

IBCM Library Policy

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1. Introduction

The International College of Mitrovica (IBCM) has been gathering a collection of books for the use of its students since its foundation seven years ago. To-date, IBCM has a collection of several hundred titles with over one-thousand physical copies in its possession. Since October 2012 a dedicated space has been set-up for the library which contains all literature related to courses offered by IBCM (in addition to electronic resources available on google classroom.) Furthermore, a system is currently under development to allow students to use library resources with ease and efficiency. The library will be available for students during working hours (five days a week) and students and teaching staff will have the opportunity to take use reading material both in-house as well as at home should they choose. The rules and regulations, as well as a vision for expansion for the library will be outlined in this policy proposal.

2. Purpose

The purpose of the library is to keep in one dedicated space, all study material and books related to IBCM courses. Furthermore, the library will facilitate simple and timely access to learning material and will be open to all students enrolled at the institution and its teaching staff. Furthermore, students will have access to an exhaustive list of books in IBCM's possession. The library is an integral part of IBCM's ambition to offer its 'students a first-class learning experience which is in line with modern and cutting-edge educational standards. The library will serve to give students access to essential study materials as well as to offer a dedicated space for quiet study. While the library is currently functional, it is IBCM's ambition to expand the library both physically and in terms of the breadth of study material and resources available to students.

3. Policy

The library shall be organized according to spur (syllabuses). All books need to be stamped on the first, twelfth and last page. The stamp should include:

- Register date;
- Spur number;
- Ordinal number of the book related to the spur;
- Inventory number according to the amount of books in possession of that series.

All books should possess a book card with information (book title, author, book number and also the area where the librarian can fill in when the book is borrowed.¹ Moreover, all books will be catalogued in the inventory system. For both campuses one inventory system will be used, which is maintained by the librarian/student service and QA staff, at the library of the Northern campus.

Besides the registration of book borrowing by the book cards, students and other staff members are currently required to register the books they borrow with the librarian (Student Service/QA staff). The online system is accessible by the librarian only, and contains the student ID number or name of staff member, the title of the book, the date of borrowing and the date of return. Students and staff need to be aware and will respect the rules and regulations on the use of the library first, before being allowed to rent books.

¹ Student ID number, date of borrowing, date of return, and the Librarian's Signature.

As of now books in the library are placed into the following categories:

1. 01 Marketing and Management.
2. 02 Environmental and Agricultural Management
3. 03 Public Administration
4. 04 English
5. 05 Free Reading Books

There are a number of courses which are taken by students from a variety of study areas, students will easily be able to locate the book they wish to use by consultation of a categorized list/catalogue with all books and their location in the library.

In order to monitor the library usage and to ensure that it remains an environment which is conducive to learning and study the following rules and regulations are proposed for library use:

Rules and regulations:

Rules and regulations on library use

1. **Library opening hours:** The library shall be open every day (five days a week except on holidays, and weekends) from 10.00-13.00h.
2. **Accessibility of the library:** The library is open to any and every student and member of staff of the IBCM.
3. **Membership of the library:** all students and staff members are considered to be members of the library for the duration of their studies or employment with IBCM.
4. **Library evaluation:** The library possesses registration of all library users for evaluation purposes.
5. **Study options in the library:** Students are allowed to work in the library and accompanying quiet study space: South consultation room no. 204 and North classroom no. 2 on 1st floor, but will keep the noise to a minimum.
6. **Renting and returning of reading material:** Reading material (books and other reading material registered as property of the IBCM library) can be rented out and are required to be returned between 10.00-13.00h.
7. **Registration of renting of reading material by students:** Should a student wish to rent out reading material he/she has to present his/her student ID card to the librarian. The librarian will add the respective student number and the date of borrowing to the book card of the respective book that is being lent. The student will also sign the book card. By signing the book card the student states he/she acknowledges and will refer to the rules and regulations on the use of the library and the resources it contains.
8. **Registration of renting of reading material by staff members:** Staff members that wish to borrow books from the library will need to sign the book card that accompanies each book in the possession of the IBCM library. By signing the book card they state they acknowledge and will refer to the rules and regulations on the use of the library and the resources it contains.
9. **The librarian will keep the signed book cards:** in his/her possession when books are taken out of the library premises.
10. **Maximum rental period:** The books can be rented out for a maximum period of 14 days.
11. **Maximum number of rented material:** Students and staff members are allowed to rent a maximum of five books at the same time.
12. **Registration of the returning of reading material:** When a student or staff member returns a book, the librarian will register this in both the book card, and the registration system. The book card will be returned to the inside of the book in question and signed by the librarian. Students need to show their student ID card when returning (a) book(s).
13. **Penalty for late return of rented materials:** If a student/member of staff withholds the rented reading material for a longer period he/she has to pay a penalty of 0.50 euro cent per day/per book.
14. **Penalty in case of damaged reading material:** If a student/member of staff damages the lent book he/she has to replace the damaged reading material with a new one, or accept to pay the penalty in the amount of the price of the new book (current market price of the book).

15. **Penalty in case of lost reading material:** If a student/member of staff loses the rented reading material he/she has to replace it with a new copy, or accept to pay the penalty in the amount of the price of the new material.
16. **Renting of books outside library working hours:** If a student/member of staff needs to rent a book outside the library working hours, he/she can do so by visiting Student Service or Quality Assurance Office.
17. **North library rent** In case the North library is rented on specific day/time, students and staff will be notified in advance via email. In order to get desired books, students and staff need to send their request one day in advance so books can be available at Student Service. Also, in such cases, books can be also returned to Student Service without prior notice.
18. **IBCM library catalogue and JSTOR:** If you want to check what book is available at the IBCM library, you can consult the online library catalogue at: <http://library.ibcmitrovica.eu/>, If you want to access online journals you can do so by browsing the JSTOR database at: <https://www.jstor.org/action/showLogin> and use the following credentials:
Username: ibcmitrovica
Password: ronokofa

4. Expansion

In order to better serve its students and to enhance their learning experience, it is IBCM's intention to gradually expand and develop its library. Furthermore, with the construction of the new campuses the library's physical facilities will grow within the coming years. However, the most immediate goal of the IBCM library is to make available to students and teaching staff as many books and other reading material pertaining to coursework as possible and to organize this material in a coherent fashion which makes it easily accessible to students.

IBCM expansion has four immediate goals for growth in the near future:

1. *Expanding on IBCM's collection of physical books*

IBCM administration accepts requests from the faculty related to the acquisition of new books and reading material, pending financial approval and availability of books. New books can be placed in the library and registered for student use. Of new books equal amounts will be placed in the libraries of the two campuses. This is an ongoing process which will lead to IBCM having a larger and more diverse array of learning material for its students.

2. *The expansion of electronic resources available to IBCM students*

IBCM recognizes the growing importance of online and electronic resources in the learning process and has strived to offer its students as many books, articles and other material possible through JSTO database and other Publishers. Electronic resources offer a unique opportunity to take advantage of vast informational databases which are indispensable when conducting more advancing research.

3. *The creation of a more extensive and detailed cataloguing system:*

As library resources expand, it will become necessary to create a catalogue system which organizes reading material in a clear and concise manner. This would entail an expansion of online system, that contains a catalogue of books which are already accessible to students and staff, where these books can be located and whether a book is being borrowed or available in the library.