



KOFI ANNAN INTERNATIONAL
PEACEKEEPING TRAINING CENTRE
(KA IPTC) LIBRARY

LIBRARY GUIDE 2016

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KA IPTC LIBRARY - PASSION FOR EXCELLENCE

LIBRARY GUIDE
2016

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CONCLUSION

Knowing how to find information in this Library would guide you in your search for information in any other academic library. If after reading this guide you require additional information, the Library staff would be available to assist. If you have any comments concerning the Library Guide, please drop your comments in the Suggestion Box.

Have a pleasant experience in KAIPTC Library!!!

Thank you.

Head Librarian

KAIPTC LIBRARY-- PASSION FOR EXCELLENCE

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FREQUENTLY ASKED QUESTIONS

How can I pay my fines?

You will pay your Library fines in person at the Circulation Desk.

Reservations and Recalls

What happens if I need an item that someone else has on loan?

If you need to borrow an item that is already out on loan you can recall it using the 'request' link in the KAIPTC OPAC and the person who currently has it on loan will be requested to return it.

What happens if someone else needs to borrow the item I have on loan?

If someone reserves an item you have on loan you will receive a recall notice via your Centre email telling you the amended due date. It is important to check your KAIPTC email regularly so you know as soon as any of your items are recalled.

HOW TO FIND E-RESOURCES

There are three options to find online databases subscribed to by KAIPTC Library.

1. Go to the KAIPTC Library website
<http://www.kaiptc.org/library.aspx>
 - I. Click on E-Resources
 - II. Click Online Databases
 - III. This will take you to the list of online resources and their URLs
 - IV. Select the database of your choice and click on URL to take you to the site.

OR

2. Go to <http://www.kaiptc.org/Library/E-Resources.aspx>
 - i. Click Online Databases
 - ii. This will take you to the list of online resources and their URLs
 - iii. Select the database of your choice and click on URL to take you to the site.

OR

3. Go to: <http://www.kaiptc.org/Library/E-Resources/files/e-resources.aspx>
 - I. This will take you to the list of online resources and their URLs
 - II. Select the database of your choice and click on URL to take you to the site.

INTRODUCTION

The Kofi Annan International Peacekeeping Training Centre (KAIPTC) Library's vital role is effective knowledge management through acquisition, processing, storage and dissemination of resources in all formats. The Library offers library and information services, resources and facilities to Faculty, students and staff. KAIPTC Library has textbooks, reference literature, CD ROMs, videos, reader seats, touch screen computers, wireless and patch cable Internet connectivity. The services and resources are automated using the ***Virtua Library Management System***. The Library's catalogue, referred to as the ***KAIPTC Online Public Access Catalogue (OPAC)***, is automated and web-based. The Library also subscribes to some electronic resources. The OPAC and the online resources are available online and can be accessed 24/7. In addition, the Library subscribes to numerous print journals, magazines and newspapers. Reports, conference proceedings, dissertations and manuals are also available in the Library. These resources are only useful when patrons make maximum use of them for teaching, learning, research and lifelong development.

It is therefore necessary to provide guidelines to patrons to facilitate the use of the library resources and services to satisfy information needs.

The ***Library Guide*** has been produced to provide information about the role that the Library plays at KAIPTC and the **resources and services** available to facilitate teaching, learning and research as well as everyday information needs. This ***Library Guide*** will complement the initial introduction given to new library users, Information Literacy courses,

the face-to face training/workshops organised for patrons and documents displayed within the Library and on the Library webpage.

The Library Guide covers:

- ➔ The Importance of The Library
- ➔ Library Services
- ➔ Library Resources
- ➔ Library Facilities
- ➔ The KAIPTC OPAC
- ➔ Information Literacy
- ➔ Library Regulations
- ➔ System of Classification
- ➔ How To Find a Book
- ➔ How To Find a Serial
- ➔ Frequently Asked questions
- ➔ Conclusion

HOW TO FIND A BOOK

All bibliographic records (E.g. title, author, publisher date and place of publication) of library books are listed in the catalogue, known as the KAIPTC Online Public Access Catalogue (OPAC). You can search by author, title, subject and series by selecting the appropriate heading from the drop down menu. Each item in the KAIPTC OPAC provides details of availability (i.e. number of copies, call number and barcode number among other data).

A. A visitor:

- ➔ As a guest, browse the URL:
<http://www.kaiptc.org/library/kaiptcopac.aspx>
- ➔ Enter your search query

B. A Registered Patron:

- ➔ Login in or go to:
<http://www.kaiptc.org/library/kaiptcopac.aspx>
- ➔ Enter your username and password
- ➔ You can access **My account** and **My List**
- ➔ Enter your search query
- ➔ You can request or review an item, save your search results and email your search results.

HOW TO FIND SERIALS

The system of arrangement for serials differs slightly from that of books. The arrangement of serials on the shelves is by alphabetical order. This means if you know the title of a journal, magazine or report, you have to first consult the subject area concerned before you can search for the title within the alphabetical arrangement.

A list of print journals is available on the Library webpage at:

<http://www.kaiptc.org/Library/Print-Journals.aspx>

The main outline is as follows:

A	General Works
B	Philosophy, Psychology, Religion
C	History - Auxiliary Sciences
D	History (General and Old World)
E & F	History (America)
G	Geography, Anthropology, Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music
N	Fine Art
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology and Engineering
U	Military Science
V	Naval Science
Z	Bibliography and Library Science.

Understanding the classification scheme will enable you locate any book on the shelf very easily

THE IMPORTANCE OF THE LIBRARY

The Library plays a very important role in the scholarly life of KAIPTC. As such, it has been described as the “jewel” of the Centre. The institution requires information in order to achieve its vision and mission and it is the Library that facilitates access to that information.

The Library does this through its vision and mission.

Vision

Be the vital gateway to barrier-free access to quality information on peace support operations for teaching, learning, research and service to the Community.

Mission Statement

To lead in harvesting information and expediting its access by continuously collaborating with local, national and international networks to support teaching, learning, research and administration for the sustenance of peace and security efforts of the Centre.

LIBRARY SERVICES

Acquisition of Library Material

Materials are acquired, processed and organised on shelves by subject and also entered into ***Virtua Library Management System*** (VLMS) for online access and use. The Library also selects books and serials for acquisition by resorting to the reading lists and course outlines submitted by Faculty, facilitators and staff. Book catalogues on subjects covered by publishers received by the Library are sent to the departments concerned. Faculty, facilitators and staff also suggest titles for acquisition.

In order to build a stock that is broad enough to cover all subject areas and detailed enough to satisfy patron needs Faculty, facilitators and researchers are requested to submit to the Library lists of recommended books in their subject areas either from catalogues or any other source. The course/s for which the items are needed should be indicated. This information would facilitate the acquisition of the items. The catalogues with the recommended books or the list should be returned to the Library.

Data required when submitting such lists are: **Author, Title, Edition, Publisher, Year of Publication, International Standard Book Number (ISBN) and Price (if known).**

Speedy Processing

When the library receives new books, it does well to process them quickly and make them available to patrons; but this would depend on the number of materials that need processing.

Faculty, facilitators and staff can visit the Library frequently or especially when notified about the arrival of new books. This would give them the opportunity to select newly arrived books for speedy processing when a particular material is urgently required.

Selective Dissemination of Information (SDI) Service

The staff of the Library is poised to provide information as and when available. The Library will develop a database of Faculty, Researchers, facilitators and staff and their areas of specialization. The SDI service operates on the assumption that a patron needs to be contacted when an information in his/her subject area appears in a publication. Since the Library staff may not be aware of the research areas of all, it is important

SYSTEM OF CLASSIFICATION

In libraries, materials are grouped on the shelves according to the subject/content. Once you learn how a particular library arranges its subjects, you would be able to search effectively for your information needs.

Different libraries have different systems of classification but all are based on the subject of the material being organised. The KAIPTC Library uses the **Library of Congress Classification (LC) Scheme.**

LIBRARY OF CONGRESS CLASSIFICATION SCHEME (LCCS)

The Library of Congress Classification system was developed by the Library of Congress in the USA. The system divides all knowledge into twenty-one basic classes each identified by a single letter of the alphabet.

It uses upper case letters of the alphabet in combination with Arabic numerals to represent the subject contents of books.

- vi. Library users are required to show all books in their possession to the Library staff when entering and leaving the ***Circulation and E-Resources Unit (the Library)***.
- vii. Disciplinary action would be taken against patrons who are caught with library material not properly checked - out to them.
- viii. Patrons caught cutting out pages from books or writing in any library material would be severely penalised.
- ix. Patrons should make sure that any item being checked-out in their name is in good condition.
- x. Library staff would inspect any library material checked -in for any damage. Patrons would be held responsible for any damage done to a checked-in item.

4. General Rules

- i. No food or drink is allowed in the Circulation and E-Resources Unit.
- ii. Mobile phone users are advised to put their phones on “vibrate/silent” and leave the Circulation and E-Resources Unit to make/receive calls.

These rules and regulations are at the Library web page at:
<http://www.kaiptc.org/library.aspx>

The above regulations would be strictly enforced and are subject to review.

that patrons provide the Library with their areas of specialisation. They would then be notified about available publications in their specialised areas.

Special Reserve

All Faculty and Senior Members are entreated to present lists of recommended books to the Library at least one week before the lists are made known to students. These books would be treated as Special Reserve; which means they cannot be taken out of the library if there is only one copy. It can be used within the library only for a few hours. This makes it possible for more students to have access to that item. It is important that senior members co-operate with the Library on this matter as library materials could be exposed to the risk of mutilation and loss if the library is not given adequate notice to have materials placed on special reserve before students start using them. Without prior notice, lending books might be borrowed by patrons before the Library becomes aware and changes their status to “Special Reserve”.

Inter-Library Loan Service

The Library provides adequate resources to support academic work. The Inter-Library Loan is a service provided for users who need material that may not be available in the KAIPTC Library. The purpose of this service is to obtain from other libraries, the needed materials requested by patrons. To benefit from this service, a patron is required to fill in a request form at the Reader Services Desk. The Library then sets procedures in motion to locate and obtain the item on behalf of the patron. The service is subject to a fee. The Library will inform a patron when the item is ready for collection.

Internet Access

The Library has several desktop computers, with Wi Fi and patch cables for Internet access and online searches. Internet access is for research and academic purposes only. KAIPTC patrons can access the Internet and E-Resources free of charge. On the other hand, photocopies and printouts of searches attract fees.

Visitors who wish to access the Internet and E-Resources would pay **GH¢1.00** per hour for access. Photocopying and printouts attract fees.

REPRODUCTION SERVICES

The Library offers printing, photocopying and comb binding activities to patrons at a fee.

Photocopying, Printing and Binding

Patrons can make photocopies and print items at the Library. Patrons are required to complete forms to assist library staff. It is advised that Copyright regulation does NOT allow you to photocopy more than 10% of a book. Your reproductions and receipts can be cross-checked at any time without prior notice.

The following prices apply:

A. Photocopying

Black & White	10Gp per exposure
Black and white	15Gp (Front & back)

B. Printing Documents

Text only	20Gp per page
Text with graphics	30Gp per page
Heavy graphics	40Gp per page
Coloured	30GP per page

- ii. Patrons can either register online or at the Library.
- iii. Registration is only complete when one visits the library to obtain a Library User Identity Card (ID card).
- iv. While the automation is in progress, patrons would be issued with borrowing tickets upon registration to enable manual circulation.
- v. The Library User ID Card enables you to have access to:
 - ➔ The KAIPTC Online Public Access Catalogue (OPAC)
 - ➔ Borrow, reserve, request and renew books

NOTE

The ID CARD enables you to borrow books from the Library

3. Security

- i. A CCTV has been installed at the **Community Space** in the Library.
- ii. Library staff have the right to inspect patrons' ID cards at any time.
- iii. No bags, umbrellas and raincoats are allowed in the Circulation and E-Resources Unit.
- iv. All bags should be kept in the lockers before entering the **Circulation and E-Resources Unit**. Patrons should keep their valuable items in a locker, lock them and exchange the keys with a card bearing the same number as the key with the Library staff. Return the numbered card to collect the key to the locker when you need to retrieve your items.
- v. The Library would not be responsible for any item lost through theft or any other means.

INFORMATION LITERACY

As an academic library, we are working with the KAIPTC Community to participate in, support, and achieve the mission of the Centre by teaching the core competencies of Information Literacy. Information Literacy consists of the knowledge, the attitudes, and the sum of the skills needed to know when and what information is needed; where and how to obtain that information; how to evaluate it critically and organise it once it is found; and how to use it in an ethical way.

This is a very detailed endeavour and needs a lot of input.

While working towards a detailed Information Literacy Programme in KAIPTC, the Library would provide some information, skills and techniques. These would be found in guides, flyers, manuals and hand-outs to assist patrons maximise use of library services, resources and facilities.

A four-hour information Literacy course is on the Postgraduate time table.

LIBRARY REGULATIONS

1. Opening Hours

The Library Opening Hours are:

Mon- Fri	08:00hrs –20:00hrs
Saturdays	09:00hrs –14:00hrs
Sundays:	CLOSED
Public Holidays:	CLOSED
Trimester Break:	CLOSED

2. Registration

- I. All users need to register as patrons before they can borrow items from the Library.

C. Comb Binding

The cost of binding services depends on the size of material being bound.

The fees are:

8mm	GHC1.00
10mm	GHC2.00
12mm	GHC2.00
14mm	GHC3.00
32mm	GHC5.00

LIBRARY FACILITIES

A. Research Commons

A space has been designated in the Library as **The Research Commons**. It is for studies, discussions and knowledge sharing.

B. Resources Centre

The Resources Centre is located at the mezzanine in the Library. It is stocked with 17 touch screens with internet access.

C. Offsite Registration

Patrons can also access the electronic resources (Online Databases) outside the Centre. You must register for authentication at the Library.

LIBRARY RESOURCES

The KAIPTC Library has a rich collection of books, serials, electronic resources and CD-ROMS on all subjects including, peace, security and gender.

Books

The Library acquires books that are needed by the patrons of the Centre with recommendations from Faculty, Facilitators, staff and students. With the global explosion of information, the varied formats of information and the consequent increase in demand for information, it is now impossible and quite unrealistic for any library to acquire comprehensive resources for use by its clients. As such, only recommended basic reference and textbooks that have direct bearing on the courses offered at the Centre are acquired. KAIPTC Library prefers material access to ownership. Access to other materials deemed necessary but required once in a while is provided under ***Inter-Library Loan (ILL) Service***.

Serials

Books will continue to represent the bulk of KAIPTC Library materials; nonetheless, serials have assumed greater importance due to their advantage of timeliness over books. In other words, information in serials is more current than in books. Therefore, serials are a valued source of information. Serials are publications with distinctive titles and appear at stated or regular intervals in the year. Serials contain articles, stories and other writings by several contributors. Examples of serials are; journals, magazines, newspapers and reports. The list of journals subscribed to by the Library is available in the Library

Lost Items

Lost or damaged books would be paid for at thrice the current market price and processing fees.

Failure to pay fines will result in the defaulter not being allowed to borrow any book from the Library. In addition, students would have their certificates withheld until all monies have been paid. The names of Faculty and staff who refuse to pay fines would be sent to the Management for sanctions.

Penalties

Overdue items accrue fines. Below are the fines:

Overdue Fines - All Patron Types

Week 1 Lending Books attract GHC1.00 per day

Week 2 Lending Books attract GHC2.00 per day

Week 3 Lending Books attract GHC3.00 per day

After the third week, the book would be presumed lost. The defaulting patron would be made to pay for the accrued fines and in addition, pay three times the prevailing cost of the book and processing fees.

Overdue Fines - All Patron Types --Other Items

Week 1 All items attract GH¢2.00 per day

Week 2 All items attract GH¢3.00 per day

Week 3 All items attract GH¢4.00 per day

Some reference books could be borrowed over the weekend and returned on Monday at 08:00hrs. Such books should be borrowed on Friday at 16:00hrs.

and on the KAIPTC Library's web page:

<http://www.kaiptc.org/library/Current-journals.aspx>

The Library has alphabetical lists of all magazines, reports and newsletters for reference purposes at the **Reader Services Unit**. The List can also be found on the Library webpage at:

<http://www.kaiptc.org/library/other lists.aspx>

Electronic Resources

The Library subscribes to a number of electronic resources with scholarly peer-reviewed articles that cover many subject areas. Access to these resources is through the Library's IP address when one is at KAIPTC.

Students and staff of KAIPTC can access the electronic resources from computers outside (i.e from your home computer, when travelling or visiting other countries) the Centre but they require prior registration and authentication by Library staff to ensure that only our registered patrons can access them. Log in to the electronic resources with your KAIPTC username and password.

THE KAIPTC OPAC

The **KAIPTC OPAC** is the online version of the library catalogue which contains the records of the Library's holdings. It is web-based and can be accessed anywhere with the Internet. It affords patrons the opportunity to know what the library has without being physically present at the Library. It can be accessed at:

<http://www.kaiptc.org/library/kaiptc-opac.aspx>

Borrowing Privileges

Patrons of KAIPTC Library have been categorised into patron types with different borrowing rights for different types of library items.

PATRON TYPES	CHECK OUT LIMIT (Number of books at a time)	PERIOD & RENEWAL
Associate Members (AM) Senior Members (SM) Senior Staff (SS)	3	28 days
Officer One (FF) Postgraduate (PG)	2	21days
Undergraduate (UG)	3	14 days
Non-Degree (ND) Non Established (NE) Junior Staff (JS)	2	14days
All Patron Types	All other items	In –house (From 1 hour to 3 hours)

The **KAIPTC OPAC** enables the following activities:

Holds

You may request items that the Library has but has been borrowed by another patron by requesting it through the KAIPTC OPAC or with the assistance of a library staff.

Requests

The library would place a hold on an item already out on loan to a user if another user makes an urgent request for the item. The borrower would thus not be allowed to renew the item. The user who made the request would then be informed of the availability of the item.

E-Mail Notification

Instead of waiting to be penalised, the Library, through the OPAC, automatically notifies patrons by e-mail when:

- ➔ Overdue materials need to be returned or renewed
- ➔ Materials which you placed on hold are available
- ➔ The due date for an item in your care has changed; because another person needs the item
- ➔ Sending courtesy reminders before your books are due.

Loan Periods and Renewals

- ➔ Loan periods depend on patron types and the type of library item.
- ➔ All Patrons would receive 2 Email notices.

PATRONS	PERIOD/LIMITS	NOTICE 1	NOTICE 2
AM/SM/SS	28 days	25th day	28th day
FF/PG	21 days	18th day	21st day
UG /ND/NE/JS	14 days	11th day	14th day