

CAFRE Library Policy

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	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
Document available	√	√

This document can also be produced in alternative formats upon request

CAFRE Library Policy

Version History

Version	Description of Changes	Date
1		2010
2		2021
3	Put on new CAFRE Template	2024

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CAFRE'S MISSION

“To be a knowledge centric organisation delivering high quality education, knowledge transfer and innovation programmes to those entering and those working in the Northern Ireland agri-food industry, to support its sustainable growth.”

The work the library undertakes contributes directly to this mission.

ROLE OF THE LIBRARY

- To provide a comprehensive stock of print and electronic resources in line with the requirements associated with supporting the delivery of the College's education and training programmes to a high standard of effectiveness and efficiency.
- To maintain and review collections on a yearly basis.
- To organise material in the library using recognised cataloguing standards.
- To provide training and support to users on information literacy skills.
- To develop access to key online resources.
- To provide a timely enquiry service.
- To provide a quality service.

MEMBERSHIP

All students and trainees who are undertaking courses at CAFRE and staff in NICS are entitled to membership on enrolment.

All new staff will be enrolled on start date.

Members of the public can request access by contacting the library directly.

DATA PROTECTION

Any personal information supplied is dealt with in a way which complies with the requirements of the UK General Data Protection Regulation (UK GDPR 2016) and the Data Protection Act 2018.

Only personal data required to provide essential library services are stored on the Library Management System (LMS).

All personal data is deleted when a member leaves.

OPENING HOURS

The library service provides extensive opening hours during term time. Opening hours are reviewed and can be changed in response to demand.

LIBRARY CATALOGUE

The [catalogue](#) is the shared collections from a number of libraries including, CAFRE Libraries and NICS Libraries in Lanyon Plaza and Craigantlet.

Members will receive a username and password as part of induction.

All members can reserve and borrow books from any library in NICS or CAFRE.

ACCESS TO ONLINE RESOURCES

CAFRE Online [Moodle](#) is the main site to access library information.

Resources available include:

- Links to key databases for eBooks, eJournals, market research and legislation, including off-campus access.
- Access to the catalogue and user guide.
- Help with Referencing and Plagiarism.
- Database guides.
- Reading Lists.

Any Usernames or Passwords for on-line databases are strictly the property of the college and must not be divulged to anyone other than current students or members of staff.

INFORMATION LITERACY

New students and staff will receive a library induction. Students will receive training in the use of library resources and Harvard referencing throughout the academic year.

The Librarian will collaborate with academic staff to deliver best practice in digital and information literacy skills training.

All new staff to be offered one-to-one training.

Training sessions can be booked for groups or individuals.

Training sessions can be classroom based or online.

LOANS

Book Loans:

The number of books that can be borrowed and the number of times they can be renewed is found in the table below:

Membership Category	Loans	Renewals
Staff	20	10
Students (including short course)	5	2
Postgraduate students	8	2
Temporary staff	8	2
Other libraries	20	5

Books may be renewed if they are not in demand.

Books may be recalled if they are required by another reader.

Books in the reference section cannot be borrowed and are for use only in the library.

Students who have overdue books are not permitted to borrow any more books from the library until overdue books are returned and all charges for lost books have been paid.

Books can be borrowed using patron-led self-service kiosks based on RFID technology.

Journal Loans:

Journals cannot be borrowed from the library unless permission is given by the Librarian.

INTER LIBRARY LOAN REQUESTS

Users may request material, not available in the library, from other sources. Users should be aware that such material is expensive, and the number issued may have to be limited.

Users should provide all the necessary details of the information resources that are required by completing a copyright declaration form.

OVERDUES

Reminders will be issued by email to all users who have borrowed a book and have not returned it on the due date.

Overdues will be issued as follows :

- First overdue – on first day after return date.
- Second overdue – one week after the first overdue.
- Third – one week after the second overdue.
- Final – four weeks after the third overdue.

A final reminder will be issued by post to all users who have not returned overdue books.

A bill for the replacement value of all books may be issued after the final overdue.

Final Year students who have books outstanding are sent a letter stating their award may not be conferred unless all items are returned or replaced.

If there is no reply from follow up letters the item status is recorded as lost/missing on the LMS. After a six-month period, the items are deleted from the LMS and recorded on a spreadsheet stored in Content Manager.

FINES & CHARGES

There are no fines imposed for late returns.

Charges will be applied if items are not returned after the final overdue notice.

COLLECTION DEVELOPMENT

The librarian is responsible for approving the purchase of new books, journals and e-resources through a proactive approach to effectively support the education and training programmes provided by the College. Users are encouraged to suggest additions for the library stock.

In selection of resources, the Library shall be guided by the work of the college. Material selected must support the current learning, teaching and research priorities.

The Library aims to provide access to all material on current reading lists.

The number of copies or simultaneous accesses purchased will depend on anticipated and actual use, cost and availability.

Digital versions, where suitable and available, will be acquired in preference to the excessive duplication of print copies.

Digital format is the preferred option for books, journals and resources, where appropriate, affordable and practicable, allowing equitable access for those studying whether on or off campus.

The Library will endeavour to acquire e-books via a suitable licence that will allow multi-user access across the institution.

Library Services will aim to take advantage of collaborative negotiations such as Jisc nationally negotiated deals.

Before subscriptions are cancelled, the views of all stakeholders including relevant teaching staff will be taken into account.

Usage of the collections are monitored through the LMS and Moodle.

Users will receive regular updates on new additions to stock.

STOCK CONTROL

A focused stock control audit will be carried out periodically during Semester breaks.

If items are found to be still on loan after a stock take, a reminder letter is sent.

Lost or damaged items of stock will be written off.

WEEDING

Older editions and damaged items are periodically removed from stock and deleted from the LMS. Deleted items are stamped withdrawn and discarded.

Deleted items purchased within the last 7 years are recorded on a spreadsheet and stored in Content Manager.

DONATIONS

Donations will only be accepted if they are within the scope of the collection.

The following criteria will be applied:

- The material is relevant to the current teaching and research interests
- Sufficient space is available
- There is full agreement that items may be disposed of in any manner deemed appropriate.

PHOTOCOPYING FACILITIES

All users of Library materials, whether in Library buildings or elsewhere, are personally responsible for ensuring that they observe the requirements of the copyright legislation currently in force in the United Kingdom.

All members to be made aware of copyright regulations which are posted beside photocopiers.

IT FACILITIES

The internet on computers in the libraries are specifically for the purposes of enabling users to access on-line databases, to conduct catalogue searches and to access information for research purposes.

No unauthorised software should be used on the computers in the libraries/computer rooms.

CONDUCT

Any disorderly conduct in the Library, or any behaviour which unfairly inconveniences other users or causes damage or the risk of damage to books, furniture, equipment or the fabric of the building, constitutes a breach of CAFRE's Learner Charter and Code of Conduct.

All issues of misconduct in the library will be reported to course managers.

LIBRARY USE OF CCTV (Greenmount & Loughry)

The Library uses CCTV for the purposes of security.

The recordings will be accessed only by authorised library and estates staff.

Staff involved in monitoring will maintain confidentiality in respect of personal data.

LIBRARY SURVEY

A library survey to determine the views of members will be issued bi-annually.
Results of the survey will be reviewed and acted on.

STAFFING

The librarian, or a member of staff acting on behalf of the librarian, must be present at all times when the library is open.

The librarian has overall responsibility for the management of the library including budget, security, stock control, book loans, IT and photocopying facilities and also for general housekeeping.