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<th>LIBRARY INFORMATION RESOURCES POLICY</th>
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<td><strong>Title of manager responsible for monitoring policy implementation:</strong></td>
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1. **Purpose of the policy**

This Policy provides a framework for the development and management of the Durban University of Technology Library collection of information resources.

The major objectives of the Policy are to:

1.1 develop a collection that supports the teaching, learning and research needs of DUT
1.2 give direction to the selection and maintenance of the information resources
1.3 assist in the planning and administering of the Library information resources budget
1.4 establish criteria for the acquisition of information resources
1.5 establish a process for the preservation of information resources

2. **Policy**

2.1 **Location**

2.1.1 Collections at each of the six site libraries should reflect the courses offered at that campus and include information resources in a variety of formats.

2.1.2 Resources purchased with funds allocated to the Library become Library property and must be located in one of the six libraries.

2.1.3 Subject librarians and managers determine the location of information resources in consultation with academic departments as required.

2.1.4 The location of information resources used by more than one campus is decided by negotiations between relevant subject librarians and academic departments.

2.2 **Access**

2.2.1 All libraries have open access collections. However, some information resources, e.g. very valuable or heavily used items, may be housed in closed access collections.

2.2.2 All bibliographic resources are recorded in the Library catalogue which is available through the institutional network. Remote access to the catalogue is available through the Internet.

2.2.3 The arrangement of information resources should adhere to the internationally accepted standard, Dewey Decimal Classification.

2.2.4 The Library’s holdings are reflected on SACat and OCLC WorldCat.
2.2.5 The Library retains the responsibility of managing access to electronic resources purchased from the information resources budget.

2.2.6 Access to electronic resources is provided on campus and remotely either by IP authentication or user ID and password.

2.3 **Selection and management of information resources**

2.3.1 **General guidelines**

2.3.1.1 Selection will be guided by the Library’s aim to develop a collection that responds to changes in teaching, learning and research needs at DUT and is the responsibility of subject librarians, library managers and academics.

2.3.1.2 Awareness and investigation of developments in information technology will guide the acquisition of new formats, especially e-resources. Consideration should be given to the provision of appropriate and adequate infrastructure (hardware and bandwidth) to support such acquisitions.

2.3.1.3 The Library supports DUT’s stance on intellectual freedom, promotion of access to information and the Open Access initiative. (DUT is a signatory to the Berlin Declaration)

2.3.1.4 Decisions regarding the language of information resources purchased will be guided by the language policy of DUT. (DUT Language Policy, 2010)

2.3.1.5 Material required for limited use by individual researchers should be obtained on Inter Library Loans.

2.3.1.6 General criteria for selection of all information resources:

i) Relevance to the teaching, learning and research needs of DUT

ii) Accuracy and quality

iii) Currency (recent edition preferred unless required for research)

iv) Reputation and authority of the author, issuing body, and/or publisher

v) Presentation (style of writing and readability)

vi) Appropriate level of content

vii) Reasonable cost

viii) Availability of other material on the subject in the Library

ix) Expected usage

x) Frequency of Inter Library Loan requests for material on the same or similar subjects

xi) Adequate provision of information published in or about South Africa and Africa
2.3.2 Specific information resources

2.3.2.1 Electronic resources

In addition to the general guidelines and principles for selection of information resources, the following must be considered:

2.3.2.1.1 Electronic resources are available to all DUT authorised users (staff, students and visiting scholars) and are accessible via the Library website, iLink or the Internet and remotely via authentication software.

2.3.2.1.2 Electronic resources should be evaluated by subject librarians, managers and academics before purchase.

2.3.2.1.3 Preference should be given to those agents providing the most competitive rates.

2.3.2.1.4 The publisher/vendor of the electronic resource should be established and reliable.

2.3.2.1.5 The electronic resource should be available for trial and the publisher/vendor should provide product demonstrations if possible.

2.3.2.1.6 Once the product is purchased, the publisher/vendor should provide ongoing training and technical support as well as MARC records, URL's and Counter compliant usage statistics.

2.3.2.2 Serials (periodicals/journals)

In addition to the general guidelines and principles for selection of resources, the following criteria must be considered:

2.3.2.2.1 Availability of the serial in electronic format

2.3.2.2.2 Cost-effectiveness of electronic access versus ownership of print copies

2.3.2.2.3 Interdisciplinary needs

2.3.2.2.4 Scholarly considerations (e.g. accreditation and peer review)

2.3.2.3 Other resources

2.3.2.3.1 Textbooks/Prescribed texts

A limited number of textbooks (up to three copies per library) will be purchased. Additional copies may be requested based on a formula approved by the Library Information Resources Committee and Library management. Refer to 8.4.1.1.2.
2.3.2.3.2 Recommended reading and non-core texts

In principle one copy of an item is purchased. Refer to 8.4.1.2.1 for multiple copies.

2.3.2.3.3 Fiction and general interest literature

A nominal amount is made available to purchase fiction to encourage and develop a culture of reading.

2.3.2.3.4 Donated information resources

Donations are added to the collection if they meet selection requirements. For multiple copies of donations refer to 8.4.1. The Library retains the right to dispose of donations as it sees fit.

2.3.2.3.5 Personal copies

The Library will not purchase information resources for personal use.

2.3.2.3.6 Departmental information resources

Academic departments are responsible for the purchase of all information resources intended for use exclusively by their departments, e.g. laboratory and instructors’ manuals. The Library only acquires or houses these information resources at the discretion of the Library Information Resources Committee.

2.3.2.3.7 Theses and dissertations

2.3.2.3.7.1 One bound copy and one electronic copy of each Master’s dissertation and Doctoral thesis completed at DUT are submitted to the Library via the relevant Faculty Office (DUT General Rule G26(6)). The electronic copy is loaded onto the Institutional Repository.

2.3.2.3.7.2 B.Tech research reports and student assignments are not housed in the Library or loaded onto the Institutional Repository.

2.3.2.3.8 Photocopies and lecturers’ notes

2.3.2.3.8.1 The Library only houses photocopies which have the necessary copyright clearance from DALRO or relevant authorising body. It is the responsibility of the lecturer to obtain such permission via the DUT Copyright Office.

2.3.2.3.8.2 Lecturers notes will be accepted into a closed access collection after the relevant subject librarian has reviewed them. A maximum of three copies per title per site will be accepted. Lecturers will be responsible for the replacement of notes.

2.3.2.3.8.3 Constant weeding should be done by subject librarians and academics to keep this collection relevant.
2.3.2.3.9 Exam papers

Print copies of DUT exam papers received from the Examinations Department are bound and located in the Library. Electronic copies are available on the Exams Repository which is the responsibility of the Examinations Department. The Exams Repository can be accessed via the DUT Library website.

3. Applicability

The Policy is applicable to all DUT staff and students at the six campus libraries:

- Alan Pittendrigh Library, Steve Biko Campus, Durban
- BM Patel Library, ML Sultan Campus, Durban
- Brickfield Campus Library, Durban
- City Campus Library, Durban
- Indumiso Campus Library, Pietermaritzburg
- Riverside Campus Library, Pietermaritzburg

4. Definitions

Closed access: items on restricted loan housed in a DUT Library Short Loan section

Counter: Counting Online Usage of Networked Electronic Resources - an initiative formed by libraries and publishers to ensure consistent reporting of usage statistics

DALRO: Dramatic, Artistic and Literary Rights Organisation - a copyright society administering aspects of copyright on behalf of authors and publishers

Institutional Repository: An online archive for collecting, preserving, and disseminating the intellectual output of an institution in digital form

MARC: Machine-readable Cataloguing

OCLC WorldCat: Online Computer Library Center’s online union catalogue

Open Access: Unrestricted free access to scholarly literature via the Internet

SACat: The South African union catalogue available through SABINET (Southern African Bibliographic Information Network)

Weeding: The process of examining information resources in a library collection to identify the items for permanent withdrawal that meet pre-established criteria
5. **Contact for support**

Contact the Library Manager: Materials Organisation for assistance. Contact details cloete@dut.ac.za or 031-3735516

6. **Policy authority / Document owner**

Director: Library Services

7. **Related policies**

DUT Archives Policy, 2011
DUT Institutional Repository Policy, 2009

8. **Implementation procedures**

8.1 **Budget**

8.1.1 **Budget allocation**

8.1.1.1 Every academic department/programme will be allocated funds for collection development according to a formula devised by Library management.

8.1.1.2 The information resources budget is approved annually by Library management before distribution to subject librarians and academic departments.

8.1.1.3 The information resources budget is managed by the Library and the funds remain part of the Library’s budget at all times. The decision of Library management is final.

8.1.2 **Periodicals budget**

8.1.2.1 Expenditure for titles to be renewed is subtracted from the allocated amount at the beginning of the year. Funds from cancelled titles are added to this amount.

8.1.2.2 Remaining funds are used for subscriptions to new print and electronic resources as requested by academics, managers and subject librarians and as approved by the Library Information Resources Committee.
8.1.3 **Book and media budget**

8.1.3.1 Funds for outstanding orders are subtracted from the current year’s allocation at the beginning of each year.

8.1.3.2 An amount (top slice) is set aside for the following:
   i) General and interdisciplinary works
   ii) Support and service departments
   iii) New courses
   iv) Reserve contingency fund
   v) Fiction and recreational resources

8.1.3.3 Funds for departments are allocated by means of a formula which takes the following three factors into account:
   i) Usage as a measure of need
   ii) Average cost of publications
   iii) Student numbers (FTEs)

8.1.3.4 Other factors which may have an influence on the allocation of funds include imbalances in the collection and institutional needs.

8.1.3.5 Departmental allocations are redistributed during the last quarter of the year to ensure the expenditure of the budget.

8.1.4 **Responsibility for allocation of funds and monitoring of expenditure**

8.1.4.1 DUT’s executive management is responsible for the amount approved and allocated annually for the Library budget.

8.1.4.2 The Library Director, as accountable officer for the Library, is responsible for motivating and defending the budget and for the expenditure of all Library funds.

8.1.4.3 Library management is responsible for regular monitoring of expenditure.

8.1.4.4 The Library Director is the authorised signatory and approves all payments.

8.2 **Requisitions**

8.2.1 Requisitions may be submitted by:
   i) Academic staff
   ii) Subject librarians
   iii) Library management

8.2.2 Requisitions must be completed for all orders, either via requisition cards or online.

8.2.3 Requisitions for periodicals and electronic resources must be accompanied by completed evaluation forms.
8.2.4 Other Library staff (not mentioned in 8.2.1), students and administrative staff may recommend resources, but requisitions must be generated by subject librarians, or Library management.

8.2.5 Approval of requisitions

8.2.5.1 Routine requisitions are regarded as approved once they have the signatures of the relevant subject librarian and a member of Library management.

8.2.5.2 Requisitions for the following are referred to the Library Information Resources Committee for approval:
   i) Periodicals
   ii) Electronic resources
   iii) Multiple copies - if more than recommended number (refer to 8.4.1.2.2)
   iv) Expensive works (limits to be determined annually by the Committee)

8.3 Suppliers (refer to DUT Key Controls Manual)

8.3.1 Suppliers have to apply to the Library and DUT Procurement Department to be accepted as DUT preferred suppliers.

8.3.2 Approved suppliers are reviewed annually by acquisitions staff and Library management and continuous performance assessment of suppliers is carried out.

8.3.3 Suppliers are required to sign a Service Level Agreement with the Library.

8.3.4 South African suppliers are given preference where possible without compromising cost and service delivery to the Library.

8.3.5 The acceptance of gifts from suppliers will be guided by the DUT Financial Rules i.e. “The acceptance of gifts and other personal favours which can influence the judgement of an employee shall be avoided. All gifts shall be declared to an employee’s superior” (DUT Key Controls Manual 2009, Key/E11)

8.4 Collection management

8.4.1 Special considerations for purchasing of multiple texts

8.4.1.1 Textbooks

8.4.1.1.1 It is generally acknowledged that it is not the responsibility of an academic library to procure textbooks. However, a limited number (up to three copies per Library), may be purchased and housed in the closed access collections.

8.4.1.1.2 Additional copies may be requested based on a formula approved by the Library Information Resources Committee and Library management. The formula makes provision for one additional copy per 100 students for programmes with student numbers of more than 200 (e.g. four copies for up to 300 students). An additional copy may also be requested for part time students. A maximum of eight copies will be purchased for programmes with student numbers of more than 600.
8.4.1.2 Recommended reading and non-core texts

8.4.1.2.1 In principle one copy of an item is purchased. However, Library managers may authorise the purchase of a maximum of three copies per Library if warranted by heavy usage, or required for local content.

8.4.1.2.2 Requests for more than three copies should be referred to the Library Information Resources Committee.

8.4.2 Collection maintenance and evaluation

8.4.2.1 General

The purpose of collection maintenance is to ensure a collection of information resources which are current, relevant, easy to locate and in good condition. This can be accomplished by:

8.4.2.1.1 Collection analysis (done by subject librarians in consultation with academics).

8.4.2.1.2 Regular assessment of usage.

8.4.2.1.3 Regular weeding/de-selection according to established guidelines and procedures (See DUT Library Weeding Guidelines).

8.4.2.1.4 Annual or bi-annual stocktaking/inventory control.

8.4.2.1.5 Preservation of materials (repairing, mending and binding).

8.4.2.2 Review of subscriptions: electronic resources and serials

Subject librarians and managers will review subscriptions annually in consultation with academic staff to assess their continued value. A subscription may be cancelled if:

8.4.2.2.1 Usage is consistently low

8.4.2.2.2 It is not considered to be cost-effective

8.4.2.2.3 The content no longer meets the needs of DUT

8.4.2.2.4 A competitive or better resource becomes available

8.4.2.2.5 The publisher/vendor provides poor service

8.4.2.2.6 The Library does not have sufficient funds to sustain the subscription

9. Monitoring

Policy implementation and monitoring is the responsibility of the Library Information Resources Committee with the Library Director as the accountable officer.