



treasury

Department
Treasury
PROVINCE OF KWAZULU-NATAL

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KZN PROVINCIAL TREASURY

Policy	Library Services
Applicability	All Departmental Employees
Latest date of approval	13/02/2020
Review Period	3 Years.

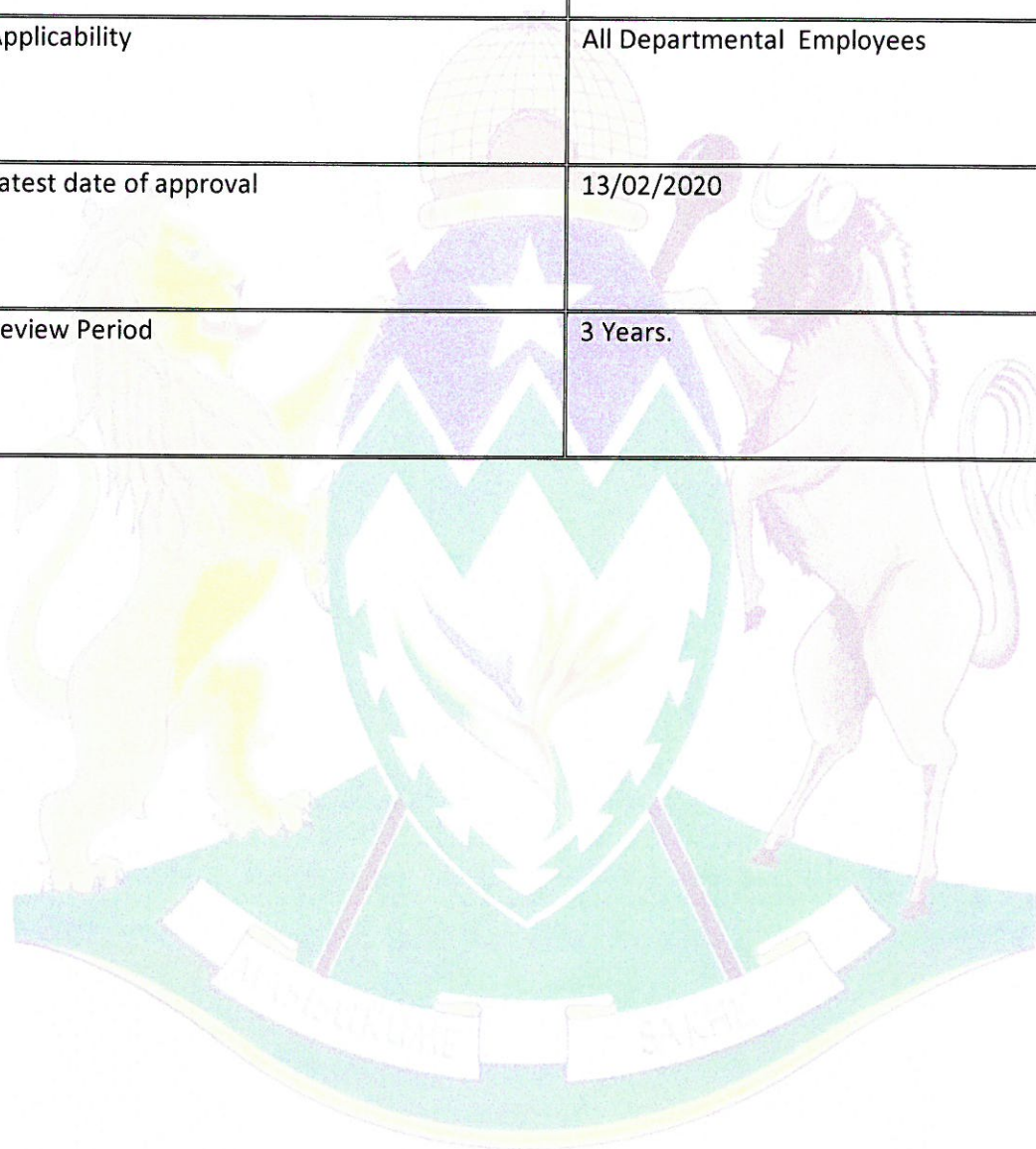


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1. Introduction

1.1. The KwaZulu- Natal Provincial Library, herein after referred to as the Library, is specialized in that it focuses on interests inherent in the organization it serves. Its collection may be narrow in scope, but it will have depth within the specialty it covers. A Librarian is responsible for the management, maintenance and development of all library resources so as to ensure the availability of adequate resources which meet the needs of the officials. This includes the purchasing and circulation of library resources or material, updating the library, dealing with reference, telephone, e-mail queries and liaising with affiliates to ensure a wider network of library services. Provision of Library service is not open to the members of the public; however certain information may only be made available in line with the provisions of the Provision of Access to Information Act and guidelines of Departmental PIA Manual.

2. Purpose/Mission

2.1 The mission of the KZN Provincial Treasury Library is "To assist in the building of an informed and knowledgeable workforce by ensuring access to information and the latest possible research".

3. Regulations.

3.1 Regulations listed below are adhered to.

- Copyright Act No. 98 of 1978
- Legal Deposit Act No. 54 of 1997
- National Library of South Africa Act No. 92 of 1998
- Promotion of Access to Information Act NO. 2 of 200.

4. Material Selection

4.1 Material selection refers to the decision made either to add materials or to retain materials already in the collection. The main aim of the selection is to maintain a well-balanced and broad collection of materials for information, reference and research. Material will be purchased in the format that best suits the official's needs. It is the Librarian's responsibility to provide materials that are of both current interest and permanent value, that are up-to-date and that are relevant to the interests and needs of every component of the department. The final responsibility for the material selection lies with the Librarian based on proposals from officials.

4.2 Motivated requests regarding specific material must be submitted to the Librarian via email.

A record book for suggested library books that are on demand may be requested from the circulation desk. As soon as the record book is completed by the user, the Librarian shall evaluate the original reasons for the purchase of the book in question. The objections will be considered in terms of the standards listed below. However, an item need not meet all the criteria in order to be acceptable. Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of material a standard or combinations of standards may be used.

4.3 The following principles will guide the selection:

- Contemporary significance of content
- Accuracy of content
- Relation to existing collection and to other materials on the subject
- Price, availability and demand
- Format and ease of use
- Scarcity of information in the subject area
- Availability of material in other libraries for inter-library loan

4.4 The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit.

5. *Magazines and Newspapers*

5.1 Informational magazines are selected to supplement the book collection, bring information up to date, and fill in those areas where book resources are weak, inferior, or non-existent.

5.2 Newspapers are selected to meet reference and research needs of officials, to provide current information, and to satisfy casual interest in current events.

6. *Circulation*

6.1 Departmental officials are eligible for direct borrowing privileges from the library. Officials will bring his/her access card in order to register their personal information in our library system. Thereafter the access card will be used as a library card. Library books in the library collection may be borrowed. Officials are responsible for the return of the library material within the required loan period. The normal loan period for materials is 10 working days but

can be renewed prior the due date. The renewals may be done in person or via email. Officials abusing the facility will be dealt with by the Department according the public service code of conduct. Rare books, newspapers, reference materials, government publications and magazines which are clearly identified by means of an official stamp may not be removed.

7. *Circulation for Inter-Library Loan Material*

- 7.1 Inter-library loan is a process through which library material, or copy of the material, is made available by one library to another upon request. If the KZN Provincial Treasury Library does not have the material that a user needs within its collection, the Librarian will attempt to borrow it from another library.
- 7.2 The library lending the material will set a due date. Library users will not be permitted to return material late. Renewals are only permitted if the lending library allows such an extension and must be arranged in advance of a due date. Renewals are only permitted if the lending library allows such an extension.
- 7.3 The KZN Provincial Treasury Library will make every effort to obtain materials from those libraries who do not charge for lending their material. Many libraries, however, are now charging for lending materials from their collections. Library users will be responsible for any charges applied by the lending library including photocopy charges, overdue fines or fees for damaged or lost materials.

8. *Lost Materials*

- 8.1 Officials will be held responsible for the loss of the KZN Provincial Treasury Library material and will be required to refund the Department within 30 days of being advised. The library user is also responsible for any charges assessed by the lending library for damage to an inter-library loan item. If an inter-library loan item is lost, the library user will be responsible for the full cost of the item.

9. *Government Publications*

- 9.1 The library keeps all publications produced by the KZN Provincial Treasury, and these publications are shelved separately and all other government publications are interfiled in other sections. Government publications are shelved in chronological order, to provide easier access and better visibility to the users.

10. Electronic Access

10.1 The Librarian will provide assistance with the use of library resources, collection and materials including a basic introduction to electronic resources. The internet provides access to a wealth of valuable information from a variety of resources.

11 Fees and fines

11.1 The library is available for use free of charge to the KZN Provincial Treasury officials and the inter-library loan participating libraries. A fine of R5.00 per day, per book will be charged on overdue items failure to comply with paragraph 6.1 of this policy. Officials will be held responsible for the fine of the KZN Provincial Treasury Library material and will be required to refund the Department within 30 days of being advised.

12 Anomalous Cases: Hospitalization, Death of an official member and immediate family member

12.1 If the official has borrowed library books and get sick while he/ she have not returned the books and are overdue, in a case of hospitalization or death of the family member the Library Services will require proof or evidence from the KZN Provincial Treasury Official or a that will state that he or she has been admitted in hospital or the official has lost a family member

This policy was approved by the Head of Department



HEAD OF DEPARTMENT

DATE: 13/02/2020