



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF TRANSPORT
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM



LIBRARY POLICY AND OPERATING PROCEDURES, 2026

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PREFACE

Bandari College Dar es Salaam (BCD) is a training institution under the ambit of the Tanzania Ports Authority (TPA), mandated with providing technical and operations training, research, and consultancy in the fields of marine, port, and other ancillary services. In today's competitive and rapidly evolving education and training environment, the quality of institutional support systems is as critical as the strength of academic programmes themselves. For BCD, the Library plays a central role in supporting teaching, learning, research, and consultancy services in the fields of marine, port, and their related disciplines.

This Library Policy and Operating Procedures document has been developed to provide a clear, transparent, and structured framework for the governance and management of library services at the College. It establishes guidelines for the acquisition, organization, access, utilization, and preservation of information resources in both print and digital formats. The Policy further ensures that library services remain responsive to technological advancements, evolving industry standards, and regulatory requirements.

By promoting equitable access to relevant, current, and high-quality information resources, the library enhances academic excellence, supports competence-based training, and strengthens research and innovation. It also ensures compliance with national regulatory standards and institutional quality assurance mechanisms.

Ultimately, this Policy is intended to transform the Library into a dynamic knowledge hub that contributes directly to the production of competent graduates and high-quality training outputs aligned with BCD's Vision and Mission.



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INTERPRETATION

In this Policy and Operating Procedures, the following words, unless the context otherwise requires, shall have the following meaning:

Acquisition:	A comprehensive process of selecting, ordering, and receiving materials to develop and enrich a library's collections.
E-Journal Management System:	A software system designed to manage the lifecycle of electronic journals, including their publishing, archiving, and distribution.
Information Literacy:	Ability to find, evaluate, organize, use, and communicate information effectively in various formats.
Information Resources:	Any sources of information that can be used to acquire knowledge, understanding, or awareness about a particular topic or subject.
Institutional Repository:	A digital archive or platform that collects, preserves, and provides access to the scholarly output and research materials produced by members of an institution, such as a college, university, research organization, or library.
Librarian:	A professionally trained person responsible for the care of a library, including the selection, organization, and provision of access to materials and information to meet user needs.
Library Management System:	A software application used by libraries to manage and automate the core activities of library operations.
Stock taking:	A systematic and comprehensive process of physically verifying the presence of all items listed in the library's catalog against the actual holdings on the shelves and on any other locations within the library.
User:	Someone who uses the library services.

LIST OF ACRONYMS AND ABBREVIATIONS

BCD:	Bandari College Dar es Salaam
CCTV:	Closed-Circuit Television
DOI:	Digital Object Identifier
DP ARC:	Deputy Principal-Academics, Research and Consultancy
EAC:	East African Community
EJMS:	Electronic Journal Management System
E-RESOURCES:	Electronic Resources
ICT:	Information and Communication Technology
ID:	Identification Card
IR:	Institutional Repository
ISBN:	International Standard Book Number
LMS:	Library Management System
MARC:	Machine -Readable Cataloguing
MLA:	Modern Language Association
NACTE:	National Council for Technical Education
NACTVET:	National Council for Technical and Vocational Education and Training
NTA:	National Technical Award
OPAC:	Online Public Access Catalogue
PBC:	Principal Bandari College
RFID:	Radio Frequency Identification
SIMS	Students Information Management System
SMS:	Short Message Services
THA:	Tanzania Harbours Authority
TLSB:	Tanzania Library Services Board
TPA:	Tanzania Ports Authority
TVET:	Technical and Vocational Education and Training
URT	United Republic of Tanzania

CHAPTER ONE

INTRODUCTION

1.1. Background

BCD is a technical institution registered with National Council for Technical and Vocational Education and Training (NACTVET – formerly NACTE) in 2003 with registration number REG/EOS/018. Since 2017, all programmes offered by BCD have been fully accredited by NACTVET.

BCD history can be traced from the defunct East Africa Harbours Corporation, which had a subsidiary company called East Africa Cargo Handling Services Ltd, which was charged with conducting training related to port activities, among others. After the breakup of the East African Community in 1977, Tanzania Harbours Authority (THA) was established by Tanzania Harbours Authority Act, 1977. THA was mandated, among other things, to control and manage seaports in Tanzania mainland. The functions of the College as a training institution were generally preserved. The THA Act was later repealed and replaced by the Ports Act, CAP. 166 (as amended), which is the governing law to date. Section 13(1)(w) of the CAP 166, provide that TPA shall operate a training institution for purposes of provision and promotion of training, consultancy, research and development in the fields of marine, port and other ancillary services.

The programmes offered at BCD are in line with its statutory mandate and have competence-based curricula in line with NACTVET standards, with a flexible mode of delivery and assessments at National Technical Award (NTA) levels 4, 5, and 6 (Basic Technician Certificates, Technician Certificates, and Ordinary Diploma). BCD currently offers programmes in Shipping and Port Operations Management, Maritime Transport and Logistics, Freight Clearing and Forwarding, Shipping Management, Mechanical Engineering, and Fire and Safety Management.

Therefore, this Library Policy and Operating Procedures will not only provide a clear framework for the effective governance of the library operations, but also play a critical role in supporting teaching, learning, research, and the overall academic administration towards contributing to the College's Vision and Mission.

1.2. Vision and Mission

1.2.1 Vision

To be the Centre of excellence in training, research, and consultancy in port management and maritime logistics in sub-Saharan Africa.

1.2.2 Mission

To offer competency-based training, undertake applied research, and provide consultancy services in port management and maritime logistics to respond to current and future needs of the maritime transport sub-sector.

1.3. Purpose

The purpose of the Library Policy and Operating Procedures is to provide a framework that ensures equitable access to library resources, supports academic excellence, and ensures a conducive environment for learning, teaching, and research. It outlines the rules and responsibilities of users and staff to promote effective use, protect library materials, and ensure the smooth operation of library services.

1.4. Objectives of the Policy

1.4.1 General Objective

The overall objective of this Policy is to promote access to and the provision of quality library and information services to support training, research, and consultancy services.

1.4.2 Specific Objectives

The specific objectives of the Policy are to:

- (i) establish a framework that aligns acquisition of library materials with BCD training curricula, research and consultancy priorities.
- (ii) develop a library management system that streamlines cataloguing, circulation, and user services through automation.
- (iii) develop an electronic journal management system that streamlines scholarly communication and seamless access to open-access academic journals.

- (iv) develop an institutional repository that preserves scholarly output, supports open access, and enhances the visibility of institutional research.
- (v) establish a clear library membership framework that ensures service eligibility and effective communication with users.
- (vi) develop a standardized framework for delivering efficient access services and lending operations.
- (vii) develop an information literacy program to support training, research and consultancy.
- (viii) ensure the safety and preservation of the library resources through appropriate security measures.
- (ix) ensure periodic stocktaking and systematic weeding to maintain a relevant and up-to-date library collection.

1.5. The Rationale of the Policy

The Library Policy and Operating Procedures guides the entire process of managing and delivering library services and activities. Currently, BCD does not have in place standard and systematic procedures that are harmoniously and uniformly executed in library operations. With the increasing number of students, academic and support staff, along with the expansion of BCD's academic, research and consultancy activities, there is a growing need to ensure consistency, efficiency, and quality in the provision of library services. Therefore, this document has been formulated to provide a structured framework for standardized library processes, covering areas such as acquisition and organization of resources, access services, user support, digital resources management, inclusiveness and the maintenance of a conducive learning environment. This comprehensive Library Policy and Operating Procedures will serve as the main governing document for all library services and operations at BCD.

1.6. Situational Analysis

The importance of library and information services, together with effective knowledge transfer to staff, students, and researchers, forms the foundation of this Library Policy and Operating Procedures. This policy aims to provide clear and comprehensive guidelines for the management and delivery of library services. As

part of the institutional strategy to enhance teaching, research, and consultancy, BCD seeks to maximize the use of library and information services in support of these core activities.

Currently, BCD has not made sufficient investments in library and information services, leading to several challenges in service delivery. The institution's strategic direction is guided by TPA's Fifth Rolling Strategic Plan (2026/27–2030/31), specifically under Strategic Objective “C” (Port Performance and Financial Sustainability Improved), which emphasizes the strengthening of BCD's training, research, innovation and consultancy capabilities. These academic functions are heavily reliant on the availability and effective utilization of library and information resources.

However, the absence of a formal Library Policy and Operating Procedures has led to significant challenges specifically difficulties in managing library operations. These challenges include the selection and acquisition, the processing and cataloguing of library materials, the dissemination of information, access services procedures, stocktaking and weeding, safety and preservation of the library resources, ensuring inclusiveness in library use and the lack of automated library systems. These gaps have hindered the library's ability to meet the growing demands of the academic community.

To address these issues and support the institution's broader strategic goals, the formulation of the BCD Library Policy and Operating Procedures has become essential. This document will provide the necessary framework for improving library services, ensuring consistency, and optimizing the utilization of library resources within the institution.

1.7. Alignment of Bandari College Library Services and National Development Policies

The library services at BCD are now aligned with the TPA's Fifth Rolling Strategic Plan (2026/27–2030/31), specifically under Strategic Objective “C” (Governance, Human Capital and Financial Sustainability Enhanced). This strategic objective emphasizes the need to strengthen BCD's academic, research, innovation and

consultancy capabilities—all of which rely heavily on efficient and accessible library and information services to enhance the quality of education, training, and knowledge dissemination.

The formulation of this Library Policy and Operating Procedures is in line with key national development frameworks, including the Tanzanian Development Vision 2025 (URT, 2000), the National Five-Year Development Plan (2021/22–2025/26), the Port Master Plan, and TPA's Fifth Rolling Strategic Plan (2026/27–2030/31). It also corresponds with broader regional and global development agendas, such as the United Nations 2030 Agenda for Sustainable Development Goals (SDGs) and the African Union's Agenda 2063. These frameworks aim to guide the advancement of knowledge-based societies and promote access to information, research, and innovation as vital enablers of sustainable development.

BCD Library Policy and Operating Procedures aim to contribute to these goals by ensuring that library and information services are effectively structured, accessible, and supportive of the institution's educational and developmental mission.

1.8. Scope

This Library Policy and Operating Procedures applies to all library-related activities and services at BCD. It covers students, academic staff, researchers, and non-academic staff who utilize the library's resources and facilities. In addition, the policy extends to researchers and users from external institutions who can access and use the BCD Library. It ensures that all users engage with library services in a manner that supports academic excellence, research, and professional development.

CHAPTER TWO

POLICY ISSUES, STATEMENTS AND STRATEGIES

2.1 Introduction

This Library Policy and Operating Procedures aligns with the mandate, vision, and mission of BCD. As a national technical training institution specializing in port operations, maritime logistics and associated services, BCD is committed to fostering sustainable development by cultivating competent, adaptable, and skilled professionals who can meet the evolving demands of the maritime logistics sub sector. Achieving this goal necessitates strong support systems, including access to high-quality library and information services.

To provide a structured framework for the effective delivery and management of library services that support teaching, learning, research, and consultancy, the following policy issues, statements, and strategies form the foundation of this document.

2.2 Policy Issue 1: Library Acquisition

BCD library lacks a clear acquisition framework which poses a significant issue in shaping the composition and development of the library's collection. Without a strategic framework to guide librarians in selecting and acquiring materials, there is a risk of misalignment with the BCD's mission, training curricula, user needs, and available resources. The absence of a well-defined framework for selecting and acquiring library materials can lead to the inclusion of irrelevant materials, thereby limiting support for intellectual freedom and hindering the library's ability to provide a diverse and effective collection.

2.2.1 Policy Statement

BCD to create a selection and acquisition framework with procedures for material selection, deselection, user engagement, vendor assessment, and copyright compliance, ensuring a diverse and balanced collection of digital and print resources to support the academic and research needs of the BCD community.

2.2.2 Policy Strategies

BCD will:

- (i) create a structured, formalized acquisition framework to guide decision-making and ensure consistency, while remaining flexible to adapt to evolving academic and technological needs.
- (ii) establish criteria for material selection that align with academic priorities, user needs, and institutional goals.
- (iii) conduct regular user needs assessments and analyze academic trends to ensure the collection remains relevant and aligned with evolving academic and research requirements.
- (iv) promote intellectual freedom and address censorship to ensure materials are selected based on academic relevance and diversity of perspectives.
- (v) continuously assess academic trends, technological advancements, and the evolving needs of library users to prioritize the acquisition of resources that support teaching, learning, and research goals.
- (vi) create a standard procedure for evaluating donations, which includes review by relevant academic departments and library staff.
- (vii) ensure that all acceptable materials, whether purchased or donated, are processed professionally and consistently.

2.3 Policy Issue 2: Library Management System

Library Management Systems (LMS) are critical tools for organizing, tracking, and providing access to library resources. BCD has adapted a library management system called KOHA but lacks a formalized framework to address key issues. The key issues include system reliability, data security, integration with institutional platforms, user access and authentication, system accessibility and staff training. These key issues highlight the need for having a well-defined LMS framework to ensure compatibility, security, easy accessibility and effective library operations.

2.3.1 Policy Statement

BCD to develop a framework to address key issues of system reliability, data security, integration with institutional platforms, user access and authentication, and system accessibility.

2.3.2 Policy Strategies

BCD will:

- (i) keep the library system reliable by building a secure and versatile framework which is adaptable to technological changes and user needs.
- (ii) closely monitor the system's performance by conducting regular checks and updates to prevent security breaches, solve system problems and make informed improvements.
- (iii) ensure privacy of users through data protection by implementing role-based access controls to restrict access based on user roles and encrypting data both at rest and in transit.
- (iv) ensure security of the system by conducting regular security audits to identify vulnerabilities and compliance with data protection laws.
- (v) facilitate seamless integration and efficient data exchange between the LMS and other institutional platforms like Student Information Management System (SIMS) and other systems.
- (vi) conduct regular accessibility reviews of the LMS to ensure it meets accessibility standards and incorporating these reviews into the system's routine update process (where necessary).
- (vii) develop a long-term financial plan to ensure sustainability of LMS through regular updates and hardware upgrades (where need arises).
- (viii) outline circulation procedures within the LMS, including loan periods, renewals, fines, and user notifications.
- (ix) ensure staff members are always up-to-date with the latest features and best practices of the LMS through training.

2.4 Policy Issue 3: Electronic Journal Management System

BCD has registered the Bandari Journal of Port Management and Maritime Logistics (BJPML) with Tanzania Library Services Board (TLSB). According to its management guidelines, the Journal must operate in both print and electronic formats. However, BCD currently lacks a system for managing electronic journal and its management framework. Implementing an Electronic Journal Management System (EJMS) would automate the submission, peer review, editing, and

publication processes, thereby improving speed, accuracy, and transparency. This system would significantly enhance the publishing experience for authors, reviewers, editors, and readers alike.

2.4.1 Policy Statement

BCD to install EJMS to optimize publishing workflows, promote transparency, improve access to scholarly content, support stakeholder collaboration, and reduce operational costs.

2.4.2 Policy Strategies

BCD will:

- (i) develop or adopt a robust, user-friendly EJMS that supports end-to-end journal workflows, including submission, peer review, editing, and publication, tailored to the College's specific publishing needs.
- (ii) develop guidelines for the proper management of BCD electronic journal.
- (iii) optimize workflows by standardizing and digitizing core processes such as manuscript tracking, peer review, editorial decisions, and final publishing while clearly defining roles and permissions for authors, editors, and reviewers within the system.
- (iv) ensure EJMS transparently tracks all journal processes, including submission status, review outcomes, and editorial decisions, by logging all actions to promote accountability and build trust among authors, reviewers, and editors.
- (v) leverage EJMS features that enable seamless communication, feedback exchange, and real-time updates to foster effective collaboration among authors, reviewers, and editors throughout the publication process.
- (vi) align the EJMS implementation with TPA's digital agenda and strategic ICT goals, ensuring interoperability with existing TPA systems and authentication services.

2.5 Policy Issue 4: Library Electronic Resources

The absence of a clear framework governing the acquisition, access, usage, management and preservation of e-resources in the library limits their effective utilization, hinders users' equitable access, and poses challenges in ensuring

compliance with copyrights, licensing agreements, and long-term digital preservation.

2.5.1 Policy Statement

BCD to develop a framework that governs acquisition, access, usage, and management of its e-resources.

2.5.2 Policy Strategies:

BCD will:

- (i) establish clear framework to ensure e-resources are acquired legally, align with institutional needs, and comply with licensing agreements.
- (ii) implement an access control system that guarantees equitable and authorized use of e-resources for all eligible users, including researchers, staff, and students.
- (iii) establish procedures to ensure all e-resource use complies with copyright laws, intellectual property rights, and licensing terms.
- (iv) regular review of legal and regulatory authorities' requirements to ensure compliance.
- (v) benchmark with reputable colleges and universities within and outside the country so as to adopt best practices in the management and use of e-library resources.
- (vi) regularly assess the effectiveness of the framework through user feedback, usage statistics, and compliance audits.
- (vii) align the electronic resources with TPA's digital agenda and strategic ICT goals, ensuring interoperability with existing systems and authentication services.
- (viii) ensure the library has the necessary technology infrastructure, including reliable internet access, computers, and software, to support information literacy programs.
- (ix) Ensure proper long-term digital preservation of library collection

2.6 Policy Issue 5: Institutional Repository (IR)

BCD faces a significant challenge in managing, sharing, and preserving its scholarly and research outputs due to absence of an institutional repository. This gap limits access to academic resources, decreases visibility of research, and impair long-term data preservation.

2.6.1 Policy Statement

BCD to establish IR to improve the management, access, and long-term preservation of academic materials. The IR will serve as a centralized, open access platform for storing and sharing research, theses, and other scholarly works. IR will enhance BCD visibility, collaboration, and academic impact while ensuring secure and sustainable preservation of intellectual assets.

2.6.2 Policy Strategies

BCD will:

- (i) deploy a centralized platform for managing and sharing scholarly output, structured by departments, research categories, and content types for efficient organization and access.
- (ii) adopt an open-access framework and integrate the IR with global indexing platforms like Google Scholar and Open AIRE to promote free access and wider sharing of academic content.
- (iii) enhance research visibility and impact by optimizing repository content with standardized metadata for easy discoverability, monitoring of citation metrics and usage statistics for evaluation of research performance. i.e., Dublin Core Metadata Initiatives.
- (iv) ensure long-term digital preservation by implementing automated archiving with persistent identifiers such as Digital Object Identifiers or any other handles.
- (v) ensure scheduling of regular backups and updates of repository content and software.
- (vi) align the IR implementation with TPA's digital agenda and strategic ICT goals, ensuring interoperability with existing systems, and authentication services.

- (vii) establish a formal procedure requiring that all research and papers funded by TPA, as well as those produced by staff sponsored by TPA in their studies, be submitted to the IR upon completion of their studies.
- (viii) enhance academic collaboration and innovation by facilitating contributions from staff, students, and research collaborators.

2.7 Policy Issue 6: Library Membership

BCD Library currently lacks a formal framework that define library membership categories and eligibility, rights, responsibilities and sanctions. The absence of a well-structured and transparent membership framework hinders the library's ability to efficiently register, manage, and serve its users.

2.7.1 Policy Statement

BCD to establish Library membership framework for all enrolled students, short courses participants, staff and designated external personnel affiliated with BCD. The framework will also include categories of members, rights, responsibilities and sanctions for the members.

2.7.2 Policy Strategies

BCD Library will:

- (i) develop and publish a comprehensive membership framework that outlines all user categories, their rights, responsibilities and sanctions.
- (ii) automate the registration process and integrate it with SIMS.
- (iii) introduce digital identification or barcode systems.
- (iv) conduct orientation for new users, display library rules at library entry points.
- (v) create temporary/guest passes for short-term users with defined conditions.

2.8 Policy Issue 7: Library Circulation Operations

BCD Library faces several challenges in managing the circulation of information resources, primarily due to absence of a formal framework governing circulation operations. The gaps include key issues such as lack of loan period for high-demand materials, standardized penalty system for overdue items, and inadequate tracking and monitoring of borrowed resources. These challenges hinder resource availability, equitable and timely access, ultimately limiting the library's

effectiveness in supporting the academic and research pursuits of the college community.

2.8.1 Policy Statement

BCD Library to provide equitable and efficient access to its resources through a structured circulation service. This includes a clear framework for loan periods, renewals, and overdue penalties to ensure timely access and the prompt return of materials.

2.8.2 Policy Strategies

BCD Library will:

- (i) establish standardized lending periods based on resource type (textbooks, journals, digital resources) and user category (students, staff, external researchers).
- (ii) implement a tiered penalty system for overdue items, with penalties clearly communicated to users at the point of borrowing and through regular reminders.
- (iii) develop and integrate a comprehensive digital tracking system that records the borrowing and return dates, condition of resources, and overdue items.
- (iv) improve the process for item renewals and reservations by allowing users to easily extend loan periods (where applicable) or reserve high-demand materials in advance.
- (v) create specific loan privileges for different user categories (students, staff, researchers) to cater to their distinct needs, including longer loan periods or access to specialized resources.
- (vi) conduct periodic surveys and assessments to understand resource needs and borrowing behaviour of users.
- (vii) send automated notifications regarding due dates, overdue items, and fines via email or SMS, ensuring users are well-informed about their borrowing status and encouraging timely returns.

2.9 Policy Issue 8: Information Literacy

BCD Management has a responsibility to ensure that the library plays a central role in promoting information literacy by offering training sessions, reference services, user guides, and collaboration with academic departments to integrate these skills into the curriculum. However, the absence of a formal implementation framework weakens the delivery of these services.

2.9.1 Policy Statement

BCD to promote information literacy through training, reference services, and user guides to improve BCD service delivery and maintain the institution's reputation.

2.9.2 Policy Strategies

BCD will:

- (i) establish a framework for information literacy to enhance the quality of education.
- (ii) provide orientation and training for new members on Library's circulation services, including how to borrow, return items, and access digital resources, to ensure a smooth and efficient user experience.
- (iii) equip the academic community with essential skills to navigate and use information.
- (iv) ensure the library has the necessary technology infrastructure, including reliable internet access, computers, and software, to support information literacy programs.
- (v) create a user-friendly library webpage featuring guides, video tutorials, FAQs, along with printed and digital resources to assist users in accessing resources, evaluating sources, and mastering citation practices.
- (vi) regularly assess the effectiveness of information literacy programs through surveys, feedback, and performance tracking, using the data to refine and adapt training materials to meet users' evolving needs.

2.10 Policy Issue 9: Safety of Library Collection and Resources

BCD Management has the responsibility of ensuring that library collections and resources are protected, safely managed and preserved. Currently, BCD library

lacks a comprehensive framework for protection and preservation of physical and digital collections leaving the collections vulnerable to damage, theft, and/or unauthorized access. A well-defined safety and preservation framework is crucial to address these risks, ensuring that library materials remain protected, accessible, and compliant with relevant standards.

2.10.1 Policy Statement

BCD to establish and implement a formalized framework for safeguarding and preservation of library collections and resources. This framework will be structured to ensure that all physical and digital materials are protected from damage, theft, and unauthorized access, while remaining responsive to evolving academic needs, technological advancements, and best preservation practices.

2.10.2 Policy Strategies

BCD will:

- (i) establish a clear, formalized framework to guide the management, preservation, and safety of library collections, ensuring alignment with industry best practices and regulatory standards.
- (ii) improve physical security measures by installing surveillance systems, security gates, and monitoring devices and implement such systems for tracking library collections.
- (iii) provide safe and secure storage solutions for rare, valuable, and fragile collections.
- (iv) enhance digital resource security by implementing strong cybersecurity protocols, using encryption and regular backups for preservation, and establishing access control measures.
- (v) regularly assess the condition of physical materials, invest in conservation tools for rare and fragile items, and implement best practices for digital preservation, including format migration and long-term data storage solutions.
- (vi) provide ongoing training to library staff on preserving and safeguarding collections and raise awareness of intellectual property laws and security protocols to prevent accidental breaches.

- (vii) develop awareness programs to educate library users on the importance of protecting resources, including handling of physical materials and respecting digital access rules.

2.11 Policy Issue 10: Stocktaking and Weeding

Stocktaking and weeding are essential and mandatory processes for effective library collection management. Currently, the BCD Library lacks a well-structured framework for these activities, resulting in inaccurate inventory records, difficulty in identifying missing or damaged items. These challenges lead to inefficient resource management, retention of outdated materials, and ultimately compromise the library's ability to maintain a well-organized and accessible collection.

2.11.1 Policy Statement:

BCD to establish a formal procedure for conducting annual stock-taking and weeding of library resources at the end of each financial year.

2.11.2 Policy Strategies

BCD will:

- (i) establish a comprehensive framework to guide stocktaking and weeding activities.
- (ii) utilize LMS to track, compare, and update inventory records efficiently, ensuring outdated or irrelevant materials are identified and removed.
- (iii) ensure availability of inventory checklists, barcode scanners, data sheets, and weeding procedures to facilitate accurate counting, verification, and removal of outdated materials.
- (iv) conduct stock taking and weeding during academic breaks or periods of low library activity to minimize disruption to library services.
- (v) record discrepancies, lost or damaged items, and removed materials, and submit a formal report with recommendations for corrective actions or further weeding.
- (vi) update library records based on stock taking and weeding results, and follow up on the recovery or replacement of missing and removal of obsolete ones.

- (vii) provide regular training to library staff on stocktaking procedures, weeding strategies, use of tools, and data handling to ensure accuracy and consistency.

2.12 Policy Issue 11: Equitable Access for People with Disabilities

People with disabilities face barriers in accessing library services. This is due to access limitations in infrastructure and facilities. Library buildings often lack accessible infrastructure and facilities such as ramps, elevators, adapted reading areas, books and journals in braille, audio and large print formats. In addition, the absence of adaptive technologies, such as screen reader touch friendly devices, limits access to digital and online resources. Thus, to ensure equitable access to library services for all, BCD must implement policies which will improve infrastructure, expand accessible resources, and provide assistive technologies for people with disabilities.

2.12.1 Policy Statement

BCD to ensure equitable access for all including individuals with disabilities to library services and resources. BCD is committed to provide accessible infrastructure and facilities such as ramps, elevators (where need be), adapted reading areas, reading materials in braille, audio, and large print, appropriate assistive technologies, including screen readers and touch-friendly devices. These measures will enable all users, regardless of disability, to fully access, utilize, and benefit from library services.

2.12.2 Strategies

BCD will:

- (i) ensure users with disabilities have access to the library by upgrading infrastructure to include ramps, elevators (where need be) and adapted reading areas.
- (ii) ensure users with disabilities have access to library facilities and resources by installing assistive technology (i.e., equipping computers with screen readers, magnification software, and touch-friendly interfaces) and providing

adaptive devices such as braille displays, audio players, and speech-to-text tools.

- (iii) train staff through workshops to effectively support users in assistive technology and promote disability awareness and provide inclusive, respectful support to all users.
- (iv) partner with organizations and promote inclusive programs to meet the needs of users with disabilities.

CHAPTER THREE

POLICY MANAGEMENT AND IMPLEMENTATION

3.1 Introduction

The Library Policy and Operating Procedures will be managed and implemented through the established forums outlined herein by the Principal, Bandari College (PBC), Deputy Principal Academic Research and Consultancy (DP ARC), Library Unit, Registrar, Quality Assurance Officers, Heads of Academic Departments/Units, Instructors, other staff and users. This Policy and Operating Procedures will also be managed in alignment with other relevant regulatory documents governing academic and library activities at BCD.

3.2 Bandari College Library Policy Principles

In the implementation of this Policy and Operating Procedures, every academic and non-academic staff member will:

- (i) ensure that there is no conflict of interest in the execution of the Library Policy and operating procedures.
- (ii) adhere to the Public Service Code of Ethics and Conduct.

3.3 Institutional Framework

Successful and smooth implementation of the Library Policy and Operating Procedures requires adherence to BCD institutional setup and guidelines. Figure 1 shows the institutional framework for managing and implementing the Library Policy and Operating Procedures.

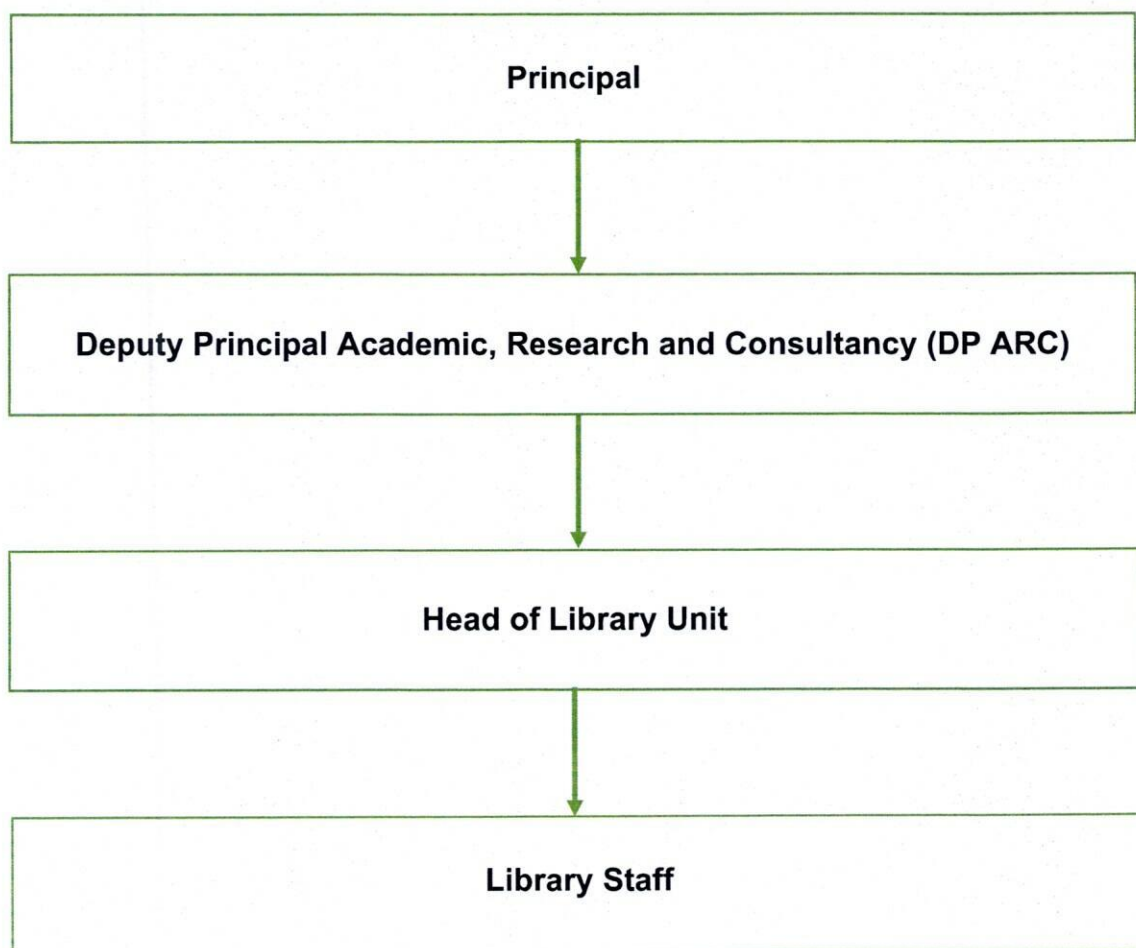


Figure 1: Institutional Framework for Managing Library Policy

3.3.1. The Principal

PBC is responsible for the overall conduct and management of academic activities conducted at BCD.

3.3.2. The Deputy Principal Academic Research and Consultancy

DP ARC is responsible for the day-to-day management of academic activities and overall coordination of the entire training processes at BCD including efficient and effective utilization of library services. Thus, DP ARC shall:

- (i) oversee the library's role in supporting training, research, and consultancy activities across the College;
- (ii) monitor implementation and review of this Policy and Operating Procedures.
- (iii) advise on all matters related to the management, quality control, and assurance of library services;

- (iv) recommend appropriate budgets to support the growth, modernization, and sustainability of the Library Unit;
- (v) coordinate the development, enhancement, and management of library resources, systems, and services to ensure alignment with institutional goals.

3.3.3. The Head of Library Unit

The Head of the Library Unit shall:

- (i) Manage library resources
- (ii) Supervise and lead library staff
- (iii) Coordinate and improve library services

3.3.4. Librarian

Librarians shall:

- (i) register and organise library resources
- (ii) provide user services
- (iii) manage circulation services
- (iv) maintain and preserve library materials
- (v) support administrative and library operation
- (vi) acquire resource and cataloguing
- (vii) provide user support and training

3.3.5. BCD Management Academics Committee

- (i) BCD Management Academics Committee shall receive, deliberate and make recommendations to PBC on:
 - (a) Quarterly report on the operations of the library.
 - (b) Proposals on acquisition of library resources:
 - (c) Annual stocktaking and weeding.
- (ii) BCD Management Academics Committee shall also issue guidance on the selection and purchase of books, journals, digital resources, and other materials to meet user needs.
- (iii) In the event BCD Management Academics Committee is deliberating on report set out in (i)(b), (c) and (ii), librarian staff shall also form part of the Secretariat.

CHAPTER FOUR

MONITORING AND EVALUATION

4.1 Monitoring

The DP ARC will monitor the implementation of the Library Policy and Operating Procedures. The Head of the Library Unit will make follow-ups on the day-to-day implementation of the Policy and Operating Procedures, identify progress made, and report on the implementation status.

4.2 Evaluation

The Quality Assurance Unit will evaluate services, assess the relevance, efficiency, and effectiveness of the Policy. Periodic performance reports shall be one of the evaluation tools.

CHAPTER FIVE

CUSTODIANSHIP, APPROVAL AND REVIEW

5.1 Custodian of the Policy

PBC will be the custodian of this Policy and Operating Procedures.

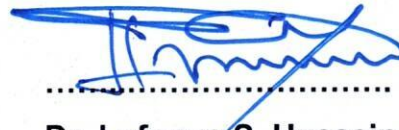
5.2 Approval and Review

- (i) This Policy and Operating Procedures will become applicable after approval by the Board of Governors.
- (ii) This Policy and Operating Procedures will be reviewed after five (5) years or earlier where need arises.

**Approved by the
Board of Governors**



.....
Dr. Adolf B. Rutayuga
Chairperson, Board of Governors



.....
Dr. Lufunyo S. Hussein
Principal/Secretary

Dar es Salaam

Date 19th June, 2026

OPERATING PROCEDURES ANNEXES

Annex I: Acquisition of Library Materials

1.0 Purpose

To ensure the systematic acquisition, housing, and preservation of both print and electronic resources, in order to support teaching, learning, research, and consultancy needs of BCD.

2.0 Identification of User Needs

Identification of required materials shall be based on:

- (i) Curricula developed or reviewed
- (ii) Library statistics on user needs
- (iii) Library users' areas of interest
- (iv) Review of current information resources
- (v) Feedback from users on the relevance and quality of available resources.

3.0 Submission of Requests

3.1 The following criteria shall be considered by the User Department when selecting library materials:

- (i) Up-to-date and accuracy
- (ii) Quality and authoritativeness
- (iii) Relevance to respective curriculum and research
- (iv) Coverage, scope, and content

3.2 All identified library materials submitted to the Head of Library Department must be accompanied by the following bibliographic details:

- (i) Author(s);
- (ii) Title;
- (iii) Edition;
- (iv) Year of publication; and
- (v) International Standard Book Number (ISBN).

3.3 Each Head of Department (HoD) shall submit a compiled list of identified library materials with bibliographic details mentioned in 3.2 from their respective department members to the Head of the Library Unit by mid-August each year.

4.0 Notification on acquisition of Library Materials

The Library Unit shall issue notice to users on receipt of newly acquired Library materials.

5.0 Acquisition Process of Physical Books from BCD Budget

- (i) The compiled list of materials shall be reviewed by the BCD Management Academic Committee and recommendations sent to PBC for approval.
- (ii) The acquisition process shall commence immediately with a requisition activity, during which all approved items must be entered into the requisition form by the Head of Library Unit.
- (iii) The Head of the Library Unit shall initiate the acquisition of library resources in accordance with appropriate government procurement methods.

6.0 Acquisition of Physical Library Materials through Donations and Gifts

6.1 Evaluation Criteria

All donated materials will be reviewed in accordance with the following criteria:

- (i) Relevance to academic programs and institutional priorities.
- (ii) Recent: The material should preferably be published within the last 10 years unless it holds historical value.
- (iii) Condition (clean, complete, and free from damage or annotations).
- (iv) Quality: authoritativeness, scholarly value.
- (v) Duplication with existing library holdings.

6.2 Submission Process

Donors may provide a written list of the materials to be donated or provided as gifts which include:

- (i) Author, Title, Edition, Year of Publication and ISBN
- (ii) Library staff shall conduct pre-donation inspection for donated or gifted library materials.

6.3 Approval and Acknowledgment

- (i) The Head of Library Unit will review the donation.
- (ii) If aligned with institutional needs, Head of Library Unit shall seek formal approval from DP ARC.

- (iii) Acknowledgment and appreciation letter shall be issued in respect of accepted donations.

6.4 Handling Unaccepted Materials

- (i) Donors will be notified, if items have not been accepted.
- (ii) If requested, rejected materials which have been delivered will be returned to the donor.
- (iii) If not requested back, rejected materials will be disposed off.

6.5 Processing of Accepted Materials

- (i) Books are accessioned, catalogued, classified, and physically labelled.
- (ii) Added to the Online Public Access Catalogue (OPAC) and shelved according to classification.

7.0 Acquisition Process for Electronic Resources

- (i) Acquire and maintain electronic resources that align with BCD curricula, research, consultancy needs and Standards for Technical and Vocational Education and Training (TVET) in Tanzania.
- (ii) Academic departments may submit requests for additional electronic resources to the library office for evaluation and acquisition.
- (iii) The compiled list of electronic resources will be reviewed by the BCD Management Academic Committee and recommendations sent to PBC for approval prior to acquisition, subject to availability of budget.
- (iv) Continue active participation in consortia agreements to enhance purchasing power and negotiate improved licensing terms for electronic resources.
- (v) A list of subscribed and free-access resources available to users will be maintained at the library.

Annex II: Library Management System

1.0 Purpose

BCD Library utilizes Koha, a widely adapted open-source Integrated Library System (ILS), to streamline and automate library operations. Koha provides a comprehensive suite of tools that cater for both users (students and staff) and library administrators. It enhances accessibility, ensures efficient management of library resources, and improves the overall user experience.

2.0 Features of Library Management System (KOHA) for Library Users

2.1 Access to OPAC

Users can access OPAC via the BCD website. This feature enables users to:

- (i) Search for books, journals, e-resources, and multimedia by title, author, subject, or keywords.
- (ii) Filter results by availability, format, location, or language.
- (iii) Access bibliographic details and summaries to assist in research and study.
- (iv) See whether an item is available, checked out, or reserved.
- (v) Identify the location or shelf number within the library.
- (vi) View the number of copies available and their status.

2.2 Reserve or Renew Borrowed Items

Through an online account, user may:

- (i) Place hold or reservation on items currently checked out.
- (ii) Extend due date and renew borrowed materials (if eligible).
- (iii) Manage borrowing online at their convenience.

2.3 Issue E-mail Reminders for due dates and overdue books

Library Management System automated notification system sends:

- (i) Reminders before the due date to help avoid fines.
- (ii) Overdue alerts once an item is past its return date.
- (iii) Reservation notifications when reserved items are ready for pickup.

2.4 Features for Library Staff and Administrators

2.4.1 Cataloging Books and Resources

Library staff to use Koha to:

- (i) Add new materials into the system with full bibliographic data.
- (ii) Use MARC (Machine-Readable Cataloguing) standards for consistent data entry.
- (iii) Add, subject heading, classification numbers, and summaries.

2.4.2 Managing User Accounts

Library staff may:

- (i) Create and update user profiles.
- (ii) Classify borrower categories (e.g., students and staff).
- (iii) Monitor user fines, and borrowing privileges.

2.4.3 Tracking Circulation (Borrow/Return)

The circulation module allows Librarian to:

- (i) Fast check-in and check-out of materials.
- (ii) Monitor overdue items and fine calculation.
- (iii) Manage reservations and renewals.

2.4.4 Reports and Inventory

Koha provides detailed reports and analytics, including:

- (i) Circulation statistics (most borrowed items, user activity).
- (ii) Inventory management report for stock-taking.
- (iii) Fine reports, overdue summaries, and acquisition tracking.

2.4.5 Accessing Library Management System

- (i) Koha is accessible via the Bandari College Library portal or website.
- (ii) Users log in using their registration number, or institutional credentials.
- (iii) The platform is mobile-friendly and can be accessed from any device with internet connectivity.

Annex III: Library Electronic Resources

1.0 Purpose

Library Electronic Resources are digital materials provided by the library to support learning, research, and consultancy. These include e-books, online journals, research databases, and multimedia content that can be accessed through computers or mobile devices.

2.0 Conditions for Accessing BCD's Licensed Electronic Resources

- (i) Access is provided on campus and remotely through secure login.
- (ii) Only registered users shall be allowed to log in using valid institutional usernames and passwords.
- (iii) User login details are confidential and must not be shared with others.
- (iv) Violations may lead to suspension of access privileges.

2.1 Procedure for Accessing E-Resources

Login Process

- (i) Visit BCD website (<https://www.bandari.ac.tz>).
- (ii) Select "Library services" from the menu.
- (iii) Choose the desired database or e-library platform from the drop-down menu.
- (iv) For any issue related to access contact a librarian.

3.0 Library Computers

3.1 Access and Availability

- (i) Computers are available in the library on a first-come, first-served basis or by reservation.
- (ii) Sessions may be limited to 60 minutes during peak hours.
- (iii) Permitted uses include research, and accessing educational or professional content.
- (iv) The library may block or restrict access to certain websites or online services.

3.2 Prohibited Uses on Library Computers

The following are prohibited:

- (i) Viewing or downloading pornographic, violent, or illegal content.
- (ii) Performing high-bandwidth activities such as streaming or gaming that may disrupt access for others.
- (iii) Attempting to bypass security filters or access restricted files.
- (iv) Sending spam, or engaging in hacking activities.
- (v) Installing personal software or altering system settings.
- (vi) Use any external storage device in the library.
- (vii) Writing or editing documents is not permitted.

Annex IV: Library Membership

1.0 Purpose

The purpose of library membership is to establish a clear and secure procedures for registering users and managing access. Membership will ensure only eligible individuals fully benefit from the library's resources while upholding accountability and data security.

2.0 Privileges of Library Members

Users may through library membership:

- (i) Borrow library materials.
- (ii) Access digital/electronic resources.
- (iii) Use library spaces, equipment, and services.
- (iv) Receive personalized support in research and academic work.

3.0 Membership Rules

- (i) Students' memberships expire at the end of each academic year.
- (ii) Staff memberships expire upon termination of employment or transfer from the TPA.
- (iii) Temporary access or guest passes may be issued to external users including visiting academics, researchers, and collaborators.
- (iv) Part-time instructors may access library services but must obtain formal borrowing authorization from the DP ARC.
- (v) Exchange students may access library services during their stay; however, borrowing privileges require approval from the DP ARC.
- (vi) Students undertaking internships are only eligible to use library materials but not borrowing.

Annex V: Library Rules

1.0 Working Hours

Monday – Friday: 08:30am - 06:30pm

Saturday: 09:00am - 01:00pm

Sunday and public holidays: Closed

2.0 Other Rules

- (i) The library is a place for silent and private study. Good order and silence should be maintained in the library at all times.
- (ii) Behaving in such manner that would interfere with study and research activities of the other library users is prohibited.
- (iii) Library items should not be taken out without proper authorization.
- (iv) Theft or attempted theft of library items, equipment, furniture or furnishings is prohibited.
- (v) Eating, use of substances or abusive drugs, and the display or distribution of notices or items in the library are not allowed without prior approval from the Librarian.
- (vi) Booking of seats in the library is not allowed, and the library staff may remove unattended items left on chairs or tables, with no responsibility taken for personal belongings.
- (vii) All communication gadgets including cell phones, radios, etc. should be put on silent mode before entering the library.
- (viii) The marking, defacing, mutilation, wilful alteration or destruction of identification marks relating to ownership of any library facilities, furniture, equipment or furnishing is prohibited.
- (ix) All bags, briefcases, metallic containers etc. should be left in the place provided for the purpose at the library entrance.
- (x) All readers leaving the library in possession of books, papers, paper bags and file folders shall show the item (s) for checking at exit point by library security or library staff.
- (xi) Re-shelving of materials used within the library is prohibited. Material issued should be left on the tables to be re-shelved by library staff.

- (xii) Books shall not be marked by text underlining, text highlighting in transparent colour, writing comments in a book, ticking, or removal of a page or pictures.
- (xiii) Access to electronic resources is strictly limited to registered users with valid College credentials. User login details are confidential and must not be shared under any circumstances.
- (xiv) Any misuse or violation of this policy may result in suspension of access privileges.

Annex VI: Circulation Operations

1.0 Purpose

To oversee the lending and return of library materials in a fair, efficient, and well-organized manner. This includes registering users, issuing and renewing items, handling returns and overdue materials, and maintaining accurate records to support responsible and equitable access to library resources.

2.0 Eligibility and Identification for Lending

- (i) Only BCD students and staff are permitted to borrow library materials.
- (ii) On special circumstances, other TPA staff may be allowed to borrow library materials with the approval of the DP ARC.
- (iii) BCD staff must present a valid TPA staff ID when borrowing items.
- (iv) Students must present a valid library card or college ID card to borrow materials.
- (v) All items must be properly issued at the circulation desk before being removed from the library.
- (vi) Certain designated materials are not eligible for circulation; items such as reference books, rare books, and journals which must be used within the library premises.

3.0 Loan Periods and Renewals

S/N	User Category	Maximum items allowed	Loan Period	Renewal
1.	Students	2 books	7 days	Once if no holds
2.	Staff	4 books	14 days	Once if no holds

Items may be renewed once, except when they have been requested, reserved, or recalled by another user.

4.0 Reservations and Recalls

- (i) Users may place a reservation on checked-out items at the circulation desk.
- (ii) Reserved items must be collected within 24 hours of notification.
- (iii) The library reserves the right to recall any item prior to the due date for higher-priority users.

5.0 Overdue, Fines and Non-Compliance

- (i) Daily fines: TZS 1,000 (students); TZS 3,000 (staff) per item after the due date.
- (ii) Failure to return items or settle fines may lead to debt recovery from salary (staff) or withholding of certificates (students).
- (iii) Fines are payable exclusively via the control number issued by the Finance Office.

6.0 Return and Clearance of Library Materials

- (i) All borrowed items must be returned on or before the due date.
- (ii) Users will be notified regarding due dates, overdue items, and fines via email or SMS,
- (iii) Librarian shall ensure users are well-informed about their borrowing status and encourage timely returns.
- (iv) Users shall undergo library clearance upon exit from the College and outstanding obligations may prevent issuance of certificates.

7.0 Loss and Damage

- (i) An item is deemed lost if not returned within 14 days of its due date, and the borrower will be liable for replacement.
- (ii) Borrowers must report lost items immediately and either provide a replacement or pay the replacement cost within 30 days. A daily fine will continue to accrue until the item is replaced or fully paid for.
- (iii) Any damage or marking of library materials will require compensation equal to the assessed replacement cost.
- (iv) Replacement cost shall take into account current market value of the item.

8.0 Borrowing Restrictions

- (i) Users shall not borrow items on behalf of others or transfer borrowed materials to another person.
- (ii) Users are personally responsible for borrowed items' safekeeping.
- (iii) The library reserves the right to restrict or refuse item circulation based on the Library Policy.

Annex VII: Information Literacy

1.0 Purpose

To equip library users with essential skills to locate, evaluate, and ethically use information resources to support academic success and lifelong learning.

2.0 Information Literacy Process

2.1 Orientation and Training

2.1.1 All new users shall attend Library Orientation Sessions which shall introduce:

- (i) Library layout and services
- (ii) basic information literacy concepts
- (iii) accessing and using library materials effectively
- (iv) online Public Access Catalog (OPAC)
- (v) accessing electronic databases, e-books, journals, and digital archives

2.1.2 Regular training is offered on:

- (i) database searching techniques
- (ii) citation methods (APA, MLA, Chicago, etc.)
- (iii) plagiarism awareness and academic integrity
- (iv) accessing electronic databases, e-books, journals, and digital archives

2.2 Research Support

2.2.1 Librarians shall provide individualized support to users by assisting with:

- (i) developing effective search strategies
- (ii) identifying credible and scholarly sources
- (iii) evaluating the relevance, accuracy, and bias of information

2.2.2 Librarian support is available through:

- (i) physical consultations at the reference desk
- (ii) online help desks, email, or chat services

2.3 Library Staff Responsibilities

Library staff shall in relation to information literacy programs:

- (i) Design and deliver information literacy programs tailored to students, staff, and researchers.
- (ii) Provide timely and relevant research support to meet diverse user needs.
- (iii) Offer personalized current awareness services and selective dissemination of information services to keep users updated, enhance research skills, and promote effective use of library resources.
- (iv) Maintain and regularly update Information Literacy training materials, tools, and technologies.
- (v) Promote awareness of ethical information use, plagiarism prevention, and copyright compliance.

Annex VIII: Library Security System

1.0 Purpose

To safeguard library resources and infrastructure from theft, damage, or misuse while maintaining an open, accessible, and welcoming environment for users.

2.0 Physical Security Systems

2.1 Radio Frequency Identification (RFID)

- (i) All library materials shall be embedded with RFID tags.
- (ii) Security gates shall be installed at all exits to detect unissued or improperly handled materials.
- (iii) Alarms will automatically trigger if items are removed from the library without proper checkout.

2.2 CCTV Surveillance

- (i) CCTV cameras shall be installed at entry/exit points, reading areas, special collections, and restricted zones.
- (ii) Footage shall either be monitored in real-time or recorded and stored for later review.
- (iii) CCTV surveillance shall support incident verification, strengthens user safety, and protection library resources.

2.3 Access Control

- (i) Users shall present a valid BCD ID or TPA staff ID card to gain access into the library.
- (ii) Visitors must register via logbook or digital check-in system upon entry.
- (iii) Bags shall be stored in designated lockers.
- (iv) Upon exit, users shall undergo checking and/or RFID gate scanning where in place.

3.0 Incident Response

3.1 Suspicious Behavior

- (i) Users shall report any suspicious behaviour or individuals to library staff or security.

- (ii) Such situations are monitored through CCTV systems and regular staff patrols to ensure safety and appropriate action.

3.2 Theft or Attempted Theft

- (i) Alarms triggered by unauthorized removal of materials shall result in an intervention by staff or security.
- (ii) Theft incidents shall be investigated by library administration and, where necessary, escalated to college security or law enforcement organs.
- (iii) Disciplinary actions such as formal warning, suspension, permanent ban, or legal prosecution may be undertaken in accordance with this Library Policy and/or any other BCD instruments.

Annex IX: Stocktaking and Weeding

1.0 Purpose

To manage the library's collection by keeping accurate and updated inventory records. This process involves checking, updating all materials and removing items that are outdated, damaged, or no longer useful.

2.0 Frequency and Timing

Stocktaking and weeding will be conducted annually at the end of each financial year.

3.0 Tools and Resources Required

- (i) LMS for comparison and reporting
- (ii) Inventory checklists and weeding procedures
- (iii) Barcode scanners or RFID readers
- (iv) Data recording sheets and labelling materials
- (v) Portable trolleys for sorting and moving books

4.0 Stocktaking Procedures

4.1 Preparation

- (i) Issue advance notice of the stocktaking exercise to all relevant stakeholders.
- (ii) Generate and print the current inventory report from the LMS.
- (iii) The Head of Library or a designated Stocktaking Coordinator shall assign specific sections of the collection to designated library staff members for scanning and verification.

4.2 Physical Verification

- (i) Verify each item against the system records.
- (ii) Note discrepancies (missing, misplaced, or damaged items).
- (iii) Update the physical condition and shelf location.

4.3 Final Report

- (i) Create a log of missing, duplicated, or damaged resources.
- (ii) Each library staff shall submit a stocktaking report for their assigned area to the Head of the Library Unit for compilation.

- (iii) The Head of Library Unit shall submit a compiled stocktaking report to the DP ARC for final action.

5.0 Weeding Procedures

5.1 Selection Criteria

- (i) Outdated or irrelevant information
- (ii) Poor physical condition (torn, stained, mouldy)
- (iii) Duplicated items not justified by demand
- (iv) Low circulation or usage (as per LMS reports)

5.2 Steps for conducting Weeding

- (i) Review titles against the weeding criteria.
- (ii) Label and document removed items.
- (iii) Secure approval before final disposal or relocation.
- (iv) Dispose or relocate weeded materials.

5.3 Disposal of Weeded Materials

- (i) Donate to relevant institutions (if reusable).
- (ii) Recycle (for damaged, non-usable materials).
- (iii) Destroy as per TPA or national disposal guidelines.

5.4 Recordkeeping and Reporting

- (i) All removed, lost, or damaged materials must be recorded.
- (ii) Reports must include:
 - a) Number and titles of items weeded or lost.
 - b) Justification for removal.
 - c) Recommendations for purchase/replacement (if needed).
- (iii) Submit a weeding report to the BCD Management Academic Committee for deliberations and recommendations to PBC for approval.

5.5 System Updates

- (i) Update the LMS to reflect all verified and weeded items.
- (ii) Archive past reports for future audits and reference.

Annex X: Equitable Access for People with Disabilities

1.0 Purpose:

Ensure equitable access to all library services and resources for individuals with disabilities.

2.0 Infrastructure Enhancement

- (i) Assess all library buildings for accessibility gaps (ramps, elevators, reading areas, signage).
- (ii) Install wheelchair ramps, elevators (where necessary), adapted reading/study areas, and tactile/high-contrast signage.
- (iii) Regularly inspect and maintain infrastructure to ensure continued accessibility.

3.0 Accessible Resources Development

- (i) Procure and maintain materials in accessible formats: Braille, audio, and large print.
- (ii) Digitize key resources and ensure compatibility with assistive technologies such as screen readers.
- (iii) Partner with publishers and accessibility organizations to expand the library's accessible collection.

4.0 Assistive Technology Implementation

- (i) Equip library computers with screen readers, magnification software, and touch-friendly interfaces.
- (ii) Provide adaptive devices, including braille displays, audio players, and speech-to-text tools.
- (iii) Train staff to assist users in effectively utilizing assistive technologies.

5.0 Staff Training and Sensitization

- (i) Conduct regular workshops on disability awareness, inclusive service delivery, and assistive technology.
- (ii) Ensure staff can provide respectful, independent, and inclusive support to all users.
- (iii) Evaluate staff competency and provide refresher training as needed.

6.0 Community Engagement and Partnerships

- (i) Collaborate with disability organizations, schools, and advocacy groups to understand user needs.
- (ii) Promote inclusive programs, workshops, and events to encourage participation of people with disabilities.
- (iii) Gather feedback from community partners to improve services continually.