

Preamble:

The HIT Library Policies provide an all-encompassing framework of principles that guide the systematic acquisition, processing, circulation and innovative marketing and promotion of resources and services. The policies also provide for the efficient and effective utilization of print, electronic and multimedia resources within and outside the university by bona fide HIT users and approved readers. The policy includes the following areas which are articulated in Chapters 1-9:

- Collection Development
- Reader Services
- Security
- Copyright Statement
- Computer Use
- E-Resources Use
- Baggage Handling
- Institutional Repository

Chapter 1: Collection Development

Collection Development is the library function that is used to effectively build a meaningful and relevant collection of science, technology and engineering (STE) resources that support and enable HIT achieve its mandate of designing, developing, incubating, commercializing and transfer of technology. The STE collection is central to the teaching, learning, study, research and community outreach activities of the Institute.

1.1. Acquisitions

- a) The HIT Library develops the HIT collection through the systematic and timely acquisition of print, electronic and multimedia resources.
- b) Resources are acquired through purchases, donations and gifts, and inter-library lending services.

1.2. Selection

- a) The resources are mainly selected by HIT stakeholders including teaching and non-teaching staff, students and researchers at HIT.
- b) The Library provides stakeholders with knowledge and information on what suitable STE resources are available from which publishers, book sellers, vendors and aggregators and at what price.
- c) Using professional tools, Library staff may select for acquisition reference materials such as handbooks, guidebooks and manuals.

1.3 Procurement

- a) Purchases are carried out in line with Institute procurement policies and procedures of the Institute as provided by the Finance Department.

1.4 Processing of Acquired Resources

- a) International standards and guidelines such as the Anglo-American Cataloguing Rules II (including state of the art systems such as the Resource Description and Access) and the Library of Congress Classification scheme are used to process and systematically organize resources for easy and quick retrieval and use.

1.5. Marketing and Promotion

- a) The processed resources are effectively marketed through manual and web-based displays, accessions lists, flyers, and pamphlets.

Chapter 2: Reader Services

Reader Services deals with the satisfaction of library user needs and provides for their positive experience and intelligent use of library resources and services. This thrust is in sync with the Library vision of being a knowledge and information focal-point in the Institute. It is the Library's top priority to enable easy and quick access to the developed STE collection of electronic, print and multimedia resources that are central to the HIT mandate and facilitate the teaching, learning and research activities in the Institute.

2.1 Confidentiality & Non-Disclosure Clause

- a) The Library shall not disclose or release personal information of its users to any individual or organization other than for use in the Institute as required by the HIT Oath of Confidentiality.

2.2 Client Service Charter/Customer Care

- a) The Library maintains the spirit of equality and fairness in its delivery of resources and services to all its users. Good, amicable relations and customer satisfaction are the hallmarks of the Library Client Service Charter. The HIT user is central to all library operations, functions, resources and services.

2.3 Library Operating Hours

2.3.1 Semester Time

- a) The Library provides a minimum of thirteen (13) hours daily from Monday to Friday and seven (7) hours on Saturdays during semester time as access and use times to all its users.
- b) It does not open on Sundays and Public Holidays during semester time but
- c) During exam times, the opening and closing times shall be extended including opening on Sundays.

2.3.2 Vacation Time

- a) During semester breaks, the library opening hours are reduced to seven and a half (7½) hours from Mondays to Thursdays and to seven (7) hours on Fridays.
- b) The Library does not open on Saturdays, Sundays and Public Holidays during vacation.

2.4 Orientation

- a) New library users shall receive orientation on how to effectively use the library, its resources and services.

2.5 Information Literacy Skills (ILS) Training

- a) Students at all levels of study shall be equipped with information literacy skills that develop confident Library users who are empowered with lifelong knowledge and information searching, retrieval and use skills.

2.6 Shelving and Shelf-Reading

- a) Reader Services shall ensure that all library resources are continuously shelved after use and shelf reading is carried out to ensure resources are kept in their rightful place for quick and easy retrieval by the next user.

2.7 Circulation of Library Resources

The HIT Library circulates Library resources *EQUITABLY* to all bona fide and registered library members for long or short periods as stated in the following policy statement. Details of this policy are provided for in the Library Rules and Regulations that are made available by the Reader Services section of the Library.

2.7.1. Library Membership

- a) Library resources are circulated to bona fide HIT full-time and short-term contract teaching staff and to students.
- b) The duration of membership for HIT staff remains valid for the duration of their employment at HIT while that for students expires periodically and is renewable in line with HIT Student registration policy.
- c) Library membership for teaching staff on short-term contracts expires three weeks before the end of a running contract and can only be renewed upon renewal of the member's employment contract with a formal notification by the Registrar's Office.
- d) Approved Readers are not bona fide HIT staff or students but become eligible members upon payment of the requisite fees that are set for specific membership periods such as daily, monthly and yearly membership. The membership fees are made available in the Library Rules & Regulations brochure.

2.7.2. Borrowing Library Books

- a) Staff
 - i. Full-time and short-term contract teaching staff may borrow a maximum of six (6) books at a time for a period not exceeding fourteen (30) days for ordinary loans and one (1) day or overnight or over the weekend for short-term loans.
 - ii. Full-time and short-term contract non-teaching staff may borrow a maximum of four (4) books at a time for a period not exceeding fourteen (14) days for ordinary loans and one (1) day or overnight or over the weekend for short-term loans.
- b) Students
 - i. Students may borrow a maximum of five (5) books at a time for a period not exceeding fourteen (14) days for ordinary loans and one (1) day, overnight and/or over the weekend for short-term loans.
 - ii. Approved Readers are not allowed to borrow books but are permitted to make use of Library resources within the Library.

2.7.3 Fines Charging

- a) Overdue fines are levied on all library resources borrowed and not returned on time by users. Users who fail to clear outstanding overdue fines are blocked from further borrowing until the fines are cleared.
- b) Other fines are levied for flouting library rules and regulations. A schedule of these fines is included in the Library Rules & Regulations.

2.7.4 Book Defaulters

- a) Library users who continuously flout Library Rules & Regulations, and who habitually abuse provisions of the Library policy and/or disrupt library service such as purposefully mutilating or wrongfully removing library materials or equipment, and who are disrespectful to other users and staff, are brought before the Library Book Defaulters' Committee and/or the Student Disciplinary Committee in line with the HIT Ordinance 15 that governs student behavior and conditions of study, teaching and learning.

Chapter 3: E-Resources Use

The prevalence of electronic publishing makes it mandatory for the HIT Library to acquire and disseminate knowledge and information that is now largely available in the form of electronic journals, electronic books and multi-media formats. The following policy guidelines shall be observed:

3.1 Access and use of all electronic resources in the library is exclusively for all registered library users.

3.2 Library users should adhere to the terms and conditions of using e-resources as outlined in the license agreements signed for each database platform. The misuse and infringement of any clauses governing the use of e-resources may result in the withdrawal of a license for the Institute by the database providers. Reader Services shall inform users of the terms and conditions of use for each database platform.

Chapter 4: Copyright Statement

The National Copyright & Neighbouring Rights Act (Chapter 26:05) and the Institute Intellectual Property Policy inform the copyright policy of the HIT Library which acknowledges that ownership of literary works subsists with the author of such works. The HIT Library observes the following Copyright provisions in the Act:

4.1 The reproduction of parts or whole works shall be permitted for educational purposes only in line with the Copyright Limitations and Exceptions of the National Copyright & Neighbouring Rights Act.

4.2 Where literary works, patents, industrial designs, utility models and trademarks are generated during the employment and/or study at HIT, ownership of such literary works and innovation subsists with the Harare Institute of Technology unless otherwise specified by the Institute.

4.3 Refer to the National Copyright & Neighbouring Rights Act and the HIT IP Policy for further guidance on copyright.

Chapter 5: Computer Use

5.1 Computers in the library are provided for scientific and scholarly research, study, learning and teaching purposes. Their acquisition and use are guided by the Institute ICT Policy.

5.2 Users shall not alter set configurations, remove any component from the computers and/or move computers from their locations unless specifically authorized to do so by the Librarian and/or any other senior authority in the Institute.

Chapter 6: Baggage Handling

The Library provides limited lockable cabinets that are used as baggage storage space. Users are required to leave their bags, heavy coats and other containers in these lockers. The materials are not useful in the Library and/or may cause a security threat to library resources and services. The following statements guide the use of these storage lockers:

6.1 Using Lockers

- a) The Lockers are provided free of cost on a first-come, first-served basis for the period of library use on a day-to-day basis. A locker with its padlock and key are issued at the Circulation Desk to a user upon request and production of a valid institutional ID.
- b) The use of the lockers is at the user's own risk thus the Library shall not be held liable for any loss or damage to items that are stored in the lockers.

6.2 Damage to Lockers and Loss of Locker Keys

- a) Failure to return keys at the end of each library use attracts a penalty and/or payment of a fine as stipulated in the Library Rules & Regulations.
- b) Damage to lockers should be reported to the librarian in charge at the Circulation Desk without delay.

6.3 Loss of Privilege to use Lockers

- a) Library staff on duty supervises the use of the lockers daily and may withdraw locker provision where the baggage handling guidelines are not followed and/or are abused.

Chapter 7: Security

Safeguarding, preservation and conservation of library physical facilities, equipment and resources is of paramount importance. The Library Security Policy, which must be read in conjunction with the Institute Security Policy, provides guidelines on how to safeguard and protect these library facilities and resources as valuable institutional assets while guaranteeing the individual registered user the right to free access and use of the same.

7.1. Prevention of Theft and Abuse of Resources and Services

- a) Briefcases, oversized garments and large containers are not permitted in the Library as these may be used to conceal library materials. These shall be left in lockable cabinets provided as baggage storage space outside the Library as provided by the Baggage Policy.
- b) Users are required to submit themselves to physical security checks by male and female Security Details for corresponding male or female users at entrance and exit points.
- c) Valid HIT Identification documents must be produced on request when using the Library.

d) Physical presence of HIT Security Details, Library Staff and electronic surveillance using Closed Circuit Television (CCTV) at strategic places shall be used to guard against defacing, mutilating and/or damaging library materials, equipment and property.

e) No users shall be permitted to remain in the Library after it has closed unless prior permission and arrangements have been made for such use.

f) Consumption of food and beverages within the Library is not permitted as such victuals attract rodents and other vermin detrimental to library materials.

g) Smoking is prohibited as it is synonymous with fire which is hazardous to libraries and resources.

h) Library resources and services are not available for sale to anyone except when authorized and required to do so by the Institute for specified resources and services.

Section 8: Institutional Repository Policy

The HIT Library manages the Institutional Repository, the HITScholar, which is an archive of the intellectual output that is generated by staff and students of HIT. The HITScholar preserves for posterity all the knowledge and information generated at HIT and provides for its wide dissemination locally and globally. A policy framework that governs the creation, development, depositing, access, use and reuse of the HITScholar is held separately from the policies described herein.

Signed for Approval by:
Senate Chairman

Date:.....