed information resources that are not collected before the loan period expires will be sent back to the supplying library. In such cases the library clients concerned will be responsible for the costs incurred.

4.4 ACCESS TO OTHER LIBRARIES

The Library and Information Services have the responsibility to facilitate access for UL staff and students to other tertiary libraries in South Africa that fall within the CHELSA agreement.

4.4.1 REGULATIONS

4.4.1.1 UL staff and students eligible to apply for access to other libraries are:

4.4.1.1.1 Members of staff who are doing research as part of their work program at UL.
4.4.1.2 Registered students who have enrolled for Masters and Doctoral qualifications at UL.

4.4.2 Letter of introduction

4.4.2.1 A student or staff member mentioned in par 4.4.1.1 and 4.4.1.2 who wants to access another library can apply for a letter of introduction at his or her campus library.

4.4.2.2 A letter of introduction will only be issued by the head of a UL library after it has been ascertained that the UL Library and Information Services is unable to meet the client’s need, i.e. the applicant must first exhaust UL library’s information resources relevant to the client’s research topic, and services for access.

4.4.2.3 It is the responsibility of the client to apply for membership at the other library. UL Library and Information services only supply the client with a letter of introduction.

4.4.2.4 A letter of introduction will only be issued if the client is a library member in good standing.

4.4.3 Code of Conduct

4.4.3.1 Clients shall abide by the rules and regulations of the host library.

4.4.3.2 Entrance fees to the host library or membership fees are payable by the client.

4.4.3.3 Fines for lost, damaged and overdue items shall be for the account of the client.
4.4.1.3.4 A client’s membership from UL Library and Information Services will be suspended until all overdue items have been returned and/or fines have been paid to the host library.

4.4.1.3.5 If the host library is unable to collect liabilities from the client, the amount paid by UL will be deducted from the staff member’s salary, and in the case of students it will result in additions of fines to the student’s accounts.

4.4.1.3.6 A client’s access to this service may at the discretion of the Executive Director: Library and Information Services be suspended due to misuse of the service.

4.4.2 PROCEDURES

4.4.2.1 A client applies for access to another library at his or her campus library by completing the official application form.

4.4.2.2 The Subject Librarian checks the need for the service and recommends the application to the Executive Director: Library and Information Services.

4.4.2.3 The Executive Director signs and issues letters of introduction following a check on the standing of the client.

4.4.2.4 Client submits letter of introduction to host library.
4.4.2.5  Host library approves or rejects client’s application.

4.5  COLLECTION DEVELOPMENT

It is the responsibility of the Library and Information Services to build a well balanced and up to date collection of various information resources so as to always meet the ever-changing information needs of the university.

4.5.1  REGULATIONS

4.5.1.1  The collection shall be built from the information resources budget, gifts, endowments and contracts.

4.5.1.2  Funds from the information resources budget shall be allocated to departments according to a formula. The Executive Director: Library and Information Services may reallocate funds at his/her discretion.

4.5.1.3  The subject librarians and other relevant library staff, in collaboration with departments, are mainly responsible for the selection of information resources that support academic programmes and research.

4.5.1.4  Information resources are acquired according to but not limited to the following criteria:
- Relevance to the academic programmes
- Authority of author and publishers, including book reviews
- Physical format and technical quality
- Scope and contents
- Depth of the existing collection in the subject
- Price – including foreign currency
- Timeliness
- Appropriateness - language, currency, target readership
• E-resources - referred to policy for E-resources

4.5.1.5 The Library and Information Services accepts donations of information resources. However, the Library and Information Services reserves the right to integrate donated information resources into the collection and place or dispose of the resources in the most suitable manner for its purposes.

4.5.1.6 Guidelines may be compiled for the development of specific subject areas.

4.5.1.7 For a collection to be properly developed, weeding must be done on a regular basis in conjunction with departments. (See Policy on Weeding).

4.5.2 PROCEDURES
Procedures for collection development are covered under the policy on acquisition of information resources.

4.6 ACQUISITION OF INFORMATION RESOURCES

The Library and Information Services is responsible for the acquisition of information resources to deliver library and information services geared to the business of the University.

4.6.1 REGULATIONS

4.6.1.1 Acquisition of information resources shall be done in accordance with the Collection Development Policy of the Library.

4.6.1.2 An authorized recommendation form for purchasing of information resources is required before an official order will be placed.
4.6.1.3 Sufficient funds should be available in the Library and information resources budget.

4.6.1.4 An official system-generated order number shall accompany the order sent to the supplier.

4.6.1.5 An authorized cancellation form is required for cancellation of continuing resources such as subscription-based electronic resources.

4.6.1.6 The Library and Information Services shall not accept items or reimburse staff for items bought without prior arrangement with the Library and Information Services.

4.6.1.7 The Library and Information Services will use the most appropriate supplier for the acquisition of information resources to ensure that the required resources are received in time and cost effectively.

4.6.1.8 The Library and Information Services may limit the number of copies to be ordered according to factors such as need for the items, price, available funds etc.

4.6.1.9 Gifts of either information resources or money to purchase them will be accepted provided they fit into the above policies and provided that there are no conditions attached.

4.6.1.9.1 The library must be free to dispose of any resources that are not needed. The gift collection will be integrated with the library collection.

4.6.1.9.2 An acknowledgement letter shall be written to the donor.

4.6.1.9.3 Unwanted donations may be offered to other libraries, students, staff, sold or discarded.

4.6.2 PROCEDURES
4.6.2.1 Requester completes purchase recommendation form giving as much information as possible for LIS staff to identify the information resource wanted, e.g. author, title, edition, year of publication, ISBN/ISSN if known.

4.6.2.2 Requester’s departmental head approves recommendation by signing the purchase recommendation form.

4.6.2.3 Form is submitted to Faculty Librarian / Acquisitions Librarian

4.6.2.4 Librarian informs requester when order has been placed and received.

4.7 INFORMATION LITERACY TRAINING

The University's Library and Information Services (LIS) has the responsibility to provide information literacy training to all LIS clients with the aim of equipping them with the necessary skills to effectively utilize information for life-long learning.

4.7.1 REGULATIONS

4.7.1.1 Information Literacy shall be:

- Targeted at all UL students
- Offered to all UL new staff members as part of their library induction and to existing staff members on request
- Marketed to all faculties, students and staff as a core competency for life long learning offered in partnership with faculties
- Primarily disciplined and subject-based
- Free of charge except for customized or specialized programmes
4.7.1.2 Information literacy programme shall meet all the requirements for teaching programmes, i.e. have measurable outcomes, grouped content, different teaching methods, scheduling of content and evaluation of outcomes

4.7.1.3 Information literacy programme shall have explicit goals and measurable outcomes; group content, scheduling of content, different teaching methodologies

4.7.1.4 Information literacy training shall be aligned to the skills development plan of UL.

4.7.2 PROCEDURES

4.7.2.1 The programmes shall provide for all study levels, be integrated into the curriculum and SAQA accredited where possible

4.7.2.2 Interactive study programmes; e.g. web-tutorials, shall be provided

4.7.2.3 Information Literacy Librarians shall present the programme at each learning site

4.7.2.4 Programmes shall be presented according to a schedule

4.7.2.5 Marketing of the programme shall be ongoing and via appropriate communication channels

4.7.2.6 Measurement and evaluation:

- Practical applications of skills
- Subject-directed, depending on the particular department

4.7.2.7 Modes of presentation may include but are not limited to:

- Practical and hands-on
- PowerPoint presentations
4.8 LIBRARY ELECTRONIC RESOURCE CENTRES (ERC)

It is the responsibility of the Library and Information Services to give enrolled students and staff access to electronic resources (Internet, databases, etc) in Electronic Resource Centres.

4.8.1 PURPOSE OF THE ERC CENTRE

ERC Centres are library rooms equipped with computers and other peripherals to give clients access to electronic resources.

The ERCs are associated with the campus Library buildings and are confined to library hours. They have a specialized training component, where students and staff are trained and guided to become information literate.

The purpose of the ERC Centres is to provide the students of UL with access to computer and internet facilities in order for them to become more information literate. The facility can therefore be used for the following:

- Search and obtain information (via www, library databases)
- learning how to search and filter information
- send and receive formal and informal electronic mail
- have electronic discussions with fellow students, lecturers, librarians and other academic experts
- type, print and save projects, assignments, tutorials, personal CVs etc.
4.8.2.1 Users

4.8.2.1.1 A pre-determined levy (determined each year) may be charged where necessary.

4.8.2.1.2 The Library may at its discretion make available ERC Centres for use by other departments and outside organizations, when not required by the library, at pre-determined, approved charges.

4.8.2.1.3 A time restriction to be determined by the libraries will apply with respect to using the computers in the ERC Centres to allow equitable access for clients.

4.8.2.1.4 Care should be exercised to use the service responsibly, ethically and lawfully.

4.8.2.1.5 Students will not utilize the facility to deliberately originate, store or forward mailings, chain letters, computer viruses, illegal copies of material protected by copyright.

4.8.2.1.6 Students may not originate, store or forward messages containing discriminatory, intimidating, intolerant remarks based on race, religion, gender, age, sexual orientation, disability, belief, political opinion, culture, language or birth, pornography, explicit nudity, gross depictions and religious content.

4.8.2.1.7 Access to any official, prescribed academic information would be regarded as priority i.e. library information systems, online catalogues, the official UL website and other official academic resources.

4.8.2.1.8 Printing, copying etc will be allowed at an additional cost for the student.

4.8.2.2 Management

4.8.2.2.1 The operational management of the ERCs will be done by the appropriate library staff.

4.8.2.2.2 ICT Services will be responsible for supplying all ICT support, e.g. Internet access, maintenance etc.
4.9 WEEDING

Weeding or the removal of materials from the library, should be considered an internal part of the total organized effort to study and develop the collection. Weeding is an essential element of collection development that ensures the library materials are useful and accessible. A library collection is limited by the space available to house it. Academic library collections change over time to reflect changing information needs of the programmes. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection. Weeding may involve the transferring of lesser used material to storage, or the discarding of excess copies of seldom used titles, irreparably damaged copies, and materials which contain inaccurate or outdated information.

4.9.1 DECISIONS ON WEEDING

Decisions to remove materials will be made by library staff in consultation with academic departments most directly concerned with their possible future use.

4.9.2 CRITERIA FOR WEEDING

Criteria which may be used as guidelines for weeding are:

- Superfluous multiple copies
- Superseded editions (e.g. annuals, yearbooks, manuals)
- Worn out, badly marked or mutilated volumes
- Works containing outdated or inaccurate information
• Works superseded by, or cumulated in, more comprehensive publications
• Textbooks and instructional material more than 10 years old
• Subject areas no longer collected, i.e. irrelevant to client needs
• Material that has not circulated for 10 years
• Trivial material of no discernable literary or scientific merit
• Material easily available elsewhere

These criteria are guidelines and the staff concerned must decide whether to apply them in specific cases.

Authorization to write off weeded material should be according to university financial guidelines.

5. GLOSSARY OF TERMS

Acquisitions

Acquisitions involve selection, ordering, receipt, processing and financial administration of information resources.

Borrowing library

The library that borrows information resources from another.

Check-In

The process of returning information resources that were borrowed by a client.
Check-Out

The process of lending information resources to a client.

Circulation / Lending / Borrowing

The process of checking-out and checking-in information resources to library clients.

Clients

UL staff and students.

Collection development

A process whereby relevant information resources are identified, selected, acquired and organized so that they are available for use by clients.

Continuing resources

These are information resources that are issued over time with no predetermined conclusion. Continuing resources include serials (periodicals) and ongoing integrating resources.

Damaged Information Resources

Information resources rendered unusable by some act of destruction, e.g. tearing off of pages, defacing or writing on the pages, removal of whole chapters, etc.
**Electronic Resources**

Information resources encoded for manipulation by a computerized device. These resources may require the use of peripherals directly connected to a computerized device, e.g. CD ROM drive, or a connection to a computer network, e.g. the Internet.

**Holds**

Bookings made against open-shelf information resources that are out on loan. When the resources are returned, the one who booked them has first preference to borrow them.

**Information Literacy**

The understanding of and set of abilities empowering individuals to recognize when information is needed, how to locate it, evaluate and use it effectively.

**Information Literacy Librarian**

The library staff member whose main duty is to plan, organize, prepare, coordinate, present and evaluate information literacy programmes.

**Information Literacy Programme**

A course provided by libraries to enable library clients to effectively utilize information. It consists of a syllabus, curriculum or course outlining identified training modules or units, which will assist and support information literacy.

**Information resources**

Information resources include, but are not limited to monographs, continuing resources, multi-media and electronic resources.
Interlibrary Loan

A co-operative arrangement among libraries by which one library may borrow material from another library.

Loan Period

Time-frame granted to clients between checking-out and checking-in of information resources as determined per client type, resource type, location and LIS policy.

Loan Recall

Request made by LIS to clients to return borrowed information resources before expiry of loan period.

Monographs

An information resource that is complete in one part or intended to be completed within a finite number of parts. A book is an example of a monograph.

Multi-media

Information presented in more than one format, such as text, audio, video. A collection of material in various media formats, including non-book material, e.g. audio-visual, non-print materials, etc.

Open-Shelf Information Resources

Information resources that may be borrowed for use outside the library for specified periods of time.
Other libraries

Tertiary libraries or information centres outside UL that are within the CHELSA Agreement.

Overdue Fine / Charge

A fine/charge levied for retention of borrowed resources for longer than permitted without renewal of the loan.

Overdue Information Resources

Information resources that have been retained longer than permitted without renewal of loan.

Overdue Notices

Printed or electronic reminders for clients to return overdue information resources.

Reference Collection

Information resources for reference only; e.g. dictionaries, concordances, encyclopaedias, etc.

Renewal of Loan

Extension of loan period upon request by client.

Reserved / Short Loan Collection
Information resources that, owing to high demand, have been placed aside for specific periods by lecturers to afford all their students equal access.

**Special Collections**

University Archives, Africana and Government Documents.

**Supplying library**

A library that provides another with information resources.

**Visitors**

The Executive Director: Library and Information Services may at his/her discretion grant access to the Library to day visitors or other persons who are not library members.