



FANAKA

INTERNATIONAL COLLEGE

ASPIRE•ACCELERATE•ACHIEVE

MANSA MUSA
**LIBRARY
POLICY**

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OCTOBER, 2023.

FANAKA INTERNATIONAL COLLEGE

MANSA MUSA LIBRARY POLICY

Introduction

The issues outlined in this policy document shall guide the staff and patrons of Fanaka International College in terms of the day-to-day operations of the Mansa Musa Library.

Mission Statement

The Mansa Musa Library of Fanaka International College will partner with relevant stakeholders including faculty and students to proactively support the teaching, learning, research and community engagement of the College.

The Library will provide a modern, active and collaborative learning environment which leverages innovative tools and resources to generate and provide access to a wide variety of scholarly, pertinent and relevant information and literature efficiently to support creativity and excellent teaching and learning experiences.

The Library will facilitate the effective, efficient and ethical exploitation and use of the Library's collection and resources by faculty, students and other staff.

Vision Statement

To be a strategic partner and a principal reference point for quality teaching, learning and research at Fanaka International College and in facilitating the acceleration of the achievement of aspiring students.

Objectives

- To develop a comprehensive library collection that has both print and electronic resources to support effective teaching, learning, research and other outreach activities of the College.
- To teach information literacy skills to faculty and students, to enable them effectively and efficiently utilize library resources and services.
- To provide the physical space, services, facilities and equipment that enables excellent library experience, and enhances the effective use of the library's resources.
- To utilise effective, efficient and innovative approaches to market and promote the services and information resources of the library

- to the local community.
- To explore local and external opportunities for collaboration, resource sharing, and capacity development for the library, its staff and users.
 - To ensure that information processes and organization are consistent with sound and international standards

Values

- Customer Service
- Professionalism
- Partnerships
- Teamwork
- Innovation

Library Collection

The subject coverage and scope of the Mansa Musa Library collection are reflective of the courses and programmes run at Fanaka International College. The Library's collection is very rich in Procurement Management, Logistics Strategy and Design, Project Management, Procurement Law, Operations and Supply Chain Management, Human Resource Development and Ethical Leadership. The collection also covers Marketing, Finance, Management, Psychology, Management and Organisation Studies, Marketing Management, Investment Analysis, Corporate Governance, Corporate Contracting and Managerial Behaviour. Other areas include Accounting, Management Accounting, Corporate and Business Law, Mathematics, Statistics, Economics, Business, Credit and financial analytics, Accounting Ethics, and Taxation. The collection is made up of a variety of materials including:

- Textbooks
- Periodicals (scholarly journals, newspapers, magazines etc.)
- Student Project Works
- Special Collections
- Reserved Collections
- Electronic information resources

Mansa Musa Library Services

- Reference and Information Services (this includes but is not limited

to reference assistance, Library News, Selective Dissemination of Information [SDI] and Current Awareness Service)

- Circulation and Lending Services
- Instruction Services: This includes, Information literacy training, orientation services and user education.
- Internet services
- Learning and Research Support
- Reader Services
- Electronic Support (Computers, photocopying, Internet, scanning, printing etc.)
- Providing access to scholarly information resources for academic work.
- Signposting relevant and useful sources for teaching, learning and research goals.
- Newspaper and news indexing services
- Past exams papers
- Collections Management
- Photocopying, printing and scanning services are available in the E-Library section at a fee.

Opening hours

School in Session:	Monday – Friday	8:30 am – 8:00 pm
Vacation:	Monday – Friday	9:00 am – 5:00 pm
Weekends	Closed	

Membership

The principal patrons of the Library are; the academic staff, students, administrators, as well as other staff of Fanaka International College that are recommended by their department heads.

Other persons such as researchers and practitioners may be admitted as patrons at the discretion of the Librarian and upon conditions decided by the Library committee. Such external users may use the library for reference and reading purposes ONLY and cannot borrow library materials. They may also be required to pay an enrolment fee or a non-refundable deposit as determined by the Library committee.

Registration

All new patrons of the library (faculty, students, staff and external users) are required to register with the library before they can use its facilities. Internal patrons must submit their student or staff ID cards indicating their Full name, ID number and status for registration.

External users must submit a national ID card indicating their full name, ID number, date of birth and passport picture. In addition, they must deposit this national ID card to the Librarian on duty anytime they want to use the library. The card will be given back to them when they finish using the library.

Readers' bag and personal belongings

Patrons have sole responsibility for their bags and personal items. The Library shall not accept responsibility for any lost bags or personal items. Readers are therefore encouraged to be security conscious and also remove all valuable items from their bags before depositing them at the designated location.

Reservation

Where a material is not available for borrowing but exists in the library's collection, patrons may fill out a reservation form and submit it to the library staff. The patron will be notified by the library when the material becomes available. The book will be reserved for the person for 24 hours only.

Reserved Books

Some books recommended by lecturers for their students are removed from the open shelves and kept on reserve shelves. Such books are available for use in the library only.

A reader must return books signed for, from the reserved collection, to the library staff at the counter before leaving the library.

Lost Book(s)

The loss of any book(s) must be reported to the Librarian immediately. The user(s) will be given time to look for the lost book(s). After one month, if the book(s) is/are not found, the user will have to pay three times the current price of the book(s). The fine will be refunded if and when the book(s) is/are found and returned in good condition.

Special Collection

Books in this section are to be used only in the Library. Books must be returned to the Library staff on duty after use. Students must cancel their

names on the user forms before leaving the library.

Books used in the Library

Library books used should be left on the reading tables. Readers should not attempt to shelve any book after use. However, a book taken from the shelves and browsed through should be put back in its position on the shelves.

Borrowing Regulations

- Academic staff may borrow up to ten (10) books at a time for not more than one semester. Books borrowed must be returned at the end of each semester or when needed by another user.
- Senior Administrative and Technical Staff may borrow up to four (4) books at a time for 2 weeks, renewable for a further two (2) weeks.
- Other Staff who have been admitted as readers on the recommendation of their heads of department may borrow up to two (2) books at a time for two (2) weeks. Books may be renewed for another two (2) weeks.
- All students, including post-graduates, may borrow up to six (6) books for two (2) weeks, renewable for a further two (2) weeks.
- External borrowers who have been duly registered after paying the enrolment fees and necessary deposits may normally NOT be allowed to borrow books, but in exceptional circumstances and upon providing written permission from the Deputy Rector of the Fanaka International College, shall be allowed to borrow up to two (2) books at a time for two (2) weeks.
- Books not available for loan include reference books marked "Ref" or "R", current periodicals, reserved books, Ghanaian Collection and uncatalogued books. The Librarian may restrict the loan of any volume at any point in time.

Overdue Books

The rate, which is subject to periodic review, is currently 50 Gp per book per day. No further books may be borrowed until books are returned and fines incurred paid. Overdue books in the Reserve and Reference Collections borrowed under special dispensation attract a fine

of GH¢ 1.00 per day.

Renewal of Books

No reader may renew a book for two consecutive periods without the permission of the Librarian.

Vacation Borrowing

Vacation borrowing begins just before the end of the semester. Books cannot be borrowed before the announced date.

Clearance

Users are required to obtain clearance from the Library at the end of their programme/service. Before their clearance certificate can be signed, all tickets issued to a reader must be returned to the Library. Clearance takes place during the working hours of the Library. The cooperation of library users will help to provide the best possible services. Please follow proper clearance procedures to ensure your graduation and other issues.

Library Rules and Regulations

- Gowns, hats, caps, raincoats, umbrellas, briefcases etc. must be left in the appropriate spaces provided by the Library.
- Smoking and eating are not permitted in any part of the Library. The latter encourages infestation by pests and ants and the latter is offensive to other library users.
- On leaving the library, readers must show books in their possession to the staff at the entrance.
- Books must not be defaced by writing in them, or by any other means. Borrowers are responsible for books for which they have signed and they must pay for their loss or damage. Borrowers must browse through a book before signing for it.
- It is an offence to take out of the library a book which has not been properly issued to you.
- Disciplinary action, including expulsion, will be taken against anyone found to have mutilated or stolen Library materials, including journals and books.
- Valuables including money should not be kept in handbags left at the entrance of the library and on the reading tables.
- The College Librarian or his/her staff are not responsible for any missing personal items that patrons leave in their bag and shall not

be held liable for same, so be security conscious.

- Receiving phone calls in the Library is NOT allowed. Patrons must endeavour to keep their phones on mute and main silence in the Library at all times. A charge of GH¢5.00 is imposed on anyone caught violating the rule.
- Students are not allowed to borrow books for their friends.

Care of Books

- No book is to be written in, cut, or damaged in any way.
- Readers must not trace any picture or figure from any book/material.
- Readers and borrowers will be held responsible for any damage to a book in their charge and will be required to pay the appropriate cost of such damaged books.

Offences	Sanctions
Failure to return borrowed materials on the due date	<ol style="list-style-type: none">a. General Collection - offender shall pay a fine of 25Gp per day up to 7 days; thereafter 50Gp a day plus loss of borrowing rights till books are returned.b. Reserved / Reference Collection - hourly charge of 50Gp plus loss of borrowing rights until books are returned.
Loss or misplacement of books and related materials	<ol style="list-style-type: none">a. Offender will pay thrice the current price of the book including shipping and handling charges, plus a processing charge of GH¢ 100.

Offences	Sanctions
Unlawful acquisition of library materials/stealing	<ul style="list-style-type: none"> a. Ordinary books - Rustication for 21 days. In addition, the member shall lose borrowing rights for one semester. b. Reference books - As in (a) above plus possible dismissal. c. Rare books - Dismissal from College.
Wilful mutilation of books and related materials	<ul style="list-style-type: none"> a. Dismissal from College.
Failure to return books when recalled	<ul style="list-style-type: none"> a. Loss of borrowing rights plus any overdue fines. In the case of a Senior Staff (Faculty/Administrators) who commits any of the above offences, a report shall be made to the Deputy Rector or the Registrar for appropriate sanctions to be instituted against him/her. For external users, use of the library will be denied and other appropriate actions taken.



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