

" The City of Heritage "



ULUNDI MUNICIPALITY LIBRARY
COLLECTION DEVELOPMENT

2016/2017

ADOPTED BY COUNCIL-----28/06/2017-----

ITEM NO-----

1. Mission Statement

The Ulundi Public Library connects people with information; ideas and experiences to provide enjoyment enrich lives and strengthen our community.

2. Purpose of Collection Development Policy

The Collection Development Policy, approved by the Library Commission, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Ulundi Public Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures.

The Collection Development Policy ensures that over time, the Ulundi Public Library's collection will remain on course, reflecting the needs of Ulundi's community, while creating unique experiences of meaning and inspiration for the individual customer.

3. Philosophy and Scope of the Collection

The Ulundi Public Library collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of a town population. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. The other driving force is the Library's strategic plan. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection and to build the world class.

The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Ulundi Public Library does not intrude on that relationship.

4. Scope of the main Library

The main Library contains the core fiction and nonfiction collections for the Library system and includes material of an enduring nature as well as current interest materials. Main Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the Library serves. The Reference collection contains current and historical non circulating publications, including many periodicals, to support extensive and in depth reference service for the general public, students and businesspeople.

5. Scope of the satellite Libraries

Satellite libraries serve the needs of the communities in which they are located. Library staff regularly evaluates the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's strategic goals. Satellite collections are shaped, in part, by customer use through the floating collection system, in which items move freely among library locations rather than being owned by a specific location.

6. Scope of the Online Collection

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes citation and fulltext databases; eBooks and other downloadable and streaming media; and instructional programs.

The Ulundi Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.

Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

7. Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Relevance to Ulundi Public Library's research collections
- Availability elsewhere including other libraries and online deemed to be of an enduring nature

8. FACILITIES/SERVICES RENDERED

8.1. Photocopying machine

The photocopying R1.00 and faxing R3.50 National, International R7.00 . Scanning R2.00 per page, Printing R1, 00, Email-free

It is an offence to copy the whole (book) of a copyright protected work without permission of the copyright owner or for purposes other than private study or personal use.

8.2. Activity Room

The library has one activity room that may be used by students studying in groups, activities and for meetings; they may be reserved for other departments for occasional meetings.

The Library, however, reserves priority of usage for Library events. All reservations must be made in advance with the Library. For study discussions the room is charged at no cost but for private meetings R41.00 per hour is paid before using the room.

Maximum use of the room is 2 hours

No renewals, give fair chance to other groups.

8.3. Library Membership

Staff members are automatically members of the library. Community members may be admitted as external member of the library upon approval of application by Librarian. Such registered members must also abide by the rules of the library.

8.4. Membership Requirement

latest pay slip and ID, minor or unemployed bring your ID/birth certificate and along with your guardian

an (his/her pay slip & ID) & recent proof of residence.

8.5. Library Rules

- i. **Members** using the library must produce their user cards for any transaction in the library.
- ii. The library is a place where students and researchers should be able to work in peace and quiet. Therefore it is very important to observe the rule of "**SILENCE**", users who are misbehaving will be asked to leave the library.
- iii. Group discussion will only be allowed in activity room.
- iv. Furniture (desks and chairs, etc.) must not be moved or removed from their places.
- v. Food, drinks, etc. are not allowed in the library.
- vi. Library materials are there for the benefit of all users please do not hide, mutilate or steal the material.
- vii. Smoking is not allowed in the library.
- viii. Use of cell phones is prohibited

8.6. Borrowing Procedures

Borrowing services are available to all residents of Ulundi and outside. Loan periods for library material differ and depend on the type of user. The due dates for returning borrowed library material are important and must be adhered to. Fines are imposed on all over dues items. If a borrower does not return library items on the expiry date of the loan period, he or she will be blocked from making any further loans.

8.7. Borrowing Rules

Users must produce their valid membership card to check out material; no transaction will be done without the membership card. Patrons must be in good standing to check out materials, with no overdue materials in the System. The circulation staff will then process the loan transaction and stamp the due date on the date sheet in the book

Users must return the books before or on the due date. The loan period can be extended but for once only or if there are no reserves. No person is allowed to

borrow books on another's person's name Parents are responsible for items borrowed by children Books from restricted collections like reference books, law reports, dictionaries may not be taken out on loan; these books can only be used in the library.

8.8. Overdue penalties and lost book fees

Borrowers are subject to fines for the late return of library material. Fines will block borrowing privileges. If a book is long overdue or damaged beyond repair, the borrower will be charged for its replacement. Library patrons who have materials which are overdue may not borrow anything further until materials are returned or paid for and the fines paid. When a patron reports s/he cannot locate item, fines stop as of that date, while continue looking for misplaced item. After the borrower is sure that the item is lost he will be billed for the fair market value of the item or purchase the item.

8.9. Renewals and Reservations

Books on loan may be renewed either in person, by phone 035 8745216/7. The library must receive the renewal request on or before the due date to avoid overdue fines. If a library item is out to another borrower, another borrower may place a reservation on it so that when it is returned to the library he/she is called to collect the book. A recall notice is generated and mailed to the current borrower. To place a hold or to reserve a book that is out on loan to another patron, one must do this in the library at the circulation desk.

9.0. Interlibrary Loan (ILL)

Interlibrary loan service deals with request for information not held in the library, but which can be obtained from other libraries.. Request can be send by filling a form and faxed, the Library cannot guarantee arrival for specific time periods. When requested item arrive, users are sent notification either by mail or telephone informing them that their items are ready for collection. It is the user's responsibility to see that books on loan are returned before the due date. Fines are charged on overdue. Please do not return items directly to the supplying library.

9.1. Periodicals

This section provides magazine and newspapers. Magazines can be loaned for a period of two weeks and newspapers are used within the Library premises.

9.2. Referencing

References are strictly use within the library i.e. dictionaries, encyclopedias etc.

9.3. Audio-Visual Section (AV)

This provides users with information from different kinds of non-book materials e.g. videos, CD ROMs, CD's, DVD's etc. these materials are identified by the symbol "AV" in front of the classification number, e.g. AV 500 ZUN. AV'S loan period is two days only.

9.4. Law collection

This section houses the following materials i.e. law reports, Acts etc. Material in this section are strictly use within the library premises.

9.5. Damaged Material

If library materials are damaged beyond repair the borrower is required to pay the cost of the item or replace it

9.6. AUDIOVISUAL MATERIALS

Educational and entertainment

CD'S, DVD'S and Videos available, loan period-two days

9.7. Internet Usage

It is design as an instructional facility for the teaching and training of community and staff. It contains six work stations \The Ulundi Library is committed to providing meaningful access to knowledge and information using current computer technology. The Internet is a gateway to a vast and expanding network of educational, recreational and commercial information.

The Ulundi Library has no control over information obtained through the Internet and

cannot be responsible for its content. Not all sites provide accurate, complete or current information, and some sites may carry information that a user finds controversial or inappropriate.

Library users access the Internet at their own discretion. As with all other library materials, children's access to the Internet is the sole responsibility of the child's parent or guardian.

9.8. Internet and basic computer training

Free one-on-one Internet and basic computer training is available from time to time with the assistance of Cyber cadet. One month training and get certificate of attendance and that opportunity will open doors for job searching.

Go wireless @Ulundi Public Library

Free wireless Internet access is now available in and out of the library. Just bring your laptop or other device with a wireless network adaptor to the Library.

GET STARTED: Connect your wireless device to the Library's wireless network. Refer to the documentation that came with your wireless device for details on how to do this. Open your Internet browser and start surfing!

By using Ulundi Library Internet workstation to access the Internet, you agree to the following:

1. Use of Internet computers is on a first-come, first-served basis. When people are waiting, Internet use will be limited to 30 minutes.
2. The resource is to be used for education, informational, or recreational purposes only, not for unauthorized, illegal or unethical purposes.
3. The Library accepts no liability for loss of data or damage to software because of power failure, equipment failure, human error or any other cause.
4. Users must operate within the boundaries of the approved menu. Modification or erasure of system software or operating systems is prohibited.
5. Violation of copyright law is strictly prohibited.
6. The user assumes full responsibility for any civil and/or criminal liability incurred through misuse of library equipment or any telecommunications systems, networks and/or databases accessed through that equipment.
7. Because of the public location of the workstations, displaying text or graphics which may be reasonably construed as inappropriate will not be allowed.

The cost of printing a full page R1.00 and R2.00 for scanning, email free

NB: MISUSE OF THE COMPUTER OR INTERNET ACCESS MAY RESULT IN THE LOSS OF LIBRARY PRIVILEGES

9.9. PATRON RULES OF CONDUCT

The following activities are not allowed in Ulundi Library:

Playing of audio equipment so that others can hear it. Smoking. Carrying a weapon into the Library unless authorized by law. Any patron authorized to carry a weapon must notify library staff that he/she is carrying a weapon in the library. Bringing animals into the Library is not allowed. Misusing the restrooms (i.e. using as toilets). Leaving a child under the age unattended in the library unless accompanied by a responsible older person. Talking loudly, making noise or engaging in other disruptive conduct. Interfering with another person's use of the library or with the Library personnel's performance of their duties.

Library privileges may be limited for the following reasons:

Damaging Library property Stealing Library materials Physically harming staff or patrons Excessively overdue materials, Physical or Verbal Harassment.

- a. This policy is subject to Council Approval and may be amended or repealed by Council as it may deem necessary.

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