

WOMEN'S UNIVERSITY IN AFRICA LIBRARY

Library
Department



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Addressing gender disparity and fostering equity in University Education

LIBRARY DEPARTMENT

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1. LIBRARY ICT POLICY

2. INTERPRETATION

ICT

Information Communication Technologies that are used to create, retrieve and send information amongst the WUA community.

Library member

Registered WUA student, staff member i.e. management, academic and administrative or business partner / sponsor.

OPAC

Online Public Access Catalogue – description on the library collection composition and location.

IR

Institutional repository of all research outputs by students and staff.

E-Resources

Information resources available in electronic formats.

Online Database

Databases accessible via the internet, can be free or available through subscriptions.

ICT equipment and systems

All computers and accessories that enable the manipulation of the information resources in the various forms.

3. PURPOSE

The Women's University in Africa (WUA) makes use of electronic communications to share information and knowledge in support of the University's mission of providing quality tuition, research and service to the community and to empower students for leadership and developmental roles. To this end, the University supports and provides interactive electronic communications services and facilities for telecommunications, mail and publishing.

The Women's University in Africa Library ICT policy aims to establish rules and procedures applying to all members of the University Library to address issues particular to the use of ICT systems and services. It clarifies the applicability of law to electronic communications and references other University guidelines to ensure consistent application of the Library ICT Policy to all library members.

4. SCOPE

Audience

Library members and library staff. These include the University's students, staff members and approved readers, as authorized, may be eligible to use Library electronic communications resources and services for research and academic purposes only.

Services

- i. Provision and availability of ICT equipment, software and networks for use by WUA Library registered clientele.
- ii. Student support on use of the different technologies including assistive technologies or specially-developed ICTs where needed to increase independent learning.
- iii. Accessibility of the Internet services, as an assistive technology to both able bodied and physically challenged students, lecturers, researchers and approved readers for research purposes.
- iv. Client registration on the various library e-platform.
- v. Provision of access to subscribed e-resources, open access resources and the OPAC available as a pointer to resources specific to the WUA Library collections through PCs installed in the library or personal devices accessed via the wireless network.
- vi. Updating of the various platforms and services.
- vii. CCTV management and monitoring.
- viii. Printing and photocopying services.
- ix. Training of library staff, library patron and university staff on the various newly introduced assistive technologies like information management systems
- x. Offering ILS training to academics and students

Operations

This policy shall be used in conjunction with other University ICT policies, other library policies and other university policies and any revisions thereof.

Assets

These include but are not limited to the following:

Library computers and accessories

Laptops

Printers / photocopiers

Scanners

Desktop handsets

Adaptors

Network cables and links

Relevant ICT and other WUA policies e.g. Intellectual Property policy and Website policy

Support documents e.g. SOPs

5. PRINCIPLES GUIDING THE POLICY

The Library ICT objectives shall be:

- i. Ensure that Library ICT resources are used for purposes appropriate to the University's mission.
- ii. To serve as a guideline to WUA Library clientele on the positive ICT practices in terms of usage of information systems.
- iii. To establish integrated customer service through provision of ICTs in the Library.
- iv. To facilitate access to the internet allowing users to access facilities such as the library catalogue, Institutional Repository, e-resources and Online Databases.
- v. Ensure that ICT resources are used in compliance with ICT laws and general University ICT policies.
- vi. To prevent disruptions to and misuse of University ICT resources, services, and activities.

6. POLICY PROVISIONS

1. ICT services and resources are provided to support the teaching, research and public service mission of the University and for the administrative functions that support this mission within the library.
2. Library ICT services and resources shall not be provided to individual consumers or organizations outside library membership except if they are approved readers.
3. Library ICT service shall be inclusive to disability aggregated clientele
4. Library ICT services and resources shall not be used for:
 - a. unlawful uses which include, but are not limited to
 - i. attempting to alter or damage computer equipment, software configurations or
 - ii. files belonging to the library, other users or external networks
 - iii. attempting unauthorized access to the WUA network or external networks
 - iv. intentional propagation of computer viruses
 - v. violation of Software licence agreements
 - vi. violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Women's University in Africa.
 - vii. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, for which Women's University in Africa or the end user does not have an active license is strictly prohibited.
 - b. personal financial gain (except as permitted under applicable academic personnel policies)

- c. uses that violate other University or campus policies or guidelines. The latter include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
 - d. storing, forward mailings or consciously transmit computer viruses and unlawful information to other users or the general public.
5. Using WUA Library ICT facilities to access the Internet means one is agreeing that they will not access any material which:
- a. is obscene, racist, defamatory or illegal, ungazetted including pornography
 - b. causes harassment or gross offense to others
 - c. would be a breach of Copyright and Communication laws
6. All users are expected to demonstrate a responsible approach to the use of ICT resources made available to them and to show consideration for other users, both using the ICT facilities and with whom they may come into contact with on the Internet.
7. The WUA Library does not accept responsibility for slow network responses; non-availability of web sites, the content of any e-mails received by users, the retrieval by other users of information left on open files or any loss resulting from use of a credit cards over the Internet.
8. It is a requirement that only one person uses a computer at any given time. If assistance is needed, library staff members shall be of assistance.
9. The Library has no control over the information accessed and cannot be held responsible for the content or quality of the information retrieved.
10. Appropriate filters and monitoring software shall be installed on computers to restrict access to sites considered unsuitable.
11. Use of personal storage devices shall be allowed, for as long as they can be plugged in on the USB ports found on the computers.
12. Backing up of information is entirely the user's responsibility. Downloading inappropriate information in the form of text, still or motion pictures or in any other form shall NOT allowed.
13. Virus warning messages displayed on the computer must be reported to library staff immediately.

6.1 SECURITY

Security shall be provided to ensure efficiency, effectiveness and consistency in data/information access and safety of university ICT property.

Breach of library security can and will result in a fine and/or expulsion.

6.2 ACQUISITION OF ICT EQUIPMENT AND SOFTWARE

This shall be done in consultation with the ICT department for proper and standard university approved specifications of computers and accessories before purchase.

6.3 MANAGEMENT OF LIBRARY ICT EQUIPMENT

The day to day management of the Library ICT equipment shall be done by the Systems Librarian with the help of ICT department and these include:

- a) Making sure the computers are functioning well, if not notify the ICT department for further help and service.
- b) Training of student on computer usage.
- c) Allocation of student user time.
- d) Making sure computers have been switched off at the appropriate times.
- e) Making computer updates when necessary.
- f) Make the necessary back updates for the library systems

6.4 FAILURE TO OBSERVE RULES AND REGULATIONS


Failure to observe the library ICT policy expectations will result in the following:

- a) Suspension and/or expulsion from use of library and library computers
- b) A set spot fine shall be charged for visiting prohibited sites or the improper use of Library ICT resources.

7. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Library Department	Develop and disseminate a University-wide Library ICT Policy
ICT Department	Provide framework for Library ICT Policy in terms of acquisition, use and asset management, disposal and provide ICT support
PR and Marketing Department	Ensure and manage Library web presence and marketing of library services

8. DOCUMENT VERSION MANAGEMENT AND CONTROL

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