

*In the name of Allah the Merciful*

# **White Nile University**

## **Libraries Regulations**

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## **Unit I**

### **Library composition and objectives**

#### **Item(1)**

The libraries of the White Nile University consist of; the Central Library, the electronic library, and the libraries of the faculties belong to the University. They are considered as units of the university.

#### **Item(2)**

The White Nile University libraries provide library and informative services, to support the educational process, scientific research and the dissemination of knowledge, to the faculty members, the supporting

body, post graduate students, bachelor's and diploma students, employees and members of the community. It also affirms the scientific and practical ties with university and scientific bodies and research centers within and outside the country.

## **Unit II**

### **Organizational Structure of the University Libraries**

#### **Item (3):**

The General Administration of the University Libraries is a unit of the University, which is under the direct supervision of the vice chancellor and supervises the following:

- a. Central Library Management.
- b. Management of Faculties libraries.
- c. Management of electronic library.

#### **Item (4)**

Main functions of the university libraries:

- a. the acquisition of books and references, scientific journals and university letters and the provision of scientific databases for researchers and other scientific information tools that benefit researchers and students.
  - b. Preparing catalogs to facilitate access to holdings, especially electronic catalogs.
  - C. Publishing bibliographic lists and indexes of library contents
  - D. Facilitate access to articles and research from references, periodicals, books and other sources of knowledge.
  - E. Providing informative services based on audio and visual sources.
  - F. Providing informative services based on electronic or digital resources.
- Exchange all information and data tools, between them and universities,

research centers and libraries inside and outside the country in order to achieve the highest possible benefit to the public of the beneficiaries.

**G.** Organizing exhibitions for knowledge and holding relevant seminars.

**H.** Providing the visual service on the audiovisual devices to the beneficiaries and serving the university units.

**I.** The Central Library collects the scientific thesis, granted to the master's and doctoral degrees granted by the university. The college libraries collect the approved scientific messages in its college.

**J.** The electronic library collects a copy of the master's and doctorate dissertations, which are discussed in the university's faculties and institutes on CD's. The graduate students deliver 2 copies of their thesis to the central library

**K.** Create an audio-visual library for people with special needs.

**L.** Connecting a network linking university libraries to achieve self-sufficiency within the university in the corresponding disciplines.

**M.** The library administration is responsible for technical guidance and preparation of the training programs for the staff of the university libraries.

**The administration of university libraries is responsible for establishing and updating:**

a. an automated information network connects the university libraries, to benefit from their holdings and services to facilitate the researchers, as well as linking the network to similar library and information networks.

b. A unified electronic catalog of the holdings of all university libraries and colleges, etc. to facilitate the utilization of these acquisitions, rationalize the policy of selection , purchase of new tools, and facilitate inter-library cooperation in the field of lending in order to benefit from these acquisitions more effectively.

## **Unit III**

### **Libraries Management**

#### **Item (5)**

the librarian supervises the planning, implementation and follow-up of the works that allow the libraries of the university faculties.

**The performance of its mission efficiently and easily, and specializes in:**

1. Proposing a draft budget for university libraries for disbursement of the allocated funds in the University's colleges , in accordance with the authority of the competent authorities to participate in periodicals and scientific databases, and to purchase information tools, and equipment necessary for the development of the work.
2. Technical supervision of the employees of the university libraries and follow up their work.
3. Preparing annual reports for libraries.
4. Signing the annual reports of the staff of the Central Library Department, the electronic library and the management of the libraries of the faculties.
5. Nominating the new employees for appointment and distributing them to the university libraries according to the deficit and expressing opinion in the transfer or scarcity of staff from the university libraries.
6. Oversee the inventory and prepare and present the inventory reports of the university libraries
7. Hold periodic meetings with the sub-librarians and discuss the problems of work and performance development
8. Participation in conferences, workshops and seminars for libraries inside and outside the university.

9. Propose programs and courses to train university staff to develop their skills and abilities in the library business.

**Item (6)**

The University Libraries Committee is composed of:

1. the university vice chancellor - president
2. Deans of faculty and graduate studies- members
3. The librarian - member and a rapportuar

two members from abroad with experience in the field of libraries may be added, and the librarian shall follow up the implementation of the decisions of the Committee.

**Item (7)**

The Committee shall meet at least once every six months, or whenever necessary at the invitation of its Chairperson.

**Item (8)**

**the library committee is concerned with the following:**

1. proposing the annual budget for the university libraries.
2. To look for the needs of university libraries to help improve performance and keep abreast of recent developments.
3. Adoption of library inventory results and approval of deduction of disability within the limits of the prescribed percentage.
4. Approve the exclusion of books and publications, that have lost their scientific and historical value.
5. Develop indicators for the policy of supplying university libraries, colleges and institutes with books, references, scientific journals and databases according to the requirements of scientific research and teaching.
6. Consider accepting gifts offered to libraries and giving and exchanging them and between libraries.

7. Supervising the university's publications, research, publications, or other scientific publications that are spent on it from library credits.
8. Approving administrative systems and technical methods of working in libraries
9. Establishing conditions to advertise vacancies in university libraries.
10. Adoption of proposals to organize exhibitions and seminars in the field of libraries and information.
11. Determine the electronic devices, and means required to be purchased for university libraries.
12. Supervising the development of the university libraries and raise the level of performance by electronic and open education.
13. Proposing electronic programs for libraries and supervising their implementation and development.
14. Any other work related to the objectives of the Committee.

**Item (9)**

**Library Committee:**

The library committee consists of:

The librarian - president

Sub-Librarians - members

The Council of each faculty or institute shall be a committee of the library from among the faculty members and the librarian of the library at the beginning of each academic year headed by the deputy dean of the college or institute of graduate studies and research.

**The Library Committee shall meet at the invitation of its**

**Chairperson once a month or whenever necessary. The Committee shall be competent with the following matters:**

1. Proposing the draft annual budget for submission to the Library Council for approval.
2. Distributing of appropriations to the Library
3. Studying the proposals of the scientific departments, to provide libraries with books, periodicals and other information resources.
4. Follow up the work of the library and propose what helps it to achieve its mission and develop its performance.
5. composing the library inventory committees and consideration of the lists of the proposed library assets as a result of damage or loss and the exclusion of the useless holdings of the library in light of the rules of inventory and discount determined by the regulation. The final report of the library council was presented for final approval.

## **Unit IV**

### **Library collections and inventory**

#### **Item (10)**

the collection of university libraries consists of books, manuscripts, periodicals, and approved scientific thesis for obtaining master's, doctorate and other non-paper information such as films, CDs, slides, magnetic tapes, etc.

It may not be among the tools of information purchased, donated or received through the exchange is not consistent with the scientific facts or the spread of corruption and dissolution or what is prohibited by the competent authorities or what is not commensurate with the scientific and cultural level of students, and may not be among the tools .The



information purchased has a defect in the industry or colors and other technical or physical aspects in the information pot industry.

**Item (11)**

the holdings of the libraries shall be the custody of the librarians and their assistants. The responsibility for these holdings shall be in solidarity with each other and shall be responsible for preserving them and facilitating their utilization. These records shall be recorded in special records, following the financial instructions,

**Item (12)**

any printed publications are submitted to the library only after examination and approval by the library committee. The limited gifts will only be checked and evaluated by the concerned director, and a legal price should be assigned to the records to guide them when they are lost or damaged.

**Item (13):**

No books, study notes or unpublished works, without registration numbers may be added to the library's balance.

**Item (14)**

the university library holdings are partially under inventory, by the end of the academic year and are completely under inventory once every five years and matched with library records.

**Item (15)**

Separate lists of each of the waste and spoil shall be released, showing complete data for each quantity. It may be deducted from the custody or

holdings of not more than 3% of the total holdings of the inventory, and this percentage shall not include references, manuscripts, dictionaries, scientific letters and periodicals.

**Item (16)**

the copy of partial and total inventory records shall be sent to the University Libraries Department for review and presentation to the University Libraries Committee for approval and, then presented to the Library Council and shall be recorded in the records in front of the holdings whose deduction is deducted from the certificate.

**Item (17)**

The librarian shall set up a committee of the university's members to propose the members of the committee and issue a decision by the vice chancellor of the university and submit lists of books recommended for exclusion to the library council for approval.

The Committee suggests how to dispose of the excluded tools, either by exchange or gift, or to display them in used book exhibits or any other method proposed by the Commission for the benefit of the university libraries. The Committee shall submit its report to the University Libraries Committee.

## Unit V.

### barrowing of university library holdings

#### Item (18):

The following items may not be borrowed outside the library except with the consent of the librarian:

- Encyclopedias and Dictionaries.
- Arabic and foreign Periodicals.
- Scientific thesis.
- Rare books.
- Manuscripts.
- Books with only the latest version.
- Maps, atlases, annual books, reports and various explanatory.
- Materials such as statistics and graphs.
- Non-paper information tools such as tapes, scientific slides and CDs.
- Statistical publications.

#### Item (19):

It is allowed to exchange or borrowing between university libraries, scientific institutions and research centers after signing a written agreement between the two parties.

#### Item (20):

External borrowing of the following categories shall not exceed the built-in limits of each category:

Category	Number of books allowed to be borrowed/ lend out
Faculty Members	5

Assistant professor and Teaching assistant	4
University staff	3
Postgraduate Students	0
Bachelor and Bachelor students	0

The lending period must be renewed for one more period. The library may recover the lending for these categories during the period of borrowing as needed.

**Item (21):**

If the lending period elapses without the beneficiary having returned his holdings of his own on the scheduled date, he shall be given a notice to return the books within seven days, after which shall be issued the necessary decision to deduct the price of the books from his salary.

**Item (22):**

The members of the teaching staff of the faculties and institutes of the university, the members of the supporting staff or the employees of the university, shall not vacate any of the faculty members except after obtaining the information of not having books from the central library of the university.

**Item (23)**

the borrower shall be liable to compensate for the loss, thereof by bringing an alternative copy of the same edition or a later edition, which is not less than the value of it or paid for according to the current price plus 10% administrative expenses.

### **Item (24)**

After payment of the damaged or lost book, the Library Manager will deduct from the custody and record the justification of the discount in its balance sheet with the balance records and add the amounts paid to the library's reserved balances for the purchase of books, magazines and other documents.

## **Item VI**

### **Paid Services**

#### **Photocopying services**

##### **Item (25):**

Libraries can perform photocopying services from their collections to those who frequented them according to the following:

1. Place photo coping machine outside the research rooms whenever possible.
2. A staff member of the library shall be assigned to perform the photographic work, and an administrative officer shall be assigned to carry out the collection process, provided that he / she shall supply what is collected weekly.
3. The prices of photography shall be determined by a decision of the librarian.

the funds collected shall be deposited in a special fund for the library to be spent on library needs and maintenance.

## **Section VII**

### **Financial resources and disbursements**

#### **Item (26):**

The resources of the Central Library, the Audiovisual Library and the Digital Library consist of:

1. the funds allocated by the university annually from the general budget for books, magazines, other documents, equipment, and furniture.
2. The proceeds of the other reinforcements from local and foreign grants, donations and presents to the library from individuals, institutions and various bodies and accepted by the university libraries.
3. Funds generated by the Library's various activities such as photocopying, copying, training, computer service fees, binding and other service fees collected for any purposes determined by the University Libraries Committee and the Library's annual or bibliographic fees.

#### **Item (27)**

##### **Payments on the library:**

1. Paying on of books, references and periodicals.
2. Purchase of furniture and all other office equipments.
3. Remunerations of the staff of the Library in respect of their work in overtime, extraordinary effort, or services that are paid.
4. Paying on binding, maintenance and training of employees and attending conferences.
5. Paying on development, modernization and restoration.

**Item (28):**

Amendments to these Regulations may be made whenever necessary, based on the proposal of the Libraries Committee and approved by the University Council and shall come into effect from the date of approval by the University Council.