

VERSION 1

LIBRARY POLICY

DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

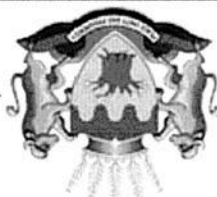


TABLE OF CONTENTS

PAGES	ACRONYMS AND ABBREVIATIONS
3	DEFINITIONS
4	1. Introduction and background
5	2. Purpose
5	3. Scope of application
5	4. Objectives of the library
6	5. Legal Framework
6	6. Library membership
6	7. Collection Development
7	8. Acquisition of library materials
7	9. Circulation of library materials
7	10. Reference materials
8	11. Interlibrary loan
8	12. Gifts and donations
9	13. Weeding
9	14. Loan periods
10	15. Reserves
10	16. Fines and charges
10	17. Lost and damaged materials
10	18. Overdue Notices procedure
11	19. Library orientation
11	20. Opening hours
11	21. Policy pronouncement
11	22. Monitoring and evaluation
11	23. Review and termination of the policy
11	24. Default
12	25. Inception Date
12	26. Enquiries
13	27. Annexures

ACRONYMS AND ABBREVIATIONS

1. Collection Development - A process whereby relevant library materials are identified, selected, acquired and organized so that they are available to users.
2. Acquisition - Process of selection, ordering, receipt, processing and financial administration of library material
3. Circulation - The process of borrowing and returning of library materials.
4. Reference collection - Library materials meant for reference only e.g dictionaries and encyclopaedias
5. Interlibrary loan - A co-operative arrangement among libraries by which one library may borrow material from another library.
6. Loan period - Time frame granted to users for borrowing library materials.
7. Renewal of loan - Extension of loan period upon request by users.
8. Reserves/short loan collection- Library materials that owing to high demand have been placed aside for specific periods by library staff to afford all users equal access.
9. Weeding - Weeding is the process of removing library materials from the collection that are unsuitable or unwanted.
10. LDTCs - Limpopo Department of Transport and Community Safety

DEFINITIONS

1. Head of the library - Information and Knowledge Management, Deputy Director
2. Library users - Permanent, temporary, seconded and contract employees of the Limpopo Department of Transport and Community Safety

1. INTRODUCTION AND BACKGROUND

The library plays an important role in any organization as a provider of information required for execution of daily activities and as well as contributing towards the development of human capital in the achievement of the organization's strategic goals. The library provides prudent materials and resources for information as well as intellectual development to the employees of the Limpopo Department of Transport and Community Safety.

2. PURPOSE

The purpose herein is aimed at providing guidelines as follows:

1.1. To provide effective and efficient library and information services that meet the information needs of all users.

1.2. For library staff in the provision of library facilities, services and material.

1.3. For library regarding the use of library and information facilities, services and materials.

3. SCOPE OF APPLICATION

The policy is applicable to all the officials of the Limpopo Department of Transport and Community Safety and all other stakeholders.

4. OBJECTIVES

4.1 To acquire and make available books, periodicals, pamphlets, annual reports and newspapers and other services to employees or users to address their needs in order to become well informed.

4.2 To acquire the means to provide the most frequently requested material locally and upon demand.

5. LEGAL FRAMEWORK

- 5.1 Constitution of Republic of South Africa
- 5.2 Promotion of Access to Information Act (PAIA)
- 5.3 Public Finance Management Act (PFMA)

6. LIBRARY MEMBERSHIP

6.1 Library membership will be granted to permanent, temporary, seconded and contract employees of LDTCS.

6.2 Library members shall keep to the rules of the library.

6.3 The library reserves the right to suspend library membership in case where members do not abide to the rules.

6.4 Library members have access to library facilities, services and materials.

6.5 Library membership is available for the period or duration the staff is employed by LDTCS.

7. COLLECTION DEVELOPMENT

The purpose of the library is to provide the users with carefully selected books and other materials to assist them in the pursuit of information, research etc. The material selected shall meet the interests and needs of the users. The responsibility for selection of library materials rests with the head of the library and members of the library staff.

It is the goal of the library to provide the users with information which meets their needs through the purchase of appropriate books, periodicals, newspapers and other library materials. Library materials are selected within the limits of the budget. Purchase of materials shall be made as and when funds are available on a regular basis.

7.1 Criteria for selection:

7.1.1 Contribution to the departmental goals and objectives.

library.

Reference materials such as dictionaries and newspapers are only to be used in the

10. REFERENCE MATERIALS

LDTCS shall not be allowed to borrow library materials.

9.4 Dependents of officials and visitors or other persons who are not officials of

suspension of library privileges.

9.3 Failure to return library materials on or before the due date will result in the

materials that are in the collection of the library.

overdue materials. Library users shall be offered privileges to borrow library

9.2 Library users will not be allowed to borrow library materials if they have currently

four library materials at a time.

section may be borrowed for overnight. Library users are only allowed to borrow

be renewed and books on reserve are not renewable. Books in the reference

maybe renewed for an additional 30 day period. Books must be present in order to

9.1 Books in the circulation collection may be borrowed for 30 working days and

9. CIRCULATION OF LIBRARY MATERIALS

Management processes.

Library materials shall be acquired through the Departmental Supply Chain

8. ACQUISITION OF LIBRARY MATERIALS

7.1.4 Currency and timeliness of materials.

7.1.3 Relevance to the role and functions of the departmental mandate.

7.1.2 Request and recommendations from departmental employees.

11. INTERLIBRARY LOAN

11.1 Due to limited budget and space, the library cannot provide all materials that are requested. Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. The library will lend its materials to other libraries through the interlibrary loan system (Request) and to make its current holdings listed at SALS (South African Interlibrary Scheme) in order to be accessible by other libraries throughout the country.

11.2 Interlibrary loan services will only be provided to officials of LDTCs. The library staff will request library materials from other libraries on behalf of users, and users are not allowed to request and collect library materials from other libraries on their own. Library users are liable for the replacement value of the library materials as stipulated by the supplying library in cases of loss or damage.

11.3 Library users must return library materials on or before due date.

11.4 Users who want to renew materials shall contact the library staff 7 days before the initial loan period expires. Requests for loan renewals made on or after the loan period has expired will not be accepted. The library reserves the right to suspend the borrowing privileges of both the library user and the borrowing libraries in cases where they do not adhere to the interlibrary policy.

12. GIFTS AND DONATIONS

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or out-dated information, the material can be disposed of.

13. WEEDING

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions and availability of newer editions. This ongoing process of weeding is the responsibility of the head of the library and is authorized by the Head of the Department. Donated materials will be handled in a

similar manner and under the same authority. The head of the library and members of the library staff may discard materials according to the following criteria:

13.1 Worn out, inappropriate collection, duplicated, non-circulating and outdated materials.

13.2 Materials which are no longer supporting the functions of the Department.

13.3 Materials which are superseded by more current information and with low circulation statistics.

The library's collection will continually be evaluated in accordance with new materials

formats, interests and needs of users. Weeding is essential to maintain a relevant and attractive collection. The library must be free to dispose of any materials that are not

needed.

14. LOAN PERIODS

14.1 Books may be borrowed for a maximum period of 30 working days.

14.2 Generally, reference books such as dictionaries and newspapers do not circulate. Upon request, some reference materials may be checked out overnight.

14.3 Books may be renewed once if there is no waiting list for the title.

14.4 Current issues of periodicals do not circulate.

14.5 Non-current periodicals may be checked out for one week and may not be renewed.

14.6 One week for audio books and compact discs.

14.7 Audiovisual materials are non-renewable.

15. RESERVES

15.1 Reserves may be placed by users either in person or by phone.

15.2 Users will be notified by either e-mail or phone when the materials are available

15.3 There is no charge to the user for placing a reserve or for interlibrary loan

services.

16. FINES AND CHARGES

16.1 There are no fines for overdue materials but users are subject to overdue Penalties, i.e. users will be denied to borrow library material.

16.2 Two printed and electronic notices or reminders are sent to users who have defaulted after which if not returned it will be regarded as lost or damaged.

16.3 If the material is not returned within a designated period, an overdue notice will be sent and users with overdue notices will be denied borrowing library materials until those overdue materials are returned or paid for if lost or damaged.

17. LOST AND DAMAGED MATERIALS

17.1 Officials will replace lost or damaged library material/s borrowed on their name.

17.2 A notice (see annexure A) will be sent to the borrower.

17.3 Officials should report lost or damaged library materials to the Asset management Unit via library as soon as they notice loss/damage and a form as contained in Departmental circular no. 23 should be completed.

17.4 In case of loss of library material, officials should request for specification of the material for the purpose of making it good(bringing same material in all respect),falling which the book value should be determined in order for the employee to pay back the determined amount.

18. OVERDUE NOTICES PROCEDURE

Overdue notices will be run weekly on Mondays by the library staff. The notices will be sent through e-mail to the relevant officials.

19. LIBRARY ORIENTATION

Library orientation will be provided to all users of the library for equipping them with the necessary skills on how to use the library.

20. OPENING HOURS

The library will be opened during the following hours:
Mondays – Fridays - 09h30-16h30
Weekends and Public Holidays - Closed

21. POLICY PRONOUNCEMENT

Implementation of this policy will be guided by Batho Pele principles and any other piece of relevant legislation.

22. MONITORING AND EVALUATION

Information and Knowledge Management Unit will monitor the implementation of this policy. Monitoring and Evaluation Unit within the Department will also track progress and policy achievement in terms of the objectives.

23. REVIEW AND TERMINATION OF THE POLICY

This policy will be reviewed on an annual basis and it will be terminated upon inception of a new policy.

24. DEFAULT

Any employee who contravenes the provisions of this policy which may lead to violation of the Public Service Code of Conduct or other policies, that employee shall be charged with misconduct and the necessary disciplinary measures should be taken against him or her.

25. INCEPTION DATE

The inception date of this policy will be within 30 days after the approval by the Executive Authority.

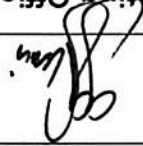
26. ENQUIRIES

Enquiries regarding this policy should in the first instance be directed to Information and

Knowledge Management Unit.

~~Recommended/Not Recommended~~

Accounting Officer



~~Approved/Not Approved~~

Date

30/03/2024

Member of Executive Council



ANNEXURE "A"

Dear.....

At the time a library user borrows materials from the library collection, the user assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your name were lost or damaged. The titles and costs of these materials are listed below:

.....

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Kind regards,