



**GLORIOUS POLYTECHNIC COLLEGE**

**LIBRARY POLICY AND REGULATIONS**

**ZANZIBAR, 2023**

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## **FOREWORD**

This is the first Library Policy and Regulations developed at the Glorious Polytechnic College. Glorious Polytechnic College (GPC) is an ideal place for the intensive multi-disciplinary collaborations called for by today's scientific and clinical community. Its relatively small size and extraordinary faculty contribute to an inherently interactive place.

At GPC, professionals are already exchanging ideas and expertise with artisans, technicians, research scientists and clinicians to advance scientific understanding and translate new knowledge into innovative technology, clinical treatments and patient care. However, the community leaders and population at large realize that change is required in order to foster an institutional environment that supports and encourages this type of interaction.

The GPC embraces inter professional approaches and brings together educators from vocational, business and health disciplines. We are a community of educators and learners; multiple networks of passionate and engaged people with diverse knowledge and skills who teach, coach and mentor individuals and groups to grow and thrive professionally. We offer programmes and services that support our hospital community to create, deliver and evaluate education and training. Our unique services are also offered to external partners who wish to participate in our exceptional educational offerings or to those looking for customized learning experiences.

This Library Policy and Regulations therefore, specifies the best practices for making the usage of the College library more transparent, efficient and acceptable. It also in line with the Strategic Objectives of the College's Strategic Plan.

It is hoped that this Policy will be read and understood by all students, staff and management of the Glorious Polytechnic College, so that our customers will receive the best service, making our College a model to compete with by other institutions.

**Eng. Dr. Idrissa M. Hija**

**Principal**

**Glorious Polytechnic College.**

## **ACKNOWLEDGEMENTS**

The preparation of this Library Policy and Regulations, was only possible through hard work and dedication of the College team, which was co-chaired by Eng. Dr. Idrissa M. Hija and Head of Library Service Unit, Mr. Ngozani A. Ngozani.

I wish to acknowledge the team's efforts particularly its willingness to work beyond official hours. No words can express our gratitude to the management and all other staff of the College, who in one way or the other, gave suggestions and ideas that help to shape the Policy to their present state.

I also wish to acknowledge College Governing Board, its Committees and many others who contributed in one way or another to bring this Policy into its present form. It is my sincere hope that this Policy shall serve as a useful guide to staff and students of the Glorious Polytechnic College.

**Dr. Mohamed S. Jiddawi**  
**Chairperson**  
**Governing Board**  
**Glorious Polytechnic College**  
**Zanzibar.**

## **1.0 BACKGROUND**

### **1.1 Establishment of the College**

Glorious Polytechnic College is a Private Institution owned by the Glorious Board of Directors and operates under the Governing Board was established in 2021 and officially became operational on 3<sup>rd</sup> July, 2022.

GPC is an ideal place for the intensive multi-disciplinary collaborations called for by today's scientific and clinical community. Its relatively small size and extraordinary faculty contribute to an inherently interactive place. At GPC, engineers are already exchanging ideas and expertise with research scientists and clinicians to advance scientific understanding and translate new knowledge into novel clinical treatments and patient care. However, the clinical centre leaders realize that change is required in order to foster an institutional environment that supports and encourages this type of interaction.

The GPC connects people, spaces and learning products in multiple ways. Through virtual communities and physical space, we promote excellence in education and learning. GPC is creative and strive for excellence in everything that we do. We seek new partnerships and promote networks that enhance learning, advance education scholarship, improve knowledge translation and offer creative education solutions and services to ultimately improve outcomes for students and community.

This College entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies, Vocational Training and Business Administration by teaching, conducting research and consultancy in various fields in the country. The College was registered by Vocational Training Authority (VTA) of Zanzibar in March, 2022 with Registration Number **VTC/2022/04/00087/1** and fully registered by National Council for Technical and Vocational Education and Training (NACTVET) in February, 2023 with Registration Number **REG/NACTVET/0728**.

### **1.2 Administrative Set-Up**

The GPC is administered by an independent Policy making Governing Board, capable of reflecting the public interest in its activities and decisions. The GB delegates its day-to-day activities and decision to the College for implementation. The entrusted management and administrative structure comprise the following three top Executive Officers:

- (a) Principal;
- (b) Deputy Principal (Academic, Research & Consultancy);
- (c) Deputy Principal (Finance, Planning & Administration).

The Principal is assisted by Deputy Principal for Academics, Research and Consultancy and Deputy Principal for Finance, Planning and Administration. Holders of the three top positions are academicians to ensure that core functions of a training institution which are training, research and consultancy are efficiently and effectively carried GPC.

### **1.3 Governing Board Committees**

Internally, the Governing Board has established Standing Committees, which support GB on various matters related to the College. The established Committees are the Academic Committee and Finance and Administration Committee.

### **1.4 Strategic Plan**

Given its fast-growing rate, the GPC felt necessary to establish its Strategic Plan so as to enable the optimum utilization of available resources. Therefore, since 2022, the Glorious Polytechnic College started implementing 2022 – 2027 Strategic Plan. During development of the Strategic Plan, priority issues were identified and Policy statements and strategies meant to address the issues were outlined.

### **1.5 Programs Offered**

The College is entrusted with the responsibility of preserving, enhancing, transmitting and disseminating knowledge in Health and Allied Science Studies, Business and Vocational Training by teaching, conducting research and consultancy in the above-mentioned fields in the country.

GPC's origin stems from the inadequate training institutions and insufficient capacity to enrol in sciences (health), economic (business, tourism), social courses and vocational training. This need was mainly communicated through observations, word of mouth and a mini survey in the different Regions of Zanzibar.

Considering the need for these offering and other related courses, GPC seeks to serve a broader market need for such services. GPC is in its start-up stages. In early stage there will be introduction of core offerings which will then create new and related courses, defining the legal structure and conducting initial assessments of market demand for other products. These initial assessments were also served as the initial business development activities whereby client base was established.

## **2.0 GLORIOUS POLYTECHNIC COLLEGE LIBRARY - INTRODUCTION**

GPC Library is a an another new biomedical and health sciences library in the country. The library has more than 50,000 volumes of materials in different health fields such as pharmacy, medicine, dentistry, nursing, public health and social sciences, traditional medicine, and health allied sciences, business and vocational training. These numbers are expected to triple in the next five years. The Library accommodates about 45 users at a time and offers both reference and borrowing services. This Library Policy and Regulations intends to guide the use of GPC Library by the College community and outsiders.

### **2.1 MAJOR SECTIONS AND STAFFING SITUATION**

At present, the Library Services Unit has three major sections namely Readers Services, Journal and Periodical services, and ICT Services. These sections are well managed by a professional team that is comprised of three staff with both academic and administrative staff prerequisite qualifications.

The College Library Management and the Academic Committee are the Policy making Bodies for the library operations. The Academic Committee is comprised of representative staff from different

Departments, Units and students.

### **3.0 OPENING HOURS**

- a. Normal Time on Working Days:** 8:00 am – 7:00 pm
- b. During Vacation:** Monday – Saturday at 08:00 am – 2:00 pm.

### **4.0 ADMISSIONS AND MEMBERSHIP**

- (a) All members of the College are entitled to use the library as readers;
- (b) Members of GPC community have to register for membership. Membership forms are available at the Library Issue Desk. Library members are entitled to borrow books and utilize other library services;
- (c) Users who are not from the GPC community and who may wish to use the library may do so after applying for a monthly membership at a small cost as shown in **Appendix I**.

### **5.0 LOCATING MATERIALS**

Library materials will be located or be accessed through manual catalogue (information provided in a catalogue card) or by perusal through book shelves. In addition, the materials can be also available in a soft copy through online library database and Online Public Access Catalogue (OPAC). A catalogue card is a brief description of an information item.

It is in the college plans to enter all bibliographic records into the library integrated management system, namely KOHA database. The Library catalogues are of two types, author catalogues and subject catalogues. The author catalogues (file) lists books, pamphlets and other documents alphabetically according to Author's surnames and first names. In the case where the book has no personal authorship, the authorship will be attributed to title, society, body or institution.

On the other hand, subject catalogues are also used to locate materials in the library. A subject catalogue is an alphabetically arranged file according to the name of the subject and it shows what the library has on a particular subject, and what other documents exist on the subjects.

### **6.0 LENDING**

A book borrowed from the library must be returned on or before the last date shown on the date label of the book. In case where the returned book is still in need by the same reader, the book can be re-issued (renewed). When a reader returns a book to the Issue Desk, his/her ticket will be returned to him. The reader must make sure that he/she gets back a ticket when returning any library book. Any person found holding books without having them properly issued will be reported to the College Authorities and shall be liable for disciplinary action, including loss of library privileges.

### **7.0 COLLECTIONS**

#### **7.1 General Collection**

The general collection consists of information materials in various vocational, business and medical and health fields. Information materials in this section can be borrowed for home reading and be returned after two weeks.



## **7.2 Reference Section**

Reference section provides text books with higher demands to support College members and students. Given such a high demand from the majority of students, these books, are for use within the library only, and not to be borrowed for home use.

The reference collection consists of dictionaries, encyclopaedias, hand books manual, atlases, compendium, almanacs and bibliographies etc. These materials are for use within the library only and not for borrowing for home reading. Information service desk exists purposely for enquiries regarding use of library.

## **7.3 Special Reserve Collection**

Special reserve is a special collection, stores books, theses and dissertations which are on high demand. Books from this section are to be used within the allocated reading area at special collection. The books, theses and dissertations are not allowed to be taken outside the special reserve.

Readers may borrow special reserve books, theses and dissertation for a maximum of one hour per one book. An additional one hour can be requested if there is no user waiting for the book. Failure to return a borrowed special reserve book after one hour will result to a disciplinary action.

## **7.4 Journals & Periodicals Electronic Resources (PER)**

The section of Periodicals & Electronic Resources (PER) at GPC Library deals with subscriptions of journals and databases to support academic and research activities of GPC. The section subscribes to a number of periodicals/journals in various medical fields. These periodicals would be available for reading in the library and they will not to be borrowed for home reading.

In the next move towards the progressive strategic plans for the library, it intended to improve the following services to its clients:

- a) The library will subscribe about 34 online journals through the joint subscription under the Consortium of Tanzania College Libraries (COTUL).
- b) The library will subscribe the Research for Life Programme, which provides free access to electronic journals in health, environment, social sciences and related fields to developing countries. The Research for Life Programme includes the following databases: Access to Research in Health Programme (HINARI), and the Access to Global Online
- c) The section will compile a list of online databases that provide free access to journals, theses, dissertations and e-books and put it on the library website for awareness and increased readership to GPC community. The list of electronic resources will be available through the library website address.
- d) The library also would subscribe to a number of local newspapers such as the “Zanzibar Leo”, Daily news, “Mwananchi” and “Nipashe”. Newspapers are to be placed at the Periodical Section in the library building.
- e) Through the Current Awareness Services (CAS), the library will provide online alerts of new journal titles and interesting scholarly information through the library website, blog and

Facebook page in order to keep users aware and up to date scholarship publications.

- f) PER section works closely with the Section of Library ICT to pull out usage data and statistics from the subscribed online journal databases and e-resources such as TEEAL by conducting quarterly assessments of both print and e-resources to determine strength and weakness in the resource usage and provides reports for future implementation and adjustments.

## **8.0 OTHER READING SPACES AT THE LIBRARY**

Due to the fact that, GPC Library is in its take off stage, it has the following additional strategic plans for its future development so as to expand its services according to Ranganathan Law who said “Library is a growing organism” meaning that as years goes on number of students increases will necessitate the increase of the library services too.

The expansion of the College teaching and research programmes necessitate the expansion of the College Library in terms of resources (Information resources, ICT facilities, equipment and furniture) and services to support the offered programmes by the College. In this regard, the College plans to construct the new library building, which will have 24 hours reading room, discussions rooms, and an ICT computer laboratory.

### **8.1 The 24 Hours Reading Hall**

The 24 hours reading hall will have the capacity to accommodate 150 users at a time. The hall will provide library users with opportunities to spend more time in the library undertaking their educational and research activities any time.

Moreover, library users will be prohibited to conduct any kind of discussions that draw attention to other users who will use the same room for independent reading. Instead, library users would be allowed to use the available discussion rooms as presented in subsequent section.

The Library Services Unit will charge the fees for utilization of 24 hours reading hall for various purposes, such as conferences, workshops, meetings. These charges shall be only applicable to projects or associations with exception to College Meetings or teaching classes as shown in **Appendix II**.

### **8.2 Discussion Rooms**

The library shall have one discussion room. Users are required to book a discussion room in advance. A room may not be reserved for less than ten people and will be used for a maximum of seven hours per day. Any library user who will fail to return the keys for a booked discussion room will be considered to have breached library holdings. Therefore, a fine of **TZS 5,000/-** shall be paid for every additional day upon the failure to return the key of the discussion room to the library. In addition, disciplinary action may also be taken to any library user failing to return the key of the discussion room to the library.

## **9.0 ICT FACILITIES AND SERVICES**

ICT facilities and services are very essential to make library work effectively and efficiently. Below are some ICT facilities and services which will be available at GPC library.

## **9.1 Library Computer Laboratory**

The library will have computer laboratory located just next to the 24 hours reading room. The computer room will have the capacity to accommodate up to 150 computers. Students will also allowed to carry on their laptops to access library materials. The room will be connected to the wireless internet connection via the College hotspots. All library users will have the opportunities to access and use of internet for their educational and research activities within the College.

Library computer facilities are intended to be used for educational purposes only. At the moment, due to limited number of computers, the maximum allocated time for each user is 30 minutes and after that a user is required to give chance to other users. Undesirable use of computers is forbidden. Undesirable use includes:

1. Accessing inappropriate web sites;
2. Attempting to download un-authorized software or otherwise alter the configuration of the library PCs;
3. Introducing viruses to library ICT computers;
4. Attaching any device without the authorization of the Head of the Library Service Unit, or Head of ICT Section;
5. Attempting to gain illegal access into the library system;
6. Watching pornographic materials.

## **9.2 Video Conference Facilities**

The Library will have a video conference facilities located within the computer laboratory. It will accommodate a video conference system, which will enable scholars to conduct video conference meetings between GPC and other local and international partners. The room will be also used for collaborative teaching courses being taught in partnership with other vocational training, business and medical institutions around world.

The video conference room will provide various services including video conference services, internet connection, and venue for training/workshops. The charges for using video conference facilities are as shown in **Appendix III**.

## **9.3 Photocopy Services**

The library will provide photocopy services to its users. Library users who may wish to photocopy authorized materials will be able do so at a very competitive and non-profit cost of **TZS 40/-** per page. However, users must remember that copyright laws protect all books and therefore library users are not allowed to photocopy the whole book.

Only portions (**not more than 15%**) of a book may be photocopied. Photocopy services will be available at the Special Reserve Sub-Section, within the Readers Services Section.

## **9.4 Scanning Services**

Scanning services will be available at the cost of **TZS 500/-** per page.

## **9.5 Printing Services**

The library will offer printing services at the cost of **TZS 150/-** per page (black and white).

## **9.6 CD ROM**

CD ROMs on vocational, business and health and allied sciences fields will be available at the Reference Sub-Section, within the Readers Services Section. These CD'S are available for use at the library and they are not to be borrowed for home reading.

## **9.7 Computer Room for People with Physical Challenges**

The library will have a special computer room at the ground floor to serve users with physical challenges.

## **9.8 Institutional Repository**

The GPC institutional repository shall aim to collect preserve and disseminate electronic copies of research and scholarly works created at GPC, and serve as a gateway to disseminate and reach out to similar resources elsewhere. Such publications include journal articles, conference presentations, proceedings, working papers, theses and dissertations. All members of GPC will be invited to contribute their research productions to the repository.

## **9.9 Library Blog**

The library will use social media interactive tools to communicate and share information with the community.

## **9.10 Library Institutional Facebook Page**

The library will also use Facebook to convey message to the community as well as to get feedback from them. It gives GPC students and staff 24 - hour's access to an online information and library services.

## **10.0 LIBRARY SECURITIES**

The security of library user's properties is his/her own responsibility. Users are advised not to bring any valuable items with them to the library. Library users are asked to leave all bags, folders, and coats at the bag deposit room after removing all valuable items. The library shall not be responsible for any loss of item at the bag deposit room or within the library building. To be allowed into the library, a user must show an Identity Card (ID). For users who are not members of the GPC community, a membership card must be presented before entering the library.

On exiting the library, users are required to pass through a single corridor entry library sanity system and show open any folders, laptops and whatever books they are carrying for inspection and everything going out of the library has been properly issued. Failure to abide by this rule may result in disciplinary action against the user. However, be informed that the Closed-Circuit Television (CCTV) cameras are on operation in 24/7 in the entire building.

## **11.0 LIBRARY REGULATIONS**

While using the GPC library the following regulations should be well considered:

## 11.1 General Library Regulations

Users of the library are requested to observe silence. Idle conversation, loud laughter and other unnecessary noise disturb library users and must therefore be avoided. Discussions are strictly forbidden in the library except in rooms reserved for that purpose. Failure to observe silence will result into dismissal from the library and other disciplinary measures.

- a. Eating, drinking water, smoking, sleeping, sexual acts, display or use of weapons are not allowed in the library;
- b. Improper dressing by library users, such as those users who cover their whole body including their face shall not be allowed to enter the library. This kind of dressing amounts to covering one's identity contrary to library regulations, which require users, be properly identified by showing their identity cards before entering. Further, wearing of long coats, jackets, caps and slippers is not allowed at the library. The library staff reserves the right to inspect any person who raises suspicion;
- c. Abusive language or gestures, harassing or threatening behaviour to the library staff and/or users are not acceptable;
- d. Personal hygiene is highly recommended to avoid offending other library users by odour;
- e. Use of mobile phones is strictly forbidden in the library premises. The library users who use mobile phone within the library will be charged **TZS 5,000/-** only;
- f. Theft and damage of library materials is a criminal offence. Anyone caught attempting to steal, stealing or to have stolen library materials will be reported to relevant College security organs (including the police) and College disciplinary organs for further actions, that may include prosecution, barred from using the College library and/or suspension from studies.

## 11.2 Lending Regulations

The library users are required to abide to the following rules knowing that, breaking them will result into disciplinary measures:

- a) A proper library card must be presented to the counter whenever library material is called for. This card is **NOT TRANSFERABLE** and torn, dirty and mutilated borrower's card is not honoured and should be replaced by a new one with a fee of **TZS 3,000/-**;
- b) For any library material drawn upon it, the owner to whom it is made out will be held responsible. If presented by other person, the library card will be seized and the owner will be liable to the fine amounting **TZS 2,000/-**;
- c) When returning library materials to the counter make sure that, you get back your borrowing cards. The library will assume no responsibility for exchange or for loss of your library cards after you have left the counter;
- d) Any lost card is to be reported to the library immediately. Lost cards will be replaced at a cost of **TZS 3,000/-**;

- e) Replacement for lost books shall be the actual price of a particular book plus 50% of the actual price to cover administrative costs;
- f) Books borrowed from Special Reserve Collection for use within the library must be returned at the issue desk (special reserve collection) after one hour of use;
- g) No reader will be allowed to borrow books from the library's collections without proper identification including borrowing cards;
- h) The library/Head of Library Service Unit reserves the right of admission.

### **11.3 Fines and Penalties**

The following fines and penalties shall be imposed on those who will be breaking these rules and regulations.

- a) A fine of **TZS 1,000/-** shall be paid for every additional day after the last day of returning a borrowed book to the library. Failure to return the book after the additional fined seven days will be considered book theft;
- b) The penalty for any act of book theft as defined in section 10.1 (f), shall be suspension from using library services for the whole semester, together with legal measures including being reported to the police. If repeated, the penalty shall be denial to access the library for one academic year. If same or similar mistake is repeated the user shall be denied access to the library for three years.

### **12.0 APPROVAL DETAILS**

1. Name of approval body: College Governing Board
2. Meeting number of the relevant body: (3<sup>rd</sup> Meeting of the College Governing Board).
3. Date of the meeting: 25<sup>th</sup> March 2023.

### **13.0 LIBRARY POLICY AND REGULATIONS OWNER**

The owner of this Policy and user guide and regulations is the Head of Library Services Unit.

### **14.0 NEXT REVIEW DATE**

The review dates will be three years from the date of approval of this Library Policy and User Guide and Regulations.

### **15.0 CONTACT**

Head  
 Unit of Library Services  
 P. O. Box 1928  
 Mpendae  
 Zanzibar, Tanzania.

**Appendix I: Admission and Membership Charges**

##	TYPE OF USERS	COST, (TZS)
1.	Students	10,000.00
2.	Local researchers/scholars	20,000.00
3.	Others: Such as Children of GPC staff	5000.00
4.	International scholar/ researchers	USD 20

**Appendix II: 24 Hours Reading Hall Charges**

##	TYPE OF UTILIZATION	PERIOD	COST, (TZS)
1.	Utilizing the hall for activities related to projects/associations to internal users (GPC community).	per day	150,000.00
2.	Utilization of the hall to external users.	per day	200,000.00
3.	Utilization of Projector.	per hour	40,000.00
		per day	200,000.00
4	Utilization of technical ICT Support.	per day	40,000.00
5.	Using internet.	per day	150,000.00

**Appendix I: Video Conference Facilities Charges**

##	TYPE OF UTILIZATION	PERIOD	COST, (TZS)
1.	Venue for holding a workshop or meeting for activities related to projects/associations for internal users (GPC Community)	per day	100,000.00
2.	Venue for holding a workshop or meeting for external users (Non-GPC Community)	per day	150,000.00
3.	Video conference system for activities related to projects/associations to internal users (GPC Community)	per hour	80,000.00
4.	Video conference system for external users (Non-GPC Community)	per hour	100,000.00

5.	Technical ICT Support	per day	40,000.00
6.	Projector	per hour	40,000.00
		per day	250,000.00