



**THE NYERI NATIONAL
POLYTECHNIC**

LIBRARY AND INFORMATION LITERACY POLICY



Approved by the Full Council on this 23rd day of December, 2021

Signed:



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FCS. Richard K. Gikuhi
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ABBREVIATIONS AND ACCRONYMS

NNP	Nyeri National Polytechnic
DDC	Dewey decimal classification
ICT	Information Communication Technology

OPERATIONAL DEFINITION OF TERMS

Information Literacy

- is a collection of lifelong learning skills/competencies that develop through education into the world of work and enable both trainers and trainees to become independent.

Information literate person

- identifies knowledge gaps, can find, appraise and make balanced judgments about information, and curate and use it in an ethical and inclusive manner to attain increased understanding, competency, expertise, autonomy, and creativity.

PREFACE

The library department plays a major role in the polytechnic as a provider of information required for teaching, training, learning and research, a developer and preserver of rare and special collections as well as a contributor towards the achievement of information Literacy. The polytechnic is committed to ensure that the library is constantly seeking ways to contribute effectively to the quality of teaching and research by facilitating access to global information.

The council recognizes information technology as an enabler since it has dramatically enhanced value addition in the library services. Given the explosive nature of the internet and world-wide-web, staff and trainees depend more and more on electronic information. The realization of the virtual library depends on appropriate IT infrastructure, relevant staff skills and adequate funding. The council has invested and shall continue investing in establishment and improvement of e-Library services.

Publishers have enabled access to hundreds of electronic journals as well as other information resources on integrated networks. Hence the provision of access to networked information is now a top priority in our library. Apart from building relevant library collections, the polytechnic's library shall continuously build connections to access information worldwide.

This policy is meant to facilitate effective provision of library and information literacy services at the polytechnic. I wish to reiterate the council commitment in supporting the library and information literacy services and call upon all stakeholders to do their part in the implementation of this policy.



FCS. RICHARD K. GIKUHI
CHAIRMAN OF THE COUNCIL

FORWARD

Policies have several functions in today's complex organizations. Policy statements help define the values of the organization, and help staff translate those values into service priorities. Our library and information literacy policy establishes a standard for library services that can be understood by both trainees and staff. It shall ensure equitable treatment for all, as well as provide a framework for delivery of services.

The polytechnics library uses current information technology to provide relevant and timely information in support of the learning process. Our library users are "knowledge seekers" who need to develop the ability to access and utilize information. The online distribution of scholarly resources provides functional access to the kinds of information our library users are expected to use throughout their academic programs and careers.

The library also facilitates user information literacy, offers document retrieval and provides research guidance. The online distribution of information is not only optimally matched to the needs of learners, but also allows for equitable sharing of library resources among trainers and trainees.

I call upon the support and ownership of all trainers, trainees and all other stakeholders in the effective implementation of this policy. Indeed, it's a great milestone in our endeavor of unparalleled service delivery.



**ANNE N. MWANGI
CHIEF PRINCIPAL**

1.0 INTRODUCTION

1.1 OVERVIEW

This library policy can simply be defined as a guide to the operations and management of the polytechnic library. It serves to maintain standards and avoid ambiguity and inconsistencies. It is used to measure the extent to which the polytechnic's library performs its functions and meets its objectives as well as its systems and services. The polytechnic has developed this policy in order to achieve its goals and objectives of supporting the functions of teaching, training, learning and research.

1.2 Vision of the NNP Library

An empowered literate and knowledgeable community.

1.3 Mission NNP Library

To provide a dynamic and quality user centred services that enhances training, learning, research and innovation through timely provision of information materials.

1.4 Library Core Values

- a) **Service oriented** - provide excellent service in every transaction.
- b) **Learner focused** - promote educational and personal growth.
- c) **Innovative** - embrace and encourage innovation and creativity.
- d) **Adaptable** - anticipate and embrace change.
- e) **Positive** - express a genuine attitude of enthusiasm.

1.5 Library Objectives

The library services department aims at:

- 1) Selecting and acquiring up-to-date information resources in all formats that are relevant to the information needs of the polytechnic library users.
- 2) Organizing the information resources using internationally accepted standards to allow ease of retrieval.
- 3) Adopting information dissemination strategies, current awareness services and selective dissemination of information to ensure optimum utilization of available resources.
- 4) Impacting information literacy skills to the users continually by conducting user education and instruction.

- 5) Adopting technologies that make information resources accessible to the library users in an efficient and effective manner.
- 6) Provide a secure and conducive learning environment for users of library resources.

1.6 Library Unifying Principles

In our interactions with the polytechnic community, the polytechnics acknowledge and believe:

- a) All persons shall be treated with professionalism and respect.
- b) The library shall provide an environment conducive to learning and productive work.
- c) In endeavoring to understand each other's work and recognize each other's areas of expertise.
- d) In endeavoring to foster a team approach to meeting the challenges of the work place.
- e) In endeavoring to operate under the principles of consensual and consultative decision making.

1.7 The library environment

The polytechnic values and promotes diversity as a library and as library professionals. To accomplish these goals, The polytechnic encourages and promotes:

- a) Access to information services.
- b) Variety and scope of material and services.
- c) Flexibility and adaptability of materials and services.
- d) Elimination of technical, administrative and system barriers.
- e) Reflection and promotion of multiple viewpoints, worldviews and perspectives in the library's collections and services.

2.0 LIBRARY POLICY

2.1 Selection

- 1) The librarian shall work in close coordination with departments to select new resources, analyze the scope of the existing stock, and plan for future acquisitions in the respective subject areas.
- 2) The librarian shall be involved in the development of academic programmes, to advice on the existing library resources and plan for needed library support.
- 3) The librarian shall be involved in curriculum studies and reviews meetings with a view to be informed on current programmes and future plans thus keeping trainers and trainees abreast of changes in technology or library policies affecting access and use of resources.
- 4) All resources shall be evaluated for purchase or addition to the collection upon fulfillment of either or all of the following guidelines:
 - a) Resources of current scholarly interest shall be given top priority.
 - b) Resources shall be selected in a variety of formats e.g. books, videotape, CD, periodicals, pamphlets, manuscripts etc. according to the appropriate medium for the discipline and also to the facilities available to access a particular format.
 - c) As much as possible, all printed documents selected shall be in hardcover.
 - d) Purchase of additional copies of resources shall be supported by projected or proven heavy and continued use, or by the necessity to provide a well-rounded collection.
 - e) The library shall maintain its objectivity in the acquisition of controversial resources either in print or in electronic media.
 - f) Library resources shall be acquired through but not limited to: purchases from publishers, agents or vendors, gift/donations, grants from national and international organizations, institutions and foundations.
 - g) Library shall acquire resources in the languages used as media of instruction in the polytechnic.
 - h) Library shall replace lost and damaged resources found to be of great importance or have academic contribution.

2.2 Resource Processing

- 1) The information materials in the library are catalogued using a conventional classification scheme known as the dewey decimal classification scheme (DDC) for ease of retrieval.
- 2) Library Information materials are categorized broadly by subject.

- 3) Both original and copy cataloguing shall be done by trained professionals.
- 4) Information in the catalogue shall be stored in electronic and manual databases for security.
- 5) Library shall have an electronic back-up for its database.

2.3 Digital Content

- 1) The library is equipped with ICT infrastructure to facilitate access to electronic information resources and services.
- 2) The library subscribes to e-books and e-journals which can be accessed online through the polytechnic website e-library link.
- 3) The library has an online catalogue to search the information resources held in the library including, print books, e-journals and e-books. This catalogue is updated continually to reflect the complete library holding.
- 4) The librarian shall implement measures to protect digital collections against loss, misuse, unauthorized changes and corruption.
- 5) The librarian shall ensure that administrative access to digital collections is restricted to authorized staff and shall monitor and audit actions performed on content including deletions and preservation actions.
- 6) The librarian shall ensure implementation of appropriate procedures to manage and restrict access to sensitive content.
- 7) De-accessioning and disposal of digital content, associated materials will be undertaken subject to any agreements, contracts, and relevant Polytechnic policies.

2.4 Customer Services

1. The librarian and the library assistants shall make available information resources to library users and maintain records of transactions.
2. The library shall operate under the following timings
 - a) Monday-Friday : 7.00am-9.00pm
 - b) Saturdays : 8.00am-12.30pm
 - c) Sundays and public holidays : Closed

2.5 Circulation

- 1) Only registered members through a library card shall be eligible to borrow books.
- 2) Books are available on short loan basis of one day and long loan basis of 2-30 days

- 3) The following constitutes lending regulations:
 - a) Trainees of the polytechnic are entitled to borrow 2 items of information resources at any given time.
 - b) Members of staff are entitled to borrow 3 items of information resources for 30 days.
 - c) Trainees shall produce their identification cards before borrowing.
 - d) All users can renew borrowed items for a maximum of three times upon request.

2.6 Documents Management Policy

- 1) The library shall acquire all relevant publications from governmental and non-governmental organizations/institutions.
- 2) The librarian shall liaise with relevant organs of the three levels of Kenyan government for acquisition of relevant publications.
- 3) The library shall acquire all relevant documents published in all the language (s) of instruction in the polytechnic.

2.7 Fines and other Charges to Library Defaulters

- 1) Information materials borrowed and not returned on the due date will be charged Ksh.10 per day per item/material payable to the cash office until and including the return date.
- 2) Lost or mutilated information materials on loan will be replaced at the market cost of the information materials.
- 3) The librarian may recall any information materials on loan from a user by a notice.
- 4) If a user does not return the item as specified in the notice, she/he shall incur a fine of Kshs.10/= per book per day payable to the cash office.
- 5) The polytechnic reserves the right to review the charges as applicable.

2.8 Disengagement from Polytechnic system

All trainers and trainees irrespective of their status and levels must get clearance from the library department when disengaging from the polytechnic.

2.9 Sundays and Public holidays

The library shall be closed on Sundays and all public holidays.

2.10 User Responsibilities and Ethics

- 1) The polytechnic library is open to trainees and staff. Library materials must be shared and preserved for the benefit of the entire library community.
- 2) The library enforces the following rules:
 - a) Strict silence shall be maintained in the library.
 - b) All the trainees /trainers entering the library shall keep their bags and other belongings at the entrance.
 - c) Valuables shall be acknowledged and registered at the check point.
 - d) The library shall not be held responsible for any loss of personal belongings not left at the custody of storage area.
 - e) The identity card is compulsory for getting access to the library.
 - f) Beverages and eatables are not allowed inside the library.
 - g) Use of cell phones in a manner likely to cause disturbance to other users inside the library is strictly prohibited.
 - h) No photographs of the library shall be taken without proper authorization.
 - i) Library users shall not engage in audible conversation in any part of the library such as to disrupt other users.
 - j) Books or other information material taken from the stacks shall not be re-shelved by the users. They shall be left on the reading table after use for shelving by the library staff.

NB: Failure to comply with approved policies shall result in suspension or cancellation of library privileges.

2.11 Vandalism & Mutilation of Library Resources

- 1) The library equipment, furniture, and the library's collections are resources owned the polytechnic.
- 2) The polytechnic shall handle theft, vandalism, and mutilation of property according the polytechnics disciplinary procedures and the laws of Kenya.

2.12 Weeding

Information resources shall be withdrawn from the library due to:

- a) Age of the edition.
- b) Lack of use for over 5 years.
- c) Irredeemable deterioration.
- d) Irrelevance to the courses offered and mandate of the polytechnic

3.0 INFORMATION LITERACY

3.1 Introduction

Information literacy refers to a set of characteristics that transform an ordinary trainee into a "wise information consumer" and "lifelong learner." Some of the aspects of information literacy include using information technologies, such as personal computers, e-mail, software programs, and the internet. Other aspects of information literacy involve the evaluation of the information obtained using the Internet and online electronic resources. Still other components of information literacy regard the ethical use of information and information technologies.

A couple of the primary goals of information literacy are to get people thinking critically about the information they encounter, and build their ability to use that information to create new knowledge. In view of this:

- 1) Every trainee shall have information literacy embedded in to their curriculum.
- 2) Trainees, who need to complete a research project, shall be provided with information literacy through curriculum and library services.
- 3) Academic staff shall be offered meetings and workshops to enhance their information literacy skills which will be supplemented with regular communication about other opportunities to keep abreast in this area.
- 4) All support/professional staff in the polytechnic shall have the opportunity to develop their information literacy skills.

3.1.1 Key Drivers

This policy responds to the needs set out in the polytechnic learning, teaching and assessment strategy.

- 1) Developing creativity in our trainees and building on a firm foundation of core and discipline skills.
- 2) Nurturing and developing strengths in and culture of research in all disciplines.
- 3) Focus on trainees' employability and entrepreneurship by ensuring development of technical skills required for future success.

3.2 Policy Provisions

Library Services will implement this information literacy policy through the following methods;

- 1) Trainees shall be offered an induction to the library.

- 2) All new members of staff shall be provided with information about the library as part of the polytechnic employment induction.
- 3) At the development stage of a new course, the librarian shall work with the course team to ensure that information literacy skills are embedded into the course at the relevant levels.
- 4) Online tutorials and guides shall be made available via the library website to offer trainees additional ways of accessing information literacy training.
- 5) Relevant research guides shall be available to help staff and trainees in research.
- 6) Where applicable, the polytechnic shall promote to trainers and trainees relevant learning and development videos available via LinkedIn Learning.
- 7) Optional workshops shall be advertised to all trainers and trainees to provide additional training on information literacy.

3.3 Role of the Library in information Literacy

For effective implementation of this policy, librarian shall ensure that trainers and trainees have Knowledge on:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Library policy and library rules and regulations; 2. Library catalogues and how to use them; 3. Library services and resources; 4. Different sources of information; 5. Identification of gaps in their knowledge of the subject; 6. Understanding on the difference between broad and narrow searches; 7. Searching the library catalogue effectively; 8. Finding the physical and online resource; 9. Value and significance of different information sources; 10. Difference between a library discovery system and a web search engine; 11. Evaluation of the credibility of various sources; | <ol style="list-style-type: none"> 12. Organization and application of information; 13. Critical appraisal of an information source; 14. Finding and application of correct referencing style; 15. Understanding what constitutes plagiarism and how to avoid it; 16. Finding basic professional information; 17. Identification of appropriate keywords and justify their inclusion; 18. Ability to alter keywords and search methods as appropriate to the particular e-resource; 19. Basic understanding of advanced search; 20. Ability to select and retrieve the most relevant sources from a list of results; |
|--|---|

21. Demonstrate confidence with methods of accessing scholarly information; and

22. Understand the impact of spelling variations e.g. differences between American/British English and plurals

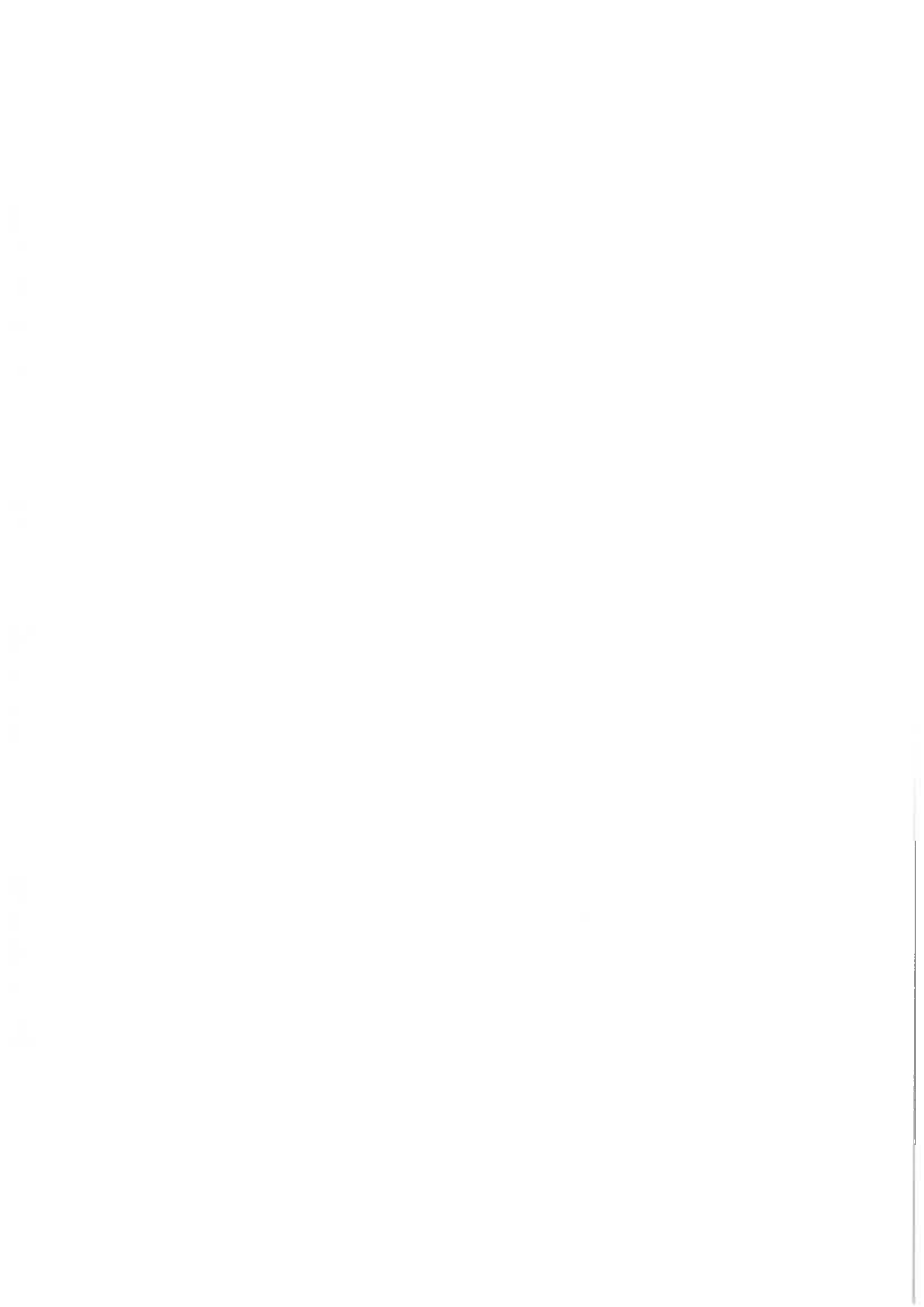
3.4 Monitoring and Evaluation

The success of this policy will be demonstrated by:-

- 1) An increase in the quality and appropriate use of information sources used by trainees in their academic work demonstrating their skills in sourcing, evaluating and critically reading sources.
- 2) An increase in the number of trainers and trainees being taught in information literacy skill and their application thereafter.

4.0 POLICY REVIEW

This policy will be reviewed after every three (3) years with a mid-term review to accommodate emerging issues or from time to time as need may arise.






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