CERHI LIBRARY POLICY.

POLICY STATEMENT.

The mission of CERHI library is to collect materials in all formats (print& non-print) to support teaching, learning and research programs of the Centre's Staff and Students.

ACQUISITION POLICY:

1. Selection process will be based on the programmes offered by the centre and made from publisher's catalogues, online databases and indexes.
2. The Library Committee, heads of various departments as well as academic staff will be involved in the books selection process.
3. The library shall acquire materials written by the academic staff of CERHI.
4. Hard copies of books and periodicals to be acquired must not be older than five (5) years from the date of acquisition.
5. Materials shall also be acquired by donation. These materials must be scrutinized by the Library Committee and only those that meet the required standards of the users shall be processed.
6. Materials acquired must be verified, processed and entered into the accession register before they are placed on the open shelves for use.

THESES AND DISSERTATIONS:

The CERHI library will acquire by deposit policy one hard copy and one soft copy stored in a CD-ROM or other portable storage device of all Masters and Ph. D theses and dissertations, produced in the programmes.

CIRCULATION POLICY:

IDENTIFICATION (I.D CARD).

- All CERHI students and staff must be duly registered to obtain a library card.
- All registered users must present a valid library card to gain access into the library and its resources.
- Library cards are not transferable.
- The library card is a security document and the library must be notified if a library card is lost or stolen; a sworn affidavit and a police extract will be required to establish the authenticity of the claim.

E-LIBRARY USER POLICY:

- All registered library users, that meet the requirements, will be given usernames and passwords to access the e- library and its resources.
- All accredited e-library users **MUST** pay for printing of hard copies electronic materials requested before printing is done.
- E-library users are strictly prohibited from using the e-library for nefarious online activities, culprits will be severely sanctioned.

REFERENCE MATERIALS:

All materials labeled "REFERENCE ONLY" must not be taken out of the library.

DAMAGED/MISSING ITEMS:

The user is responsible for every material checked out on his/her record. Any material reported missing by the user, if not found within the period of two (2) weeks, must be replaced by the user at a cost to be established by the library.

PHOTOCOPY:

All library users who want to photocopy materials from the library must drop their library identity card at the circulation desk before taking the material out of the library for photocopy.

WEEDING:

- The library must engage in weeding of materials which are obsolete, also materials which have not been used for over a period of five (5) years.
- All items weeded and withdrawn from the collection will be offered first to other supported institutions, unclaimed items will be disposed off or archived appropriately by the library management.

LIBRARY ETHICS.

- Silence must be observed in and around the library.
- Bags of all kinds, umbrellas and so on are not allowed into the library.
- Making of phone calls in the library is highly prohibited; phones must be put on silent mode at all times.
- No eating or smoking is allowed in the library.
- No library materials should be marked, defaced or folded by users as users will be held responsible for any damage to books in their care.
- Library I.D cards are not transferrable.
- Library users are not allowed to turn on or turn off the computer systems, air conditioners or other equipment in the library.

- All persons leaving the library will be screened by security for library materials.

OPENING HOURS.

MONDAY-FRIDAY   8.00AM-4.00PM.

- The library is closed on public holidays and weekends.

EVALUATION:

The library collection needs continuous evaluation in order to be sure that the library is fulfilling its mission to provide materials both in print and non-print to support the academic and research programs in a timely and orderly manner. This will be done by the library personnel with the assistance of teaching and research staff of the Centre.