



LIBRARY AND LEARNING RESOURCES CENTRE POLICY

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1. INTRODUCTION

The Da Vinci Institute is a registered private higher education provider with accredited programmes offered in the distance mode of delivery. The Institute offers qualifications on NQF levels five to ten, which appear on the South African Qualifications Authority (SAQA). This policy forms part of the institutional Integrated Quality Management System and details the principles for ensuring that programme offerings adhere to required academic standards and empower students to contribute to the transformation of their communities, society, and the economy of the future. This approach is underpinned by the Business- and Community-based Action Learning discourse on the co-creation and distribution of relevant knowledge.

Da Vinci offers outcomes based, distance education opportunities. This policy details the principles and processes that will ensure that learning programme offerings are aligned to the principles of a Mode 2 research and knowledge production higher education institution, whilst adhering to the required academic standards and empowering students with the knowledge, skills and values to contribute to their communities, society and economy of the future.

2. DEFINITIONS

Term	Definition
Learning	The activities and responsibilities of students in the attainment of specific and critical cross field outcomes.
Student Support	A range of services to assist students to meet their learning objectives and to gain the knowledge and skills to be successful in their studies.
Support Service	Activity or function required for successful completion of a process, program, or project.

3. REGULATORY FRAMEWORK

This policy is benchmarked against, and should be read in the context of the relevant legislation underpinning the principles against which institutional policies, processes and standard operational procedures are developed, implemented and maintained. These include:

A. Relevant Legislation

- i. Constitution of the Republic of South Africa (No 108 of 1996).
- ii. Higher Education Act (Act 101 of 1997).
- iii. Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation (CHE, 2004).

- iv. National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa (SAQA, 2017).

4. SCOPE

The policy applies to all students, academic and non-academic staff as well as other stakeholders of The DaVinci Institute and supports learning in respect of all learning programmes offered by The Institute.

5. PURPOSE

- a) Establishing guidelines through which an effective and efficient library and information service can be provided that meets the needs of all stakeholders.
- b) Guiding library staff in the standardised provision of library and information services.
- c) Guiding library users regarding their expectations of library and information services on offer.
- d) Integrating the library and information service with academic, research and other activities at The Institute.
- e) Guiding staff in the use of library resources and information services as part of the larger learning resource offerings.

6. PRINCIPLES

- a) Research is integral to the learning journey for every programme offered by The Institute, and every assignment submitted requires independent investigation for which credible sources are used.
- b) Whilst the Mode 2 research and knowledge production methodology promotes knowledge generation rather than replication, The Institute seeks to introduce its learning community to seminal and authoritative texts. Therefore, the library holdings support the learning at The DaVinci Institute.
- c) As a distance education institution, holdings are made available where possible in electronic format.

7. LIBRARY AND LEARNING RESOURCES HOLDINGS

- a) The Da Vinci Institute has established a fit for purpose lending library consisting of the following:
 - I. Online databases
 - II. Physical/online/electronic books
 - III. Theses
 - IV. Dissertations.

- V. Journals.
- VI. Other material of academic (including a selection of textbooks) and enrichment value.

- b) The library holdings are available to the following:
 - I. Registered students
 - II. Faculty
 - III. Staff
 - IV. Other stakeholders (including but not limited to strategic advisory board members and guest lecturers)
- c) Material may be lent to borrowers, however, no more than 4 items may be borrowed at any given time by an individual for 4 weeks.
- d) The individual will be responsible for the items checked out by them.
- e) Failure to return the item to the library by the due date or returning damaged items could result in a fine or replacement charges for the item.
- f) Replacement charges will be added to a student's account if it is not settled.
- g) Should an individual fail to pay the charges as indicated, disciplinary action could be taken against the individual.
- h) A grace period of one week shall be granted when the borrowed item is not renewed within a four-week lending period. Failure to renew the borrowed item within the one-week grace period will result in the incurrence of a fine. Borrowers will be permitted to renew an item online only once.
- i) The Librarian/Knowledge Officer will provide confirmation that a student has no outstanding library books as the return of all books is a condition for graduation.
- j) The library will review the appropriateness of the collection on a regular basis and discard of unwanted items. This will be done in conjunction with academic staff, and in line with current and planned programme offerings.
- k) The Librarian/Knowledge Officer is responsible to give all stakeholders access to electronic resources.
- l) Behaviour which disrupts the activities of the physical library or impinges on the right to a quiet and orderly work and study environment of other library clients is not permitted. Library clients shall conduct themselves in an orderly and appropriate manner. Therefore smoking, eating, and drinking is not permitted in the library.
- m) Information resources, equipment or facilities shall not be defaced, damaged or stolen.
- n) Cellular phones shall be switched on silent for message purposes, accessing library electronic resources and catalogues and not for conversations.

8. NEW ACQUISITIONS

- a) It is the responsibility of the Library and Learning Resources Centre to establish a well-balanced and up to date collection of various information resources in order to meet the information needs of The Institute. The Institution includes an annual budget for library acquisitions and to increase the library holdings on an annual basis.
- b) Additional resources may be acquired from the library budget, gifts/donations and other means as necessary. The Institute will send an acknowledgement letter for donated resources/gifts.
- c) Regular acquisitions to the library are made based on recommendations of the following:
 - I. Administrative and Operational Staff
 - II. Deans
 - III. Heads of Programmes
 - IV. Academic Faculty and supervisors – a survey is sent out every 6 weeks by the project manager for input on any new resources students want to be included in the library holdings.
 - V. Students - a survey is sent out every 6 weeks by the learning coordinators for input on any new resources students want to be included in the library holdings.
- d) Resources are acquired according to but not limited to the following criteria:
 - I. Relevance to the current and planned academic programmes.
 - II. Authority of author and publishers, including book reviews.
 - III. Physical format and technical quality.
 - IV. Scope and contexts.
 - V. Extent of the existing collection in the subject.
 - VI. Price – including foreign currency.
 - VII. Timeliness.
 - VIII. Appropriateness - language, currency, target readership.

9. LIBRARY TRAINING

- a) The library has the responsibility to provide information literacy training to all faculty and students with the aim of equipping them with the necessary skills to effectively utilise information for life-long learning.
- b) New students receive the training as part of their onboarding and follow up refresher sessions are also provided for every quarter. Additional resource information is included in the onboarding guides.

- c) The Librarian / Knowledge Officer is responsible for the training. Online guidelines and resources are also available.

10. REVIEW OF THIS POLICY

Regular review and amendment of this policy will be done in line with the approved institutional policies and regulatory requirements. This will take place in consultation with the relevant quality assurance structures at departmental and institutional level, under the auspices of the official custodian of this policy, namely the Executive Dean: Academic.

11. PROCEDURES ASSOCIATED WITH THIS POLICY

LIBRARY LENDING PROCEDURE

1. Knowledge Officer to check daily lending requests on the library booking system
2. Knowledge Officer to respond to the students lending requests
3. Knowledge Officer to process the lending request on the collection day on the library booking system
4. Knowledge Officer captures the details of the student lending the book on the library booking system
5. Knowledge Officer to follow up on overdue books after the lending period expiration
6. Once the resource is returned it will be updated on the library booking system

PROCEDURE TO UPDATE THE PRESCRIBED AND RECOMMENDED READING LISTS

Updating prescribed and recommended reading lists from study guides requires an approach that ensures accuracy, completeness, and relevance. By following this process, the Knowledge Officer can ensure that these resources remain current, valuable, and relevant to teaching and learning:

7. COLLECT STUDY GUIDES: Obtain the latest study guides from a shared folder and the Instructional Design office.
8. REVIEW STUDY GUIDES: Examine the study guides to distinguish between prescribed and recommended reading materials. Take note of any changes or updates in comparison to earlier versions.
9. VERIFY CURRENCY AND RELEVANCE: Evaluate resources for relevance, currency, and academic significance, and remove outdated materials.
10. CROSS-REFERENCE WITH LIBRARY HOLDINGS: Consult the institution's library catalogue to verify the availability of each prescribed and recommended resource. Ensure that students have access to the materials either physically or electronically.
11. SEEK FEEDBACK: Gather feedback on prescribed and recommended readings from faculty, students, and subject matter experts. Consider their suggestions for new additions or removals.
12. RESEARCH NEW MATERIALS: Search continuously for new publications, scholarly articles, and online resources related to the subject matter. Incorporate recent advancements and emerging literature into the reading lists.

13. COLLABORATE WITH FACULTY: Work together with faculty to update reading lists. Use their expertise to enhance resources.
14. UPDATE THE LISTS: Revise the reading lists based on findings from review and collaboration. Indicate any additions or changes for transparency.
15. COMMUNICATE CHANGES: Inform faculty members and students about any changes made to reading lists and provide detailed instructions on how to access the updated materials.
16. MONITOR USAGE AND FEEDBACK: Track resource usage with monthly EBSCOhost usage reports. Gather feedback to improve reading list accessibility and effectiveness.
17. REGULAR REVIEW: Establish a schedule to periodically review and update reading lists. Reviews should occur at least once per academic term or as needed based on curriculum changes or feedback.

12. VERSION HISTORY

Version History	Amendment Details	Approval Date	Approving Committee
V1			
V2			
V3		29/08/2024	Senate