



LIBRARY INFORMATION RESOURCES POLICY	
Document name:	Library Information Resources Policy
Co-ordinating Executive Manager / Document owner:	Director: Library Services
Operational manager/s:	Library Managers
Contact and tel for support:	Manager: Information Systems and Resources Tel 031-3735516
Status:	APPROVED
Approved by:	Senate
Date approved:	11 March 2021
Date last amended:	2013
Title of manager responsible for monitoring policy implementation:	Manager: Information Systems and Resources
<p>Related Policies: Library Information Resources Policy, 2013 DUT Archives Policy, 2011 DUT Institutional Repository Policy, 2013 Open Access Policy, 2018</p>	

1. **Preamble**

The Library is a dynamic partner in the DUT learning community and is dedicated to the provision of access to information. The Library's aim is to respond to the teaching, learning and research needs at DUT by developing an effective library collection and offering services that meet current and future information needs.

2. **Purpose**

The major objectives of the Policy are to:

- Give direction to the selection and maintenance of the information resources.
- Assist in the planning and administration of the Library information resources budget.
- Establish criteria for the acquisition of information resources.
- Establish a process for the preservation of information resources.

3. **Previous or related policies**

Library Information Resources Policy, 2013

DUT Archives Policy, 2011

DUT Institutional Repository Policy, 2016

Open Access Policy, 2018

4. **Policy statement**

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

5. **Definitions**

Berlin Declaration: The Berlin Declaration on Open Access (2003) is an international statement declaring that scholarly research results and cultural heritage should be freely accessible and usable by scientists and the public.

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.

Document Delivery Services (DDS): Delivers electronic copies of journal articles, academic dissertations and conference papers not found in the library's collection

DUT Exam Papers Repository: An online database that provides access to past DUT examination papers.

Electronic resources: Materials in digital format that are accessible electronically, e.g., electronic journals, books and online databases.

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

Interlibrary Loan (ILL): A library-sharing network that allows students and staff to borrow books and/or obtain copies of documents owned by another library.

MARC: MAchine-Readable Cataloging.

OCLC WorldCat: Online Computer Library Center's online union catalogue.

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

SABINET: SA Company that provides services and facilities that promote access to information for libraries, corporate entities and researchers.

SACat: A database of all items held in Southern Africa libraries. It includes books, journals, conference proceedings, standards, technical reports and electronic resources.

SANLiC: South African National Library and Information Consortium - a non-profit organisation that facilitates cost effective access to electronic information.

Short Loans: A section of the library where books in high demand and selected media items are housed. The loan period for these items is usually two-hours or overnight.

Turnaways / Access denials: When a user is unable to access electronic content because their institution does not have a licence to the content.

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

6. Policy

6.1 Location and Access

- 6.1.1 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.
- 6.1.2 Resources purchased with funds allocated to the Library become Library property and must be located in one of the six libraries.
- 6.1.3 Subject librarians and managers determine the location of information resources in consultation with academic departments as required. The location of information resources used by more than one campus is decided by negotiation between relevant subject librarians and academic departments.
- 6.1.4 All libraries have open collections. However, some information resources, e.g., very valuable or heavily used items, may be housed in Short Loans or the Archive collection.
- 6.1.5 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.
- 6.1.6 The Library's holdings are reflected on SACat and OCLC WorldCat.

6.1.7 The Library retains the responsibility of managing access to electronic resources purchased from the information resources budget. Access to electronic resources is available on campus and remotely.

6.2 Acquisitions of information resources

6.2.1 Budget

6.2.1.1 Budget allocation and monitoring

6.2.1.1.1 DUT's executive management is responsible for the amount approved and allocated annually for the Library Information Resources budget.

6.2.1.1.2 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.

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

6.2.1.1.4 Every academic department/programme will be allocated funds for collection development in the information resources budget according to a formula devised by Library management.

6.2.1.1.5 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.

6.2.1.1.6 Library management is responsible for the regular monitoring of expenditure.

6.2.1.2 Periodicals budget

6.2.1.2.1 An amount is allocated annually for subscriptions to periodicals, newspapers and databases

6.2.1.2.2 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.

6.2.1.2.3 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.

6.2.1.3 Book and media budget

6.2.1.3.1 An amount is allocated annually for books and media

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

6.2.1.3.3 An amount (top slice) is set aside for the following:

- General and interdisciplinary works
- Support and service departments
- New courses
- Reserve contingency fund

- Fiction and recreational resources
- e-Book package subscriptions

6.2.1.3.4 Funds for departments are allocated by means of a formula which takes the following three factors into account:

- Usage as a measure of need;
- Average cost of publications;
- Student numbers (Full Time Equivalents).

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

6.2.1.3.6 Unspent allocations are redistributed during the last quarter of the year to ensure the expenditure of the budget.

6.2.2 Requisitions

6.2.2.1 Library requisitions must be completed for all orders.

6.2.2.2 Requisitions may be submitted by:

- Academic staff
- Subject librarians
- Library management

6.2.2.3 Other staff and students may recommend resources, but requisitions must be generated by subject librarians, or Library management.

6.2.2.4 Requisitions for subscriptions to periodicals and electronic resources must be accompanied by completed evaluation forms.

6.2.2.5 Order requests to be paid from funds allocated to academic and service departments require the following three signatures:

- Departmental (Dean, HOD, Lecturer)
- Subject Librarian
- Library Director or designate

6.2.2.6 Order requests to be paid from funds allocated for the purchasing of general library material; academic support material or fiction, require the following three signatures:

- Site Manager
- Subject Librarian
- Library Director or designate

6.2.2.7 Requisitions for the following are referred to the Library Information Resources Committee for approval:

- Periodicals subscriptions

- Electronic resources subscriptions
- Multiple copies - if more than recommended number
- Expensive works - limits to be determined annually by the Committee

6.2.3 Suppliers

- 6.2.3.1 Suppliers have to apply to the Library and DUT Procurement Department to be accepted as DUT preferred suppliers.
- 6.2.3.2 Approved suppliers are reviewed annually by acquisitions staff and Library management and continuous performance assessment of suppliers is carried out.
- 6.2.3.3 Suppliers are required to sign a Service Level Agreement with the Library.
- 6.2.3.4 South African suppliers are given preference where possible without compromising cost and service delivery to the Library.
- 6.2.3.5 The Library credit card may be utilized to purchase material from online vendors. The Library Director or designated manager will be responsible for the purchases.
- 6.2.3.6 The acceptance of gifts from suppliers will be guided by the DUT Financial Rules.

6.3 Selection and management of information resources

6.3.1 General principles for selection

- 6.3.1.1 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.
- 6.3.1.2 Collection development is the responsibility of academics, subject librarians and managers.
- 6.3.1.3 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).
- 6.3.1.4 Decisions regarding the language of information resources purchased will be guided by the language policy of DUT.
- 6.3.1.5 Material required for limited use by individual researchers should be obtained on Inter Library Loan or Document Delivery Service.
- 6.3.1.6 General criteria for selection of all information resources:
- Relevance to the teaching, learning and research needs of DUT
 - Accuracy and quality
 - Currency (recent edition preferred unless required for research)
 - Reputation and authority of the author, issuing body, and/or publisher
 - Presentation (style of writing and readability)

- Appropriate level of content
- Reasonable cost
- Availability of other material on the subject in the Library
- Expected usage
- Frequency of Inter Library Loan requests
- Information published in or about South Africa and Africa

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

6.3.1.7.1 Developments in information technology will guide the acquisition of the resources.

6.3.1.7.2 Infrastructure must be able to support the e-resources.

6.3.1.7.3 Only e-resources available on a library-friendly platform, accessible to all DUT users, will be subscribed to or purchased.

6.3.1.7.4 Preference should be given to electronic resources purchases that are negotiated by SANLiC.

6.3.1.7.5 Factors to be taken into account when selecting electronic resources:

- Licensing terms and conditions
- Technical requirements
- Discoverability
- Ease of use and overall functionality
- Availability of perpetual access rights
- Multi-site access
- Pricing structure
- Availability of MARC records
- COUNTER compliant usage statistics

6.3.2 Information resources and collections

6.3.2.1 Databases

6.3.2.1.1 The database should be available for trial and the publisher or vendor should provide product demonstrations if possible.

6.3.2.1.2 Databases should be evaluated by subject librarians, managers and academics before purchase.

6.3.2.1.3 The publisher or vendor should provide ongoing training and technical support.

6.3.2.2 Serials (periodicals/journals)

6.3.2.2.1 Serials should be evaluated by subject librarians, managers and academics before purchase.

6.3.2.2.2 Scholarly considerations should be taken into account when selecting titles e.g. accredited and peer reviewed titles.

- 6.3.2.2.3 Preference will be given to electronic format over print format, with the following exceptions:
- if the electronic version is significantly more expensive than the print
 - if the electronic version does not reproduce images sufficiently
 - it is not technically accessible to all academic staff and students
- 6.3.2.2.4 Subject librarians and managers will review subscriptions annually in consultation with academic staff to assess their continued value.
- 6.3.2.2.5 Subscriptions will be renewed if funds are available and the usage warrants renewal.
- 6.3.2.2.6 Subscriptions may be cancelled if:
- Usage is consistently low
 - It is not considered to be cost-effective
 - The content no longer meets the needs of DUT
 - A competitive or better resource becomes available

6.3.2.3 Books (Print and electronic)

- 6.3.2.3.1 Both print and electronic books are purchased for the collection. Duplication of print and electronic titles will be considered if the need arises.
- 6.3.2.3.2 For print books, 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 to supplement prescribed content. Requests for more than three copies should be referred to the Library Information Resources Committee.
- 6.3.2.3.3 For electronic books, different purchase models are used:
- Subscription based packages: multi-disciplinary or subject based
 - Purchased (library owned) packages: multi-disciplinary or subject based
 - Single title purchases: single or multi-user licences, depending on need, price and availability
 - Demand-driven models: based on publisher turnaways, withdrawals of packages or user preferences, in line with DUT Financial rules

6.3.2.4 Textbooks/Prescribed texts

- 6.3.2.4.1 The Library will purchase a limited number of textbooks/prescribed texts.
- 6.3.2.4.2 Additional copies may be requested based on the following:
- a) Usage of the book/s
 - b) The availability of funds for the course/ Faculty
 - c) Number of students in the course/programme

6.3.2.5 Fiction and general interest literature

A nominal amount is made available annually to purchase fiction and general interest literature to encourage a culture of reading.

6.3.2.6 Donations

Donations are accepted only on the understanding that the Library has control over selection, location and disposal of the resources.

6.3.2.7 Personal copies

The Library will not purchase information resources for personal use.

6.3.2.8 Departmental information resources

Academic departments are responsible for the purchase of information resources intended for use exclusively by their departments, e.g., laboratory and instructors' manuals.

6.3.2.9 Theses and dissertations

6.3.2.9.1 One bound copy and one electronic copy of each Master's dissertation and Doctoral thesis completed at DUT is submitted to the Library via the relevant Faculty Office as per DUT requirements. The electronic copy is loaded onto the Institutional Repository (DUT Open Scholar).

6.3.2.9.2 Undergraduate research reports and student assignments are not housed in the Library or loaded onto the Institutional Repository.

6.3.2.10 Exam papers

6.3.2.10.1 DUT Library does not keep copies of bound exam papers.

6.3.2.10.2 Electronic copies are available on the DUT Exam Papers Repository. This is the responsibility of the Examinations Department. The Exams Repository can be accessed via the DUT Library website.

6.4 Collection maintenance and evaluation

6.4.1 The purpose of collection maintenance is to ensure a collection of information resources which are current, relevant, easy to locate and in good condition.

6.4.2 This can be accomplished by:

- Collection analysis done by subject librarians in consultation with academics
- Regular assessment of usage
- Regular weeding/de-selection according to established guidelines and procedures (See *DUT Library Weeding Guidelines*).
- Annual or bi-annual stocktaking/inventory control.
- Preservation of materials (repairing, mending and binding)

7. Approval and review

The Director: Library Services is responsible for the review of the policy.

8. Administration of the policy

Policy implementation and monitoring is the responsibility of Library Management.