



Library Services Policy

19th July, 2019

LIBRARY DEPARTMENT

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PART 3: FORMS AND APPENDICES**33-45**

Appendix 1: Cataloguing Standards and Practices

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PART 1: POLICY PREAMBLES

1. INTRODUCTION

As a centre of intense intellectual inquiry, the IBSUniversity Library shares with the University's aspiration to be a dynamic learning environment that is supporting the world class university.

The Library's mission is to provide comprehensive resources and services in supporting research, teaching, and learning needs of the University's Academic Community.

The University Library-aims to develop a collection that:

- Support, enrich and satisfy the curricular and the research needs of the University.
- Stimulate continued educational experiences and life-long interest in library use.
- Aid and instruct students, and staff in the use of the library and to provide bibliographic guides to the contents of the collection
- Encourage the use of the library and its facilities.
- Provide reference and research services by a variety of means including printed and electronic resources.

2. PURPOSE

This policy provides the guidelines and policy processes and procedures for all stakeholders to abide by for the upkeep and right practice approach in order to benefit greatly in the services provided by the IBSUniversity Library.


3. OBJECTIVES

The Library Services Policy is expected to accomplish the follow objectives;

- 3.1 Guide the library staff in the implementation of the documented procedures and how to execute each tasks step by step.
- 3.2 Provide detail information and insights to library services and practices in IBSU Library.
- 3.3 Ensure Library staff understand the processes and procedures required for various operational tasks are followed.
- 3.4 Provides operational procedures of the Library services for Quality Assurance review purposes.

4. SCOPE

This policy covers all operational functions of the Library comprehensively as a working manual with step by step procedures for Library staff use, referrals, students, academic, and IBS staff.

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This policy complies with the National Library & Archives Act (1993) and incorporates many of the common practices implemented by libraries.

5. DEFINITIONS

“Acquisitions” means the process involving selection and purchase of materials or resources.

“Bibliographic Records” means an entry in a *bibliographic* index (or a library catalog) which represents and describes a specific resource in the library.

“Cataloguing” is defined to mean the online process of classifying all new library books, journals and other learning materials into their respective subject areas according to the OCLC international standard practices using the above cataloguing tools as mentioned in the above statement.

“Circulation” is defined as the process in which library resources are checked-out of the library and checked-in after use by the library membership for a certain lending period and shelved back for the next user to borrow.

“Collection development” means the process of planning a stock acquisition Programmes not simply to cater for immediate needs, but to build a coherent and reliable collection over a number of years to meet objectives of the University.


“Collection Evaluation” means the systematic assessment of the quality of a library collection to meet the Library’s goals and objectives and the information needs of its target users.

“Items” refers to library items namely; books, magazines, journals, etc.

“Library Office Management and Administration” is defined as the day to day management of the library office, which includes the Library resources and facilities as well as the human resources therein. This also defines the channel of communication (Chain of Command), the reporting process and the office procedures that relates to the daily operations of the library by the Library staff of IBS

“Library Promotion” and “Awareness” is defined as the marketing methods used to marketing the library services and the products (books/journals, etc.) to its target users and the community with what resources is available to access in the Library. In other words, it is an in-house marketing activity that is carried out at intervals and on a weekly basis.

“Library User Education” is defined as the basic library skills training provided to the Library users and patrons of the University including the staff and students. The User Education Programme is basically skills relating to the use of the Library, the resources and how to use them including the physical collection and e-resources.

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“Organisation of Collection” is defined to mean the process in which all library collections are arranged and organized systematically according to the Organisation of Knowledge by the Dewey Decimal Classification Subject arrangements respectively. This process also includes the arrangements of the bookshelves and other areas where the collections are concerned.

“Patron” is defined as the IBSUniversity Library users and borrowers of the services provided by IBSUniversity Library.

“Receiving Processes” is defined to mean the process involved in the receiving of all Library resources acquired by the Acquisitions Librarian of IBS for the library.

“Selection Committee” means a body of academic staff from different disciplines appointed to carry out the selection of library materials and resources to finalising the wish-list prior to acquisitions

“Weeding” means the discarding of outdated, damaged materials and resources from the collection.

6. ROLES & RESPONSIBILITIES


Chief Librarian:	Responsible for the overall running of the library and is accountable to all outcomes as stipulated in this policy.
Librarian:	Accountable for any actions taken on any tasks as mentioned in the Job Expectancy and is responsible to the Chief Librarian on any delegated tasks.
Academics	Are responsible in collaborating closely with IBSUniversity library staff by ensuring that required textbooks are ordered and paid for well before the start of the Programmes.
Student Users	Are responsible for complying fully with the rules and regulations required from entering the library to use of the library, from information search to borrowing, and from exiting to returning of borrowed books.

PART 2: POLICY GUIDELINES, PROCESSES AND PROCEDURES

7. COLLECTION DEVELOPMENT

7.1 Policy Guidelines

- (a) All collection development activities shall be coordinated and implemented only by the Chief Librarian and the Assistant Librarian of the University with the recommendations from the Programmes Promoters concerned for all related subject matters.

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- (b) The collection development policy of the University Library is a means to implementing the purpose of the University’s general Programmes, and to clarify for the librarian and the academia the procedures used for collection development and evaluation including
 - i. Preventing the library from being driven by events or by individual interests.
 - ii. Avoiding purchased of a random set of resources which may not support the mission of the library, and
 - iii. Encouraging purchase within the limits of funds available.

7.2 Criteria for Selection

- (a) The Chief Librarian shall liaise closely with Chiefs of Schools to ensure that all learning materials selected by the faculty members must support the Programmes work.
- (b) Selection of learning materials shall be appropriate for the subject area and for the emotional development, ability level and social development of the students for whom the materials are selected.
- (c) All textbooks relating to the learning materials shall be strictly selected by the lecturers and be submitted to the Librarian for acquisition.
- (d) All learning materials are selected by using selection tools recommended from administrators, faculty, staff and students
- (e) Materials shall meet the quality standards in factual content, timelines and presentation
- (f) All learning materials shall be selected according to the quantity in demand from One – Ten (1-10) (not to exceed 10 copies) of each title.

7.3 Procurement

- (a) The Chief Librarian shall develop a proposed annual budget plan for the library based on the Schools’ unit needs.
- (b) The Chief Librarian shall submit the proposed annual budget plan to the Finance Manager for deliberations and compilation of an Annual IBSUniversity Budget.
- (c) Upon approval of the Proposed Annual Budget, the Assistant Librarian shall obtain quotations/proforma invoices, etc. from supplier/book vendors based on the School’s unit needs.
- (d) The procurement of the library resources is managed in accordance with the IBSUniversity Finance Policy on Procurement, by IBSUniversity’s Finance Department.

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- (e) The Chief Librarian shall develop an annual collection framework to ensure appropriate development of the collection and disbursements according to library resource budget allocations. The Annual Collection Framework shall be based on the requirements of IBSUniversity, academic Programme, community demographic and collection analysis and evaluation.
- (f) The Chief Librarian shall ensure all library resources acquired shall be tracked from the acquisition date to the receiving date.
- (g) The Chief Librarian shall ensure the Programmes Promoters/Unit Lecturers fill in the Library Acquisition Form [LIB0007] with the full details of the resources and shall return to the Chief Librarian two months before the actual Session begins.

7.4 Collection Evaluation

- (a) The Assistant Librarian shall evaluate the library collection bi-monthly to ensure information currency, accuracy, quality and ongoing appeal and usefulness. This evaluation includes ongoing weeding and discarding practices, as well as regular stock-takes to ensure the integrity of the library catalogue.
- (b) The Chief Librarian shall examine the library resources regularly during check-out and check-in to ensure no physical defects are found at the time of borrowing and upon returning.
- (c) The working committee, nominated by the Chief Librarian is encouraged to make recommendations on the basis of the selection criteria under Section 7.2, with a view to the development of an appropriate, balanced collection.

7.5 Donations

- (a) The Chief Librarian shall accept the donation of money, books and other learning materials based on the selection criteria, outlined in Section 7.2 above.
- (b) Any donations of library books, Audio Visual materials, journals and donations in the form of cash shall be purposed to meeting and supporting the learning materials and not to be repaid.
- (c) The Assistant Librarian shall ensure all donated resources are stamped with a “Donated by.....” rubber stamp with the receiving date and the signature of the receiving officer.
- (d) Where donation of cash is concerned, all documents involving the donated cash shall be checked to ensure there is no repayment conditions attached to the cash donated.
- (e) The Chief Librarian shall acknowledge the donation by sending a letter of acknowledgement and gratitude to the donor agent for the donation to IBSUniversity.

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- (f) All donated resources shall be catalogued, processed and added by the Assistant Librarian accordingly and be added to the library collection for circulation
- (g) All and any documentations relating to the donations and the donor agents shall be filed away under the folder name ‘Donations Received’ for future referrals.

8. RECEIVING PROCESSES

8.1 Policy Guidelines

- (a) All receiving processes shall be coordinated and followed up by the Chief Librarian with the assistance of the Assistant Librarian of IBSUniversity.
- (b) The purpose of the receiving policy is to clarify the responsibilities of the Librarian concerned in the clearance and confirmation of the arrival of the new resources ordered/purchased.

8.2 Receiving Items: Item Check


- (a) When a consignment is received from the suppliers the Assistant Librarian shall first check and confirm with the invoices for accuracy and the statues of the library resources and notify the Chief Librarian of whether or not there are any discrepancies.

Possible discrepancies include:

- i. Wrong order/ supply of items
 - ii. Incorrect quantity received
 - iii. Damage or defected books
 - iv. Incorrect Editions
 - v. Books with Missing/torn pages
 - vi. Books with pages not in sequence
- (b) If and when there is a fault found in a book(s), the Assistant Librarian shall be responsible for the returning of the faulty book(s) and place a request for replacement(s) if there are copies available.
 - (c) If and when the copies of the faulty books are not available, then the Assistant Librarian shall advice the supplier to credit the library account should a copy of the book becomes available

8.3 Sorting/ Distribution & Processing of Items Received

- (a) Upon receiving the items, the Assistant Librarian shall perform certain number of tasks:
 - i. Assign and place Barcode Labels 3cm above the edge line inside of the front cover of each book received.


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- ii. Sort and distribute all books according to the distribution table.
- iii. Place IBSUniversity ownership stamp in a few places such as;
 - Inside-centre front cover or anywhere visible
 - On title page
 - Every 50 or 100 pages in the text
 - Inside back cover anywhere visible
- (b) Place price tag accordingly at the bottom left corner of the front cover of the book
- (c) Place accession code (derived from the first whole numbers after the 0s from the barcode numbers; e.g. “5414” is the accession code for Barcode # 0005414) at the top right corner of the inside cover of the back of the book.
- (d) Create a Call Number & Spine Label. Insert this information on the title page, below the stamp.
- (e) Paste due date slip inside the middle part of the back cover.
- (f) In case of a jacketed book, place the barcode in the center instead where visible.
- (g) Applying Spine Labels: Place clear and visible spine labels with respective call numbers 3cm below the back spine of the book for fast tracking of information resources.

9: CATALOGUING

9.1 Policy Guidelines

- (a) The Chief Librarian shall ensure all online cataloguing processes of all new and any selected library resources accepted and received by IBS Library through donations are implemented in accordance to the standards and practices as outlined in Appendix 9.
- (b) The primary purpose of the cataloguing policy is to verify and clarify to the Library staff of IBSUniversity, the importance and correct practices of cataloguing using the library standards in order to provide and enable for very clear, fast tracking of information and easy access to the Bibliography records and holdings of IBS libraries by the library users and researchers.
- (c) **Refer Appendix 9 for Cataloguing Standards and Practices**

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10. ORGANISATION OF COLLECTION

10.1 Policy Guidelines


- (a) The Chief Librarian shall ensure that all library collection received, catalogued and processed into IBSUniversity Library are organized by the Assistant Librarian in accordance with the Library Standards and the Organization of Knowledge under the Ten (10) Main Subject Chiefings according to the Dewey Decimal Classification (DDC) System.
- (b) The primary purpose of this policy is to ensure all library collections are systematically organised and arranged in an orderly, easy to access setting for the benefit of the:
 - i. Library patrons, when searching for the resources and information needed, and,
 - ii. Library staff of IBSUniversity when shelving and carrying out their day to day operations relating to the collections.
- (c) Reference Collection can be accessible from the main General Collection.
- (d) The General Non-fiction Collection consists mostly of all major subject textbooks relevant to IBS and is accessible through the main library by the general IBS library patrons including the academics, the general support staff and the students.

10.2 Reference Collection

- (a) The Assistant Librarian shall organise the Reference Collection on the bookshelves according to the subject areas to the spine labels on the book spines
- (b) All books in this collection shall be spine labeled with a capital letter '**R**' for '*Reference*' and '*NOT FOR LOAN*'
- (c) Reference Collection can be accessible from the main General Collection.

10.3 Reserve Collection

- (a) The Assistant Librarian shall organise the Reserve Collection according to the Subject Units and the DDC arrangements on the Reserve Bay visible for circulation purposes.
- (b) The academics shall make recommendations to the Chief Librarian with regard to the titles/or subject of books to be placed on the *Special Reserve* Collection for a whole Session.
- (c) The Assistant Librarian shall label the recommended Reference books with '*Reserve Items*' on the top spine of the book.

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- (d) The Reserve Collection is accessible through the Library Circulation counter on a two hourly basis only. Refer Clause 13.2(d).


10.4 General/Non-Fiction Collection

- (a) The Assistant Librarian shall arrange all resources in this collection on the bookshelves according to the respective subject areas and in accordance with the call numbers labeled on the spine using the DDC System from 000s – 999 (See www.dewey.org - for DDC Subject Classifieds and major Subject Areas used by IBSUniversity Library)
- (b) The Assistant Librarian shall ensure all shelves are labeled in sequence, corresponding with the range of call numbers of the books on each book shelves/tiers.
- (c) All books exceeding the height of 30 – 35cm shall be shelved horizontally.
- (d) All books defined as quartos shall be spine label with a prefix ‘Q’ before the call numbers.

10.5 Serials/Periodicals/Newspapers

The Assistant Librarian responsible for this collection shall arrange all serials and periodicals according to the following order:

- (a) Register all journals/serials and periodicals respectively in the Periodical Index
- (b) Assigned DDC call numbers to the periodicals during cataloguing
- (c) Ensure all call numbers assigned to the serials/journals begin with the prefix ‘S’ for Serials
- (d) The Assistant Librarian shall ensure all title and content page of the latest journals are scanned and e-mailed to all Departments and Faculties for their viewing and information about the availability of the journal. Refer Section 13 - Circulation Policy).
- (e) Organise the serials by dates into magazine holders and labeled the holders by title and date and volume with the call number
- (f) Arrange the magazine holders alphabetically according to the Titles.
- (g) All back issues shall be put together in chronological order before binding and stacking away in the general collection.
- (h) All current issues shall be placed on the Periodical Bay next to the library office in the main library and shall not be circulated.
- (i) Request for photocopies of the periodical articles are accepted but will be paid for by the students and free to all IBSUniversity staff only.

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10.6 Corporate Library Collection

- (a) The Assistant Librarian responsible of the Corporate Library shall clearly ensure all CPL books are spine labeled with the three-letter prefix “CPL” written above the call number on the bottom spine of the book before shelving.
- (b) All CPL books must be shelved according to the respective subject areas from the 000s to 999s with accordance to the call numbers on the spine labels of each book.
- (c) The Assistant Librarian shall ensure the bookcases are firmly closed and locked up after shelving and carrying out maintenance of the collection.
- (d) CPL books shall be made accessible to all IBS Academics, the general support staff and the undergraduate students of IBS.
- (e) CPL Collection shall be made accessible to the major IBS Corporate Clients with connection to the Centre Of Excellence Outbound Trainings.
- (f) The CPL collection is accessible through the library.
- (g) Transfer of CPL book(s) to other branch libraries upon an IBSUniversity staff request from Saraga Campus shall be strictly treated as an interlibrary loan issue and shall be done through the branch circulation as and when the request is submitted by them.

11. COLLECTION MAINTENANCE & HOUSEKEEPING

11.1 Policy Guidelines

- (a) The Assistant Librarian shall ensure general housekeeping of the library is maintained and all IBSUniversity Library Collections and facilities are managed on regular basis for order and physical usefulness of the collections, and shall report any discrepancies if any, to the Chief Librarian for further clarifications for maintenance work.
- (b) Collection Maintenance is daily care of collections, management of library resources, basic housekeeping and maintenance of library facilities by the Assistant Librarian with the aid from other library assistants:
 - i. Keeping the stacks/storage area neat and clean,
 - ii. Performing general housekeeping tasks in the building,
 - iii. Periodically cleaning the collections themselves,
 - iv. Checking the collection to ensure all resources are in the right locations,
 - v. Checking and ensuring the physical appearance of the stock are in good condition, and
 - vi. Carrying out two major maintenance work (i.e., weeding and placements) which involves the updating of the collection

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- (c) The primary purpose of the collection maintenance is to ensure the collection is managed and maintained on regular basis in order to avoid any discrepancies that may affect the effective use of the collection and to ensure the library facilities are satisfactorily conducive to cater for the study and research needs of the IBSUniversity Library patrons staff for as well as carryout regular office inventory and stock-take of the collection for updates.


11.2 Basic House Keeping (Cleanliness)

The Assistant Librarian shall ensure:

- (a) All tabletops, desktops and bookshelves, etc. are dust-free by involving the housekeeping staff to dust and clean the bookshelves twice a week.
- (b) The main Library area including all the workstations and study areas are neat and clean and ready for use.
- (c) All dustbins are to be emptied and Library sprayed with air freshener each morning before the library is opened for use.
- (d) All library books left behind on the tables or anywhere in the library be returned to the sorting bay to be sorted and shelved back on the shelves.
- (e) Any defects found in the library shall be noted and be reported right away to the Chief Librarian.
- (f) All library entrance/exits, windows and shutters are firmly closed and locked up and the library is in order and good condition before leaving the building.
- (g) All activities relating to cleanliness should be coordinated with the Admin Department.

11.3 Collection Maintenance/Care

- (a) Book Care
- i. The Circulation Librarian shall ensure all books check Out and Check-In are thorough checked before issuing to the patron and at the time it is returned by the same patron before being removed to the sorting bay for shelving.
- ii. Ensure all book spines, cover pages and pages of all books are thoroughly checked and in good condition each day.

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- iii. Check all spine labels and shelf labels to ensure they are readable and accessible.
- iv. The assistant Librarian shall ensure shelf-reading is carried out each morning
- v. At the end of the day after all the books are being shelved back on the book shelves to ensure the books are in their rightful locations for accessing purposes.

(b) Journal/Serial/Periodical Care

- i. Check to ensure all current issues are in good condition and placed back in their respective magazine holders with clear titles for easy access.
- ii. Check to ensure all pages and covers are not falling apart due to frequent handling of the publication.
- iii. Ensure all back issues of the journals/serials/periodicals are bound and placed on the periodical racks for future referrals.
- iv. Extra care shall be given to the handling of the publication when doing photocopies and scanning and when students are physically handling it.
- v. The Serials Librarian shall ensure the current issues are maintained

11.4 Library Furniture (Chairs/Study Carrels/bookshelves/cases/tables/Pot plants)

- (a) Ensure all the Library furniture are in good and useable condition at all times
- (b) Ensure all chairs are safely tucked away under the tables and study carrels after use by library patrons.
- (c) Ensure all the library furniture are labeled and numbered accordingly and are in their respective places
- (d) To avoid accidents caused by unnecessary misplacing and movements of Library furniture, the Assistant Librarian shall ensure this furniture remain in their original location.
- (e) For safety precautions, bookshelf tiers shall not be used as steps to climb to the top in anyway.
- (f) Ensure all library furniture are not used to scribble on or defaced by patrons/Library users.

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11.5 Lost & Found Items in the Library

- (a) Any lost & found items in the Library shall be placed in ‘Lost & Found Box’ inside the library office until it is claimed by the rightful owner.
- (b) Ensure a reminder is placed on the notice Board or the newsletter to notify the patrons of the lost/found items
- (c) The patron claiming shall identify himself/herself by completing the logbook at the Circulation Desk and describe the lost item.

12. LIBRARY USE POLICY


12.1 Policy Guidelines

- (a) The Chief Librarian shall ensure the Library User Policy for IBSUniversity Library is reinforced by the Assistant Librarian on a day-to-day operation and usage of the library and as a control measure to govern the operations of the library.
- (b) The Library Use Policy is defined to mean the rules and regulations that are made to govern, and protect the rights and safety of Library patrons, the Library staff and to preserve and protect the library materials, Equipment and the Library facilities accordingly.
- (c) The purpose of this Policy sets out acceptable conducts and behavior of the Library patrons of IBS to ensure that the library services operate effectively and efficiently for the benefit of the whole IBS Academic Community and IBS as a whole.
- (d) It is very important that the Assistant Librarian ensures that the patrons are aware of what violation, vandalism and disruptive behaviours can deny their opportunity to use the Library.
- (e) Conditions relating to the memberships are detailed in the membership form and must be read carefully and signed as an agreement to adhere to Membership Policy

12.2 Opening Hours

The Assistant Librarian shall ensure:

- (a) The Library is opened and closed on time according to the office and academic time schedules as per the details on the membership forms and the current opening hours’ notice on the door.
- (b) The Library Opening and Closing hours are clearly detailed and that all Library patrons are aware of the time and any changes if any.
- (c) Any changes or reminders of the library closing hours should be placed on the Library Bulletin Board and on the entrance way for the users to take note of.


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12.3 Membership

- (a) Individuals and Organizations who wish to apply for membership with IBSUniversity Library Services read and take heed to the rules and regulations of the library before completing the membership forms [**LIB0001, LIB002, LIB0012**].
- (b) All membership forms are completed with full details of the library patron, signed and returned to the circulation counter with ID photo or a passport size photo of the patron for uploading.
- (c) All memberships are to be processed within a week of submission with the students' ID numbers and the hardcopy systematically filed away according to the Programmes taken for future referrals
- (d) During entry of memberships the patron's User Name and Password generated from KOHA (ILS) Patron be recorded respectively on the hardcopy for filing and referral.
- (e) Members shall be issued with a library membership card with their card numbers and ID Photos which will enable them to have access to the library
- (f) All continuing students shall renew their Library memberships after one (1) year by filling in the membership form with a check in the Renewal box.
- (g) Students who have completed year 3 Programme and all discontinuing students' memberships be terminated from the Koha Patron list in the system.

12.4 Access to Library Computers/Printing

- (a) Any patron wishing to have access to the internet or student accounts shall firstly see the ICT Department to be issued with their login names and password.
- (b) Students having access to the computer systems are able to do their printing wherever they are stationed, to the student printers in the library and the learning hub.
- (c) Students facing difficulties in accessing their accounts shall be referred to the ICT Department for resetting of Passwords.
- (d) Students requiring printing shall see the Accounts officer in-charge of the Paper-Cut Coupon, make their payment, then go to the ICT Department to update their printing accounts before accessing the printer to print.
- (e) Students do not move or tamper with any computer systems or remove any parts of the computers when using anyone of them, as anyone caught doing this shall be seriously apprehended and penalized accordingly.

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- (f) Any students having access to any computers shall be responsible of that workstation and shall leave the workstation in its original order.
- (g) The assistant Librarian shall ensure any damages/defects found in the machines shall be reported immediately to the ICT Department in-order to avoid a total dysfunction of the machines.
- (h) Workstations opened to Removal Drives are purposely Restricted for file transfers (M drives – Removal drives) and Editing/Printing of documents.
- (i) Students shall use the computers for educational purposes only. They should not be visiting social sites (such as movies, music, pornographies and other controversial sites). Those caught accessing these sites shall be dealt with accordingly.


12.5 Vandalism/Violation and Disruptive Behaviour

- (a) The Assistant Librarian shall ensure that the Library facilities and resources used and accessed by the patrons are well cared for by the users.
- (b) Any patrons caught in the act of scribbling/defacing/tearing/damaging and destroying any library resources, including books/serials/computers/Library furniture, etc. shall be apprehended and penalized accordingly.
- (c) Library patrons caught stealing and sneaking any library resources out of the library without properly checking them out at the circulation counter shall be penalised accordingly.
- (d) Patrons not observing and abiding by the standard of behavior in the library shall be apprehended and dealt with accordingly.

12.6 Disruptive Acts

Any Library patrons caught in the following disruptive acts shall be dealt with accordingly;

- (a) Assault or intimidation of library staff or patrons through physical or verbal assaults
- (b) Any behavior that creates excessive noise or commotion
- (c) Refusing to leave the library at closing time
- (d) Entering Areas of the Library Marked Staff Only
- (e) Engaging in sexual behavior and/or overt sexual behavior
- (f) Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs

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- (g) Puffing/smoking cigarettes or tobacco in the library
- (h) Eating and drinking in the Library studies
- (i) Talking or answering cellphones in the library without considering others
- (j) Refusing to leave bags outside the library before entering
- (k) Refusing to return overdue books after several notices
- (l) Refusing to pay library fines and charges for overdue/ lost/damage/stolen item(s)
- (m) Refusing to observe notices or reminders on the door/bulletin board
- (n) Removing chairs/tables or any items from its original location to another location
- (o) Installing unauthorized software and or changing setups in Library computer equipment.
- (p) Picking up a library book checked out under someone else's name.
- (q) Littering and spitting in the library

12.7 Corporate Library Collection (CPL) Use Policy

The Chief Librarian responsible of the circulation of all the CPL books lend out to the Corporate Client shall ensure the Clients understood the conditions and the procedures involved in the management and processes of this special clientele service.


(a) Accessing the Corporate Library Collection

- i. Any Corporate Client members who wish to visit the CPL Library shall do so through IBS Eriama Campus Library at 11 Mile, NCD.
- ii. Opening hours for CPL library is in accordance to the main library timetable and according to the time schedule on the CPL Library Membership form. Any change made to the opening hours, shall be immediately made known to CPL Clients through registered email address and contact numbers.
- iii. The CPL Clienteles shall access the Library for information relating to the Collection using the contacts on the library membership.

(b) CPL Library Membership

The Chief Librarian shall ensure;

- i. That all Corporate Client Membership Form [**LIB0011**] must be carefully filled in and signed prior to using this service.
- ii. All IBSUniversity Corporate Client members shall be eligible to borrow up to two books only at any one time for 14 days and return to the Library

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- iii. When filling up membership form, please ensure you state clearly on the form all the details as per required by the Library.
- iv. Ensure that the completed membership form is signed by:
 - Applicant
 - A Senior Personnel from your organisation as a witness
 - A COE staff/facilitator on training site before submitting to the Chief Librarian to register membership before borrowing.
- v. If on training site, please ensure the forms are filled, signed and placed in the folder for submission to the Chief Librarian with the books.
- vi. If leaving the Organisation, HR can contact us to review your circulation history for clearance and to terminate your membership from our record.

12.8 Lending Services and Benefits

- (a) All Corporate Client Members are eligible to borrow up to two books for 14 days at any one time.
- (b) All books loaned out must be returned, in good or similar condition borrowed, on or before the due dates (as per the Due Date at the back of the inside cover).
- (c) When returning a book, ensure it is returned through your HR for pick up and drop off.
- (d) One renewal/extension per book only is accepted upon request by the member.
- (e) During pickup time of the books library team, upon request, will bring some more books or bring books for the next two weeks.


12.9 Information Sharing

- (a) Through fortnightly flyer or e-mails book reviews are encouraged for display at the Team Building Hall.
- (b) A visiting schedule will also be part of the update for you each fortnight week for drop off/pick up services through your HR office.

13. CIRCULATION

13.1 Policy Guidelines

- (a) The Chief Librarian shall ensure that Assistant Librarian keep records of all library resources circulated within and outside the Library by managing, controlling and maintaining the circulation according to the procedures defined in this policy.

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- (b) All circulation processes shall be implemented using the electronic (Koha -ILS) circulation, and manually only if and when there is a power failure.
- (c) The purpose of the circulation process is to enable the library membership access to the library's collection to meet the objectives of the Library and the mission of IBSUniversity.


13.2 Check-Out

The Assistant Librarian shall ensure:

- (a) Circulation of the library's General Collection be issued electronically to the members using the Koha Patron membership accounts for control purposes.
- (b) The following are carefully observed when lending Library resources out to;
 - i. Students for the period of seven (7) days only at any one time.
 - ii. Academic staffs for the period of twenty-eight (28) days only at any one time.
 - iii. Support staff and IBSUniversity Corporate Client (Involved in Outbound Training) for the period of 14 days.
- (c) The Koha Circulation module is opened by clicking on Circulation in the Koha staff Client Home page
- (d) Prior to checking out at the Circulation counter, the Library resources must be thoroughly checked, inspected and noted for any discrepancies before borrowing.
- (e) In Circulation, Select Check Out and type in the patron's name or card number to retrieve the patron's full account. If more patrons, select the correct name and enter barcode in the text box.
- (f) The full detail of the account with the due date for the book is retrieved.
- (g) The due date is clearly written on the Due Date slip at the back of the book and the patron is reminded of the date to return the book.

13.3 Check-In & Renewals

- (a) Patrons requesting renewals/ or extension to the borrowed item shall present the physical book at the counter to be granted accordingly and on the date due of the item(s).
- (b) Renewals requested by all IBSUniversity staff and students shall be granted twice, after this the book shall be returned for the next reader.
- (c) Whilst at the time of the first or second renewal, the book can be recalled for the next reader as and when the need arises.
- (d) The Check-In process is carried out immediately at the time of returning the item.

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- (e) From Koha Home page the barcode of the book is entered into the ‘*Check In*’ text box’. Once the barcode is entered, the result will be noticed as *Checked in*.

13.4 Transfers /Inter library Loan

The Assistant Librarian shall ensure;


- (a) Requests for books from another IBS branch library shall be organized through the home library and the requesting library using the *Transfer service in KOHA (ILS)*.
- (b) Requests for books from another Library outside of IBSUniversity can be arranged between the IBSUniversity Library and the Lending Library if agreed to by the Lending Library to do so using the Inter-Library-Loan on behalf of the patron.

13.5 Special Loan (Overnight/Weekend Loan)

- (a) Special and Weekend Loans are allowed for the books on Reserve and the Reference only. The Chief Librarian shall ensure that Reserve and Reference Collections are utilized accordingly and all rules are followed for the benefit of everyone.
- (b) The Assistant Librarian shall ensure patron requesting for books in these collections shall use their ID cards to borrow.
- (c) Request for special loans shall only be approved by the Chief Librarian if and only when the resource is available for special loan.
- (d) Only one book at a time per patron shall be issued for two hours only and shall be return no later than the assigned time to allow for the next reader.
- (e) Request for Overnight Loan and Weekend Loan is accepted only after 2:30pm each business hour
- (f) All Reserve/Reference books out on Overnight and Weekend Loan shall be returned at the first opening hour the very next day or immediately after the weekend for the next reader to have access.
- (g) All Reference Collection lend out on special loan shall be carefully recorded and entered into the manual registry (due to its Restricted nature) whilst the Reserve Collection is entered under special loan in Koha with manual returned date entry.
- (h) All Reserve/reference books returned shall be carefully checked in on return and the borrower’s name cleared off the loan list.

13.6 Overdue/Lost/Damage/Stolen Resources

- (a) All and any library resources retained by the borrower longer than the assigned due date stamped on the due date slip at the back of the book shall be considered as an Overdue item.

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- (b) The library patron shall be notified of the overdue and shall be fined according to the fines day per book.
- (c) All fines received from the patron shall be receipted in the receipt book for report purposes and also for updating.
- (d) The collection of overdue fines shall be recorded and handed over to the finance office if over K100.00. However, if less than K100.00, the cash can be used as a petty cash to cater for the minor requirements of the library with a record of the cash used.
- (e) Patrons returning books/other library resources with damages made to the material shall be fined according to the degree of the damage done.
- (f) Any patrons caught stealing a book or any library resources shall have their library & research privileges suspended or terminated from the Library.
- (g) Payment for all lost items shall be paid according to the original price of the book but with a calculated figure according to the current exchange rate of the original country where the book was purchased.

14. PATRONS

14.1 Policy Guidelines

- (a) The Assistant Librarian is responsible for the entries of patron memberships into KOHA. The Assistant Librarian shall ensure the Patrons fall into these four (4) IBSUniversity Patron Categories: (1) Student Patron, (2) Academic Staff Patron, (3) Support Staff Patron and (4) Corporate Client Patron.


Anyone not included in these 4 Categories shall not be eligible to borrow from the Library.

- (b) The primary purpose of the patron policy is to ensure all entries of all Library memberships are conducted and registered accurately into KOHA and that the patrons are given User Names and Passwords.

14.2 Policy Procedures

The Assistance Librarian shall ensure:

- (a) All patron membership forms are accurately entered into KOHA according to the KOHA Patron
- (b) All new patrons shall fill in their membership forms a week in advance prior to the actual borrowing date.
- (c) All Student patrons fill in their membership forms at the beginning of each Sessions and submit to the Assistant Librarian for entry into KOHA Patron.

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- (d) Both Academic and Support staff shall also fill in their membership forms and submit likewise a week in advance for entries prior to borrowing.
- (e) All requests for membership renewals shall be checked thoroughly prior to the renewal.
- (f) The Corporate Clients fill in their membership forms according to the Corporate Library procedures in 12.7.
- (g) All Library patrons of IBSUniversity take heed of the library rules and regulations of the library and shall be held responsible for their own actions.
- (h) All registered member patrons shall be automatically receiving their Login Name and their Password through their e-mails addresses on their membership (if they have).
- (i) When entering patrons into KOHA using the KOHA manual, assistant Librarian shall ensure all fields are completed and saved.
- (j) Patrons are able to changing their own password after accessing KOHA through their default password received.

15. LIBRARY PROMOTIONS/AWARENESS


15.1 Policy Guidelines

- (a) The Chief Librarian shall ensure the IBSUniversity academic community, all library patrons and the general library users are aware of the type of services and resources available by the Library including its mission and vision through its promotions and awareness Programmes
- (b) The primary purpose of the Library promotion is to make the library community aware of the services and resources and promote reading and use of other information mediums that users can use to access information effectively.
- (c) The Chief Librarian shall ensure the Assistant Librarian (s) responsible for certain promotional activities carry out their duty according to the schedules and to ensure all new resources are catalogued, processed and labeled before going on display.

15.2 Weekly In-house Book Displays

The Assistant Librarian shall ensure:

- (a) All library books placed on display shall be labeled with a removal display tag “On Display Only” with the commencement date to the ending date.
- (b) The display items must be placed at a visible location where it is easy for the librarian(s) to keep an eye on.


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- (c) All books on display shall not be borrowed at the time of the display / exhibition
- (d) A Reserve folder containing a list for viewers to write their names on in order to reserve a certain book on displays, shall be placed on the display table next to the display.
- (e) The above folder with the name list shall be attended to after the books are off the display (after one week) and that the patrons enlisted are called or notified about their reserve book now available for borrowing
- (f) All names in the folder are crosschecked against the KOHA Patron before recalling them. If anyone is not a member yet, ask them to fill in a new membership form before lending.
- (g) the purpose for circulation processes are followed when lending out the book(s).

15.3 Corporate Library (CPL) Book Exhibition (Team Building Hall)

Assistant Librarian shall ensure:

- (a) An Exhibition table is set and ready for display of books during every Team Building Training at the Team Building Hall for the participants viewing.
- (b) The Exhibition table is shall be set up in the front corner of the hall where it is visible and safe for the whole weekend or at the time of the Team Building Session.
- (c) All Library books placed on display shall be labeled with a removal display tag “On Display Only” with the commencement date to the ending date.
- (d) A Reserve folder containing a list for viewers to write their names on in order to reserve a certain book on display, shall be placed on the display table next to the display.
- (e) The above folder with the name list shall be attended to after the books are off the display (after one week) and that the patrons enlisted are called or notified about their reserve book now available for borrowing
- (f) All Corporate Clients names enlisted in the folder shall be held back until all membership forms are completed, signed by the HR Manager of the Client, and returned
- (g) The procedure for circulation processes are followed when lending out the book(s)
- (h) Upon returning the CPL membership forms, the memberships shall be entered into the KOHA Patron under the category “Corporate Client”
- (i) Upon the completion of membership entries, circulation now shall be activated for the client.


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- (j) The circulation of any CPL books are implemented according to the Circulation Policy in Section 13.
- (k) A fortnightly schedule for the CPL Mobile Library services visitation to the Clientele site shall be organized and with a copy of the schedule sent to the Client for their awareness.
- (l) The CPL Mobile Library services shall be operating once on a fortnightly basis to each of the Clientele sites to deliver the books requested for by members, and to pick up the ones returned through the Corporate HR office.
- (m) A Receiving Confirmation List (including the name & signature of the receiver) besides the title and Barcode number of the book shall be issued at the time of drop off of new books.
- (n) The above list shall be returned and filed away in the library for future referral by the IBSUniversity Librarian.
- (o) Two library staff members only shall be responsible for CPL Mobile Library Services each fortnight according to the schedule.
- (p) Prior to the visitation the Assistant Librarian shall call and advice the Clientele on the visitation and shall get a clear information on where to visit, who to see and time to visit before leaving the IBSUniversity vicinity.
- (q) A follow –up visitation to the client shall be arranged in the next visit by the Assistant Librarian.
- (r) Arrangement for an IBSUniversity 15-Seater bus shall be made a day in advance for the service with a clear schedule provided to logistics.

15.4 Library Newsletter (In-house)

The Assistant Librarian shall ensure;

- (a) A deadline is issued for all contributing article (s) to be submitted for editing.
- (b) The Chief Librarian proofreads the articles prior to submission to the IBSUniversity Journalist.
- (c) All library reports are current and accurate reporting prior to submission.
- (d) That any graphics included in the newsletter shall be clear and authorized by the photographed candidate apart from other image prior to publishing.
- (e) All book images shall include the new and latest additions in the Library
- (f) The Library newsletter shall be ready for submission on a fortnightly basis.

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15.5 Corporate Library Flyer


The Assistant Librarian responsible for all Library media shall ensure:

- (a) A Corporate Library flyer is edited and sent out on a fortnightly basis with the 4 best latest additions in the collection for updates.
- (b) The flyer is sent through the individual clients' e-mail addresses or through their HR and also dropped off at the front counter of the Organisation's Reception desk.
- (c) The Information included in the flyer shall clearly depict the supporting purpose of the Library towards the COE Outbound Training Programmes and also promote the Corporate Mobile Library Service to the Clients.
- (d) The flyer shall also bear the IBS Logo on the top of the page with the date and the Circulation Issue Number beneath the title.
- (e) Prior to sending out the flier, the Chief Librarian shall proof read the flyer and approve its content for accuracy and information currency.

15.6 Library Information Brochure

The Librarian Responsible for the Library Brochure shall ensure;

- (a) The Library brochure includes information on
 - i. The Library's Mission/Vision and Services
 - ii. The Collection holdings of IBS Libraries.
 - iii. The Library Staff information
 - iv. The Standards and Systems used
 - v. The Opening Hours
 - vi. Library Contact Numbers and addresses
 - vii. Library Extension Activities beneficial to the others
 - viii. Library User Education Programmes
 - ix. Library Rules & Guides
- (b) Copies of this brochure are included in the students Induction Kit with a membership form.
- (c) The brochure is reviewed and renewed annually to cater for any changes in the library
- (d) Copies of the Brochure are placed at the information desk for all library patrons to access the information about the Library.

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15.7 Library Bookmarks & Accessory Kit


Assistant Librarian shall ensure:

- (a) All Library bookmarks shall clearly have information about the library contacts, services, systems used opening hours, etc.
- (b) Students must be encouraged to use book marks to avoid unnecessary wear and tear of the books
- (c) Three copies of bookmarks shall be inserted into the Library promotional kit for all library members during the induction week with other library promotional accessories to promote effective library usage.
- (d) The library promotional kit shall be provided to all library memberships as part of their membership benefits with the information contents to promote the Library and reading in the members
- (e) Each patron upon joining membership shall be entitled to a Library Information & Reading Kit to promote the desire in them about reading

15.8 Library Outreach Programmes

The Chief Librarian shall ensure;

- (a) The Library plans and develop annual extension activities and outreach Programmes that shall enhance reading and promote literature in its surrounding community and neighborhood including settlements, schools, hospitals and local villages in its surrounding.
- (b) The Programmes shall be part of the branding for IBSUniversity and shall be well planned before each event.
- (c) Team members from other Departments are free to partake in any outreach events hoisted by the Library.
- (d) Team library join hands with the current Library Events Committee as a team to carry out the activities planned.
- (e) The outreach Programmes shall be observed through the National events in the Education calendar (National Book Week, National Education Week and the National Literacy Week) and shall be focused on the year's theme for the Library as the sub theme to the National theme.
- (f) Proposal for the Programmes and activities plan shall be forwarded to the Management for budget approval to implement the Programmes.
- (g) The Library Events Committee shall be included in the meetings to draw up proposals and activities with the team library taking leading roles.

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- (h) All and any activities shall be carried out according to the approval from the Management.
- (i) At the end of the activities carried out, a report shall be written and forwarded to the Management for their review on the benefits.

15.9 Library Notice/Bulletin Board

- (a) The Assistant Librarian shall ensure the notice boards are kept neat and tidy and updated each week.
- (b) The Assistant Librarian shall ensure there are no staple pins used or remains left on the notice board.

16. LIBRARY USER EDUCATION


16.1 Policy Guidelines

- (a) The Chief Librarian shall ensure the mission and vision of the Library is accomplished through its enhancement Programmes and the resources and services provided to meet the Vision IBSUniversity. Training sessions shall be carried out each Session by the Library staff of IBSUniversity.
- (b) The purpose of the User Education is primarily to ensure the Library users are educated and updated with the basic library skills on the use of the services and resources provided for their Benefit and to meet the purpose and objectives of the Library and the mission of IBSUniversity.

16.2 Policy Procedures

The Chief Librarian shall ensure

- (a) All Library User Education Programme are organised and ready before each Session begins. The user Programme shall be based on the user need and scheduled to prepare and equip the users' during the Sessions.
- (b) Each Sessions in the year commences with certain basic skills that can equip and prepare the patrons to carry out their studies and research.
- (c) Harvard Referencing/Bibliography skill is taught to the students of IBSUniversity beginning of each Session to meet the requirements of the Academic Standards of IBSUniversity.
- (d) Other skills including Effective Research Skills for E-Search and Printed Search shall be taught to the users to assist them during their study period at IBSUniversity.
- (e) Staff and Students of IBSUniversity are aware of how to use the Library effectively and efficiently with respect to the library staff of IBSUniversity and the facilities and resources of Library.

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- (f) All Library patrons of IBSUniversity are aware and understand what the Library Use Policies are before filling in their Library membership forms.
- (g) The staff and students are aware of the mission/vision and the values of the Library.
- (h) Staff and students learn and understand how to use the Library OPAC (Koha (ILL)) to ensure they carry out their search for information more effectively using the Library system.
- (i) Any new information technology skills learnt at Training/workshops that would benefit the Academic Community of IBSUniversity shall be taught to the patrons of the IBS Library.
- (j) The Assistant Librarian should assist all IBSUniversity Library patrons to learn the skills to use the library effectively and efficiently.
- (k) Awareness is part of the learning process of the IBSUniversity Library Patrons.

17. LIBRARY OFFICE MANAGEMENT & PROCEDURES


17.1 Policy Guidelines

- (a) The Chief Librarian shall ensure the Management and Administration functions of the Library are operational and that all reports on the operations of the Library be channeled through the office to the Management concerned for performance review of individual IBS Library staffs. In addition to this, the office of the Librarian shall be the focal point for all Library staff HR issues and or operational issues to be discussed prior to a submission if necessary to the Management concerned with the Library.
- (b) The purpose of the Library Office Management and Administration is to ensure the smooth running and flow of all operations including how to carry out the day to day routines and administration of the Library and to ensure all staff of IBS Library are in tune to the Vision and Mission of the University by upholding the Values of the Library and the University.

17.2 Policy Procedures

The Chief Librarian shall ensure:

- (a) All Library staff are aware of all the Library operations and functions of the Library through its Library Policy and Procedure manual.
- (b) All Library staff are well trained and ready to carry out their responsibilities respectively without much supervision.


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- (c) All library staff are presentable in their approach at work and shall uphold professionalism in their speeches and conduct before other staff members, the Management and the students of IBSUniversity
- (d) Dressing code at the workplace is a must for all Library staff as it depicts the professional background and integrity of a Library staff and his/her personality.
- (e) Punctuality to work and staff attendance at work is monitored to avoid unnecessary leaves and unproductive hours.
- (f) All visitors whether internal or external shall be treated as a very important person upon entry into the Library.
- (g) In reporting, all Library staff shall discuss with the Chief Librarian prior to any further actions.
- (h) In the process of attending to any customer service issues all and any Assistant Librarian shall consult the Chief Librarian to ensure no further inconveniences are caused.
- (i) The Library staffs are called to attend the Department Weekly Meetings each Thursday week to review and discuss the operations of the Library.
- (j) All Library KPMs be submitted on time by 2 – 3:00pm each Thursdays of the Week
- (k) An Annual Strategic Plan including the Annual Budget Proposal for IBSUniversity Library is prepared before the quarterly review by the Management
- (l) A Quarterly Review is prepared for the Management Review of the operations of the Library
- (m) The Library staff carry out their delegated duties responsibly and without any disputes.
- (n) Any staff failing to do the above and continuously practices the same shall be dealt with seriously.

PART 3: FORMS AND APPENDICES

FORMS

<u>Code</u>	<u>Title</u>
LIB0001	Library Membership Form (Staff)
LIB0002	Library Membership Form (Student)
LIB0003	Library Entry Registration (Student)
LIB0004	Library Memo Form
LIB0005	Library Logistics of Book Movement Form
LIB0006	Library Agreement Overdue Fortnightly Form

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LIB0007	Library Acquisition Request Form
LIB0008	Individual Library Patron Circulation Record
LIB0009	Daily Circulation Record Slip
LIB0010	Library Gate Alarm Statement Form
LIB0011	Corporate Library Form
LIB0012	Library Client Membership Form
LIB0013	Library Book Transfer
LIB0014	Library Clearance Form

APPENDIX 1: CATALOGUING STANDARDS & PRACTICES

The following are the standards and practices by the Library of Congress (LC) and the Online Computer Library Center (OCLC) MARC Coding (Machine Readable Records) by the cataloguer (s)/Technical Librarian of IBS Library into KOHA (ILS) using the following tools:

- (a) The Anglo-American Cataloguing Rules (AACR2),
- (b) The Dewey Decimal Classification Systems (DDC) or
- (c) Web Dewey (Online Computer Library Centre, (OCLC)),
- (d) Library of Congress Subject Chiefings (LCSH) or Sears List of Subject Chiefings (SLSH) and;
- (e) OCLC MARC Coding for the Koha Online Cataloguing


Before cataloging any items in KOHA there are some basic setup steps to be considered first.

Cataloguing Setting

- (a) Refer to the *Implementation Checklist* for a full list of these things. It is very important to ensure that the *Frameworks* are all defined accordingly.
- (b) Once in the cataloging module there shall be no more allowance for additions or removals of fields and subfields so the frameworks must be ready before cataloging. The use of *OCLC Connexion* can be used to send records directly in to Koha.
- (c) For more information on that please review the *OCLC Connexion Setup*. Get there: More > Cataloging

Bibliographic Records

Koha contains bibliographic record that shows the main information related to the material. This includes things like the title, author, ISBN, etc. This information is stored in Koha in *Marc* (different flavors of Marc are supported in Koha). Once this information is saved, items or holdings can be attached.

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Adding Records

(a) Records can be added to Koha via original or copy cataloging. The process involved in cataloguing a record using a blank template is outlined below.

i. Click **'New Record'**

(b) Choose the framework you would like to base your record off on

(c) If you want to catalog a record based on an existing record at another library

i. Click **'Z39.50 Search'**

ii. Search for the item you would like to catalog



TIP

If no results are found, try searching for fewer fields, not all **Z39.50** targets can search all of the fields above.

iii. Search targets can be altered by using the *Z39.50 Admin* area.

iv. From the results you can view the MARC or Card view for the records or choose to Import them into KOHA

v. In addition to the Import link to the right of each tile, you can click on the title you're interested in and a menu will pop up with links to preview the record and import it.


vi. If you don't find the title you need in your Z39.50 search results you can click the 'Try Another Search' button at the bottom left of your results.

vii. Once you've opened a blank framework or imported a record via Z39.50 you will be presented with the form to continue cataloguing.

viii. To expand a collapsed tag, click on the tag description.

ix. To get help from the Library of Congress on a March tag click the question mark (?) to the right of each field number.


(d) If you feel that this clutters the screen you can hide the question marks by unchecking the box next to the 'Show MARC tag documentation links' note at the top right of the editor

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- (e) Sometimes fields may not be editable due to the value in your [Biblio Adds Authorities](#) system preference.
- (f) If you have this preference set to not allow catalogers to type in fields controlled by authorities you may see a lock symbol to the left of the field.
- (g) If you see this icon (see graph above) appears you must click the icon to the right of the field to search for an existing authority.
- (h) From the results list click 'Choose authority' to bring that into your catalog record.
- (i) To duplicate a field click on the 'repeat this tag' icon to the right of the tag
- (j) To move subfields in to the right order, click the up arrow to the left of the field
- (k) To duplicate a subfield click on the clone icon (to remove a copied field, click the delete clone icon) to the right of the field
- (l) To remove a subfield (if there is more than one of the same type), click the – (minus sign) to the right of the field
- (m) To use a plugin click on the icon to the right of the field
- (n) Some fixed fields have editors that will change based on the material type you're cataloging (for example the 006 and the 008 fields)
- (o) Once you've finished, click the 'Save' button at the top and choose whether you want to save and view the bib record you have created or continue on to add/edit items attached to the record
- (p) Choosing 'Save and view record' will bring you right to the record you just cataloged
- (q) Choosing 'Save and edit items' will bring you to the add/edit item form after saving the bib record so that you can attach holdings
- (r) Choosing 'Save and continue editing' will allow you to save your work so far and keep you in the editor to continue working
- (s) If you are about to add a duplicate record to the system you will be warned before saving

Adding Analytic Records

Libraries sometimes make journal articles and articles within monographs and serials accessible to library patrons through analytics cataloging. Analytics cataloging creates separate bibliographic records for these articles, chapters, sections, etc. found within a larger resource such as a book, an article within a journal, newspaper or serial. In analytics cataloging, although a separate bib record is created for the title, it is not physically separated from the host item. Learn more about Analytics in Chapter 13 of AACR2.

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If you would like to catalog analytic records there are two options. One is to use the *Easy Analytics* function; the other is the *Analytics Enhanced Workflow*.

(a) Easy Analytics

The Easy Analytics feature makes linking analytic records together easier. The first thing you need to do is set the [Easy Analytical Records](#) preference to 'Display' and the [Use Control-Number](#) preference to 'Don't use.'

After cataloging your analytic record (see [Adding Records](#) for more on creating records) click 'Edit' from the normal view and choose to 'Link to Host Item'

You can also see the analytics attached to this record by clicking the Show Analytic' link towards the top of the record in the normal view

When looking at the analytic record you will also see a link to the host item under the 'Host records' column in the holdings table when viewing the 'Analytics' tab.

(b) Analytics Enhanced Workflow

- i. To use the Enhanced Workflow method of adding analytics, the first thing you need to do is set the [Easy Analytical Records](#) preference to 'Don't display' and the [Use Control Number](#) preference to 'Use.'
- ii. After cataloging your original record (see [Adding Records](#) for more on creating records) click 'New' from the normal view and choose to 'New child record.'

This will open a new blank record for cataloging. The blank record will only have the 773 field filled in properly to complete the link once the record is saved.


To view all of the items tied to the host record, do a search for the record, click the Analytics tab on the left and the analytics tied to each barcode will be shown under the "Used in" column.

When looking at the analytic record you will also see a link to the host item under the 'Host records' column in the holdings table when viewing the 'Analytics' tab.

Editing Analytics

If you have linked an analytic record incorrectly you can remove that link by editing the item on the analytic record (not the host record). To do this, go to the analytic record and click the 'Edit' button and choose to 'Edit items'. To the left of each item you will see two options

- (a) Clicking 'Edit in Host' will allow you to edit the item on the host record.
- (b) Clicking 'Delink' will remove the 773 field and the link between the analytic and the host.

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Editing Records

To edit a record you can click '*Edit Biblio*' from the search results on the cataloging page or by clicking the Edit button on the Bibliographic Record and choosing 'Edit Record'

The record will open in the MARC editor

The alternative is to search via Z39.50 to overlay your record with a fuller record found at another library. You can do this by choosing '*Replace Record via Z39.50*' from the Edit menu.

Once you choose that you will be brought to a Z39.50 search window to search other libraries for the record in question.

Once you have made your edits (via either method) you can click 'Save' at the top left of the editor.

You can also use the edit menu to add your own custom cover image if you have either *OPAC Local Cover Images* and/or *Local Cover Images* set to 'Display' by choosing 'Upload Image' from the menu.

Duplicating Records

Sometimes a copy of the record you need to catalog can't be found via Z39.50. In these cases you can create a duplicate of similar record and edit the necessary pieces to create a new record. To duplicate an existing record click '*Edit as New (Duplicate)*' from the Edit menu on the Bibliographic Record

This will open a new MARC record with the fields filled in with the values from the original Bibliographic Record.

Merging Records

If you would like to merge together multiple records you can do that via the *Lists* tool. *Learn more here.*


Deleting Records

To delete a bibliographic record simply choose the 'Edit' button and select 'Delete record'

Bibliographic records can only be deleted once all items have been deleted. If you try to delete a bibliographic record with items still attached you will see that the delete option is grayed out.

Item Records

In Koha each bibliographic record can have one or more items attached. These items are sometimes referred to as holdings. Each item includes information to the physical copy the library has.

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(a) Adding Items

After saving a new bibliographic record, you will be redirected to a blank item record so that you can attach an item to the bibliographic record. You can also click 'Add/Edit Items' from the cataloging search results or you can add new item at any time by clicking 'New' on the bibliographic record and choosing 'New Item At the very least, if you plan on circulating the item, the following fields should be entered for new items:

- i. 2 - Source of classification
- ii. a - Permanent location
- iii. b - Current location
- iv. Full call number
- v. p - Barcode
- vi. v - Cost, replacement price – This value will be charged to patrons when you mark an item they have checked out as 'Lost'
- vii. y - Koha item type

To make sure that these values are filled in you can mark them as mandatory in the *framework* you're using and then they will appear in red with a 'required' label. The item will not save until the required fields are filled in.

Below the add form there are 3 buttons for adding the item


- i. Add Item will add just the one item
- ii. Add & Duplicate will add the item and fill in a new form with the same values for your to alter
- iii. Add Multiple items will ask how many items and will then add that number of items adding +1
- iv. to the barcode so each barcode is unique

Your added items will appear above the add form once submitted

Your items will also appear below the bibliographic details on the bib record display.

If you have [Spine Label Show Print On Bib Details](#) set to 'Display' then there will also be a link to print a quick spine label next to each item.

You can also filter the contents of your holdings table by clicking the '*Activate filters*' links. This will show a row at the top where you can type in any column to filter the results in the table.

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(b) Editing Items





Items can be edited in several ways.

Clicking 'Edit' and 'Edit Items' from the bibliographic record which will open up a list of items where you can click 'Edit' to the left of the specific item you would like to edit.

- i. Clicking 'Edit Items' beside the item on the 'Items' tab
- ii. Clicking 'Edit' and then 'Edit items in batch'

This will open up the *batch item modification tool* where you can edit all of the items on this record as a batch.


You can also enable *Staff Detail Item Selection* to have checkboxes appear to the left of each item on the detail display. You can then check off the items you would like to edit and click 'Modify selected items' at the top of the list.

Holdings		Descriptions	Images		
Select all Clear all Actions: Delete selected items Modify selected items Activate filters					
	Item type	Current location	Home library	Collection	Call number
<input checked="" type="checkbox"/>	 Books	Fairfield	Fairfield	Library & Information Science	Z674.75.W67 L52 2009
<input checked="" type="checkbox"/>	 Books	Nicole's Library	Fairfield	Library & Information Science	Z674.75.W67 L52 2009
<input checked="" type="checkbox"/>	 Books	Nicole's Library	Fairfield	Library & Information Science	Z674.75.W67 L52 2009
<input type="checkbox"/>	 Books	Nicole's Library	Nicole's Library	Library & Information Science	Z674.75.W67 L52 2009

Finally you can use the [Batch Item Modification](#) tool

(c) Quick Item Status Updates

Often circulation staff need to change the status of an item to Lost or Damaged. This doesn't require you to edit the entire item record. Instead clicking on the item barcode on the checkout summary or checking history will bring you to an item summary. You can also get to the item summary by clicking on the Items tab to the left of the bib detail page.

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- Normal
- MARC
- Labeled MARC
- ISBD
- Items**
- Holds
- Analytics
- Checkout history
- Modification log

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Biblionumber:	538
Rental charge:	0.00
ISBN:	0672319896
Publisher:	Indianapolis, IN : SAMS,
Physical details:	ix, 176 p. ; 23 cm.
No. of items:	1

Barcode 100047

Item information [Edit Item]

Home library:	Nicole's Library
Item type:	Books
Collection:	Internet Non Fiction
Item callnumber:	QA76.76.D47 P379 2000
Replacement price:	29.99

Statuses

Current location:	Nicole's Library
Checkout status:	
Current renewals:	
Lost status:	<input type="text"/> <input type="button" value="Set Status"/>
Damaged status:	<input type="text"/> <input type="button" value="Set Status"/>
Withdrawn?:	No <input type="button" value="Withdraw"/>

History

Accession date:	02/18/2011
Total checkouts:	0 (View item's checkout history)
Last seen:	02/18/2011
Last borrowed:	
Public note:	<input type="text"/> <input type="button" value="Update"/>

From this view you can mark an item lost by choosing a lost status from the pull down and clicking the 'Set Status' button.

You can also mark an item as damaged by choosing a damaged status from the pull down and clicking the 'Set Status' button.

Item Information

To the left of every bibliographic record there is a tab to view the items. Clicking that tab will give you basic information about the items. If you ordered the item via the acquisitions module then the History section will include information about the order.

If the Order or Accession date is linked, clicking it will bring you to the acquisition information for that item.

- Normal
- MARC
- Labeled MARC
- ISBD
- Items**
- Holds
- Analytics
- Checkout history
- Modification log

+ New Edit Save Add to Print Place hold

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open source software development /

Biblionumber:	538
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No. of items:	1

Barcode 100047

Item information [\[Edit Item\]](#)

Home library:	Nicole's Library
Item type:	Books
Collection:	Internet Non Fiction
Item callnumber:	QA76.76.D47 P379 2000
Replacement price:	29.99

Statuses

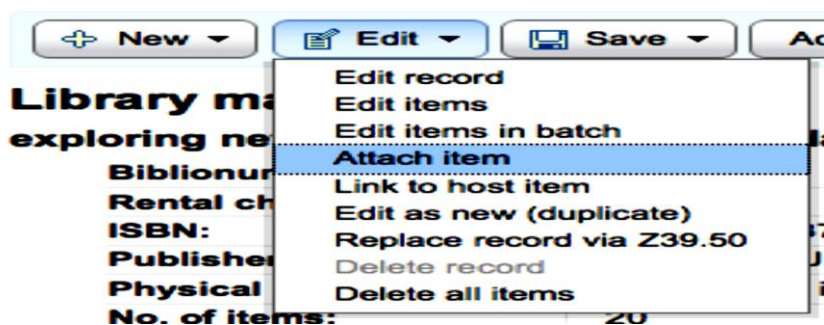
Current location:	Nicole's Library
Checkout status:	
Current renewals:	
Lost status:	<input type="text"/> Set Status
Damaged status:	<input type="text"/> Set Status
Withdrawn?:	No Withdraw

History

Accession date:	02/18/2011
Total checkouts:	0 (View item's checkout history)
Last seen:	02/18/2011
Last borrowed:	
Public note:	<input type="text"/> Update

(a) Moving Items

Items can be moved from one bibliographic record to another using the Attach Item option



Visit the bibliographic record you want to attach the item to and choose 'Attach Item' from the 'Edit' menu

- i. Simply enter the barcode for the item you want to move and click 'Select'
- ii. If you want to move all items to a new record creating only one bibliographic record you can use the
- iii. Merge Records tool instead

(b) Deleting Items





There are many ways to delete item records. If you only need to delete one item you can do this by opening up the detail page for the bib record and clicking the 'Edit' button at the top. From there you can choose to 'Edit items'.

You will be presented with a list of items and next to each one will be a link labeled 'Delete'.

Click that link and if the item is not checked out it will delete that item.

If you know that all of the items attached to your record are not currently checked out you can use the 'Delete all items' option under the 'Edit menu' and it will remove all items from the record.

You can also enable *Staff Detail Item Selection* to have checkboxes appear to the left of each item on the detail display. You can then check off the items you would like to delete and click 'Delete selected items' at the top of the list.


Holdings		Descriptions	Images		
Select all Clear all Actions: Delete selected items Modify selected items Activate filters					
<input type="checkbox"/>	Item type	Current location	Home library	Collection	Call number
<input checked="" type="checkbox"/>	 Books	Fairfield	Fairfield	Library & Information Science	Z674.75.W67 L52 2009
<input checked="" type="checkbox"/>	 Books	Nicole's Library	Fairfield	Library & Information Science	Z674.75.W67 L52 2009
<input checked="" type="checkbox"/>	 Books	Nicole's Library	Fairfield	Library & Information Science	Z674.75.W67 L52 2009
<input type="checkbox"/>	 Books	Nicole's Library	Nicole's Library	Library & Information Science	Z674.75.W67 L52 2009

Finally you can use the batch delete tool to delete a batch of items.

(c) Item Specific Circulation History

Each bibliographic record keeps a circulation history (with or without the patron information depending on your settings), but each item also has its own circulation history page. To see this, click on the 'Items' tab to the left of the record you are viewing.

Below the 'History' Chiefling is a link to 'View item's checkout history,' clicking that will open up the item's history which will look slightly different from the bibliographic record's history page.

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Authorities

Authority records are a way of controlling fields in your MARC records. Using authority records will provide you with control over subject Chiefings, personal names and places.

(a) Adding Authorities

To add a new authority record you can either choose the authority type from the 'New Authority' button, or search another library by clicking the 'New from Z39.50' button.

If you choose to enter a new authority from scratch, the form that appears will allow you to enter all of the necessary details regarding your authority record.

To expand collapsed values simply click on the title and the subfields will appear. To duplicate a field or subfield just click the plus sign (+) to the right of the label. To use field helper plugins simply click the ellipsis (...) to the right of the field.

When linking authorities to other Chiefings, you can use the authority finder plugin by clicking the ellipsis (...) to the right of the field.

From there you can search your authority file for the authority to link. If you can't find the authority to link, you can click the 'Create new' button and add the necessary authority for the link. This plugin also allows for you to choose the link relationship between the authorities.

If you choose to search another library for the authority record you will be presented with a search box

From the results you can choose the 'Import' link to the right of the record you would like to add to KOHA.

You will then be presented with the form to edit the authority before saving it to your system.


(b) Searching Authorities

From the authorities page you can search for existing terms and the bibliographic records they are attached to.

From the results you will see the authority record, how many bibliographic records it is attached to, an *edit* link, a *merge* link and a *delete* link (if there are no bibliographic records attached).

From the results you will see the authority record, how many bibliographic records it is attached to, an [edit](#) link, a [merge](#) link and a [delete](#) link (if there are no bibliographic records attached).

Clicking on the Details link to the right of the authority record summary will open the full record and the option to edit the record.

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If the authority has, See Also, in it, you will see those broken out on the search results, clicking the linked Chiefings will run a search for that Chiefing instead.

(c) Editing Authorities

Authorities can be edited by clicking on the authority summary from the search results and then clicking the 'Edit' button above the record. Or by clicking on the 'Edit' link to the left of the authority on the search results.

- i. Once you've made the necessary edits, simply click 'Save' and if you have the don't merge system preference set to 'Do' the next time the merge_authorities.pl cronjob runs it will update all of the bib records that use that authority.
- ii. To delete an authority record you first must make sure it's not linked to any bibliographic records.
- iii. If it is not used by any bibliographic records a 'Delete' link will appear to the right of the record on the search results and as a button that appears after clicking on the summary of the authority record.

(d) Merging Authorities


If you have duplicate authority records you can merge them together by clicking the 'Merge' link next to two results on an authority search. After clicking 'Merge' on the first result you will see that authority listed at the top of the results.

You will be asked which of the two records you would like to keep as your primary record and which will be deleted after the merge.

You will be presented with the MARC for both of the records (each accessible by tabs labeled with the authority numbers for those records). By default the entire first record will be selected, uncheck the fields you don't want in the final (destination) record and then move on to the second tab to choose which fields should be in the final (destination) record.

Once you have completed your selections click the 'Merge' button. The primary record will now contain the data you chose for it and the second record will be deleted.

You must use AACR2 or AACR2-compatible forms for all Chiefings and uniform titles for current original cataloging. Search the OCLC Authority File to verify forms of entry. Use current Library of Congress (LC) AACR2 or AACR2-compatible forms. If those forms are not in the OCLC Authority File, construct the Chiefing or uniform title according to AACR2.

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