IIUM Library Policy Document

LIBRARY SERVICES AND FACILITIES POLICY

Document No.:
IIUM/204/POLICY/LIB/01

Effective Date:
22 February 2019

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01

Identification Block

Name of Policy	**LIBRARY SERVICES AND FACILITIES POLICY**
Document Number	**IIUM/204/POLICY/LIB/01**
Policy applies to (Geographical scope)	■ **All Campus Libraries** □ Specific (Outline location, Campus, Organizational unit, etc.)
Policy Status	■ **New Policy** □ Revision of Existing Policy

Approval Authority	**Senate, IIUM**
Governing Authority	**Library Committee, IIUM**
Responsible Office/Custodian	**Chief Librarian**

Approval Date	**22 February 2019**
Effective Date	**22 February 2019**
Date of Last Revision	**Not Applicable**
Date of Next Policy Review*	**22 February 2021 (Every two (2) years)**

* Unless otherwise indicated, this policy will still apply beyond the review date.

Revision History

Requestor	Description	Submission date
The Library	• **Review and rewrite policies following comments from Internal Audit 2018** • **Revision leading to a new policy**	**20 Dec 2018**

Related Documents

Related Documents (Legislation, Policies, Procedures, and Guidelines)	• **Borrowing and Returning Policy** • **Collection Development and Management Policy** • **Computer and Network Use Policy** • **Building Safety and Security Policy**

1. PURPOSE AND OBJECTIVES

The Library's mission is to deliver high quality and comprehensive information resources and services to support teaching, learning and research needs of the University community. The Library operates as one library, electronically and physically, across multiple campuses and locations.

The objectives of this Policy are to:
a. set out the principles, purpose, and governance of the Library services and facilities provided to the University community.
b. enable the Library to create rules to maximise the equitable use and accessibility of Library services and facilities to the overall benefit of the University in achieving its mission.

2. DEFINITIONS, TERMS AND ACRONYMS

These definitions relate to this policy only.

Terms/Acronyms	Definition
Chief Librarian	The person currently appointed by the University in accordance with the IIUM constitution.
IIUM	International Islamic University Malaysia
Library services	Any activity associated with Library information resources, facilities, assets, staff or resources attended to in person, online, via telephone or correspondence.
University community	Students and staff of the University.
User	Students and staff of the University, and authorised users.

3. POLICY SCOPE/COVERAGE

This policy applies to all users of library services and facilities, which include current staff and students and other authorised users.

4. POLICY STATEMENT

4.1   The Library is responsible for the provision of services and facilities to the University community. The Library provides:
   a. information resources suited to the needs of users;
   b. physical and technological infrastructure that enables access to services and resources; and

    c.   engagement programmes with the University's learning, teaching, and research community.

4.2   The Library may create related policies to maximise the equitable use and accessibility of Library services and facilities by the Library users. Related policies may include, but are not limited to the:

    a.   physical borrowing of resources;
    b.   physical access of premises;
    c.   use of equipment;
    d.   electronic access to resources;
    e.   internet access; and
    f.   any associated matters.

4.3   In the effort to ensure the equitable access to scarce resources, the Library may make rules and guidelines which, amongst other things, regulate loans, impose late fees, suspend access and borrowing, and provide for the recovery of costs incurred by a User's failure to deal with facilities in accordance with such rules.

5. IMPLEMENTATION AND COMPLIANCE

5.1   The Library holds the responsibility for the implementation of this policy and shall take the necessary actions in the event of violation of this policy.

5.2   This policy is applicable to the Library users and any infringement of the policy may be subjected to disciplinary actions and any other actions deem necessary.

6. MAINTENANCE OF POLICY

The Library is responsible for the formulation and maintenance of this policy.