



AFRICA COLLEGE OF THEOLOGY-ACT

Training Redemptive Servant Leaders

LIBRARY POLICY

AUGUST 2023

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1.1 INTRODUCTION

This policy is a reflection of the role of ACT Library in supporting and strengthening the college's learning, teaching, and Research Activities through the library's services, facilities, and collections. ACT is committed to creating, maintaining, and managing a high level of Information and services for its community. To this end, ACT Library provides spaces, services, and opportunities for study and research, as well as for social and co-curricular learning and related activities. To achieve the policy objective, ACT strives for excellence in the availability and accessibility of ACT Library facilities, services, and content. This policy document encompasses the Mission, Visions as well as Core Values of the Africa College of Theology (ACT). The policy also outlines, describes, and explains: (1) General rules and regulations of the library, especially, borrowing rules ; (2) user responsibility, (3) borrowing privileges, (4) borrowing reserved books, (4) dealing with external users, (5) reminders for borrowed books, (6) fines for overdue, (7) administrative fees for defaced/damaged and lost books, (8) library equipment/furniture, (9) inter-library loan, (10) accessing e-library, (11) inventory, (12) ACT library users' guidelines, and (13) library security.

2.1 ACT VISION, MISSION, AND CORE VALUES

2.1.1 Vision Statement

Train Redemptive -servant leaders for the church in Africa.

2.1.2 Mission Statement

To equip men and women for church and parachurch ministry as redemptive -servant leaders through the attainment of character formation, academic training, and professional skills.

2.1.3 Core Values

- i. We are a Christ-centered college seeking to encourage students to make Christ known in their communities.
- ii. We practice integrity and encourage accountability.
- iii. We encourage prayer and scripture reading for ministry power.
- iv. We pursue excellence.
- v. We practice biblical stewardship.
- vi. We encourage teamwork and serving others.

2.1 GENERAL RULES AND REGULATIONS

1. Silence is to be observed in the library all the time.
2. Use of mobile phones is not allowed in the library. Users must switch off their mobile phones. Or set them in silent mode.
3. As a library user, you must leave your bags, briefcases, paper bags, etc. at the ACT reception with the reception attendant. Staff at the library entrance must issue a property Card or locker key per item left with him/her at no cost. NB: No person will be allowed to collect each other's property from the ACT Library shelf.
4. Consumption of food and drinks is forbidden in the library. Water and beverages are only allowed in a tight-lid container.
5. The reservation of seats in the library is not permitted. Books and other materials left for any length of time on chairs and tables may be removed by the library staff.
6. Items left in the library will be cleared away during the closing time.
7. The library staff will not be responsible for personal belongings left in the library.
8. Books picked from shelves and consulted in the library should be left on the table after use.
9. A user is responsible for the Books borrowed by him or her.
10. Books taken out of the library must be checked by the Library Security staff at the Library Entrance.
11. Reading between the shelves is prohibited because it interferes with the shelving and retrieval processes.
12. Books that are lost or damaged must be replaced in accordance with the library's regulations and charges.

3.1 BORROWING RULES

1. The library management provides timely, accurate information through online resources, and other reference materials. Due to their cost and difficulty in replacement, reference books are intended for library use only and do not circulate.
2. Research Projects/Dissertations and/or Theses are regarded as Reference Books (Reference Section). They may be borrowed during working days/hours only for specific hours. These are not taken out of the library building and must not be photocopied. Borrowing is only allowed for a maximum of 1 (ONE) hour.

3. The following categories of books may be borrowed with special permission from the college's Librarian or Assistant Librarian.
 - a) Government Documents
 - b) Dissertations and Theses
 - c) Periodicals
 - d) Rare books/Reference books
 - e) Works bound in several volumes and pamphlets.
 - f) Archival books
 - g) Current Newspapers
4. All books that are taken out of the library are to be registered as loans.
5. Books borrowed by one user must not be passed unto another user; but MUST in all cases be formerly returned to the library and re-issued at the issue counter. If Library materials are returned late or with damage, the Head librarian reserves the right to assign fines and/or penalties as outlined in the Library's Rules and Regulations.

4.1 USER RESPONSIBILITY

1. The user is personally responsible for everything registered as a loan on his/her library card.
2. Documents that are borrowed from the library cannot be loaned to a third party.
3. Loans are to be returned by the expiry date of the loan period.
4. Making notes in a borrowed book is considered damaging to them.

5.1 BORROWING PRIVILEGES

1. The College identity card entitles its holder to check out materials as established in the library circulation process. The user remains responsible for the borrowed books.
2. Borrowing privileges are based on which borrowing group you belong to. We have different categories of users: Academic staff, students, administrative staff, and visitors from outside the campus.
3. Every user who wants to check a book from the library has to present at the circulation desk: (1) the student ID, that is, concerning students, or (2) a service card, with respect to academic and administrative staff, or (3) national ID, in respect to visitors.
4. Academic staff of the college may borrow up to 10 (TEN) titles at a time for a Period of 14 days from the date of issue and only renewable once.
5. Undergraduate students may borrow up to 5 (FIVE) titles; and postgraduate students 7 (SEVEN) at a time for 14 (FOURTEEN) days from the date of issue and only

renewable once.

6. Non-teaching staff of ACT may borrow up to 3 (THREE) titles at a time for a period of 2 (Two) weeks renewable once.
7. An external borrower from institutions that have correlations with ACT (those Within Rwanda) may have up to 2 (TWO) titles at any working time for the period of not more than 12 hours from the hour and date of issue and non-renewable.

6.1 BORROWING RESERVED BOOKS

1. Books on reserve as may be specified by the library staff are for use by academics (staff) and students, following the particular Module of study, and may not be taken out of the library.
2. Reserved books can only be used by students and staff for a maximum period of 2 (TWO) hours, renewable – except for special permission from the library staff at the issue counter.
3. At the end of the 2-hour period, users must return the reserved books to the library issue counter and must make sure that the loan has been canceled out on the Library Management System or the book is renewed for another 2 hours.
4. Books over the stipulated numbers may be borrowed only in special circumstances and with the permission of the Head Librarian or Assistant Librarian. Such books, if in circulation, and are required for any other special purpose, may be recalled at any time regardless of the date of issue.

7.1 EXTERNAL USERS

- a) The library has two categories of Users, i.e., External Users and Internal Borrowers. External borrowers may be those from Institutions that have no direct correlations/relationships with ACT as well as those from Institutions that have direct correlations/relationships with ACT.
- b) An external user from Institutions that have correlations with ACT (those within Rwanda) must have a membership card and must leave their original ID at ACT Library until they return the borrowed books.
- c) An external user from Institutions that have no correlations with ACT may have up to 2 (TWO) titles at any working time for the period of not more than 12 hours from the hour and date of issue and non-renewable. Such users must be registered with the ACT library. They shall pay a registration fee of 5,000 Rwf per year.

8.1 REMINDERS FOR BORROWED BOOKS

- a) Only two reminders will be sent to the borrower – four days to the due date and the due date respectively.
- b) No further loans/borrowing of any kind will be made to the Borrower who has books in his possession that he/she has failed to return in response to the recall notice.

9.1 FINES FOR OVERDUE

- a) In the case of students, a fine of 500 Rwf only is payable on overdue of each book in his/her possession each day until the reader reports that the book is lost.
- b) A staff member, who is a defaulter, shall pay a non-refundable reasonable fee of 500 Rwf per day from the date of overdue of each Book.

10.1 ADMINISTRATIVE FEES FOR DEFACED/ DAMAGED AND LOST BOOKS

- a) As a library user, you are held responsible for any defaced book in your charge plus the administrative cost of ordering, cataloging, and classifying related Book processing.
- b) The defaulter who is a staff member and fails to pay the due fines may lose the privileges of a library user and may face other consequences as may be decided by the library management.
- c) Fines and charges are paid directly to the Specified ACT Account and a payment slip or MoMo SMS will be brought to the library.
- d) Fines and charges are regarded as debts to ACT; and in the case of non-payment, the defaulters will be liable to face consequences as may be decided by the library management.
- e) If the amount of a fine is in question, the Head librarian's decision shall be final.

11.1 LIBRARY EQUIPMENT/FURNITURE

- a) ACT Library provides a diverse range of equipment and furniture for use in the library. These items include but are not limited to computers (and other Computer peripherals), printers, tools, power cables, CDs and DVDs, chairs, tables, counters, shelves, paper cutters, book rollers, and other knowledge- or information-related materials referred to as BOOKS as prescribed, herein, under “Library Rules and Regulations.” The usage of the said materials shall be following the Rules and Regulations, hence with.
- b) No person is allowed to carry any furniture outside the library building. Unnecessary movement of this furniture is strictly not allowed as stipulated in the

Rules and Regulations of this policy document. However, any need expressed for borrowing furniture must be through the approval of the Head librarian.

- c) In the event these materials are granted, the outside party in possession of Library equipment is responsible for any damage or destruction to this property while in their care.

12.1 INTER-LIBRARY LOAN

Inter-library loan is a service that enables patrons of one library to borrow physical materials and receive electronic documents that are held by another library. This service expands library patrons' access to resources beyond their local library's holdings; and serves as "an integral element of collection development" for libraries.

The library strives to supply a broad selection of materials that will generally suit the needs of its users. If we do not have a particular item, we will attempt to access it either through local and international cooperation with other Libraries or order it online from another Library. Availability of such items is subject to the holdings of other libraries, as well as their ability and willingness to send materials. This service may not carry any fees.

13.1 ACCESSING E-LIBRARY

- I) The library has a 24/7 Internet service accessible through Hotspot both within and outside the Library Building. Users who may not have personal laptops can use the available Library Computers to access such Internet and other related academic research service. These are only for the registered Library Users who have Library User Cards. All Library users who expect to access Library computer services must adhere to the Rules.
- II) Only one Computer is allowed per person at a time. FACEBOOK, TWITTER, GAMES, MUSIC PLAYING, and non-academic or research-based activities are strictly not allowed.
- III) Users are not allowed to remove or replace any peripheral device, power cables, Chairs, tables, & without permission. Neither are they allowed to install or uninstall any software program(s).
- IV) Users who will come with their laptops in the library must register the laptop and its accessories in the library book register before proceeding to make use of the library resources.

V) No user shall be allowed to plug in his or her peripheral (external) devices.

14.1 INVENTORY

- a) This is the physical counting of the library equipment or materials. Libraries use this method to know all books in the collection that are still in use, to know the books which have to be preserved, and to determine the books which should be archived or destroyed.
- b) Inventory is done annually to know the physical functioning of all the equipment or materials and to identify outdated equipment that should be replaced. In the same way as to books which need to be rebounded, replaced, and discovered establish missing books and to identify books that are out of use.
- c) Inventory gives an opportunity to weed out outdated or irrelevant topics and find genres where you can add some popular new arrivals.
- d) During the inventory process, the Head librarian will make a formal announcement two weeks before the start of inventory activities letting the entire community know that the library will go through an out-of-service period of stock-taking. The stock taking lasts for one or two months for big libraries. For our case, stock taking will be done in one month. At the institutional level, the college management will be informed at least two months before stock-taking activities.
- e) For the inventory process to be carried out within one month, at least 10 persons will need to be recruited temporarily to execute the process.
- f) Support recruits for the inventory process should have computer skills, the ability to identify old books (for archive, donations, or destruction), damaged books for repair, missing books, and where there is a gap for restocking and replenishing.

15.1 ACT LIBRARY USERS' GUIDELINES

- i) Always register yourself in the library-book-register whenever you enter the library to find library resources.
- ii) Present a Library User Card at the circulation desk when borrowing books for home use.
- iii) Every user must present a Library Card that shows his or her category to be served accordingly.
- iv) Respect Library Rules and Regulations.
- v) Always when you enter the library, identify your needs or what help you are seeking.
- vi) Whenever using library resources, ensure you are using all the Library Resources following the rules, regulations, and guidelines.

- vii) Always maintain silence; and whenever you need to communicate a need, lower your voice and talk in the library.
- viii) Users should use PCs only for research/academic-related works.
- ix) Users must Pay Library dues.
- x) Users are asked to use a suggestion box to convey their ideas.
- xi) Users have the right to ask for whatever they need from the library attendants.
- xii) As a user, do not install or uninstall any software program(s).
- xiii) As a user, do not remove or plug in your own peripheral devices.
- xiv) As a user, do not use cell phones inside the library.
- xv) Picking anything from the library without the consent of the library attendant is prohibited.
- xvi) Listening to music in the library is not allowed.
- xvii) As a user, do not carry/move any item (chairs, tables, books, etc.) out of the library without permission from the library attendant.
- xviii) As a user, do not carry bags when entering the library.

16.1 LIBRARY SECURITY

16.1.1 Purpose of Security

ACT Library is committed to providing a safe and secure environment for all library users, resources, and equipment. This policy has been developed to establish strategies to ensure that library security is managed appropriately and efficiently at all times. This is to ensure that persons within the library feel safe and secure and that library facilities, and resources are kept safely.

- i). No person will be allowed to bring any material or objects into the library without the knowledge of library staff members.
- ii). Any book delivery that does not belong to ACT library or that has no invoice to establish its purpose (or that has not been declared as a donation to ACT library) will

NOT be allowed into the library without the knowledge of the Head of the Library.

iii). Security cameras are in all corners of the library. Cameras shall be monitored by Library staff at the Information Desk. This means that ACT library needs a fast-tracking machine or scanning machine at its entrance to monitor the entrance and departure of library users.

A security guard must be present during library working hours.

(iv). The library must be opened and closed by library staff members in accordance with published working hours.

(v) Library keys are not transferable.

(vi) The Head Librarian and the cleaner are responsible for the library keys.

APPROVAL

This policy is duly approved by

THE SENATE AND THE SENIOR MANAGEMENT COMMITTEE

AUGUST 2023