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<b>WCCN LIBRARY ACCESS POLICY</b>
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<b>Approved by</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>College Senate</b>			

## RECORD OF CHANGES

REVISION	TITLE OR BRIEF DESCRIPTION	ENTERED BY

**All Change requests should be submitted to the College Senate** **PREAMBLE**

This policy is to be applied from adoption hereof. This policy is by no means to be retrospectively applied and will only deal with the exam cycle, immediately prior to ratification of this policy.

## **1. INTENT**

To provide overarching rules and regulations for the administration and management of access to Western Cape College of Nursing Library services, in a consistent method that is relevant to the institutions strategic goals as well as to support teaching, learning and research.

## **2. SCOPE**

The Policy is applicable to all students and staff of the WCCN. This policy is part of the Quality Assurance system of the WCCN.

## **2. THE PURPOSE OF THIS POLICY**

To develop an efficient library service that maintains and develops a quality study and research environment, protecting the rights of our members and sustaining the integrity of our collections.

## **3. DEFINITIONS**

The following definitions apply to the policy development

**3.1 Access-** Access to the library refers to entry to the building, access to the library collection, use of computers, electronic resources and services such as printing, photocopying, binding, laminating, and scanning. It further refers to Library professional services offered to members such as information literacy training and research support. A valid student card and or staff card ensures access to the library.

**3.2 Library Collection-** A collection of information sources, made accessible to a defined community for teaching, learning and borrowing purposes. It provides physical or digital access to material, and includes access to the physical building study rooms, meeting rooms, computer labs and a virtual space. Libraries' collections are a mix of print and non-print resources and services that provide access to owned and licensed resources.

**3.4 Membership-** All registered students and Staff of WCCN are members of the Library. Members must abide to the library rules and regulations. Where a member has breached Library Regulations e.g. excessive fines or persistent bad behaviour, they may be banned from entry despite having a valid identification. The following member descriptions and their privileges apply

- College Senate:

**Borrowing quota: 3 books**

Loan Period: 14 days Renewable once only

- **WCCN Staff-** Current permanent staff, Current contract staff

**Borrowing quota (books, DVDs, CDs, Charts, Models): 15**

Loan period (books): 30 days renewable twice

Loan period (DVDs, CDs, Charts, Models): 7 Days (Not renewable)

**Borrowing quota Short loan items: 2 items**

Loan period: 2 hours No Renewals

Overnight loans: from 15:00 to 09:00 the following morning

Weekend loans: from 13:00 on Friday to 09:00 on the following Monday

- **PostBasics Students-** Nursing students specialising in specialised nursing field such as Trauma and ICU

**Borrowing quota (books, DVDs, CDs, Charts, Models): 10 items**

Loan Period (books): 14 days Renewable twice

Loan period (DVDs, CDs, Charts, Models): (on request)

**Borrowing quota Short loan items: 2 items**

Loan period: 2 hours No renewals

Overnight loans: from 15:00 to 09:00 the following morning

Weekend loans: from 13:00 on Friday to 09:00 on the following Monday

- **Undergraduate Students**

**Borrowing quota: 5 books**

Loan Period (books): 14 days Renewable twice

**Borrowing quota Short loan items: 2 items**

Loan period: 2 hours No renewals

Overnight loans: from 15:00 to 09:00 the following morning

Weekend loans: from 13:00 on Friday to 09:00 on the following Monday morning

- **WCCN Alumni-** Alumni who have graduated from WCCN may apply to WCCN Libraries for a subscription (Amount to be determined by College Council) lasting 6 months or a year. The subscription is granted for research purposes only and is subject to approval by WCCN management.

**Borrowing quota: 3 books (No short loan items)**

Loan Period: 7 days Renewable once only

- **Retired Staff**

**Borrowing quota: 3 books**

Loan Period: 14 days Renewable once only

- **External Examiners- No borrowing privileges**
- **Extramural Lecturers-** Library materials may only be borrowed if the host Department (e.g. Postbasic) has signed surety for them in your letter of introduction.

**Borrowing quota: 3 books**

Loan period: 7 days not renewable

Note: Items that have been requested by another member will not be renewed. The librarians may shorten the loan period of an item that has been requested by another member.

**3.5 Visitors-** Whenever guests, sale representatives, contract staff, staff and students from other institutions want to visit the Library, they will be required to sign the Guest Register and present their ID document (with photograph) at Security in the reception. They may use the Library's print materials and may have limited staff assistance.

**4. Services and Facilities-** The following services are available upon access to WCCN libraries: printing, photocopying, binding, laminating, and scanning. Printing, binding, laminating and photocopying services are provided at a reasonable cost. Scanning is free in all branch libraries. WCCN libraries provides computer access to the internet and library resources for WCCN staff and registered students only. Off-campus grants them access to electronic

resources outside WCCN premises. Computer access is available in the library and the computer labs based on the various WCCN campuses. Access to services and facilities apply to

- Electronic resources- Library catalogue, Databases, E-journals, Repositories
- Inter Branch loans- requesting books among WCCN libraries (Athlone, Stikland, Worcester and George)
- Interlibrary Loans- As per agreements with other Higher education Institutions
- Groups study rooms
- Meeting Rooms
- Study space
- Information literacy Training
- Research Support

**5. Library Hours-** Library hours shall be reviewed annually and made available on Library website and are posted at each library. Currently library hours are as follows:

<b>Library</b>	<b>Opening Hours</b>			<b>Vacation(Jan/Dec)</b>
Athlone	Mon–Thurs: 07:30-22:00	Fri: 07:30-16:00	Sat: 10:00-12:00 Closed on Sundays and Public holidays	07:30-16:00 and Closed Weekends
George				
Stikland				
Worcester				

**6. Access to the collections**

WCCN Library collections are available in a variety of ways.

- Items may be used in the library premises by anyone who is a member of WCNN library
- Items may be borrowed (refer to 3.4 for amount and duration) by WCCN Staff and registered students
- Inter branch loan
- Inter library Loan as per agreements with other Higher education Institutions
- In compliance with copyright and license conditions
- Library materials may be copied in accordance to the copyright Act no. 98 of 1978.
- All library material is catalogued in conformity with accepted bibliographical standards. And located according to the Dewey decimal Classification
- Library does not support office or department based libraries
- Authenticated access to electronic resources via the library's web site

#### **4. PRINCIPLES WHICH THIS POLICY STRIVES TO UPHOLD**

- Credibility
- Transparency
- Universal applicability
- Fairness

## ANNEXURE 1

### Relevant Policies/ Procedures/ Agreements/ Guidelines

Acquisitions policy

Collection development internal library policy

Collection analysis internal library policy

Collection selection and maintenance internal library guidelines

Information literacy policy

Weeding procedure

Withdrawal procedure

RDM (Research data management)

Open access policy

Intellectual property

Calico document

Membership policy

Library Rules and Regulations

Loans policy

Donations policy

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