



# LIBRARY AND LEARNING RESOURCES CENTRE POLICY

**Policy Code: D14**  
**Version: 2**  
**Approved by: Council**  
**Approval Date: 01/07/2018**  
**Decision No.: COU2018/18/2018**

<b>Date Reviewed</b>	<b>Version History</b>
30/06/2017	V1
01/07/2018	V2

Table of Contents

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2.</b>	<b>DEFINITIONS.....</b>	<b>3</b>
<b>3.</b>	<b>REGULATORY FRAMEWORK.....</b>	<b>3</b>
<b>4.</b>	<b>SCOPE.....</b>	<b>4</b>
<b>5.</b>	<b>PURPOSE .....</b>	<b>4</b>
<b>6.</b>	<b>PRINCIPLES.....</b>	<b>4</b>
<b>7.</b>	<b>LIBRARY AND LEARNING RESOURCES HOLDINGS .....</b>	<b>4</b>
<b>8.</b>	<b>NEW ACQUISITIONS.....</b>	<b>5</b>
<b>9.</b>	<b>LIBRARY TRAINING .....</b>	<b>6</b>
<b>10.</b>	<b>REVIEW OF THIS POLICY .....</b>	<b>7</b>

## 1. INTRODUCTION

The Da Vinci Institute is an accredited private higher distance education provider offering qualifications on NQF levels five to ten, which are registered on the Higher Education Qualifications Sub-Framework (HEQSF). This policy forms part of the institutional Integrated Quality Management System and details the principles for ensuring that programme offerings adhere to required academic standards and empower students to contribute to the transformation of their communities, society, and the economy of the future. This approach is underpinned by the Business- and Community-based Action Learning discourse on the co-creation and distribution of relevant knowledge.

Da Vinci offers outcomes based, distance education opportunities. This policy details the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

## 2. DEFINITIONS

Term	Definition
Learning	The activities and responsibilities of students in the attainment of specific and critical cross field outcomes
Student Support	A range of services to assist students to meet their learning objectives and to gain the knowledge and skills to be successful in their studies
Support Service	Activity or function required for successful completion of a process, program, or project.

## 3. REGULATORY FRAMEWORK

This policy is benchmarked against, and should be read in the context of the relevant legislation underpinning the principles against which institutional policies, processes and standard operational procedures are developed, implemented and maintained. These include:

### A. Relevant Legislation

- i. Constitution of the Republic of South Africa (No 108 of 1996)
- ii. Higher Education Act (Act 101 of 1997)
- iii. Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation (CHE, 2004)

- iv. National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa (SAQA, 2017).

B. Applicable Da Vinci documents

- i. D14-P1 – Lending of Library books
- ii. D14-P2 – Purchasing of Library books

#### **4. SCOPE**

The policy applies to all students, academic and non-academic staff as well as other stakeholders of The Da Vinci Institute and supports learning in respect of all learning programmes offered by The Institute.

#### **5. PURPOSE**

- a) Establishing guidelines through which an effective and efficient library service can be provided that meets the needs of all stakeholders
- b) Guiding library staff in the standardised provision of library services
- c) Guiding library users regarding their expectations of library and information services on offer
- d) Integrating the library and information service with academic, research and other activities at The Institute
- e) Guiding staff in the use of library resources and information services as part of the larger learning resource offerings.

#### **6. PRINCIPLES**

- a) Research is integral to the learning journey for every programme offered by The Institute, and every assignment submitted requires independent investigation for which credible sources are used
- b) While the Mode 2 methodology promotes knowledge generation rather than replication, The Institute seeks to introduce its learning community to seminal and authoritative texts. Therefore, the library holdings support the learning at The Da Vinci Institute
- c) As a distance education institution, holdings are made available where possible in electronic format.

#### **7. LIBRARY AND LEARNING RESOURCES HOLDINGS**

- a) The Da Vinci Institute has established a fit for purpose lending library consisting of the following:
  - I. Online databases
  - II. Physical books
  - III. Theses

- IV. Dissertations
- V. Journals
- VI. Other material of academic (including a selection of textbooks) and enrichment value

b) The library holdings are available to the following:

- I. Registered students
- II. Faculty
- III. Staff of The Da Vinci Institute for Technology Management
- IV. Other stakeholders (including but not limited to Council members and guest lecturers).

c) Material that may only be utilised on site:

- I. Theses
- II. Dissertations.

d) Material may be lent to borrowers, however, no more than 4 items may be borrowed at any given time by an individual

e) The individual will be responsible for the items checked out by them

f) Failure to return the item to the library by the due date, or returning damaged items could result in late charges or replacement charges for the item

g) Should an individual fail to pay the charges as indicated, disciplinary action could be taken against the individual

h) The library will review the appropriateness of the collection on a regular basis and discard of unwanted items. This will be done in conjunction with academic staff, and in line with current and planned programme offerings

i) The librarian / information officer is responsible to give all stakeholders access to electronic resources

j) The library is equipped with computers to give students and other stakeholders access to the internet and electronic resources

k) Behaviour which disrupts the activities of the library or impinge on the right to a quiet and orderly work and study environment of other library clients is not permitted. Library clients shall conduct themselves in an orderly and appropriate manner. Therefore smoking, eating, and drinking is not permitted in the library

l) Information resources, equipment or facilities shall not be defaced, damaged or stolen

m) Cellular phones shall be switched on silent for message purposes, accessing library electronic resources and catalogues and not for conversations.

## **8. NEW ACQUISITIONS**

a) It is the responsibility of the Library and Learning Resources Centre to establish a well-balanced and up to date collection of various information resources in order

to meet the information needs of The Institute. Therefore the institution will budget for library holdings within the annual budget.

- b) Additional resources may be acquired from the library budget, gifts / donations and other means as necessary. The Institute will send an acknowledgement letter for donated resources / gifts.
- c) Regular acquisitions to the library are made based on recommendations of the following:
  - I. Academic Office
  - II. Executive Dean: Economic and Management Sciences
  - III. Dean: Research
  - IV. Dean: Design
  - V. Dean: Teaching and Learning
  - VI. Heads of Faculty
  - VII. Academic Faculty.
  
  - VIII. Students
    - Biannual engagement with students by way of surveys are undertaken, to indicate where there is a need for new information based on their requirements.
- d) Resources are acquired according to but not limited to the following criteria:
  - I. Relevance to the current and planned academic programmes
  - II. Authority of author and publishers, including book reviews
  - III. Physical format and technical quality
  - IV. Scope and contexts
  - V. Extent of the existing collection in the subject
  - VI. Price – including foreign currency
  - VII. Timeliness
  - VIII. Appropriateness - language, currency, target readership.

## **9. LIBRARY TRAINING**

- a) The library has the responsibility to provide information literacy training to all faculty and students with the aim of equipping them with the necessary skills to effectively utilize information for life-long learning
- b) New students will receive the training as part of their induction. Additional resource information will be included in the on boarding guides
- c) The librarian / information officer is responsible for the training. Online guidelines and resources are also available.

## **10. REVIEW OF THIS POLICY**

Regular review and amendment of this policy will be done in line with the approved institutional policies and regulatory requirements. This will take place in consultation with the relevant quality assurance structures at departmental and institutional level, under the auspices of the official custodian of this policy, namely the Executive Dean: Academic.