

Section E: Teaching and Learning

2. Secondly, provision of reference material and secondary sources and services
Thirdly, provision of materials of broad academic or cultural interest.

Should the required acquisitions exceed the library's allocated budget for the academic year, the Senior Librarian must obtain the financial approval of the Management Board.

5.4.8 Maintaining the Library Collection

The library recognises the need for ongoing evaluation of its collection to ensure that it remains current, relevant and accessible. The Senior Librarian is responsible for ensuring that the following processes take place:

- Carrying out, reviewing and acting on (where appropriate) learner and staff feedback
 - Discussing feedback and key issues with the Library Services and ICT Committee on an ongoing basis
 - Presenting, in collaboration with the Library Services and ICT Committee, a Departmental Review to college management and invited college members, at least once every eighteen months
 - Providing a library resource consultation to faculties developing new programmes
 - Participating in Programme Reviews, Faculty Reviews and Programmatic Reviews.
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5.5 Library User Policy

5.5.1 Objectives

- To identify those authorised to make use of the library's facilities
- To identify the user's privileges in terms of library materials
- To identify the code of conduct by which library users are bound
- To reinforce the contents of the Library Policies and Procedures Manual.

5.5.2 Scope

This policy applies to all users of the College's library facilities and services.

5.5.3 Responsibilities

Library Users

- Abide by the library's regulations regarding use of materials/borrowing entitlements
- Abide by the library's user code of conduct

Senior Librarian

- Identifies authorised library users in conjunction with the Management Board

Management Board

- Only authorises additional library users in conjunction with the Senior Librarian

11. Library Staff

- Implement the library's regulations regarding use of materials/borrowing entitlements
- Implement the library's user code of conduct and take appropriate action, if necessary, when these regulations are contravened

Library Services and ICT Committee

- Reviews policy and incorporates feedback into Departmental Review
- Advises the APC on policy changes

5.5.4 Authorised Library Users

In accordance with its mission statement, the library's primary function is to make appropriate educational resources available to the staff and learner body of the College