LIBRARY POLICY

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POLICY SUMMARY

Himilo University Library is committed to accomplish the University mission of supporting excellence in teaching, learning and research. This is by providing collections that enable students and faculty to have access to resources and information needed for education, scholarship and research. This policy lays out guidelines for the continuing development of a collection that provides a foundation for teaching, training, research and innovation.

INTRODUCTION

The University Library shall make every effort to continuously meet and exceed Library patrons' information needs by providing a dynamic learning environment and quality user-centered information services, while inculcating life-long learning skills that foster human development.

Policy Statement: Scholarly works for publication will be provided, in the final version and as an electronic copy for no charge to the appropriate representative of the senate in an appropriate format immediately after publication university lawyerwill be responsible for interpreting this policy resolving disputes concerning its interpretation and application and recommendation changes to the university time to time The policy will be reviewed after five years or as need arises and a report presented to the senate;

Policy Scope: The library policy applies to all students, academic staff, academic support and non-academic staff of Himilo University as well as outside persons and institutions who make use of the Himilo University libraries.

POLICY OBJECTIVES

The objectives of this policy are to:

1. To Acquire and provide access to information resources in all formats for teaching, learning, research and innovation; Preserve and conserve information resources for future;
2. To promote information literacy to faculty, students and the community as a core competency for lifelong learning.

3. To provide, in partnership with academic colleagues, contextualized learning experiences that enhance curricula, accommodate student growth and support the Himilo University teaching and research goals.
4. To develop staff-focused initiatives that encourage faculty to incorporate information literacy objectives into their own teaching.

DATA POLICY

Any one may access items in the repository for personal research or study, educational or not for profit purposes without prior permission or charge provided that the authors title and full bibliographic details is created where available and one may alter, transform or build upon the work.

SELECTION, RETENTION, REPLACEMENT AND WITHDRAWAL

a) Selection and retention items produced as a result of research activity at Himilo University(HU) and deposited by an eligible depositor will be accepted and retained indefinitely in the HU repository unless the item infringes on copyright or others

b) Replacements a depositor may request that an item be replaced by another version if an error is discovered in the context or published version of item becomes available and needs to replace.

c) Withdrawal items will only be deleted from Himilo University repository if there are legal or university intellectual property rights issues or other exceptional circumstances

INTELLECTUAL PROPERTY RIGHTS POLICY

The policy mission is to create awareness of intellectual property rights, promote creativity and facilitate the development of the viable innovations for social and economic development The intellectual property rights should vest in the first instance, in the creator, inventor or innovator, and as long as the inventor, creator or innovator is a staff member or student or has used funds and or facilities of the university the university shall be entitled in principles to own reship of the intellectual property concerned, where the innovation is made within the scope and in the course of the employment or commission unless otherwise agreed.

All depositors will be required to agree to a nonexclusiveHimilo University repository deposit agreement in order to give permission for their work to be held in the University repository to provide for the distribution of their work and to allow ongoing preservation of both their work and the related metadata

QUALITY CONTROL

HU's LIBARARY POLICY

The materials in Himilo University library will have bearing on the reputation of the university hence all submissions should be subjected to quality control criteria The repository staff should review and asses all submissions before making them available. The validity and authenticity of the submission is the responsibility of the depositor and hence any submissions not meeting the submission criteria should be returned to the depositor together with reasons for refusal

PRESERVATION POLICY

Items should be retained within the University digital repository indefinitely and Himilo University should endeavor to provide readability and accessibility of all items deposited in the repository In the event of HU digital repository being closed down, University should make all reasonable endeavors to transfer the database to another appropriate archive subject to approval by the university senate.

COMPLIANCE AND MONITORING SUCCESS

Compliance and monitoring success of the policy depends on commitment of the university to implement and actualize it in the regard the Himilo University management has an obligation and responsibility to establish the supporting structures to ensure the implementation of the policy. Besides the formal review there will be a content review by the director research to ensure the quality of works being deposited.

POLICY REVIEW

In keeping with the dynamic nature of information communication in the scholarly environment, Himilo University management should facilitate the review of this policy from time to time this shall ensure that it remains relevant and stresses the needs of the university time to time

LIBRARY ICT POLICY

The mission of Himilo University policy in relation to ICT shall work to obtain the view to increasing efficiency among staff and students and endeavor to fit into the new global information and knowledge-based economies hence it should frontier the following Library ICT services should be equipped fully to facilitate access to online resources, online subscriptions resources, and web-based content and online learning

Internet acceptable usage policy: The internet should enable access to valuable information resources in many different formats.

The library should not deny legitimate access to information by any library user but recognize that such a resource should be open to misuse and abuse; hence this policy should be produced to safeguard the interest of the library fraternity.

HU's LIBARARY POLICY

POLICY ON USE OF CARRELS

Carrels are intended for research that requires extensive use of the library resources and since the university has limited number of carrels priority should be given according to the level of the student's profession for instance priority to postgraduate students, and then to faculty to undergraduates with need to conduct research should focus on first come first serve basis The library should not be responsible for any stolen personal property and library borrowed resources left in carrels. The user will be responsible for fines and replacement cost of such items

ACCESS POLICY

The university library objective should be to provide a dynamic learning environment and quality user centered information services that enhance teaching research while uncalculating lifelong learning skills and fostering society development.

Hence, it's within their capacity of all stakeholders to play their role to ensure conducive academic and research environment. Groups allowed in access all library users must identify themselves at all times to be able to access the library and its information services since the teaching and non-teaching staff as well as students have access to the library.

The alumni also should have access to the library upon registration and having paid the annual subscription fee.

LENDING POLICIES

Library shall allow its users to borrow information resources for a specific duration dated by the user group resources for a specific duration due dated by the user group, lending facilitates equitable circulation of information resources among all users.

The lending shall hence be facilitated with regulations attached. Lending procedures shall also indicate basics of recalling of the materials on loan, renewals of the period of borrowed materials and if at all the renewable period has expired what should be done should be indicated

LIBRARY CODE OF CONDUCT

The library should strive to maintain an atmosphere of respect and should have responsibility for the protection of students and staff safety as well as the institutions property. Every individual who uses the library is expected to behave in a manner that supports this aim.

Himilo University library should strive to provide its students with prompt, respectful and courteous services, materials and services that appeal to a broad spectrum of the entire University.

A Safe and pleasant environment in which to use library materials and services should be obtained. Hence a code of conduct should therefore be set in place to help achieve these goals and to allow the staff to respond consistently and fairly to all students.

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