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## TABLE OF CONTENTS

1. BACKGROUND / PREAMBLE / POLICY STATEMENT .....	3
2. PURPOSE.....	3
3. ORGANISATIONAL SCOPE / APPLICATION .....	3
4. POLICY STATEMENT .....	3
5. DEFINITIONS / ABBREVIATIONS / ACRONYMS / GLOSSARY .....	3
6. POLICY PRINCIPLES.....	4
7. POLICY IMPLEMENTATION.....	8
8. PROCEDURES .....	9
9. SUPPORTING DOCUMENTS .....	9
10. POLICY LIFE CYCLE .....	9
11. REFERENCES .....	9

## **1. BACKGROUND / PREAMBLE / POLICY STATEMENT**

Quality assurance requirements are meticulously checked and quality assured to ensure adherence to the institution's policies and processes.

Elada Institute commits to complying with all higher education library requirements for the programmes it offers, as prescribed in legislation.

The Institute is committed to render optimal services to students and staff in terms of this Policy by purchasing relevant library material both in hard copy and electronically and providing excellent assistance to students and staff.

## **2. PURPOSE**

The purpose of this Policy is to support teaching, learning and research by providing a high quality, relevant, expanding and innovative Library and information service to the students of Elada Institute. To achieve the above, Elada Institute will ensure access is given for all users who need information while implementing appropriate standards to preserve Library materials and resources.

## **3. ORGANISATIONAL SCOPE / APPLICATION**

This Policy applies to all students, academics, academic support and non-academic staff of Elada Institute and outside persons and institutions who make use of the Library situated at Elada Institute. The Policy serves students and staff registered at Elada Institute agencies with whom there are Service Level Agreements.

## **4. POLICY STATEMENT**

Elada Institute commits to complying with all Higher Education quality assurance requirements for the programmes we offer and qualifications we award, as prescribed in legislation.

## **5. DEFINITIONS / ABBREVIATIONS / ACRONYMS / GLOSSARY**

- “Member” means any person registered as a student or staff member at ELADA INSTITUTE.
- “Circulation” means borrowing or returning library media.
- “Charges” means all charges payable in terms of the Policy.
- “Loan period” means the period determined by the Library and which applies to the different types of library media.
- “Librarian” means the person or his/her delegate who is accountable for the Library and library functions.
- “Library media” means any media of whatever nature or form that are kept in the Library.
- “Policy” means any policy instituted by the Library and/or other Policy approved by Management.

- “Stock” means any library material (e.g., books, cd’s, periodicals, databases and electronic library material).
- “Blacklist” means a list of members barred from library services.

## **6. POLICY PRINCIPLES**

The policy principles cover the basic idea or rule that explains or controls how the Policy works or should be applied.

### **6.1 Membership**

- 6.1.1. Membership of the Library is granted to all staff members and students at Elada Institute free of charge.
- 6.1.2. Membership shall be valid for staff for the period they are employed at Elada Institute and for students for the duration of their studies with the institution.
- 6.1.3. Students’ contact details provided at registration are uploaded onto the Student Management System and will be used by the Library Services.
- 6.1.4. The confidentiality of student and staff information will be maintained in accordance with the Protection of Personal Information Act (POPIA), always.

### **6.2 Circulation of Library Media**

- 6.2.1. Academic staff are entitled to borrow any number of items until items are recalled, and qualifying students are entitled to 4 items for a period of 10 working days per event.
- 6.2.2. Library media are available for loan to staff outside the Library and students inside the Library, subject to availability.
- 6.2.3. Library media shall be deemed to be on loan from the Library to the Member who signed for them on the issue card or to whom they have been issued electronically on the ICAS Library System.
- 6.2.4. Library media shall not be given to a second person who did not sign for them at the Library.
- 6.2.5. A library item bearing the mark of the Library and on which there is no official indication that the item has been withdrawn, written off, or sold from the Library, shall be the property of the Library.
- 6.2.6. The Librarian shall not place a damaged item on the shelf of the Library.
- 6.2.7. Possession of any library media not lent against a membership card is an offence which can result in the withholding of loan privileges from a member.
- 6.2.8. Textbooks and Reference Books are not for loan and are available only for internal use.

6.2.9. The Librarian may at his/her sole discretion distribute media to any centre or designated office for use by a member.

6.2.10. Library media may be circulated to any Elada Institute agency in terms of the Service Level Agreement and Intra-library Lending Form, at the discretion of the Librarian in charge.

### **6.3 Return of Library Media**

6.3.1. Items are due back in the Library by closing time on the due date. Members shall return borrowed library media not later than the last day of the lending period determined by the Library, provided that: –

6.3.1.1. The librarian may extend the loan period of any library media on loan for not more than two (2) further applicable extension periods, provided the item is not required by any other staff member or student.

6.3.1.2. Students using library material inside the Library must return the material before leaving the Library. A staff member shall return library media when the Librarian issues a recall notification and on resignation.

6.3.1.3. The borrower will be liable for outstanding library material until the media have been returned to the Library.

6.3.1.4. Library media shall be returned by the borrower who signed for them or to whom they have been issued electronically.

### **6.4 Overdue Library Media**

6.4.1. No library media shall be lent to members if media previously borrowed was not returned at the request of the Librarian or lent daily to students using media inside the Library.

6.4.2. Elada Institute further reserves its right to suspend membership until all checked-out resources have been returned and all charges have been paid.

### **6.5 Reservation of Library Media**

6.5.1. Staff may reserve library media. Students will use library media on a first-come, first-serve basis.

6.5.2. Books reserved (placed on hold) by another user may not be renewed. The Library reserves the right to shorten the normal loan period and to recall library material before the due date if the material is reserved or urgently required by other members.

## **6.6 Lost and Damaged Library Media**

6.6.1. Any member losing or irreparably damaging any library media or other item borrowed through or belonging to the Library shall be liable for the item's replacement cost.

6.6.2. Members with outstanding costs for damaged or lost library media may not be able to do the following until all debts have been settled with the Library:

- i. View their examination results
- ii. Register the following year
- iii. View or print their academic records

## **6.7 Handling of Library Materials**

Any person handling library media shall be obliged: –

6.7.1. To keep such library media in a sound and clean condition;

6.7.2. Not to damage library media in any way, whether of a minor or serious nature;

6.7.3. Not to remove any protective coverings or any identification;

6.7.4. Not to lend library media to any other person.

Any person responsible for not adhering to the conditions of section 6.7.1 – 6.7.4 above shall be liable for the prescribed charges applicable to damaged/lost library media in the Tariff of Charges.

## **6.8 Library Hours**

Library hours are as prescribed. If the Librarian is not available, the Dean of Faculties will arrange access to the Library.

## **6.9 Use of Internet Facilities and Personal Computers**

Any member may utilise the internet and personal computer facilities of the Library, subject to Elada Institute IT policies.

## **6.10 Photocopying Facilities**

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

6.10.2. Photocopying facilities are available at The Institute Library for photocopying portions of non-circulating material, subject to the requirements of the Copyright Act (no. 98 of 1978).

6.10.3. Elada Institute is not liable for infringement of the Copyright Act (no. 98 of 1978) by clients.

## **6.11 Access to Library Policy**

The Library Policy will be available on the Library Notice Board.

## **6.12 Conduct in the Library**

6.12.1. Behaviour which disrupts the activities of the Library or imposes on the right to a quiet and orderly work and study environment for other library members is not permitted. Any member/user of the Library Services at Elada Institute who contravenes these, or any other provision of the regulations listed below will be guilty of an offence, which can result in withholding Library Services to such member/user.

- a. Conducts or engages in excessively loud conversations in any part of the Library to the annoyance of any other person in the Library; or
- b. Uses abusive, violent, objectionable language and behaviour or behaves in a disorderly manner in any part of the library building to the annoyance of any other person; or
- c. Hampers, disturbs, obstructs or harasses any other person in the legitimate use of the Library; or
- d. Damages any part of the library building or its contents; or
- e. Furnishes a false name or address to the Librarian for entering any part of the building or for obtaining any benefit or privilege; or
- f. Enters or remains in the Library while suffering from any notifiable or contagious disease or being under the influence of intoxicating liquor or habit-forming drugs, or has an unclean body or clothing; or
- g. Brings animals into the Library; or
- h. Allows any child under his/her supervision to create a disturbance in the Library; or
- i. Smokes, sleeps or partakes in refreshments in the Library; or
- j. While using the Library, refuses to comply with any lawful request of the Librarian; or
- k. Distributes, or deposits in the Library for distribution, material for advertisement, publicity or any other purpose, without the prior permission of the Librarian; or
- l. Enters or remains in any part of the Library during the hours that such Library, or part thereof, is not officially open for the service of the public; or
- m. Enters or remains in any part of the Library which is reserved for the use of the Library Staff; or
- n. Obstructs or blocks any entrance to or exit from the Library; or



- o. Removes from the Library or is in possession of library material, the loan of which has not been registered by the Librarian in terms of these regulations.

Cell phone use is not permitted in all non-quiet-study areas of the Library. Users are expected to be respectful of other users.

6.12.2. Elada Institute and therefore Elada Institute cannot be held responsible for any damage to, loss or theft of any items brought into the library building by library users.

6.12.3. Elada Institute and therefore Elada Institute indemnifies itself against any personal injury sustained by any member of the public whilst on library premises.

### **6.13 Blacklisting of Members**

6.13.1. Transgression of any of the rules listed can, at the discretion of the Librarian, result in the blacklisting of a member, prohibiting further use of Library resources.

### **6.14 Maintenance and Stock-building**

6.14.1. Maintaining library stock is the responsibility of the Librarian and includes cataloguing, classification, maintaining the library database, marking library material, ordering books via relevant company channels, and keeping the Library neat and tidy.

6.14.2. Building stock is the responsibility of Academic Staff and includes selecting relevant library media from catalogues and other sources and informing the Librarian of the media to be purchased.

### **6.15 Harassment and Sexual Harassment**

6.15.1. Harassment and sexual harassment is against the law, and any member who is harassing other users or Library Staff will be reported to the General Manager/Academic Manager/Principal/Head of Brand of Elada Institute. The campus Student Conduct Policy will always be adhered to.

## **7. POLICY IMPLEMENTATION**

Elada Institute is responsible for supporting, developing, enhancing, monitoring and reviewing its set standards against legislative requirements and the requirements of regulatory authorities. The Library will strive to serve library users well in terms of this Policy towards achieving their academic and professional goals by making relevant and up-to-date library media available in hard copy and electronic format and by keeping them updated and informed through the following resources:

- Library catalogues
- Electronic books downloadable by users from the Student Portal
- SABINET Prescription – and Open Access Journals, downloadable by users
- SABINET NetLaw

- Selected online databases
- Library User Training on a one-on-one basis, when required

## 8. PROCEDURES

Policies are designed and adapted to influence and determine all major decisions and actions and all activities within the boundaries set by them. Procedures are the specific methods used or to be used to express policies in action in the day-to-day operations of The Institute.

The procedures and processes which govern this Policy are listed under “Supporting Documents”.

## 9. SUPPORTING DOCUMENTS

The following documents (resources) support the operational implementation of this Policy and serve to direct the implementation of the Policy:

Document No:	Document Name:
	Student Support Manual
	Library Brochure
	Intra-library Agency Agreement

## 10. POLICY LIFE CYCLE

Policies are reviewed as and when required.

## 11. REFERENCES

- Elada Institute Library Policy