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## **RESOURCE CENTRE POLICY**

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### **Purpose**

The purpose of this communiqué is to seek approval of the Resource Centre policy from the Acting Head of Department.

### **RESOURCE CENTRE POLICY**

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#### **1. MISSION STATEMENT**

The Resource Centre of Department of Public Works, Roads and Transport aims to close the knowledge gap about departmental services and a wide range of informational services.

#### **2. Goals**

- 2.1 To improve literacy and employee wellness.
- 2.2 To archive departmental and general government documents such as policies, gazettes and reports.
- 2.3 To improve knowledge on other management disciplines in the department.

### **3. ACCESS TO THE RESOURCE CENTRE**

- 3.1 The Resource Centre shall open weekdays from 08:00 to 16:00.
- 3.2 Access for borrowing shall be limited to Departmental officials only.
- 3.3 Departmental Regional and District Officials shall have limited access on condition that they produce formal identification while awaiting for the establishment of satellite information hubs at districts.
- 3.4 Officials from other departments shall not have access to the Resource Centre unless through inter-library loans.

### **4. CONTRLL OVER THE RESOURCE CENTRE**

- 4.1 Officer in charge will record any visit at the counter or issue desk.
- 4.2 No bags will be allowed in the Resource Centre.
- 4.3 Library material should be left on the tables reserved for reading.
- 4.4 Library material shall be packed back to the shelves by Resource Centre officials.
- 4.5 Resource Centre shall not be used for studying but for refreshing purposes.
- 4.6 No official shall be allowed to spend more than (1) hour in the Resource Centre.
- 4.7 Only ten officials will be allowed to use the Centre at a time.
- 4.8 The Resource Centre must at all times be locked when the officer in charge is not in attendance.

### **5. BUDGET FOR THE RESOURCE CENTRE**

- 5.1 Budget for the Resource Centre shall reside with Directorate Information Management.
- 5.2 Resource Centre Task Team shall ensure that budgetary inputs for each financial year are submitted to the Resource Centre Committee by the end of January each year.

### **6. TERMS OF REFERENCE OF THE RESOURCE CENTRE COMMITTEE**

- 6.1 The Committee shall ensure the rolling out of Resource Centers in the Department.
- 6.2 The term of Committee members shall be aligned to financial years.
- 6.3 The term of service of Committee members shall be reviewed annually except the Chairperson who shall remain Director Information Management.
- 6.4 The Committee will be constituted by five (05) senior managers.
- 6.5 The Committee shall source funding for activities of the Resource Centre.

### **7. BORROWING OF RESOURCE CENTRE MATERIAL**

- 7.1 Only Departmental officials with nametag or any other official proof shall borrow material from the Centre during piloting.
- 7.2 No material shall leave the Centre without approval.
- 7.3 Maximum number of material for borrowing is two (03) copies.
- 7.4 Maximum time for borrowing is 14 days. The material shall be returned to the centre before 16:00 on the due day. All material available for loan or borrowing shall be in good condition.
- 7.5 Borrowing cards shall be used for issuing material.
- 7.6 Any late return of material shall be penalized and be recorded in a penalty register.

- 7.7 The issuing official shall check or refer on the penalty register before approving any material borrowed.
- 7.8 Officials may be penalized by not borrowing material for three (3) months, and replacing damaged material.
- 7.9 All loans will be done electronically on the Library Management Systems called InMagic. A print out will be issued to the borrower to sign so as to accept all terms and conditions.
- 7.10 Not all material in the Centre shall qualify to be loaned for instance, newspapers ,video reference material ,compact discs etc.
- 7.11 Journals are generally not available on loan, however, photocopies of articles needed are recommended and exception will be given to those users lending journals for a day or two.
- 7.12 To ensure strict control over loans, users must be reminded to return the books within the prescribed period.

## **8. RESIGNATION AND TRANSFER OF OFFICIALS**

- 8.1 Officials leaving the department or being transferred to other offices must ensure that all items borrowed from the Resource Centre are returned to ensure signing off of the clearance form.
- 8.2 It is the responsibility of the Resource Centre to track and trace all books borrowed to employees leaving the department.
- 8.3 Any loss or damage to Resource Centre material the Human Resources will be requested to make deductions from the salary of the responsible employee.

## **9. ACQUISITION OF RESOURCE CENTRE MATERIAL**

- 9.1 Material to be acquired shall only be about the core business of the department and general disciplines applicable to the department.
- 9.2 The Task Team shall procure brochures from different publishers and distribute these to directorates according to their functions.
- 9.3 Acquisition in case of material requested by staff.
  - 9.3.1 Request for purchasing material shall be forwarded to the Resource Centre Task Team through the respective Programme Managers.
  - 9.3.2 The Task Team shall in turn submit recommendations to the Resource Centre Committee for approval.
  - 9.3.3 Two (2) copies of each title shall be purchased one (1) for Resource Centre and one for circulation.
- 9.4 Acquisition by Task the Team.
  - 9.4.1 The Resource Centre Task Team shall acquire:
    - Government Gazettes
    - Materials or Books as advertised by Booksellers
    - Policies, strategic Plans, Annual Reports of the Department
    - Educational Videos, Compact Discs and DVDs
    - Promotional material such as pamphlets
    - Dictionaries on Government services

- 9.4.2 The Resource Centre Task Team shall forward all requests for purchasing books, videos, compact disks and DVDs for approval to Complimentary Resource Centre material.
- 9.4.3 The Resource Centre Task Team shall forward all requests for purchasing books videos, compact discs, and DVDs for approval to Head of Department through Chief Financial Officer.
- 9.5 Complimentary Resource Centre material
  - 9.5.1 Any material donated by staff shall be treated as complimentary material.
  - 9.5.2 Use of the material shall be approved or not approved by the Resource Centre Task Team.

## **10. SUBSCRIPTION**

The Resource Centre shall subscribe to various relevant databases and periodicals on an annual basis. Although suppliers quite often suggest renewals for 2 or 3 years at a discount price the Resource Centre will by no means subscribe to any publication for periods longer than a year.

## **11. RECEIPT OF RESOURCE CENTRE MATERIAL**

- 11.1 Upon receipt of a publication, the responsible officer must ascertain whether it has been ordered.
- 11.2 Publications must immediately upon receipt thereof and before any other action is taken, be checked for faulty binding , printing, missing or misplaced pages, Publications found to be defective , must be returned under cover specifying the defects.
- 11.3 Each publication must after it has been checked and found in order, be stamped with a date stamp on the inside of the front and the back covers and in the centre of the publication, without affecting the legibility of the text. A certificate that the publication is in order must placed be on the inside of the front cover.
- 11.5 The invoices must be submitted to the supply chain for payment.

## **12. PREPARATION OF PUBLICATION**

- 12.1 Each publication must be accurately recorded into the accession register and further captured in the library management database. A temporary handwritten publication may be used until the page is completed. The page must then be type.
- 12.2 The following publication must not be taken on charge in the accession register:
  - 12.2.1 Publication of a temporary nature e.g. departmental reports, reports on conferences, commissions, etc.
  - 12.2.2 Pamphlets of no permanent lasting administrative value, e.g. timetable, directories.
  - 12.2.3 Bills and unbound Government Gazettes.
- 12.3 Where more than one copy of a publication is supplies or where a publication consists of two or more volumes, each copy or volume must be allocated a separate accession numbers.
- 12.4 Where a publication is replaced by a later edition transferred lost, disposed of or removed ,the accession number originally allocated must not be deleted or used again.
- 12.5 The Treasury Authority Number and date must be record in red on the inside of the

front cover of each publication.

- 12.6 The allocated accession number must be recorded on the inside of the front cover of each publication.
- 12.7 Upon receipt of supplement, they must be recorded in the accession register and it should be noted in the main work that a supplement has been received.
- 12.8 Errata and Corrigenda must be done in the main work.
- 12.9 Where publications are replaced by later editions, the previous editions must be written off and dealt with as a waste paper.
- 12.10 A note shall be made in the accession register.
- 12.11 The letter P must be noted on the back of the publication.

### **13. PUBLICATIONS ON THE ELECTRONIC MEDIA**

- 13.1 Electronic Media shall be videos, DVDs, CD ROMS etc.
- 13.2 Publications on electronic media are treated as publications not as computer equipment.
- 13.3 Purchase of Publications on electronic media must be dealt with in the same manner as publications in printed.
- 13.5 Revised editions or updated received on electronic media must be entered as a new Publication.

### **14. ACCESSION PROCESS**

- 14.1 General Text Books, Dictionaries, Encyclopedias and other reference Materials shall be awarded accession numbers.
- 14.2 Upon receipt of text book of reference material, the Resource Centre official shall check the material page by page to certify that the material is in good order and not damaged.
- 14.3 If the material is not damaged and in order, it shall be stamped to indicate date of receipt and accession process to continue.
- 14.4 Each publication must be recorded in relevant accession register.

### **15. CATALOGUING PROCESS**

Cataloguing of Resource Centre material will be done electronically on the library management system through the use of OCLC and MARC Transformer for InMagic DB Textworks.

### **16. BOOK CARDS**

- 16.1 All accessioned material that may be borrowed shall have book cards.
- 16.2 A Book card must be pasted on the inside of the front cover. The accession number must be recorded at the top of the front page of the book.

### **17. MISSING PUBLICATION**

In cases of publications not found during stocktaking, the following procedure must be applied:

- Compile search list and circulate list to all officials.
- Report publications not traced despite the search list in the stocktaking report with an explanation that the matter will be held over for one year before the publications are finally written off.
- Submit details of the publication that could not be traced after a year for writing off.
- In cases where publications are missing, the circumstances under which the loss occurred must be investigated so as to determine responsibility.

## **18. WRITING –OFF PUBLICATIONS**

When approval is granted for writing-off of publications, the number and date of approval must be noted in red in the remarks column of the accession register. If publication written off as missing are found, they must be given new accession numbers. These must be reported as surplus publication with an explanation of the new circumstances under which they were found.


## **19. STOCK TAKING**

- 1.1 A stock taking of all publication in the Resource Centre must be carried out annually between January and March.
  - 1.1.1 Whilst the stock taking is carried out, it must be ensured that publications are arranged correctly.
- 1.2 All surplus Publications must be taken into stock.
- 1.3 Every effort must be taken to trace missing publications.
- 1.4 The Resource Centre shall not function during stock taking.

**SUBJECT: RESOURCE CENTRE POLICY**

**Supported/Not Supported**

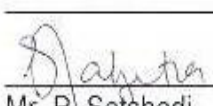
Comments: \_\_\_\_\_  
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Mrs. M. Mlikwe  
Chief Director: Corporate Services

03/10/2010  
Date

**Recommended/Not Recommended**

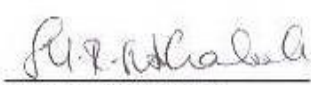
Comments: \_\_\_\_\_  
\_\_\_\_\_

  
Mr. P. Setshedi  
Acting-Chief Financial Officer

09/12/10  
Date

**Approved/Not Approved**

Comments: Approved  
\_\_\_\_\_

  
Mrs. M. Ntshabele  
Acting-Head of Department

12/12/10  
Date