



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
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LIBRARY OPERATIONAL MANUAL FOR
TECHNICAL ACTIVITIES

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FOREWORD

This document is a guiding manual for all library staff who engage in library activities, including selection, acquisition, processing and circulation of library materials. It provides for important guidelines and procedures to managing library collections in line with the required standards at Moshi Co-operative University. The manual is an essential tool for the smooth, effective and efficient operation of library services. Moreover, it helps in ensuring that library staffs generate clean records of information resources using specialised software for library management. The manual serves as a guide for library staff to ensure that technical operations in the library are carried out consistently and effectively while providing users with the best possible experience. It is important for library members of staff to be familiar and comply with the content of this manual and ensure that it is appropriately used when needed. The manual is meant to ensure library staff provide adequate and satisfactory services and that library collections are well-maintained and accessible in a convenient way.

Prof. Alfred S. Sife
Vice Chancellor

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ABBREVIATIONS

| | |
|------|--------------------------------------|
| CD | Compact Disc |
| DDC | Dewey decimal classification |
| DVD | Digital Video Disc |
| IP | Internet Protocol |
| ISBN | International Standard Book Number |
| ISSN | International Standard Serial Number |
| LPR | Library Policy and Regulations |
| MARC | Machine Readable Catalog |
| MoCU | Moshi Co-operative University |
| OPAC | Online Public Access Catalogue |
| PMU | Procurement Management Unit |
| URL | Uniform Resource Locator |

DEFINITION OF TERMS

| | |
|--------------------------------|---|
| Archive | means a collection of historical documents or records providing information about a place, institution, or group of people. |
| Cataloguing | means a process of describing Library materials bibliographically and assigning class numbers in order to make them easily accessible. |
| Broken order | means situations when the Library deviates from the arrangement of its chosen classification scheme (DDC). |
| Library acquisitions | means the process of selecting and acquiring selected materials for library and information centres in all formats including digital items and maintaining the necessary records related to acquisitions. |
| Information resources | means information resources are all written materials and other non-book resources a library has available to meet the information demands of its patrons. |
| Technical service | means focuses on acquiring, organizing and preserving all kinds of library materials. Careers in Library Technical Services can include the following areas: Acquisitions – purchasing materials like books, electronic resources, videos, games, etc. for a library. Collection or group of collections of books and/or other print or nonprint materials organized and maintained for use (reading, consultation, study, research, etc.). |
| Library | means the Moshi Co-operative University Library. |
| Library user (Patrons): | means any person using library Premises, People who seek and use the information to meet their information needs are referred. |
| Requisition | means the process of collecting information about the desired items or services, possible vendors to fulfil the order, delivery instructions, contact information, and related accounting details. |
| Library Classification | means the arrangement of Library holdings in a logical order, from general to specific, based on the main subject of the resources. |
| Class number: | is also called classification number or class mark. It is the first part of a call number which is used to classify library resources by subject area. |
| Call number | means a type of address which indicates where a book is located in |

the Library. The numbers appear on books and journals and in the Library's catalogue.

PART I

ACQUISITION OF INFORMATION RESOURCES

1.1 Introduction

Library staff responsible for acquisitions are required to identify, evaluate, select and acquire information resources which reflect the information needs of the MoCU community. The procedures for the acquisition of information resources are as follows:

1.2 Identification of user needs

Identification of user needs shall be done through curriculum review, system reports, and library statistics on needed information resources, library users' areas of interests, review of current information resources and feedback from users after evaluation of the relevance of the information resources and their quality. In addition, the Department of Knowledge Management shall be responsible for seeking information resources needs from heads of departments at the beginning of each academic year.

1.3 Selection of information resources

Identification of selection shall be done through curriculum review, bibliographies, and catalogue-OPAC.

1.4 Evaluation criteria

The following criteria shall be applied in selecting information resources:

- (i) Currency and timeliness of the material;
- (ii) Accuracy, quality, and depth of the material;
- (iii) Relevancy of the subject or title to MoCU's scholarly, curriculum and other needs;
- (iv) Coverage of controversial subjects;
- (v) Scope and content of the material (subject representation and diversity);
- (vi) Cost of the material;
- (vii) Authoritativeness of the material;
- (viii) Physical and electronic accessibility of the material; and
- (ix) Appropriateness of the coverage in relation to the level of study of a subject (minimal/basic, instructional support, intermediate study, advanced study, research level)

1.5 Acquisition process

- (i) After the selection process is completed, the process of acquisition shall immediately start with a requisition activity where all proposed items shall be filled in the requisition form.
- (ii) The MoCU Library shall acquire its resources through appropriate government procurement methods. Other methods of acquisition including donations, gifts, exchange and legal deposit shall be guided by the Library Policy.

1.6 Receiving procedure

Once information resources are received by the University, the DLS shall verify the same against the initial orders through the following procedure

- (i) The Procurement Management Unit(PMU) shall include a copy of the invoice with the information resources shipped.
- (ii) The invoice shall be matched against the information resources in the shipment and any error shall be corrected.
- (iii) Locating the original records of the orders for each information resource; and
- (iv) Checking the condition of the information resources.
- (v) Delivery of the information resources to the Library after completion of store procedures.

PART II PROCESSING OF INFORMATION RESOURCES

2.1 Accessioning

Library resources acquired shall be recorded in the accession register and assigned a barcode number which shall be placed on a title page and noted on secret page number twenty-one (21).

2.1.1 Accession register

Details including barcode number, author, title, edition, imprint, price, source, service point, date of addition, class number, and remarks shall be recorded in the accession register. (see Appendix 1).

2.2 Stamping

Stamping shall entail an act of providing a distinctive character, indication, security tags, official mark or seal on the acquired library item.

2.2.1 Ownership stamp

Information resources received shall be stamped with ownership marks identifying the material as the property of the University. The MoCU Library ownership stamp shall include details such as name (Moshi Co-operative University Library), and a specific date or year to show when the information resource was acquired.

2.2.2 Stocktaking stamp

The stocktaking stamp shall be put on the stocktaking label at the inside end-page of the information resource cover. Details of the stocktaking stamp shall include the name "MoCU Library Stocktaking" and the table that shows ten years with a place for providing a tick using a pencil.

2.2.3 Withdrawal stamp

Information resources which are withdrawn from the library holdings shall be stamped with the words "**WITHDRAWN FROM MoCU LIBRARY STOCK**"

2.2.4 Due Date stamp

The due date stamp shall set a duration of the period allowed for a member to remain with an item. The stamp shall be placed on the date label to show the date for the information resource to be returned.

2.2.5 Renewal stamp

The renewal stamp shall be applied whenever a user wants to extend the allowed duration, the stamp shall bear the word "**RENEWED**". Where the information resource is needed by another user, once returned shall be kept in the reservation list, and the new user shall be informed of its availability.

2.3 Classification of Information resources

MoCU Information resources shall be classified according to Dewey Decimal Classification Scheme and Online Computer Library Centre (OCLC) as per MoCU Library Policy.

2.3.1 Procedures for classifying information resources

Assigning a call number to the information resources shall involve the following steps:

- (i) Checking in the shelf list or in the library collection, to verify if there are other copies with the similar title and subjects, then note the number, then assign it to the new book, however, if the book is totally new in the collection, the classifier continues with the procedures.
- (ii) Conducting subject analysis to determine its appropriate subject and class number.
- (iii) Checking the relative index from volume four (4) of **DDC** to get an idea of the classification number.
- (iv) Confirming the class number from the **DDC** schedules, beginning with the summaries followed by the heading and finally notes.
- (v) Auxiliary tables shall be used only in conjunction with the base number obtained from the appropriate schedule.
- (vi) Treatment of fiction books shall follow broken order. Treatment of fiction books call numbers involves assigning the letter "F" which means fiction and three letters of the author's surname.

2.3.2 Example of manual classification

Example; Dictionary of Algebraic Terms by Britha Mikkel

Analysis

500 = Pure science

510 = Mathematics

512=Algebra

.001- .009 for standard subdivisions-003= Dictionary

Synthesis: 512+ -003

Class number=512.003

The class number shall be followed with three initials of the Author's surname to make a call number.

Call number= **512.003 MIK**

2.4 Cataloguing of information resources

MoCU Library shall apply the Library Management System in use to perform cataloguing activities.

2.4.1 Cataloguing procedures

The following procedure shall be followed by relevant Library staff to log into the Library management system to proceed with the cataloguing of information resources:

- (i) All the processes should be made in a processing slip and approved by the senior cataloguer. See Appendix 4 for the detailed processing slip.
- (ii) Make sure there is a computer connected to the Internet.
- (iii) Open any internet browser such as Google Chrome, Mozilla Firefox, or Microsoft Edge.
- (iv) Type the given IP address into the Library Management System in the Internet browser search bar to open the system.
- (v) Sign in using the username and password provided.
- (vi) Click search to check if the item is in the Library Management System so as to add copies.
- (vii) If the item is not found in the Library Management System, click on Cataloguing standard which is Z39.50/SRU to find the item and import it in the system.
- (viii) If the item is not found on Z39.50/SRU, click on New Records, then select MoCU Books framework to catalogue the item manually based on MARC record.

2.4.2 Add MARC Record

'Add MARC Record' is a feature in the Library Management System used for manual cataloguing when the item is not found using procedures in step "viii" as mentioned above. The feature consists of thirteen (13) digits representing pages of cataloguing information, as shown below.

| | | | | | | | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 020 | 082 | 100 | 245 | 250 | 260 | 300 | 490 | 500 | 504 | 650 | 700 | 942 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

020- INTERNATIONAL STANDARD BOOK NUMBER

a - ISBN

082 -DEWEY CLASSIFICATION NUMBER

a- classification number

b -item number

100-MAIN ENTRY AUTHOR NAME

a-Personal name

245-TITLE STATEMENT

a-Title

b-Sub title

c-Statement of responsibility

250-EDITION STATEMENT

a-Edition statement

260-PUBLICATION, DISTRIBUTION (IMPRINT)

a-Place of publication

b-Name of publisher

c-Date of publication

300-PHYSICAL DISTRIBUTION

a-Number of pages

b-Others physical details

c-Dimensions

d-Accompanying material

490-SERIES STATEMENT

a-Series statement

500-GENERAL NOTE

a-General note

504-BIBLIOGRAPHY NOTE

- Bibliography

650-SUBJECT ADDED ENTRY-TOPICAL TERM

a-Topical term

v-Form division

z-Geographical subdivision

700-ADDED ENTRY-PERSONAL NAME

a-Personal name

942-ADDED ENTRY ELEMENTS

Select item type: book, general reference or reserved, then save.

Then, finish the last step of data entry by clicking the 'Edit option' then 'Edit Items' and fill in the following fields:

FIELD NUMBER '8'- COLLECTION CODE

- (i) Permanent location select -Main Campus or KICoB Campus
- (ii) Current location - select-Main Campus or KICoB Campus
- (iii) Shelving location - select an item: then choose Co-operative Information Center,
- (iv) Fiction, General reference, Lending or Special Reserve.
- (v) Fill in the Date required
- (vi) Full call number
- (vii) Accession number or Barcode Number
- (viii) Price effective from
- (ix) Type: then select the location for the resource-Lending, General reference or reserved etc. Then add item.

PART III

LABELLING OF ACQUIRED INFORMATION RESOURCES

3.1 Introduction

This section describes labels used in the identification of information materials. These include book pockets, book cards, spine labels, due date and barcodes.

3.2 Creation of spine label

To create a spine label, a librarian shall use Microsoft Word and apply the Tahoma font style, size 16.

Example:

| | |
|----------------|--------------|
| 349.678 | 658.3 |
| HUM | CHI |

The dimension for mounting the spine label in a book shall be one inch from the bottom of the book's spine.

3.3 Date due label

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

PLEASE RETURN THIS BOOK ON OR BEFORE THE LAST DATE SHOWN BELOW

| CLASS NUMBER | INITIALS OF AUTHORS' SURNAME | BARCODE NUMBER |
|-------------------------|---|---------------------------|
| | | |

3.4 Processing of co-operative archival materials

Procedures for processing co-operative archives shall be as follows: -

3.4.1 Archival appraisal

In archival appraisal, the determinants shall be archival values as shown below:

(i) **Informational values**

Curriculum, prospectus, graduation records, cooperative census schedule, land-entry papers, service records, and pension files shall be archived because of their informational values

(ii) **Research values**

Records of research value which are used in scholarly studies and investigations

(iii) **Legal values**

These include agreements; case files; articles of association; principal and subsidiary laws; civil and criminal case records; claim papers; contracts; directives, circulars and leases.

(iv) **Fiscal values**

These include accounting and financial records and audited reports.

(v) **Historical values**

These include archival materials such as annual reports, correspondence and administrative files which have historical values.

(vi) **Administrative values**

These include annual and bi-annual reports, budget and planning records, circulars, correspondence of high-level officials, and directives that have administrative value, executive orders, opinions, or memoranda of law, minutes and agendas of meetings.

3.4.2 Levels of archival description

MoCU archives shall be described according to International Standards Archival Description General (ISAD-G). Levels of description shall be:

(i) Record group – the collection from a provenance (co-operative organization) shall be arranged as per the original order.

(ii) Series – unit of arrangement as per co-operative organization order.

(iii) File unit – physical file in its original order of arrangement.

(iv) Item – items in the file including letters, reports, meeting minutes, photographs, should be in a unique folio number.

3.5 Indexing of archival materials

All files shall be indexed by using a standard indexing form in order to simplify the searching process. (Appendix 2).

3.6 Accessioning of archival materials

Accession numbers comprising initials shall follow levels of description and showing the consignment numbers. For example, MoCU Archive/Mby/Mun/MBECU/2-6/1/3

KEYS:

MoCU Archive = Depositor of archive
Mby = The region where an archival material was obtained
Mun = denote municipality
MBECU = Provenance – Co-operative organization
2 – 6 = consignment number 2 box number 6
1/3Item number one (1) out of three (3)

•Box label

Boxes that store archival materials shall be labelled. The details on the label include the name of the department, file category, box number, date received, contents date, provenance, and consignment number. (Appendix 3).

•Accession list

This shall be a list of all archive holdings. (Appendix 4).

3.7 Digitization of Archival materials

Digitization of archival materials shall involve change of a resource format from printed to electronic materials. This shall be done using appropriate scanners, digital cameras and other audio visual recording facilities. Digitization shall involve:

- (i) Establishing accessibility of the material;
- (ii) Determining the importance and relevance of the archival material to cooperative development and their research value;
- (iii) Assessing the quality of the archival material;
- (iv) Determining existing copyright limitations;
- (v) Careful scanning and creating a surrogate copy; and
- (vi) Digital preservation of the material in a designated repository.

The disaster recovery strategy shall include:

- (i) Regular backups;
- (ii) Backups verification and validation; and
- (iii) Contingency plan for recovering lost archive data.

3.8 Weeding of Information Resources

The weeding of information resources shall be done in accordance with government regulations and procedures. In determining the materials to undergo weeding, the following shall be considered:

- (i) The importance of the information resource;
- (ii) The usefulness of the information resource; and
- (iii) The physical condition of the information resource.

3.9 Weeding Procedures

The procedure for weeding information resources shall involve:

- (i) Sorting out the publication based on the criteria in section 3.6;
- (ii) Withdrawing the resource in question;
- (iii) Removing records; and
- (iv) Disposing the resource through transfer, donation, destruction or any other means.

Appendix (1)

From : **Knowledge Management**

To : **Head of Department**

Date : _____

RE : **BOOK REQUEST FORM**

| S/N | Author/editor/ cooperate body | Title | Place of publication | Publisher | Date of publication | ISBN/ISSN | Number of copies | Remarks |
|------------|--|--------------|---------------------------------|------------------|--------------------------------|------------------|-----------------------------|----------------|
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Appendix (2)

ARCHIVE INDEX

FILE REFERENCE NO. _____ FILE

TITLE _____

BOX NO. _____

CONS. _____

| DATE | ITEM NO | FOLIO | REFERENCE NO | ITEMS DESCRIPTION |
|------|---------|-------|--------------|-------------------|
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Appendix (3)

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
DEPARTMENT OF KNOWLEDGE MANAGEMENT
CO-OPERATIVE ARCHIVES UNIT

| DEPARTMENT/UNIT | FILECATEGORY | | BOX NO. | DATE RECEIVED |
|----------------------------|---------------------|--|----------------|----------------------|
| | REGISTRY | | | |
| | FILE | | | |
| CONTENTS DATE | | | | |
| FROM: | | | TO: | |
| RECEIVED FROM: | | | | |
| CONSIGNMENT NUMBER: | | | | |

Appendix (4)

WHERE STORED _____

ACCESSION REGISTER

DATE RECEIVED _____

| ACCESSION NUMBER | REFERENCE NUMBER | DESCRIPTION OF THE DOCUMENT | DATE | | REMARKS |
|------------------|------------------|-----------------------------|------|----|---------|
| | | | FROM | TO | |
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