

LIBRARY POLICY

ATEBUBU COLLEGE OF EDUCATION

2024



ATEBUBU
COLLEGE OF
EDUCATION



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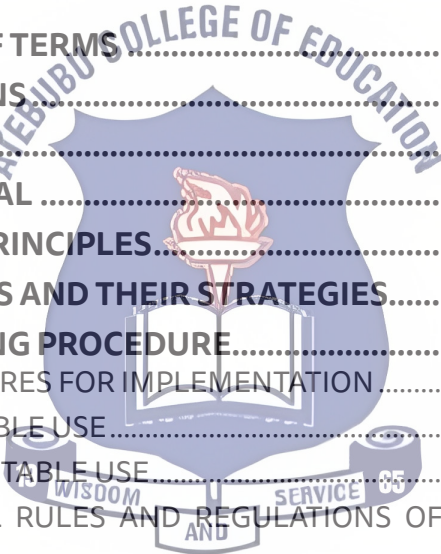
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BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second-cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong- Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.



MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship



DEFINITION OF TERMS

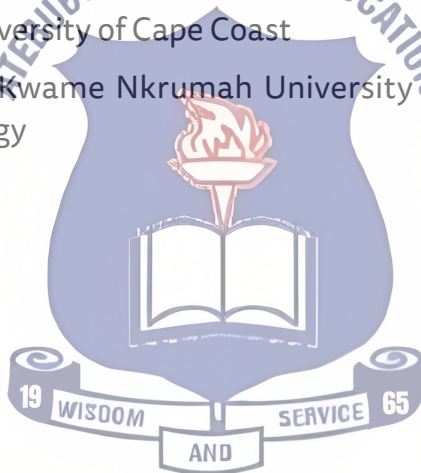
- 1. Library Resources:** Materials and services provided by the library, including books, journals, electronic databases, multimedia resources and other information sources.
- 2. Information and Communication Technology (ICT):** The broad range of technologies used to access, transmit, manipulate, and store information. This includes computers, networks, software, internet services and communication technologies.
- 3. Digital Literacy:** The ability to use digital technology, communication tools, and networks to access, manage, integrate, evaluate, and create information effectively and responsibly.
- 4. Library Catalog:** An organized database or system that provides information about the materials available in the library, including books, periodicals, multimedia and other resources.
- 5. Information Literacy:** The ability to recognise when information is needed, locate, evaluate, and effectively use information from various sources.
- 6. Open Access:** A publishing model that provides unrestricted access to scholarly research, allowing users to read, download, copy, distribute, print, or link to full texts without financial or legal barriers.

7. **E-resources:** Electronic resources, including digital versions of books, journals, databases, and other materials accessible through the Internet.
8. **Digital Repository:** A centralized online platform that stores, preserves, and provides access to digital content, such as research data, documents, and multimedia.
9. **Fair Use:** The legal doctrine that allows the use of copyrighted material under certain circumstances without obtaining permission from or paying fees to the copyright holder.
10. **Integrated Library System (ILS):** A software platform that helps manage library operations, including cataloging, circulation, acquisitions, and user services.



ABBREVIATIONS

1. **ATECOE**- Atebubu College of Education
2. **ISBN** - International Standard Book Number
3. **ISSN** - International Standard Serial Number
4. **OPAC** - Online Public Access Catalog
5. **GTEC**- Ghana Tertiary Education Commission
6. **UCC**- University of Cape Coast
7. **KNUST**- Kwame Nkrumah University of Science and Technology

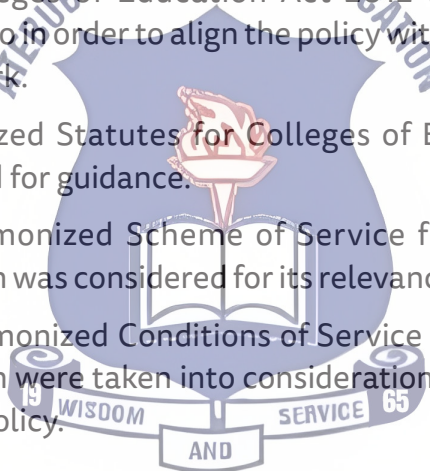


1.0 PREAMBLE

The Library of Atebubu College of Education is a vital resource centre dedicated to fostering academic excellence, intellectual curiosity and lifelong learning among students, departments and staff. The policy serves as a framework for managing the library's resources and activities, ensuring consistency, efficiency, and accountability in its functioning. The policy is based on the Education Act of 2008 (Act 778), which oversees the facilities essential for educational establishments, including library and the Ghana Library Board Act of 2000 (Act 538), which offers directives for the establishment and administration of libraries nationwide. The policy provides guidelines, principles and procedures established by the library to govern its operations, services, collections and facilities. The Library Policy encompasses a comprehensive range of areas related to the management, operation, and services provided by the library including collection development, access and circulation and user behaviour and conduct. It also includes intellectual freedom and privacy, technology and information services, reference and research assistance and interlibrary cooperation.

To ensure transparency, fairness, and alignment with the values of Atebubu College of Education, the development of the Library Policy involved thorough consultations with the following sources:

- i. Legal advisors were consulted to ensure that the College's Library Policy complies with pertinent laws and regulations.
- ii. The College's previous Library Policy was reviewed and taken into consideration during the formulation process.
- iii. Library Policies of well-established universities such as UG, UCC, and KNUST were examined for valuable insights and best practices.
- iv. The 1992 Constitution of Ghana was referenced to ensure conformity with the constitutional requirements.
- v. The Colleges of Education Act 2012 (Act 847) was referred to in order to align the policy with the statutory framework.
- vi. Harmonized Statutes for Colleges of Education was consulted for guidance.
- vii. The Harmonized Scheme of Service for Colleges of Education was considered for its relevance to the policy.
- viii. The Harmonized Conditions of Service for Colleges of Education were taken into consideration in shaping the Library Policy.



2.0 POLICY GOAL

The Library Policy of Atebubu College of Education aims to enhance library services, facilitate access to information, and align with the College's academic mission. These include ensuring equitable access to resources, developing diverse collections, promoting information literacy, providing high-quality user services and creating welcoming spaces. It also includes integrating technology, ensuring copyright compliance, preserving materials, engaging with the community, assessing effectiveness, fostering collaborations and promoting diversity and inclusion.



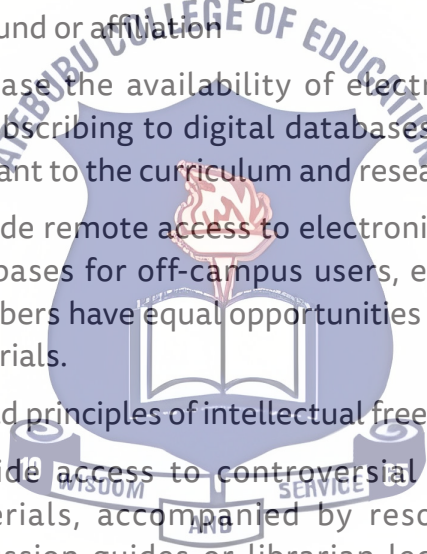
3.0 GUIDING PRINCIPLES

The Library Policy involves the management and operations of library services. It encompasses directives on access to resources, collection development, technology integration, user services, preservation efforts, and collaborations. All these align with the institution's mission to support learning, teaching, and research endeavours within the college community.

1. The policy shall ensure equitable access to information and resources for all members of the College community, regardless of background or affiliation.
2. The policy shall uphold the principles of intellectual freedom, providing access to a wide range of viewpoints and materials that encourage critical thinking and open dialogue.
3. The Policy shall commit to providing high-quality services and resources that meet the diverse needs of students, departments, and staff, fostering an environment conducive to learning, teaching, and research.
4. The policy shall embrace technology to enhance access to information and services while ensuring the security and privacy of users' information.
5. The Policy shall foster collaboration with other departments, as well as external organisations, to leverage resources, share expertise, and enhance the overall library experience.
6. The policy shall ensure ethical behaviour and academic integrity.

4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies are as follows:

- 
- i. To ensure access to information and resources for all members of the college community, regardless of background or affiliation
 - Increase the availability of electronic resources by subscribing to digital databases and e-journals relevant to the curriculum and research needs.
 - Provide remote access to electronic resources and databases for off-campus users, ensuring that all members have equal opportunities to utilise library materials.
 - ii. To uphold principles of intellectual freedom
 - Provide access to controversial or challenging materials, accompanied by resources such as discussion guides or librarian-led workshops to encourage critical thinking and respectful dialogue.
 - Offer programs and events that promote intellectual freedom, such as author talks, panel discussions, and film screenings on relevant topics.
 - iii. To provide high-quality library services and resources

- Conduct regular needs assessments and surveys to gather feedback from library users, identifying areas for improvement and new service offerings.
 - Invest in professional development opportunities for library staff to enhance their skills and expertise in areas such as information literacy instruction, reference services, and collection development.
 - Collaborate with academic departments to tailor library services and resources to meet specific programmatic needs, such as subject-specific research guides and course-integrated instruction sessions.
- iv. To embrace technology while ensuring security and privacy
- Implement robust cybersecurity measures to protect users' personal information and sensitive data, including encryption protocols, secure authentication systems, and regular security audits.
 - Partner with campus IT departments to leverage existing technological infrastructure and resources, ensuring seamless integration of library services with other campus systems while maintaining data security and privacy.
- v. To foster a Collaborative Learning Environment
- Establish formal partnerships and collaborations with academic departments, research centres, and student organizations to co-develop programmes, initiatives, and events that leverage each partner's strengths and resources.

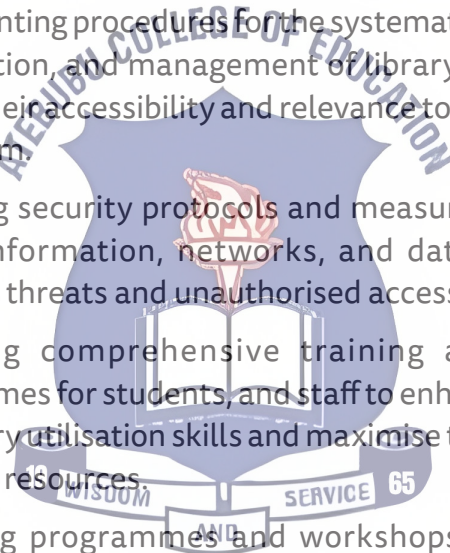
- Strategy: Engage with local community organizations, public libraries, and cultural institutions to extend the reach of library services and resources beyond the college campus, promoting lifelong learning and civic engagement
- vi. To ensure ethical behaviour and academic integrity
- Develop and disseminate clear policies and guidelines on academic integrity and ethical use of information, including plagiarism prevention strategies and citation guidelines.



5.0 SUPPORTING PROCEDURE

5.1. PROCEDURES FOR IMPLEMENTATION

Supporting procedures for implementing the Library Policy in Atebubu College of Education shall include the following:

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- i. Implementing procedures for the systematic acquisition, organisation, and management of library resources to ensure their accessibility and relevance to the academic curriculum.
 - ii. Enforcing security protocols and measures to protect digital information, networks, and databases from potential threats and unauthorised access.
 - iii. Providing comprehensive training and support programmes for students and staff to enhance their ICT and library utilisation skills and maximise the benefits of available resources.
 - iv. Designing programmes and workshops to promote digital literacy and information literacy skills among students and staff, enabling them to critically evaluate and utilise digital resources effectively.
 - v. Regularly monitoring and evaluating the adherence to the and Library Policy, ensuring that all users comply with the established guidelines and ethical standards.

5.2. ACCEPTABLE USE

The Acceptable Use of Library Policy in Atebubu College of Education includes the following guidelines:

- i. Users are expected to utilize library resources responsibly, respecting the rights and privacy of others and adhering to ethical standards in all digital interactions.
- ii. Users should only access and use library resources that they are authorised to use, refraining from any unauthorised access or use of restricted materials.
- iii. Users should respect copyright laws and regulations when using digital materials, refraining from any unauthorised distribution, reproduction, or modification of copyrighted content.
- iv. Users are expected to comply with all relevant policy guidelines related to the use of library resources, ensuring that their actions align with the overall objectives of the institution.

5.3. UNACCEPTABLE USE

- i. Users are not permitted to share authentication details or provide access to their College accounts or ID cards (where applicable) to anyone else.
- ii. Any attempt to gain unauthorised access to the College's library resources is strictly prohibited.
- iii. Engaging in any form of hacking, cyberbullying, cyberstalking, or any other malicious activities that may compromise the integrity of the College's library systems is strictly prohibited.

- iv. Uploading, downloading, or sharing any form of inappropriate or offensive content, including materials that are discriminatory, derogatory, harassing, or sexually explicit, is strictly prohibited.
- v. Violating copyright laws and regulations by using or distributing copyrighted materials without proper authorisation or attribution is strictly prohibited.
- vi. Misusing library resources for personal gain is strictly prohibited.
- vii. Violating the privacy of other users by accessing, disclosing, or tampering with their personal information or data is strictly prohibited.

5.4 GENERAL RULES AND REGULATIONS OF THE ATECOE LIBRARY

- i. Readers must show their student ID cards to any library staff upon request
- ii. Silence must be observed in all parts of the library
- iii. The use of MOBILE PHONES in the library is PROHIBITED
- iv. Food and drinks, including water, are NOT permitted in the library
- v. Books and other materials taken from the shelves should not be re-shelved by the users but should be left on the tables.
- vi. It is an offense to deface, mark, cut, or in any other way damage any library material or property.
- vii. Bags, briefcases, and other carriers are not allowed in the library. They must be put in the racks near the entrance.

- viii. Reservation of seats, especially during the exam, is NOT acceptable in the library.
- ix. All books and papers must be shown to the library staff for inspection when leaving the library.
- x. Students and other users are not allowed to enter the library prior to the official opening hours and must leave the library at the stipulated closing time.
- xi. Firearms and other offensive weapons are not allowed into the library.
- xii. Pets are not allowed in any part of the library.
- xiii. Any book recalled shall be returned within 48 hours or fines will be imposed after the said period or days elapsed.
- xiv. All borrowed materials are to be returned three days before the end of each semester.

Individuals who use information technology to violate a College policy, law(s) or contractual agreement(s), or violate an individual's rights, may be subjected to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both. Alleged violations will be referred to the appropriate College office or law enforcement agency.

The College may temporarily deny access to library resources if it appears necessary to protect the integrity, security, or continued operation of these resources or to protect itself from liability

6.0 STAKEHOLDERS

6.1 INTERNAL STAKEHOLDERS

- i. **College Governing Council** - oversees the formulation, approval and implementation of the policy.
- ii. **Academic Board**- ensures the alignment of the policy to the academic goals and objectives and assesses the quality and fairness of the admission process.
- iii. **IT Technicians**: handle hardware maintenance, software installation, technical support, network management, security measures, data backup, inventory management, and training.
- iv. **librarians**: Manage the library's collection, provide reference assistance, deliver instructional sessions, organise materials, manage user services, and oversee technology integration.
- v. **Staff**: collaborate with librarians to integrate resources and skills into the curriculum, and encourage students to utilise the library.
- vi. **Students**: utilise library resources for academic and recreational purposes and provide feedback on library services.

6.2 EXTERNAL STAKEHOLDERS

- i. **Legal Authorities:** Law enforcement may be involved in cases of serious misconduct that violate the law.
- ii. **GTEC:** Sets standards or regulations regarding library Issues
- iii. **Parents and Guardians** Family members who have a stake in the education and well-being of students.
- iv. **Alumni:** Former students who express interest in the College's commitment to library infrastructure, may contribute through mentorship or support programmes.
- v. **Media and Press:** Journalists and media outlets that cover education-related news and issues may report on the College's Library Policy, influencing public perception.



7.0 MONITORING AND EVALUATION

The monitoring and evaluation of this policy shall be overseen by the following:

- i. **Central Management**- Governing Council
- ii. **Middle Management** - College Management
- iii. **Lower Management**- Heads of Department



8.0 RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for the implementation of the Library Policy is vested in the College Governing Council. The College Principal and Academic Board shall be responsible for the day-to-day administration and implementation of this policy.

8.1 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal, Librarian shall be delegated to ensure the compliance, monitoring, and evaluation of the effectiveness of the policy.



9.0 APPROVAL BODY

The College Governing Council

9.1 INITIATING BODY

The Academic Board

9.2 EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

9.3 REVIEW DATE

Three (3) years from the effective date (January, 2024 to January, 2027)



10.0 RELATED LEGISLATION

Colleges of Education Act 2012 Act (847)

10.1 RELATED POLICY AND OTHER DOCUMENTS:

Harmonized Statutes for Colleges of Education

Harmonized Scheme of Service for Colleges of Education

Harmonized Condition of Service for Colleges of Education

10.2 OWNER / SPONSOR

College Governing Council

10.3 AUTHOR

Academic Board



11.0 FURTHER INFORMATION

Contact the College Principal for any further information regarding this policy document as and when necessary:

The Principal

Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

principal@atecoe.edu.gh



12.0 SOCIAL MEDIA HANDLES

The following are the official social media handles of the College:

- i. Facebook-Atebubu College of Education
- ii. X-@atecoe_official
- iii. Instagram-@atecoe_official
- iv. YouTube-@Atebubu College of Education
- v. WhatsApp line-0200288320



ANNEXES

OFFENCES AND SANCTIONS

The following shall constitute library offences and sanctions:

OFFENCES	SANCTIONS
i. Failure to return borrowed books and related materials on the due date.	Offender(s) shall be liable to the payment of a fine of GH¢1.50 per day for 7 days; thereafter GH¢5.00 a day plus loss of borrowing right until books are returned.
ii. Loss or misplacement of books and related materials.	Offender(s) will pay twice the current price of the book including shipping and handling charges, plus a processing charge of GH¢100.00.
iii. Illegal access to any library material.	Ordinary Books: Offender(s) shall not be allowed to use the Library for 21 statutory working days and also lose borrowing rights for one semester.
iv. Stealing of any Library material	Offender(s) shall be banned from the Library, and be referred to the Colleges' Disciplinary Committee for the appropriate action(s) to be taken.

<p>v. Mutilation of books and related materials</p>	<p>Depending on the extent of this offence:</p> <p>1st Offence: the Offender(s) shall be required to produce a duplicate of the said material in addition to the cost of repairing the original material.</p> <p>2nd Offence: the Offender(s) shall in addition to the sanction above lose borrowing rights for two semesters.</p> <p>3rd Offence: the Offender(s) shall in addition to the above (2nd Offence) sanction lose borrowing rights for the remaining semester(s) and may be banned from using the Library for the remaining semester(s).</p>
<p>vi. Flouting the General Rules and Regulations of the College Library.</p>	<p>Offender(s) could be indefinitely suspended from Library usage or receive other suitable sanctions as determined by a disciplinary or investigative committee duly appointed by the Library or the College Authorities.</p>

In case a member of Staff of the College commits any of the above offences, a report shall be made to the Vice-Principal and the College Secretary for appropriate sanctions to be instituted against him/her. For non-college staff, use of the Library will be denied with other appropriate sanctions.

11. Library Resources: Materials and services provided by the library, including books, journals, electronic databases, multimedia resources, and other information sources.

12. Information and Communication Technology (ICT):

The broad range of technologies used to access, transmit, manipulate, and store information. This includes computers, networks, software, internet services, and communication technologies.

13. Digital Literacy: The ability to use digital technology, communication tools, and networks to access, manage, integrate, evaluate, and create information effectively and responsibly.

14. Library Catalog: An organized database or system that provides information about the materials available in the library, including books, periodicals, multimedia, and other resources.

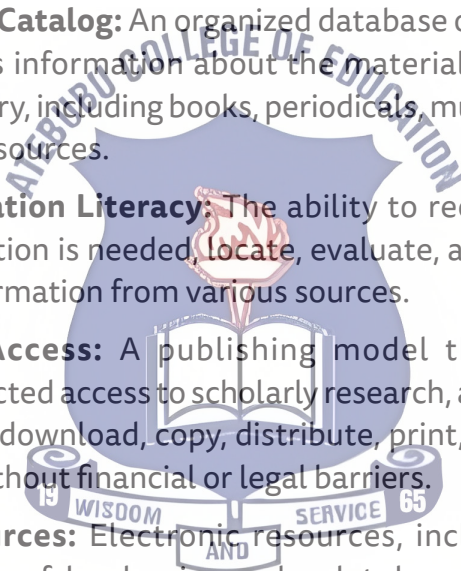
15. Information Literacy: The ability to recognize when information is needed, locate, evaluate, and effectively use information from various sources.

16. Open Access: A publishing model that provides unrestricted access to scholarly research, allowing users to read, download, copy, distribute, print, or link to full texts without financial or legal barriers.

17. E-resources: Electronic resources, including digital versions of books, journals, databases, and other materials accessible through the Internet.

18. Access Control: Measures and policies to regulate access to physical and digital resources, ensuring that only authorized individuals can use certain services or materials.

19. Cybersecurity: Practices, technologies, and processes designed to protect computer systems, networks, and



data from digital attacks, damage, or unauthorized access.

20. Digital Repository: A centralized online platform that stores, preserves, and provides access to digital content, such as research data, documents, and multimedia.

21. Fair Use: The legal doctrine that allows the use of copyrighted material under certain circumstances without obtaining permission from or paying fees to the copyright holder.

22. Integrated Library System (ILS): A software platform that helps manage library operations, including cataloging, circulation, acquisitions, and user services.

23. ICT Infrastructure: The underlying foundation of hardware, software, networks, and facilities that support information and communication technology services.

24. Privacy Policy: A set of guidelines and practices that outline how an organization collects, uses, and protects user information, ensuring confidentiality and compliance with privacy laws.

