UNIVERSITY LIBRARY

LIBRARY INFORMATION

COMMUNICATION TECHNOLOGY

(ICT) POLICY

2016

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Purpose of Policy

This policy sets outs the principles which guide the adoption and application of Information Communication Technologies within Mount Kenya University.

Policy Scope and Application

This policy applies to all staff, students and members of Mount Kenya University decision-making or advisory bodies. The policy will address aspects of use and management of the library ICT facilities and resources

Policy Goals

The overall goal of the library ICT policy is to provide a regulatory environment and framework for the application of ICT in the delivery of library services.

➢ To facilitate optimal utilization of the available ICT resources
➢ To provide a guideline on proper management of the library ICT resources
➢ To provide mechanisms for security of library ICT resources and facilities
➢ To give direction in utilization of ICT for library service delivery

1.0 Guidelines to the use of ICTs and Electronic Resources

1.1 Users

Mount Kenya University (MKU) Students, Staff and community users are recognized as authorized users of library electronic resources:

1.2 Online Collections and Services

a) The library will ensure MKU is registered for the use of all subscribed databases
b) The library will market and promote all available e-resources
c) The university community will continually be updated on new resources
d) Links to e-resources will be made available on the library website
e) The library will maintain a database of all electronic resources
f) The library will carry out training on e-resources from time to time
g) Users will be sensitized on implication of using e-resources in subscribed databases.

1.3 Management of Passwords

a) A database of passwords needed for the administration of ICT resources will be maintained by the systems librarian

b) Staff will be assigned passwords and rights in line with their work requirements

c) Upon departure, passwords assigned to staff will be disabled

d) Staff will be responsible for passwords assigned to them

e) Users will be sensitized on the need to ensure passwords availed for access to e-resources are not shared with people not authorized to use them

1.4 Digitization/ E-Repository

One of the strategic objectives of the library is to preserve and conserve information resources for posterity. Digitization is one aspect of preserving and conserving information resources.

1.5 Communication

The ICT related channels of communication will be:

a) Library Web site

b) MKU approved Social media

c) MKU corporate email

d) Any other approved university channels of communication

1.6 Library ICT Staff

The ICT section will be headed by a systems librarian who will report to Deputy University Librarian. Other ICT section staff will include technical support staff

1.7 Maintenance and repair of Library ICT equipment

The maintenance of the library ICT equipment will be carried out by the University ICT department as stipulated by university regulations. The library will liaise with the ICT department for the maintenance and repair of library equipment.

1.8 Daily Maintenance

All library staff will be sensitized on the need for proper care and maintenance of the computers in their custody.

1.9 Purchase of library ICT equipment

Purchase of ICT related equipment will be guided by the regulations of the University's procurement procedures.

1.10 Security of Data

The library will work together with the ICT department to ensure security of all library electronic data. The following guidelines will be followed in ensuring security of data:

a) Back up of data shall be done on a daily basis in the server that is in the library

b) The systems librarian will liaise the ICT department to ensure there is continuous and consistent back up of library data

c) Staff will be sensitized to consistently back up important information in external disks

d) Administrative passwords will be changed from time to time

e) All computers will be installed with antivirus software to protect them against malicious software

1.11 Online Public Access Catalogue (OPAC)

The library OPAC is web based thus can be accessed globally by users

1.12 Management of Digital Library

a) The library computer laboratories will always be manned when open

b) All users will be served at first come first serve basis.

c) Users will be allowed to occupy a terminal for a maximum of one hour

d) An inventory of ICT equipment will be maintained

5.0 ICT Policy Evaluation and Review

The ICT Policy shall be reviewed periodically at least after every five years to ensure the library ICT services meet its purpose. Any substantive changes in policy shall be communicated by the Library Committee to the University Senate for approval.