



LIBRARY ICT POLICY

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Introduction

This policy is aligned to the overall Africa International University ICT policy. The University has a wide range of ICT infrastructure that has enabled the library to provide user access to its vast collection, both on-campus and off campus access.

Objective of ICT policy

To provide a control measures and guidelines for the use of ICT in provision of library services to its users. The specific objective.

- To facilitate users in meeting they information needs.
- To secure ICT library resources.

- To facilitate maximum usage on the available library ICT resources.
- To provide trends in usage of ICT in delivery of services in the library.

Scope

The policy provides use and control measures of ICT resources and facilities, in the library.

Users

The library provides access of its resources to the following AIU Students, AIU faculty, Administrative staff and alumni and registered external library members.

ICT services in the library

Provision of wireless internet service to all library users.

Provision of access to electronic resources in the library both on campus and off campus access.

Access to print collection via online public access catalogue (OPAC).

Current awareness services through the use of library thing.

Multimedia services.

Electronic resources' collection

The library will make sure it retains electronic resources subscription membership.

The library will continuously create awareness of the existing electronic resources.

Digitization

The library will strive to preserve and conserve the Africa International University intellectual output, through digitization. This will be guided by the AIU's Institutional repository.

Accessing and using ICT resources in AIU library.

Library users are mandated to act responsible when using Library ICT resources of which they are compiled to use the internet.

Personnel requirement

An ICT librarian will be in charge of the ICT section and she or he will be reporting to the University librarian.

Acquisition of ICT Equipment

The acquisition of the Library ICT equipment will be guided by the University's procurement policy.

Back-up

The library data is frequently backed-up on-site and off-site.