

# **1 Circulation Policy and Procedure**

## **1.1 Introduction**

The library circulates the collection of books, periodicals and other materials in support of teaching, learning and research. The Library provides equal access and treatment to its clientele.

## **1.2 Opening Hours**

The library opens during week days from 9:00 a. m. – 9: p. m.

## **1.3 Membership**

The primary clientele of the Library includes the following:

- Faculty
- Staff
- Students
- Researchers

The clientele is grouped into two main categories namely:

### **1. Those who have the right to read and borrow from the collections**

This category includes:

- Members of the University Council
- All Senior Members
- Graduates Students
- Undergraduate Students and Non-Degree Students

### **2. Those who can use the library for reference only**

- Other University Workers
- National Service Personnel
- Others

## **1.4 Borrowing Privileges**

All Category 1 clientele are eligible to borrow materials from the library but must present a valid University ID card before borrowing transactions are processed. All identity cards are non-transferrable; transferred personal cards shall be confiscated and the library privileges of the cardholder may be revoked. Senior members can take up to four materials per loan period. Graduate students are allowed three items and Undergraduate students, two.

## **1.5 Borrower Responsibilities**

Items charged out on a personal identification card remain the responsibility of the individual named on that card. All eligible borrowers are expected to have a current postal and e-mail address on file and in the system of the Library.

The care of borrowed library materials is the responsibility of the borrower.

No book is to be written in, cut, or mutilated in any way. Borrowers must not trace any picture or figure from any material.

Any defect to a material should be reported to the library staff in charge of circulation/client services as soon as practicable.

Borrowers will be held responsible for any damage to a material in their charge and shall be required to pay the appropriate cost of such damaged materials.

## **1.6 Loan Periods**

Loan periods vary for different categories of library users and by borrower status. Senior Members have up to 30 days (one Month), graduate students, 20 days and undergraduate students, 14 days (two weeks) to return their materials. Date for the return of library materials is always stamped at the back of the materials (books).

*Note: The library does not circulate reference and reserved materials.*

## **1.7 Books Not Found in the Stacks**

Items that can neither be located in the stacks nor checked out, can be traced. Patrons with borrowing privileges may request a search by completing a "trace" request form at the Client Services Office. The requester will be notified of the results of the trace.

## **1.8 Recalls**

Loan materials are subject to recall depending upon the exigencies. If circumstances require the borrower to travel out of town, he/she should make arrangements for responding to the recall and the prompt return of the item(s) to the Library.

In the event that an item is recalled, a notice must be generated with the new due date and sent to the current borrower. The current borrower will have up to two days from the date on which the recall is placed to return the recalled item. Failure to return a recalled item by the new due date will incur a fine of GH¢1.00 per day, and the borrower will be prevented from borrowing again until the recalled item is returned.

## **1.9 Penalties for Overdue and Lost Materials**

Borrowers are subject to fines for the late return of library materials. The fine on overdue materials is GH¢1.00 per day. Unpaid fines of ¢20.00 or more will result in the suspension of borrowing privileges.

If a material is lost, the borrower will be billed for its replacement (three times the current price).

## **1.10 Inter Library Loans (ILL)**

This service allows members of the UHAS Library community to borrow information resources from other libraries in support of their educational and research needs when these resources are not available in the UHAS Library's collections. This service is however restricted to currently enrolled students, faculty members, and staff of the University of Health and Allied Sciences with 'clean' library records.

### **1.10.1 Cost of borrowing through ILL**

ILL transaction costs are borne by the requester. The user is responsible for payment of processing charges if any. In the event that borrowed material is damaged or lost after he or she took possession of it, the borrower is responsible for repair or replacement of the material.

### **1.10.2 What cannot be borrowed through ILL**

- Materials (books, journal articles and other digital formats) available via the Library's online databases or within the general collection;
- Entire volumes or issues of journals (Photocopies will be requested instead);
- Computer software, maps, newspapers and manuscripts in their original format;
- Rare books;
- Archival materials;
- Bestsellers and in-process materials;
- Reference or non-circulating materials;
- Requests that violate copyright laws.

### **1.10.3 Loan terms**

The lending library's policies on usage of loan items shall be complied with. Usage restrictions such as "IN LIBRARY USE ONLY" or "NO PHOTOCOPYING" and renewability or otherwise emanating from the lending library shall be strictly enforced by the Library.

### **1.10.4 Notification**

ILL requests shall be processed in queue (i.e. first-come-first-served basis). Borrowers will be notified preferable via their UHAS e-mail of the arrival of their requests.

### **1.10.5 Recall of a loan**

Borrowed materials are subject to recall. The lending library serves the right to call for the immediate return of a loan item before due date and such recalls must be complied with. Failure to return ILL materials when recalled or when due, constitutes a breach of library regulations and may result in suspension of library borrowing privileges as the UHAS Library may determine.

## **1.11 Offences and Sanctions**

The following constitute library offences:

- a) Failure to return borrowed material(s) on the due date
  - i. **General Collection:** offenders shall be liable to the payment of a fine of GH¢0.50 per day for the first-seven days; thereafter ¢1.00 a day plus loss of borrowing rights till materials are returned.
  - ii. **Reference collection:** an hourly charge of GH¢1.00 plus loss of borrowing right until materials are returned.
- b) Damaged materials
  - i. Cost of repairing materials for minor damages shall be surcharged on the affected borrower.
  - ii. Severely damaged materials must be replaced (borrower pays three times the current price).
- c) Unlawful acquisition of library materials/stealing is punishable by outright dismissal.