

VECTOR TECHNOLOGY INSTITUTE

LIBRARY SYSTEM

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The Library will ensure that all relevant materials, both hard and soft are provided to support the programmes being offered by VTI. These materials will be provided in sufficient quantities to meet the demands of the student body and teaching staff.

Due to the specialized nature of the programmes offered, we intend to respond to the changes within the industry by using technology, in particular, online library services to keep abreast of the dynamic changes of the information and the changes within the Information Technology and Telecommunication sector.

OPENING HOURS

Physical opening hours vary from semester to semester but access to the library material is available: Mondays to Fridays – 8:30 a.m. to 7:30 p.m.
Saturdays – 9:00 a.m. to 4:00 p.m.

The Library Service oversees the availability of facilities to allow students to conduct research on site or online. Room 2 is also assigned as a Research Centre and customers have access to the internet at all times. This room is also used as a reading room.

GENERAL RULES AND REGULATIONS

1. Authorised students should present VTI identification before entering library.
2. Cellular phones should be turned off while in the library.
3. Bags should not be carried within the library and should be left at the front desk.
4. There should be no smoking within the library.
5. No loud conversations should take place while in the library.
6. Students should fill out the appropriate Request forms when borrowing materials and should sign the Library Control book on receipt of the material.
7. Loan period for books are normally three days, however, there are some that may not be allowed to leave the premises.
8. The Librarian should inspect each book that is issued and returned by students to ensure that they are in good condition.
9. A daily penalty of \$30 is chargeable to students who return books after the due date.
10. Printing can be done at a fee of \$5 per page.

CATALOGUING

Books

As a norm, books will shelved according to the category in which the fall, the categories are as follow;

| Category | No. of items permitted | Loan Period |
|-------------------------------------|-------------------------------|--------------------|
| Open Shelf Material | | 3 days |
| Reserve Book Collection (overnight) | | 1 day |
| Reserve Book Collection | | 3 hours |

Books may be found by the reference number, which represents the location of the books.

The catalog of books is accessible by students from several computers throughout the Institute and is able to request/reserve material at any point in time by completing the relevant forms.

Magazines and Periodicals

The lending process applied to books is the same for magazines. Unlike books however, magazines are filed under their titles in date order.

Old/ Sample Projects

Old/ Sample projects are not allowed to leave the Library/Resource Center. Photocopies may not be made of the projects and students are supervised when given access to sample projects. A designated time-period is allowed.

Multi media information

CD's, DVD's, Videos also form part of the library material available to lecturers and to a minor degree, to the students. These are not allowed to leave the premises.

Lending Procedures

The student borrowing a book/magazine must fill out the appropriate form i.e the Book Request Form. This form contains the following information such as:

The name of the book

The name of the author of the book

The reference number of the book

The date borrowed and the date to be returned

Name of Student

Address and phone number of students

An e.g. of this form is shown below.

BOOK REQUEST FORM

| | | | |
|-----------------|-------|-----------------------|-------|
| Name of Book | _____ | | |
| Name of Author | _____ | Reference No. | _____ |
| Date Borrowed | _____ | Date to be Returned : | _____ |
| Name of Student | _____ | Phone Number: | _____ |

USE OF THE INTERNET

Internet facilities are available in the Resource Centre(Room 2) and also in the Lab at most times during the day. Use of the internet is monitored by the Lab Technician and security features put in place to ensure that explicit sites are not being accessed. Because access is not restricted, students have to be monitored also to ensure that computer time and resources are not being wasted on playing games and other frivolous online activities.

OTHER RULES AND REGULATIONS

Fines, Overdues

A fine will be charged for books that are not returned within the specified loan period i.e. overdue. The total amount charged will be calculated on a daily basis at the current rate for the period that the book was overdue.

Overdue Notices and Billing Statements

Overdue notices are to be sent when items are overdue. This is to be sent by email or delivered personally.

Once an item is 30 days overdue, a bill for the replacement value will be added to the customer account. Failure to reimburse will result in the customer not being given access to the library facilities.

Lost book/material

If a student loses a library book or library material, he or she will be liable for the replacement value of the item. A bill for the replacement value will be added to the customer's account. Failure to reimburse will result in the student not being given access to the library facilities.

Holds or Reservations

Customers may reserve or place a hold on checked-out items and will be informed when the item is returned. However, should the customer reserving the item, not collect the returned item within 3 days, the reservation will no longer be maintained and the item would be returned to the general stock.