



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
ROADS AND TRANSPORT**

LIBRARY POLICY

TABLE OF CONTENTS

	Pages
GLOSSARY	4
1. Introduction	5
2. Purpose	5
3. Scope of application	5
4. Objectives of the library	5
5. Legal Framework	6
6. Library membership	6
7. Collection Development	6
8. Acquisition of library material	7
9. Circulation of library material	7
10. Reference material	8
11. Interlibrary loan	8
12. Electronic Databases	8
13. Gifts and donations	9
14. Weeding	9
15. Loan periods	9
16. Reserves	10
17. Fines and charges	10
18. Lost and damaged material	10

19. Overdue Notices procedure	11
20. Library orientation	11
21. Opening hours	11
22. Review of policy	11
23. Annexure	13

GLOSSARY

1. **Acquisition:** Process of selection, ordering , receipt, processing and financial administration of library material
2. **Circulation:** The process of borrowing and returning of library materials.
3. **Collection Development:** A process whereby relevant library materials are identified, selected, acquired and organized so that they are available to users.
4. **Interlibrary loan:** A co-operative arrangement among libraries by which one library may borrow material from another library.
5. **LDRT:** Limpopo Department of Roads and Transport
6. **Loan period:** Time frame granted to users for borrowing library materials.
7. **Reference collection:** Library materials meant for reference only e.g dictionaries and encyclopaedias
8. **Renewal of loan:** Extension of loan period upon request by users.
9. **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.
10. **SABINET:** South African Bibliographic Information Network
11. **Weeding:** Weeding is the process of removing library materials from the collection that are unsuitable or unwanted.

1. INTRODUCTION

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 Roads and Transport.

2. PURPOSE

The purpose herein is aimed at providing guidelines as follows:

- 2.1. To provide effective and efficient library and information services that meet the information needs of all users.
- 2.2. For library staff in the provision of library facilities, services and material.
- 2.3. For library users 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 Roads and Transport.

4. OBJECTIVES OF THE LIBRARY

- 4.1 To select, organize and make available necessary books and materials.
- 4.2 Provide guidance and assistance to members.
- 4.3 Implement programs, displays, exhibits and books lists which would appeal to the officials of Limpopo Department of Roads and Transport.
- 4.4 Secure information beyond its own resources when requested (using interlibrary loan).
- 4.5 Lend to the other libraries when requested.
- 4.6 Develop and provide services to users with special needs.
- 4.7 To serve the employees of Limpopo Department of Roads and Transport.

- 4.8 To acquire and make available to all employees books, periodicals, pamphlets and other services to address their needs in order to become well informed.
- 4.9 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 , No. 108 of 1996
- 5.2 Promotion of Access to Information Act (PAIA), No.2 of 2000
- 5.3 Public Finance Management Act (PFMA),No.1 of 1999

6. LIBRARY MEMBERSHIP

- 6.1 Library membership will be granted to permanent, temporary, seconded and contract employees of Limpopo Department of Roads and Transport.
- 6.2 Library members shall keep to the rules, regulations and code of conduct of the library.
- 6.3 The library reserves the right to suspend library membership in case where registered members do not abide to the rules, regulations and code of conduct.
- 6.4 Prospective members shall complete an application form before membership may be granted.
- 6.5 Library members have access to library facilities, services and materials.
- 6.6 Library membership is available for the period or duration the staff is employed by Limpopo Department of Roads and Transport, and reviewed annually.
- 6.7 Library membership is free of charge.

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.

7.1.2 Request and recommendations from departmental employees.

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

7.1.4 Currency and timelines of materials.

8. ACQUISITION OF LIBRARY MATERIALS

Library materials shall be acquired through the Departmental Supply Chain Management processes.

9. CIRCULATION OF LIBRARY MATERIALS

9.1 Books in the circulating collection may be borrowed for 30 working days and maybe renewed for an additional 30 days period. Books must be present in order to be renewed and books on reserve are not renewable. Books in the reference section may be borrowed for overnight. Library members are only allowed to borrow four library materials at a time.

9.2 Officials will not be allowed to borrow library materials if they have currently overdue materials. Officials or staff members of LDRT shall be offered privileges to borrow library materials that are in the collection of the library.

9.3 Failure to return library materials on or before the due date may result in the suspension of library privileges.

10. REFERENCE MATERIALS

Reference materials such as dictionaries and encyclopedias are only to be used in the library.

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 SAIS (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 the Department. 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 loan period expires and request 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. ELECTRONIC DATABASES

SABINET will be used to access the following electronic databases:

- a. Request
- b. Sabicat
- c. SA Gazettes
- d. Netlaw
- e. Sa e-publications

13. 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.

14. 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. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. The librarian may discard materials according to the following criteria:

- 14.1 Worn out, inappropriate to collection, duplicated, non-circulating or
- 14.2 Out of print materials.
- 14.3 Materials which are no longer supporting the functions of the Department.
- 14.4 Materials which are superseded by more current information and with low circulation statistics.
- 14.5 Library materials which are 20 years old.

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.

15. LOAN PERIODS

- 15.1 Books may be borrowed for a maximum of 30 working days.
- 15.2 Generally, reference books such as dictionaries and encyclopedias do not circulate. Upon request, some reference materials may be checked out overnight

- 15.3 Books may be renewed once if there is no waiting list for the title.
- 15.4 Current issues of periodicals do not circulate.
- 15.5 Non-current periodicals may be checked out for one week and may not be renewed.
- 15.6 One week for cassettes, audio books and compact discs.
- 15.7 Audiovisual materials are non-renewable.

16. RESERVES

- 16.1 Reserves may be placed by users either in person or by phone.
- 16.2 Users will be notified by either e-mail or phone when the materials are available.
- 16.3 There is no charge to the user for placing a reserve or for interlibrary loan services.

17. FINES AND CHARGES

- 17.1 There are no fines for overdue materials and users are subject to overdue Penalty, i.e. users will be denied to borrow library material.
- 17.2 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.
- 17.3 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 replaced if lost or damaged.

18. LOST AND DAMAGED MATERIALS

- 18.1 Officials will replace lost or damaged library material/s borrowed on their name or library card.
- 18.2 A notice (see annexure A) will be sent to the borrower.
- 18.3 Officials should report lost or damaged library materials as soon as they notice loss/ damage as this will allow library staff to get the book repaired and prevent the official from being charged for the damage/loss upon the return of the book. Officials will buy library material/s lost or damaged beyond repair.

19. OVERDUE NOTICES PROCEDURE

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

20. 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.

21. OPENING HOURS

The library is opening during the following hours:

Mondays- Fridays 09h30-16h30

Weekends and Public Holidays Closed

22. REVIEW OF THE POLICY

The policy will be reviewed as and when necessary.

✓
Recommended/~~Not Recommended~~

Ahluhale
Accounting Officer

05/12/2011
Date

Approved/~~Not Approved~~

Approved

Bekana
Executing Authority

18/01/2012
Date

Annexure

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 library card were lost /returned to the library damaged beyond the point of being usable in the library's collection. You are therefore requested to replace the lost /damaged material/s and 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,