

LIBRARY INFORMATION AND SERVICE MANUAL

**DEPARTMENT OF ACADEMIC AFFAIRS
OFFICE OF THE VICE CHANCELLOR
ROYAL UNIVERSITY OF BHUTAN
THIMPHU**

AUGUST 2021

(Endorsed by the 19th USRC meeting)

Table of Contents

CHAPTER 1. ABOUT THE MANUAL	1
1.1 Title	1
1.2 Rationale	1
1.3 Vision	1
1.4 Mission	1
1.5 Purpose	1
1.6 Scope	1
CHAPTER 2. COLLEGE LIBRARY COMMITTEE	2
2.1 Introduction	2
2.2 Responsibilities	2
2.3 Membership	2
2.4 Frequency	2
2.5 Quorum	2
CHAPTER 3. FINANCING THE LIBRARY	3
3.1 Introduction	3
3.2 Library Budget Allocation	3
3.3 Expending the Budget	4
3.4 The Budget Calendar	5
3.5 Additional Budget	6
CHAPTER 4. USING THE LIBRARY	7
4.1 Introduction	7
4.2 Library Location	7
4.3 Opening Hours	7
4.4 Holidays	7
4.5 Library Tours	7
4.6 Lost and Found	7
4.7 Membership	7
4.8 Borrowing	8
4.9 Loan Periods and Borrowing Limits	8
4.10 Returns and Renewals	9

4.11	Holds and Recalls	9
4.12	Lost and Damaged Materials.....	9
4.13	Fines	9
4.14	Interlibrary Loans.....	10
4.15	Privacy and Confidentiality	10
CHAPTER 5. COLLECTION DEVELOPMENT.....		12
5.1	Introduction	12
5.2	Responsibility for Collection Development.....	12
5.3	Selection Principles and Criteria.....	12
5.4	Preservation	15
5.5	Weeding.....	16
5.6	Disposal	17
CHAPTER 6. CLASSIFICATION AND CATALOGING		18
6.1	Introduction	18
6.2	Classification	18
6.3	Classification System	18
6.4	Subject Heading.....	19
6.5	Classification of Government Document.....	19
6.6	Classification of Local Texts	21
6.7	Cataloguing	28
6.8	Essential Roles and Responsibilities	29
CHAPTER 7. LIBRARY SERVICES.....		31
7.1	Introduction	31
7.2	Types of Services.....	31
7.3	Facilities	34
CHAPTER 8. LIBRARY CODE OF CONDUCT		35
8.1	Introduction	35
8.2	Staff Code of Conduct	35
8.3	Ethics and Standards	35
8.4	User Code of Conduct.....	36
8.5	Enforcement.....	36

8.6	Cell Phones	37
8.7	Food and Drink.....	37
CHAPTER 9. INTEGRATED LIBRARY SYSTEM		38
9.1	Introduction	38
9.2	Koha Infrastructure.....	38
9.3	Koha Administrators Responsibilities.....	38
9.4	Library Staff Responsibilities	38
9.5	Users' Responsibilities	39
9.6	Backups and Disaster Recovery.....	39
9.7	Upgradation.....	39
CHAPTER 10. DIGITAL COLLECTION		40
10.1	Introduction	40
10.2	Institutional Repository	40
10.3	Digital Library	42
10.4	Rules and Regulations for Usage	43
CHAPTER 11. INVENTORY.....		45
11.1	Introduction	45
11.2	Timing	45
11.3	Process of Stocktaking	45
11.4	Execution of Stocktaking	46
11.5	Report	46
11.6	Write-offs.....	47
CHAPTER 12. STAFF AND STAFF DEVELOPMENT		48
12.1	Introduction	48
12.2	Staffing Pattern.....	48
12.3	Staff Development.....	51
CHAPTER 13. LIBRARY SECURITY GUIDELINES		52
13.1	Introduction	52
13.2	Security System Components	52
13.3	Integration with Koha.....	52
13.4	Closed Circuit Television	52

CHAPTER 14. SETTINGS AND AMBIENCE OF THE LIBRARY	53
14.1 Introduction	53
14.2 Physical Interior Environment	53
14.3 Differently-abled User	55
Appendix I: Membership Application Form	56
Appendix II: Stocktake Sheet	57
Appendix III: License Agreement for RUB Repository	58

Chapter 1. About the Manual

1.1 Title

This document shall be known as the Royal University of Bhutan Library Information and Service (RUB LIS) Manual.

1.2 Rationale

These procedures are intended to apply to library services at the colleges of the Royal University of Bhutan in support of the mission and goals of the college and the university. The RUB LIS Manual puts policies and procedures in place for the administration and management of the RUB libraries. The RUB college libraries are mandated with acquiring a wide range of resources that satisfy the primary needs of the colleges - teaching, learning, and research.

1.3 Vision

To deliver library information and services that support the teaching, learning, and research needs of the university.

1.4 Mission

In support of the vision, the RUB Library Information and Service Manual has a mission that is committed to: providing access to information resources that support the university's teaching, learning, and research needs, the development of leaders and life-long learners through the delivery of excellent library information and services, supported by professional and competent staff members that are governed by the professional and moral values of the university.

1.5 Purpose

The purpose of this manual is to guide the library staff in providing efficient library services and to provide a common operational framework for all users of libraries of the Royal University of Bhutan. The manual also intends to make the library users aware of library norms and procedures. The RUB LIS is also aimed at providing general rules and regulations for the proper administration and management of the RUB libraries in all constituent colleges including the affiliated colleges.

1.6 Scope

The manual applies to all the library users both within and outside the Royal University of Bhutan.

Chapter 2. College Library Committee

2.1 Introduction

Library services play a vital role in higher education institutions. Therefore, it is important every college has a committee that has the power to decide regarding the library and its services. The purpose of this committee is to serve as a responsible body for the development of the library in the college. The committee decides on matters relating to the library and library services.

2.2 Responsibilities

The committee is responsible, but not limited to:

- a. approve general library policies and regulations which govern the functions of the library.
- b. provide ideas, advice on issues on services and strategies relating to library resources and facilities.
- c. recommend procurement of library resources.
- d. provide advice and approve library resources relevant to teaching, learning, and research of the college.
- e. decide on weeding of library resources and appoint faculty expert for weeding.
- f. approve the annual operational plan of the library.
- g. recommend on the loss of books and write-offs.
- h. oversee staffing and staff development for the library.

2.3 Membership

Chairperson

Dean of Academic Affairs

Members:

Dean of Student Affairs

Dean of Research and Industrial Linkages

Two faculty representatives, appointed by the Chair for two (2) years

Two students (one male and one female), representing the student body

Member Secretary: Head of Library of the College

2.4 Frequency

The Committee shall meet at least three (3) times a year. The Chair may convene additional meetings if and when it is necessary.

2.5 Quorum

Simple Majority

Chapter 3. Financing the Library

3.1 Introduction

Libraries play an important role in activities of teaching, learning, and research in the University. As lecturers move towards a more constructivist approach to teaching, learners depend increasingly on resources available in the library or accessible online resources. A library is a collection of information resources both in print and digital forms. The users' preference is shifting more towards digital forms of storage although there is still a very prevalent role for books, textbooks, and paper-based resources.

Well-resourced libraries are essential to support the teaching and research roles of the university. Universities can only provide quality education when they offer access to scholarly information to students and researchers alike, thus enabling them to increase their knowledge and critically evaluate the results of research.

Quality improvement in the teaching and learning in RUB is underpinned by shifting the paradigm from lecture-based, examination-oriented teaching to **learner-centered learning**. This shift requires a diversity of learning resources with easy access for students and teachers. Such resource-based learning mandates the college libraries be equipped with adequate resources. Therefore, this chapter provides the budget allocation details for libraries in the colleges.

3.2 Library Budget Allocation

The library budget in the colleges of the Royal University of Bhutan is divided into two categories:

3.2.1 Library Collections

For library collections, the Royal University of Bhutan has a budget allocation framework based on the number of students in the college. The framework was endorsed by the 12th University Council meeting [23 November 2007] and an additional allocation for staff was endorsed by the 15th Academic Board meeting [8 January 2009].

- a. A college, irrespective of its size and academic provisions, is allocated an annual appropriation of Nu. 150,000.
- b. In addition to Nu. 150,000, every fte (full-time equivalent) student in a college is allocated Nu. 1000 annually.
- c. A separate library fund is allocated to acquire library resources for the staff. 15 fte students are used to determine one staff. Every staff so determined is allocated Nu. 5000 annually.
- d. To offset annual market inflation, an annual increment of 15% is added to the figures obtained from [a], [b], and [c].

For example, the library budget allocation for a college having 880 fte would be as follow:

- Base fund = Nu. 150,000
- For College's fte student of 880 = $880 \times 1000 = \text{Nu. } 880,000$
- Staff based on 880 fte students = $[880/15] \times 5000 = \text{Nu. } 293,333$
- Total library budget for the year 2009-10, with 15% annual increase
= $[150,000 + 880,000 + 293,333] \times 1.15 = \text{Nu. } 1,521,832.95$

Expending the Budget

3.2.2 Subscription to Online Database

As a library for higher education, it is also important that the staff and students have an access to electronic resources which are not available in the print version. But at the moment the colleges are provided access to the EBSCO database through centralized subscription. Therefore, until the policy is changed, the colleges need not have to keep a budget for subscriptions. However, if EBSCO is not sufficient in fulfilling the needs of the staff and students, the College Library Committee can allocate such a budget based on the justification.

3.3 Expending the Budget

RUB colleges set targets for expenditures during and at the end of every June-July fiscal year. Librarians are expected to be able to demonstrate effective stewardship of the funds they receive and their utilisations. It is important to ensure that the procurement of library materials is done in compliance with the latest financial regulations of the University. The Library budget is allocated to support different areas of the collection as specified:

3.3.1 Library Collections

The funding allocated under library collections will be used for procuring the following:

3.3.1.1 Reading Materials

Each module of the programmes under the Royal University of Bhutan specifies essential and additional reading materials. The number of copies the colleges need to procure will be defined by prevailing university norms.

For purchase of these reading materials (print and digital versions), the librarian in consultation with the Head of the Departments will prepare the list of titles. The final allocation of budget for each department will be decided by the College Library Committee based on the prepared lists.

3.3.1.2 Teaching & Research Needs of Staff

The individual staff will submit his or her requisition, with justification to the library. The librarian will compile the list and put it up to the College Library Committee for its endorsement and recommendation. The Committee will base their decision on the justification provided after verifying the requirement by consulting the head of the department of the respective staff.

3.3.1.3 General Collections

The fund allocated under library collections will also be used for purchasing general collections. The library can compile the list of general collections from students and staff of the college. The general collections include interdisciplinary purchases like references, leisure readings, and demand-driven purchasing including demand from students. Purchasing decisions of such collections are also subjected to approval from the College Library Committee.

3.3.1.4 Replacement of Lost and Damaged Books

The fund collected from fines and lost items will be used for buying replacements for the lost items and damaged books only. If this amount is not sufficient, the leftover fund, if any, from the fund allocated for library books and textbooks can be used. The librarian should report such expenditure to the College Library Committee annually.

3.3.2 Subscriptions to the online database

If the College Library Committee feels that the EBSCO which is centrally procured is not adequate for the needs of staff and students of the college, a subscription to an online database can be made. In such cases, a detailed usage analysis study should be carried out and the findings should present to the college library committee for renewal.

3.3.3 Special Collection

For the purchase of printed, manuscript, and photographic items, proposals for purchasing such collections should be made to the College Library Committee with justifications. If such purchase is justified, the library committee should identify an alternate source of funding and should not spend from the annual library budget allocation.

3.4 The Budget Calendar

The budget calendar spells out various activities along with the timeline. Adherence to such a calendar will ensure a careful, orderly planning process in the preparation of activities and time for completion of activities according to the available budget. The budget calendar is provided in Table 1. All concerned staff and individuals should strictly follow the budget calendar.

Table 1. Budget Calendar

<i>Time</i>	<i>Activities</i>
<i>3rd week of September</i>	<ul style="list-style-type: none">• The head of the departments submit the list of requirements for the next fiscal year• The individual staff submit the requirements
	<ul style="list-style-type: none">• The librarian compiles the list of requirements received from the head of departments and individual staff.• The librarian collects titles of general collections from students and staff and compiles the list.
<i>4th week of September</i>	The library prepares the list of damaged and lost books along with the amount collected as fines and replacement charges for lost books.
<i>2nd week of October</i>	<p>The library staff meets to finalise the lists. The meeting should look into the following:</p> <ul style="list-style-type: none">• Crosschecking the titles in the list with the library collections• Verifying the list by crosschecking with the module descriptors.• Valid justifications from staff for their research and teaching purposes.• The usefulness of the titles listed under general collections• Space availability in the library.
<i>3rd week of October</i>	Meeting of the College Library Committee to decide on the lists.
<i>4th week of October</i>	Preparation of documents for procuring the books.

Additional Budget

<i>2nd week of November</i>	Call for Quotations
<i>2nd week of January</i>	Receiving quotations and evaluations
<i>4th week of January</i>	Although at this time of the year new students' admission will not be confirmed, however, the new students' numbers would have been endorsed by the AB. The college can easily estimate the budget according to the endorsed list of students, although not yet admitted. Placing the supply orders
<i>1st week of April</i>	Books arrive in the college and the library gets ready for issuing the books
<i>2nd week of April</i>	Library prepares the report of the items purchased along with the budget utilization status. The report should contain how many titles were not able to supply by the suppliers with justifications.
<i>1st week of May</i>	College Library Committee Meets to look into the report, to decide how to procure the titles which were not able to supply by the suppliers.
<i>2nd week of May</i>	Preparation of procuring the second time as per the decision of the College Library Committee.
<i>3rd week of May</i>	Identify the suppliers and issue the supply orders. It is assumed here that since quotation had been called and the supplier was unable to supply the books, the college can procure from Regional suppliers.
<i>2nd week of July</i>	Receiving the books from regional suppliers.
<i>August</i>	Library prepares the books for issuing.
<i>1st week of September</i>	Library prepares the report – status of books after the second time procurement, budget utilization, and proposal to use the budget if any budget is left.
<i>2nd week of September</i>	College Library Committee meets to look into the report and decide on the proposal submitted by the library.

3.5 Additional Budget

The library will continue to receive the budget based on the RUB financial allocation framework. However, the library is not restricted to the allocated amount. Based on the urgency and necessity of the college, the College Library Committee can allocate additional funding. However, such a decision, if required, should be taken in consultation with the Head of the college.

Chapter 4. Using the Library

4.1 Introduction

The library is one of the main components of any higher education institution. The students and staff should be aware of the locations, the timing, and the procedure for using the library services. This chapter provides details so that the users are aware of the procedures in using the library. The chapter will also guide the library staff in dealing with the users while using the library services.

4.2 Library Location

The Royal University of Bhutan is composed of several member colleges whose campuses are spread across the country. Each member college has its library which is located inside the campus. The Royal University of Bhutan gives much importance to the development of the library in the colleges. It is the policy of the University to provide comprehensive access to library services and resources.

4.3 Opening Hours

The library should remain open for a minimum of 10 hours during working days, longer during the time of examinations, and for a few hours during weekends. Within this standard, the Colleges, through the College Library Committee, can decide on their opening and closing timings based on their situation.

4.4 Holidays

The RUB libraries will be closed on all national holidays unless it is notified otherwise by the concerned library in charge or the college management.

4.5 Library Tours

All RUB libraries at the colleges must encourage library tours but with appointments. A class tour can be arranged in consultation between the module tutor and the library in charge.

4.6 Lost and Found

The library will not be responsible for the loss of personal belongings, including library cards. Items accidentally left in the library will be held for a limited time at the Circulation Desk.

- a. If the owner of the item can be identified, library staff will attempt to reach the owner.
- b. If the owner cannot be identified the library will not be responsible.

4.7 Membership

All members should have a valid membership card issued by the competent authority. The student identity card and staff identity card must be used as a library membership card. Therefore, these cards should be barcoded to be used as library cards as well.

There are two types of membership: Free membership and Fee-paying membership.

4.7.1 Free Membership

All staff and students of the college are eligible for free membership of the library. The student identity card and staff identity card are the same as the library membership card.

Borrowing

4.7.2 Fee-paying Membership

Any individuals ineligible for a free membership can use the library services by requesting membership for an annual fee of Nu. 500/- (Five Hundred only). The fee is exclusive of the cost of the card. The membership is valid only for one year, however, it can be renewed. An individual wishing to apply for the membership can fill in the form included in Appendix I and submit it to the circulation desk. The fee can be paid at the circulation desk. An acknowledgment receipt should be demanded while making the payment.

4.8 Borrowing

- a. A valid membership card is required to borrow materials from the library.
- b. The loss of library cards must be immediately reported to the library circulation desk to prevent unauthorized use.
- c. Not all library materials will be circulated. The non-circulating materials are reference books, magazines, and newspapers and must be used inside the library only.
- d. The user should be responsible for all the materials borrowed.
- e. The user is not allowed to borrow materials on behalf of other users.
- f. A staff who is on study leave or availing leave for more than a month is required to return materials before leaving.
- g. Borrowed items must be returned or renewed on or before the due date or fines will be imposed.
- h. Borrowing rights will be suspended as soon as an item becomes overdue by 7 days.
- i. Any loan may be recalled before the due date if required by another user.
- j. Individuals are responsible for ensuring that all outstanding loans and charges are cleared before their membership expires.

4.9 Loan Periods and Borrowing Limits

4.9.1 Limits

The maximum numbers of books in any period that a borrower may have on loan to him/her at one time are as follows:

- a. Students may borrow up to 5 items, including one short-term loan.
- b. Academic staff may borrow up to 7 items, including two short-term loans.
- c. Administrative staff and fee-paying members may borrow up to 4 items, but short-term loans will not be issued.

The items that will be included under short-term loans will be defined by the college library committee from time to time as the situation may not be the same for all colleges in terms of resources availability.

Note: If any of the colleges have more collections, the college library committee may decide on the additional numbers.

4.9.2 Loan Periods

- a. Students can borrow essential readings for a period of up to two weeks and other materials for one month.

- b. Academic staff can borrow essentials and additional reading materials for a period of up to one Semester and other materials for one month.
- c. Administrative staff and fee-paying members can borrow materials for a period of up to one month.
- d. Irrespective of the type of users, audio-visual materials can be borrowed for a period of up to five days only.

4.10 Returns and Renewals

- a. Materials borrowed must be returned on or before the actual due date to the circulation desk.
- b. The user can renew borrowed materials at the circulation desk by email or online using the library management system up to two times.
- c. Materials cannot be renewed if it is on hold by another user.
- d. If the overdue duration exceeds by 7 days, the renewal will be granted only upon clearing the overdue fine.
- e. Materials cannot be renewed more than two times online. The renewal for the third time will have to be done at the circulation desks.

4.11 Holds and Recalls

- a. The user can make a request for a reservation at the circulation desk or by using the online catalog. When a reserve material becomes available, the user will receive an email notification.
- b. When a material is requested by another individual, a recall notification will be sent to the user who currently has the material checked out in his/her name.
- c. After a recall is made, the borrower should return the item within seven (7) working days after which a fine will be imposed.
- d. Items will stay available on hold for users at the Circulation Desk for three (3) days only.

4.12 Lost and Damaged Materials

- a. Lost or damaged materials must be reported immediately.
- b. If an item is lost, the user can replace the same or the latest version of the same item; if not the user will be charged 1.5 times the actual printed price of the item. The replacement should be done within one month.
- c. However, a thorough search of the item must be conducted before it is billed as lost.

4.13 Fines

To promote the prompt return of materials and optimal sharing of the library collection, the library will charge fines for overdue materials.

- a. A fine of Nu. 5 per day for students and Nu. 10 per day for staff and fee-paying members will be charged.
- b. Fines must be paid in person by cash at the Circulation Desk and the user should sign his/her name or use the Koha feature for record of payment.
- c. Users who do not return borrowed material or clear fines will be suspended from their borrowing privileges.
- d. All library replacement charges and fines collected will be solely used for library improvement purposes only.

Interlibrary Loans

- e. The Library aims to apply the Fine Policy fairly and consistently. Fines may be waived off or reduced only where exceptional circumstances apply, for example:

- *illness*
- *an accident*
- *hospitalization*
- *Library staff error/System error*

4.14 Interlibrary Loans

While each library or college maintains a balanced collection that meets the needs of the programmes and staff it serves, it is not possible to purchase every item that each cardholder wishes to access. Therefore, the library will attempt to borrow any item that it does not own from other libraries. Interlibrary Loan (ILL) refers to the borrowing of materials from another college library or another library in the country.

The following items are identified for interlibrary loan

- *Texts Books*
- *Journal articles*
- *Dissertations and thesis*

4.14.1 Interlibrary Loan Request

Interlibrary loan service is applicable within the RUB libraries (colleges) as well as libraries in the country. The service can be requested through the mail, telephone, fax, and email by the requesting library in charge to the lending library in charge. The lending libraries may reject requests for high-use, valuable or fragile materials, or reference materials.

4.14.2 Loan Periods and Renewals

The loan period of such loans will be the maximum period of three months from the date of issue. If the patron wishes to renew, the renewal must be requested no later than 3 business days before the expiration of the loan period at the circulation desk. Renewal requests must be made to the lending library by email.

4.14.3 Delivery and Return

Loan materials may be sent via an overnight courier, registered mail, or some other reasonably secure carrier. The requested materials are posted from the lending library addressed to the library in charge at the requesting library. The postal charges for both delivery and return of the materials should be borne by the requesting library. The requesting library is solely responsible for the safe return of the borrowed items and financially responsible for any damage or loss of such materials while in their possession. Clause 4.8 to 4.13 are applicable for interlibrary loans.

4.15 Privacy and Confidentiality

All Libraries under the Royal University of Bhutan are committed to protecting the privacy and personal information of library users. This policy applies to all circulation and library use records,

including the use of the internet as well as any other personally identifiable information. No individual will use the information other than for library purposes.

Library records deemed confidential will not be made available to members of the public, press, or any agency of the state or the government without an order from a court of competent jurisdiction, or as otherwise required by the law of the nation.

The RUB Libraries will not sell cardholder information to third parties and do not disseminate cardholder information except when required by the law of the nation. The library collects only enough information necessary to transact library business and provide services consistent with its mission.

Chapter 5. Collection Development

5.1 Introduction

The primary objective of the Library is to develop a collection and systems of access to resources that will support the teaching and learning, research, and information needs of the staff and students of the Royal University of Bhutan. Therefore, this chapter focuses on acquiring and providing access to materials that are relevant for the users. It states the principles and guidelines used by the library in the selection, acquisition, evaluation, and maintenance of library materials. This manual will allow the present, future librarians, and the college library committee to consistently select resources based on the stated criteria, and to provide access to a substantial array of information resources. This manual also provides a basis for allocation of budget and informs the library users of the scope and nature of the existing array of resources.

5.2 Responsibility for Collection Development

The Library is responsible for the development of its collections:

- a. The Library is responsible for the development of the library's collections, facilities, and services.
- b. The Library has a responsibility to collect resources that meet the basic information needs of the users.
- c. Staff and students are encouraged to recommend materials for purchase to assure the building of a comprehensive collection.
- d. The Library is responsible for assessing, evaluating, and compiling materials recommended for purchase.
- e. The Library is responsible to report the current status of collection and advice on selection practices.
- f. The College Library Committee is responsible for determining the collection development budget and for deciding the final list of materials for purchase.

5.3 Selection Principles and Criteria

5.3.1 General

The library adheres to the following selection criteria for selecting library materials but is not limited to:

- a. Relevance to the programme;
- b. Relevance to the research information needs;
- c. Significance of the subject matter based on collection;
- d. Importance to the total collection based on collection;
- e. Accuracy and quality of the information and data based on reviews, recommendations, evaluations, etc;
- f. Reputation of the author;
- g. Authenticity of the publisher;
- h. Appropriateness to users ;
- i. Language (national and English);

- j. Format (Added-value and advantages over other formats);
- k. Currency: recent edition preferred unless required for research;
- l. Copyright and fair use issues.

5.3.2 Selection Criteria for Specific Materials

As per the modules of the RUB Programmes, the reading list is generally divided into essential readings and additional readings. These readings identify the books and other references (journals, websites) to which a student is expected to refer for the study of the module. Books including textbooks, to which extensive reference is made and which a student is expected to read, are listed under essential reading. Other useful references are indicated under additional reading.

5.3.2.1 Essential Reading

These are the essential books required for the modules. The Library must purchase a minimum of copies of the same title, by the same author, as specified in the prevailing regulations. However, the college can purchase more than the minimum copy required depending on the requirement and availability of funding in consultation with the programme leader and the Dean of Academic Affairs.

5.3.2.2 Additional Reading

It is mandatory to have one copy of each title mentioned under the additional reading list. However, the college can purchase more than one copy depending on the requirement and availability of funding in consultation with the programme leader and the Dean of Academic Affairs.

5.3.2.3 Government Document

The library will collect government documents to enhance the library collection. The library will make the appropriate selections of the government documents that meet the above selection criteria. Documents whether they are free donations or purchases, the maximum number of copies should not exceed **five**.

5.3.2.4 Resources for Differently-abled Users

The college library will try to arrange to provide the necessary equipment, facilities, and resources to meet the needs of the differently-abled users.

5.3.2.5 Electronic Resources

Electronic resources that add value over print versions, including greater currency, greater functionality, greater access, improved use features, and more rapid delivery will be purchased or subscribed. Electronic resources include computer-based information resources available via the Internet/online. This collection includes, but is not limited to, citation or full-text databases and instructional multimedia programs. The Library will purchase/subscribe to databases and make resources available to users in the library or at remote locations via the Library's web page.

In addition to the selection criteria mentioned above, the following issues will be taken into account when considering the purchase/subscription of electronic resources:

- Pricing;
- Licensing agreement;
- Contract requirements;

Selection Principles and Criteria

- Compatibility with available equipment and/or existing hardware and software;
- Ease of use.

Currently, all the constituent colleges, including the Office of the Vice-Chancellor, of the Royal University of Bhutan have registered to Research4Life programmes. Research4Life is the collective name for five programmes – Hinari (Research for Health), AGORA (Access to Global Online Research in Agriculture), OARE (Online Access to Research in the Environment), ARDI (Access to Research for Development and Innovation), and GOALI (Global Online Access to Research for Legal Information) that provide developing countries with free or low-cost access to academic and professional peer-reviewed content online. The Library will advocate, promote, facilitate and improve the use of Research4Life programmes by the library users.

5.3.2.6 General Literature

In addition to the essential and additional reading collections, the library seeks to add general literature materials to provide a balanced collection in all subject areas. The general literature collection is a selective collection of fiction and non-fiction from both national and international publications. The fiction collection will include popular titles of current interest to users, classic literature, and select works of literary merit. Preference will be given to those works/books receiving awards or from the list of bestsellers.

5.3.2.7 National and Local Authors

To recognize the literary efforts of national authors, the college library will try to include their works in the collections. However, the college can keep a maximum of **two** copies of the same title.

The library will promote thesis and dissertations collection produced by the RUB staff and students. The library will accept undergraduate and above level publications (projects, dissertations, and thesis) from the RUB staff and students. The library encourages all postgraduate and above level staff and students to deposit an electronic copy of their thesis and dissertations at the circulation desk.

5.3.2.8 Newspapers and Magazines

Newspapers and magazines are an important source of new ideas, current topics, consumer information, and recreational reading material. The library will subscribe to national/international newspapers and magazines either in print or electronic format. All newspapers and magazine subscriptions will be comprehensively reviewed annually.

5.3.2.9 Gifts and Donations

The Library accepts donations of books and other library-related materials as a way of enhancing its resources. The donated materials given to the library will be evaluated by the same criteria as purchased materials and the following factors will be taken into account:

- *Value to the collection*
- *Condition of the materials*
- *Space limitations/availability*

The Library reserves the right to decline a donation. If accepted, upon receipt, a donated material becomes the property of the library. The library holds the right to determine the retention and disposition of the donated materials. The library should process the donated materials and add them to the collection for circulation. Those materials not added to the collection may be donated, discarded, and offered to users for free. All the donated materials will be acknowledged by an email or a letter by the head of the library.

5.3.2.10 Journal

The Library will add individual journal (both print and electronic) if it is not available from the databases subscribed by the Royal University of Bhutan /College. The decision on the selection of journal titles or cancellations will be taken by the College Library Committee.

5.3.2.11 Audiovisual Materials

The Library aims to maintain an up-to-date collection of audiovisual materials (audio books, compact discs, and DVDs). Audiovisual materials will be introduced to the collection as the technologies develop and demand arises, subject to budgetary considerations. The audiovisual collections are discrete collections that may complement the book collection, as well as assisting differently-abled users. Audiovisual materials require the consideration of additional selection criteria. These may include:

- a. Physical format, e.g. DVD, CD-ROM;
- b. Compatibility of physical format with display/reception hardware and software available in the Library;
- c. The facility of potential users with the technology needed to display/receive the resource.

5.4 Preservation

The Library is committed to protect and preserve collections to provide users access to the resources required. The Library will maintain and preserve materials consistent with their use and significance to the collection. Preservation includes actions taken to prevent, limit or stop the deterioration of library materials in all formats, to prevent their theft or loss, and to improve their condition. The Library will follow the following preservation measures:

- a. The Library encourages careful handling of collection materials by staff and users.
- b. The Library has overall responsibility for the care of the collections including preservation.
- c. The Library promotes best practices in the preservation, enhancement, and use of library collections.
- d. Take measures to prevent damage and minimize the risk of deterioration of materials wherever they are stored, handled, displayed, or loaned.
- e. The Library will make minor repairs and order professional bindery for rebinding damaged materials.
- f. The Library will withdraw materials from the collection when the materials are damaged beyond repair. If they are still in demand, replacement copies will be purchased when possible.

Weeding

5.5 Weeding

This is the process of removing or withdrawing items from the library collection. It involves the planned removal and disposal of outdated, unused, and unwanted materials. The aim is to ensure library stock stays relevant, attractive, and current.

5.5.1 Weeding Criteria and Timing

For weeding purposes, the following criteria may be used:

a. Poor Content

- Outdated and obsolete information (especially on subjects that change quickly or require absolute currency, such as computers, law, science, space, health and medicine, technology, travel);
- The trivial subject matter, including topics that are no longer of interest or were dealt with superficially due to their popularity at a specific point in time, as well as titles related to outdated popular culture ;
- Mediocre writing style, especially material that was written quickly to meet popular interest that has passed;
- Inaccurate or false information, including outdated information and sources that have been superseded by new titles or editions;
- Unused sets of books (although you may keep specific volumes if they meet local needs and are used);
- Repetitious series, especially series that are no longer popular or that were published to meet a popular demand that no longer exists;
- Superseded editions (in general, it is unnecessary to keep more than one previous edition, discarding as new editions are added);
- Resources that are not on standard lists or that were never reviewed in standard review sources;
- Material that contains biased, racist, or sexist terminology or views or images;
- Unneeded duplicates, especially if they are worn or tattered;
- Self-published or small press materials that are not circulating, especially if they were added as gifts.

b. Materials/Books of Poor Appearance:

- Worn out beyond mending or rebinding;
- Poorly bound or poorly printed editions;
- Rebound editions that are worn and shabby or have torn pages;
- Items that are dirty, shabby, warped, bug-infested, or otherwise marked up, mutilated, or 'edited' by users ;
- Books printed with very small font size or poor quality pictures ;
- Media that is beaten up from wear or has broken or missing parts;
- Books with yellowed, brittle, torn, taped, or missing pages ;

c. Unused Materials:

- Items that have not been circulated for the past 3 years and not been used for reference or in-house research
- Duplicate copies that are no longer needed, regardless of condition
- Periodicals that are not indexed
- Periodicals that are available in repositories
- Unused volumes in sets or series
- Unneeded titles in subject areas that are less frequently used
- Material that is no longer important to the collection because of changes in local demographics, curricula, or other factors

Weeding of materials will be done once in three years. It must be undertaken to keep the collection up-to-date and relevant. The library staff will prepare a list of materials that will be proposed for weeding to the college library committee. Besides this three-year cycle, weeding of items may also take place after stocktaking of library collections.

5.6 Disposal

The head of the library will prepare a list of items qualifying for disposal based on the weeding criteria. The College Library Committee will be the final authority to decide on the items in the list.

There are five basic ways to dispose of print or non-print materials:

Sell It: to the public either at a book fare; or to a used book dealer or any other book dealer.

Donate It: donate books to any organisations or charitable institutions or nearby high schools or individuals.

Trade It: with another library for a book your library can use.

Recycle It: if possible recycling will reduce the impact on the environment.

Destroy it: should be reserved for materials in the worst physical condition, the absolutely hopeless cases, and then only as a last resort if the books cannot be recycled or sold.

Chapter 6. Classification and Cataloging

6.1 Introduction

The classification and Cataloging chapter describes how library items are classified and cataloged in the libraries of the Royal University of Bhutan. For classification of items, the University uses Dewey Decimal Classification (DDC) standard while the Anglo-American Cataloging Rules, 2nd edition (AACR2), and Machine-Readable Cataloging (MARC21) obtained from the Koha, Library Management System are used for cataloging. Although Resource Description and Access (RDA) has been developed as a successor to the AACR2, the Royal University of Bhutan will use AACR2 until such a decision to switch to RDA is arrived. In addition to DDC classification standard, the chapter also guides the library staff on classifying and cataloging government documents and local texts (*Pecha* in *Poti* format).

6.2 Classification

Classification is essential for uniform and effective coding and organizing library materials (books, serials, audiovisual materials, computer files, maps, manuscripts) according to their subjects and allocating a call number to those information resources. It enables staff to know where to shelve materials and direct users to locate the materials that they need. Materials are classified using a combination of numbers and letters that represent the main subject areas.

6.3 Classification System

Dewey Decimal Classification (DDC) is a suitable type of classification system used by all the libraries under the Royal University of Bhutan (RUB). DDC is divided into ten main classes, which together cover the entire world of knowledge. Each main class is further divided into ten divisions and each division is further divided into ten sections. The main structure of the DDC and its Summaries:

- a. The First Summary contains the ten main classes. The first digit in each three-digit number represents the main class. For example, 600 represents general works on technology.
- b. The Second Summary contains a hundred divisions. The second digit in each three-digit number indicates the division. For example, 610 for medicine and health, 620 for engineering, 630 for Agriculture.
- c. The Third Summary contains a thousand sections. The third digit in each three-digit number indicates the section. Thus, a decimal point follows the third digit in a class number, after which division by ten continues to the specific degree of classification needed. Thus, 636 is used for animal husbandry, and 636.7 decimal point is used for Dogs as part of the discipline.

In DDC notational hierarchy is expressed by breaking down topics from the broadest to its component parts. Generally, notation becomes longer as the topic becomes more specific.

For example:

600	Technology
630	Agriculture and related technologies
636	Animal husbandry
636.7	Dogs

6.3.1 Classifying Materials

To classify materials, ask yourself

- a. if the materials are about a subject, does it deal with one subject or several subjects?
- b. does the material deal with one subject? If yes, the subject will be assigned the corresponding classification number.
- c. if the material deals with several subjects that are not part of one broader subject, use the subject that is mostly covered by the material to classify.
- d. whether you have classified materials on similar subjects consistently or not, by looking at the several materials to which you have assigned the same classification number. You can do this by checking the catalogues that are already there.
- e. if you have a lot of materials with the same classification number, you can distinguish them by putting the first three letters of the author's name after the classification numbers. For audiovisual materials, use the producer's name.

6.4 Subject Heading

If the library is very small, users will be able to find the materials they need by browsing the shelves. Otherwise, the library needs a computer database, which contains details of materials in the collection and indicates how to locate them on the shelves. A system for describing the content of each material needs to be developed before details of the materials to be catalogued. The best way is to have a list of Keywords and describe each material using Sears List of Subject Heading.

Sears list subject heading offers an alphabetical list of terms or heading as well as patterns. The list specifies terms used for describing materials. It also indicates terms that are not to be used and suggests new terms for describing such materials.

6.4.1 How to Assign Subject Headings

To assign subject headings

- a. look at the material carefully to identify the main subjects covered.
- b. do not always rely on the title:
 - *For books and other print materials, look at the list of contents and introduction.*
 - *For audiovisual materials, look at the title page, description, and any accompanying materials.*
- c. start with general terms and move on to more specific terms to describe the material's subject matter. Use as many keywords as necessary. However, users are expected to find useful information on the subjects indicated by keywords.

6.5 Classification of Government Document

All government documents will be classified according to the organisations they belong to. The government documents will be accessioned like any other library materials by assigning GD as prefix and then the material number with the starting number as GD001. The accession number for the government document will also be used as the barcode number. All government documents will be kept in a separate location with assigned shelf numbers according to the organisations

Classification of Government Document

A1 – Royal University of Bhutan

- A1.1 Gedu College of Business Studies
- A1.2 Jigme Namgyel Engineering College
- A1.3 College of Language and Culture Studies
- A1.4 College of Natural Resources
- A1.5 College of Science and Technology
- A1.6 Paro College of Education
- A1.7 Samtse College of Education
- A1.8 Sherubtse College
- A1.9 GCIT
- A1.10 RTC
- A1.11 NRC
- A1.12 Other Colleges/Institutes

A2 KGUMSB

A3 Ministries

- A3.1 Ministry of Agriculture and Forests
- A3.2 Ministry of Economic Affairs
- A3.3 Ministry of Education
- A3.4 Ministry of Finance
- A3.5 Ministry of Foreign Affairs
- A3.6 Ministry of Health
- A3.7 Ministry of Home & Cultural Affairs
- A3.8 Ministry of Information and Communications
- A3.9 Ministry of Labour & Human Resources
- A3.10 Ministry of Works & Human Settlement

A4 Judiciary

A5 Autonomous Agencies

- A5.1 National Assembly of Bhutan
- A5.2 National Council of Bhutan
- A5.3 National Statistics Bureau
- A5.4 Other Autonomous Agencies

A6 International Agencies

- A6.1 Save the Children
- A6.2 UNDP
- A6.3 UNFPA
- A6.4 UNICEF
- A6.5 United Nations
- A6.6 World Bank
- A6.7 WWF
- A6.8 Other International Agencies

A7 Acts & Manuals

A8 CSOs

A9 Miscellaneous Documents

6.6 Classification of Local Texts

All Buddhist texts in the library will be arranged and classified following the following Buddhist Text classification. The classification of Buddhist Text schedule comprises seven main subjects that are assigned with wisdom mantra syllable as classification code. Under these main classification codes, sub-classifications are provided that further takes care of a series of volumes. Designated sub-classification numbers, as well as subject digit and serial number, will be assigned as follows:

Note: This classification guideline will be applicable only to those Buddhist texts in Poti/Pecha format. The other titles in Dzongkha and Choekey in book format will follow Dewey Decimal Classification (DDC).

Main classifications

བཀའ་འགྱུར།	Word of Buddha
བསྟན་འགྱུར།	Commentaries and treatises
གསུང་འབུམ།	Collected Works
གཞུང་།	Philosophy
རིག་གནས།	Art and Sciences
ཆོས་ཕྱོགས་དང་མི་སྡེའི་ལམ་སྲོལ།	Societal and Humanity
སྒྲ་ཆོགས།	Miscellaneous

Main classification code

བཀའ་འགྱུར།	(ཨྌ)
བསྟན་འགྱུར།	(ཨྍ)
གསུང་འབུམ།	(ར)
གཞུང་།	(པ)
རིག་གནས།	(ཅ)
ཆོས་ཕྱོགས་དང་མི་སྡེའི་ལམ་སྲོལ།	(ན)
སྒྲ་ཆོགས།	(ཉིཾ)

Classification of Local Texts

Definition

- ཨ - *Kangyur* (Word of Buddha) consists of various subtitles with a dedicated number of volumes.
- ཨ - Tengyur is the commentaries and treatises of *Kangyur*. These works are done by Pandita and Tibetan scholars.
- ར - All collections irrespective of different schools fall under this classification.
- པ - The 13 philosophical works of both root text or commentaries of any Buddhist scholars should be placed under this classification number.
- ཅ - Both Arts and Science subjects (major and minor sciences) which comprise 10 various subjects.
- ན - Social and Humanity-related subjects such as events, performing arts, games, and folk knowledge.
- ངེ - Miscellaneous subjects that are not covered by the above classification.

Classification details

ཨ། བཀའ་འགྱུར། **Word of Buddha**

This schedule is allocated to *Kangyur* (Word of Buddha).

Kangyur subtitles' coding

- | | |
|--|-----|
| a. འདུལ་བ། <i>Vinaya (Discipline)</i> | ཨ་། |
| b. ཤེར་ཕྱིན། <i>Prajñāpāramitas (Perfection of Wisdom)</i> | ཨ་། |
| c. སྐལ་ཆེན། <i>Bddhāvataṃsaka (Ornaments of the Buddhas)</i> | ཨ་། |
| d. དཀོན་བཅེས། <i>Ratnakūṭa (Heap of Jewels)</i> | ཨ་། |
| e. མདོ། <i>Sutras (Discourses)</i> | ཨ་། |
| f. ཐུང། <i>Tantra (Trantra collections)</i> | ཨ་། |
| g. རྩིང་ཐུང། <i>Pratantra (Old Tantras)</i> | ཨ་། |
| h. གཟུངས་བསྐྱུས། དཀར་ཆག། <i>Dharani (Incantations Kangyur Content)</i> | ཨ་། |

ཨ - The dedicated schedule is allocated either by volume number or in alphabetical order.

For eg. འདུལ་བ་ ༡ ཨ'༡'༡

འདུལ་བ་ ༢ ཨ'༡'༢

Similarly, 21 *Prajñāpāramitas* (Perfection of Wisdom) འབྲུམ་ ༡ ཨ'༢'༡

འབྲུམ་ ༢ ཨ'༢'༢

ཨ༡ བསྟན་འཇུག། Commentaries and treatises

Subtitles coding

- | | | |
|----|--|------|
| a. | བསྟོན་ཆོགས། Stotra/Stava/Eulogy | ཨ'༡ |
| b. | རྩུད། Tantra | ཨ'༢ |
| c. | ཤེར་ཕྱིན། <i>Prajñāpāramita</i> (Perfection of Wisdom) | ཨ'༣ |
| d. | དབུ་མ། <i>Madhyamika</i> (Proponent of the Middle Way) | ཨ'༤ |
| e. | མདོ་འགྲེལ། <i>Sūtra commentary and philosophy</i> | ཨ'༥ |
| f. | མེས་མ་ཙམ། Chittamatra (doctrine of mind-only) | ཨ'༦ |
| g. | མདོན་པ། <i>Abhidharma</i> | ཨ'༧ |
| h. | འདུལ་བ། <i>Vinaya</i> (deciplines) | ཨ'༨ |
| i. | སྐུས་རབས། <i>Jātaka</i> (The Buddha's previous lives) | ཨ'༩ |
| j. | སྒྲིངས་ཡིག་དང་ཚད་མ། <i>Lekha and pramana</i> (Epistles and logics) | ཨ'༡༠ |
| k. | སྒྲ་མདོ། Epistemology and linguistic Sutra | ཨ'༡༡ |
| l. | གསོ་རིག་དང་བཟོ་རིག། Traditional medicines and sciences and arts | ཨ'༡༢ |
| m. | བསྟན་བཅོས་དང་དཀར་ཆག། Other Shastra/treatises and catalogue | ཨ'༡༣ |

Similarly, Tengyur will be classified using the above coding.

ར༡ གསུང་འབྲུམ། Collected Works

- | | | |
|----|---------|-----|
| a. | Kagyud | ར'༡ |
| b. | Nyingma | ར'༢ |
| c. | Sakya | ར'༣ |

Classification of Local Texts

- | | |
|----------|-----|
| d. Gelug | ར་ལ |
| e. Bon | ར་ཡ |

Sungbum/Kabum or collected works include autobiography, biography, hagiography, and other works carried out by an individual master or a scholar. Collected works are divided into five major schools/sects; Kagyud, Nyingma, Sakya, Gelug, and Bon and will be given a designated schedule. Additional numbers will be provided to identify different authors. Volume number will also be mentioned when there are different volumes.

For example, schedule for Kunkhen Padma Karpo's collected works, volume 1 will be ར་ཉ་ཉ་ and ར་ཉ་ཉ་ for volume 2. Likewise, Je Tenzin Dendup's collected works, volume 1 will be ར་ཉ་ཉ་ and ར་ཉ་ཉ་ for volume 2.

Similar schedule can be followed for other schools' collected works.

པ་། གཞུང་། Philosophy

- | | | |
|----|--|-----|
| a. | སོ་སོ་ཐར་པའི་མདོ། (Pratimoksha-Sutra) | པ་། |
| b. | འདུལ་བ་མདོ་ཙ་པ། (Sutra and Vinaya; both root texts and commentaries) | པ་། |
| c. | མངོན་པ་མཛོད་དང་ཀུན་བདུས། (Abhidharma) | པ་། |
| d. | དབུ་མ་རིགས་ཆོགས། <i>Madhyamikas</i> (Proponent of the Middle Way) | པ་། |
| | 1. དབུ་མ་རྩ་བ་ཤེས་རབ། | |
| | 2. དབུ་མ་འཕྲུག་པ། | |
| | 3. དབུ་མ་བཞི་བརྒྱ་པ། | |
| | 4. སྤྱོད་འཕྲུག་ | |
| e. | བྱམས་ཆོས་སྡེ་ལྔ། (Five treatises of Maitreya) | པ་། |
| | 1. མདོ་སྡེའི་རྒྱམ། (The ornament of Sutras) | |
| | 2. ཤེར་ཕྱིན་མངོན་རྟོགས་རྒྱམ། Abhisamayalankara (Ornament of Realization) | |
| | 3. ཆོས་ཉིད་རྣམ་འབྱེད། (Complete analysis on Dharmadhatu) | |
| | 4. དབུ་མ་ཐམས་ཅད་རྣམ་འབྱེད། (Discerning of the Middle and the Extremes) | |
| | 5. རྒྱུད་ལྔ་པ། (The Sublime Continuum) | |

Classification and Cataloging

Irrespective of authors of various schools, any text that is of philosophical works both root texts or its commentaries will fall under this main schedule. This is further classified into 13 different subjects with designated given notation.

ཅེ་ རིག་གནས་ (Art and Sciences)

1. རྒྱ་རིག་པ། *Dra-rigpa* (Epistemology and Linguistics) ༼ཅ་༽

- | | |
|---|------|
| a. Grammars | ཅ་༽༡ |
| b. Language | ཅ་༽༢ |
| c. Oral traditions (narration, Lozey, Tsangmo, proverbs, and stories) | ཅ་༽༣ |

2. བཟོ་རིག་པ། *Arts and crafts* ༼ཅ་༽

- | | |
|--|-------|
| a. Crafting of sacrificial cakes | ཅ་༽༡ |
| b. Thread-cross | ཅ་༽༢ |
| c. Painting (Mandala, houses and thangka) | ཅ་༽༣ |
| d. Needle works (embroidery and cloth stitching) | ཅ་༽༤ |
| e. Sculpturing | ཅ་༽༥ |
| f. Carpentry (house construction, utensils, agricultural and livestock tools) | ཅ་༽༦ |
| g. Engraving (Woodblock script, masks, effigy and stone) | ཅ་༽༧ |
| h. Metal casting | ཅ་༽༨ |
| i. Smithy (material selection and tempering and tool making) | ཅ་༽༩ |
| j. Calligraphy (Uchen, Umey and ink and pen making) | ཅ་༽༡༠ |
| k. Masonry (wall, mill stones) | ཅ་༽༡༡ |
| l. Shoe making | ཅ་༽༡༢ |
| m. Tannery | ཅ་༽༡༣ |
| n. Bamboo craft (furniture, utensils, agricultural and livestock tools, arms and amours) | ཅ་༽༡༤ |
| o. Bone art | ཅ་༽༡༥ |
| p. Pottery | ཅ་༽༡༦ |
| q. Textiles (Weaving, thread works, dyeing, knitting and weaving tools) | ཅ་༽༡༧ |
| r. Incense making | ཅ་༽༡༨ |

3.	གསོ་བ་རིག་པ།	Traditional Medicines	༼ཅ་༽
	a.	Traditional therapy and medicines	ཅ་༽༡
	b.	Local healing practices	ཅ་༽༢
	c.	Health and hygiene	ཅ་༽༣
	d.	Animal husbandry	ཅ་༽༤
	e.	Herbal medicines	ཅ་༽༥
4.	ནང་དོན་རིག་པ།	Doctrinal studies	༼ཅ་༽
	a.	Histories	ཅ་༽༡
	b.	Genesis	ཅ་༽༢
	c.	Sacred site guides	ཅ་༽༣
	d.	Accounts – travelogue	ཅ་༽༤
	e.	Stories – Dzongkha fiction	ཅ་༽༥
5.	ཕྱི་མཁའ།	Astrology	༼ཅ་༽
	a.	Astronomy	ཅ་༽༡
	b.	Astrology	ཅ་༽༢
	c.	Almanacs	ཅ་༽༣

This classification caters to 5 sub-categories, namely Epistemology and Linguistics, Arts and Crafts, Traditional medicines, Doctrinal studies, and Astrology. A dedicated schedule is assigned to these notations from ཅ་ ༡-༥ and added another number to identify different subjects.

ན་༽ ཆོས་ལུགས་དང་མི་སྡེའི་ལམ་སྟོན། Societal and Humanity

1.	རྒྱུ་སྟོན།	Events	༼ན་༽
	a.	Religious events	ན་༽༡
	b.	Secular	ན་༽༢

2. མི་སྤྱེའི་ལམ་སྟོན། Folk Knowledge and customs

ཏྲ་ཐ་མ་ཉི

- a. Agricultural works
- b. Animal works
- a. Beliefs and superstitions
- b. Ecological knowledge
- c. Food and beverages
- d. Human lifecycle
- e. Societal management
- f. Measurements
- g. Travel and transportations
- h. Etiquettes

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

3. རྒྱུ་ཁྱེད་དང་ཕྱི་རྒྱུ། Performing Arts & Games

ཏྲ་ཐ་མ་ཉི

- a. Monk mask dances
- b. Laymen mask dances
- c. Zhungdra, boedra and rigsar
- d. Musical instruments
- e. Religious intonation and notes
- f. Traditional games

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

ཏྲ་ཐ་མ་ཉི

Traditional events, folk knowledge, customs, Performing Arts and, games come under this schedule ཏྲ་ཐ་མ་ཉི, which is followed by notation and subject number as well.

ཏྲ་ཐ་མ་ཉི་སྤྱོད་སྤྱོད་ལྟུང་། Natsho/Miscellaneous

Example - སྤྱོད་སྤྱོད་ལྟུང་།

ཏྲ་ཐ་མ་ཉི

The religious texts that do not fall under any of the above classifications will be put under this category.

Cataloguing

6.7 Cataloguing

Cataloguing is a process by which a library creates bibliographic records to describe the physical and electronic materials. It provides rapid and easy access to the library's collection and other resources. The bibliographic records are created to make accessible through the Library's catalogue, Koha.

6.7.1 Items to Catalogue

Catalogue records of varying levels of detail will be provided for a majority of printed publications, original materials, and electronic resources in the collections. The main materials that have to be catalogued are:

- a. Print publications- Books, serials, government documents, atlases, and sheet maps.
- b. Electronic resources including physical format electronic publications such as CDROMs and DVDs.

6.7.2 Cataloguing Standard

Currently, the library follows the international cataloguing standards, the Anglo-American Cataloging Rules, 2nd edition (AACR2), and Machine-Readable Cataloging (MARC21) obtained from the Koha, Library Management System. It is a structured format, which enables standard bibliographic records of books and other catalogue formats, and to be manipulated by the system in a standard way to facilitate the change of material records.

6.7.3 Copy Cataloguing

The library can create original records, or copy existing records and edit the result. Through z39.50 functionality in the Library Management System (Koha), catalogues such as the Library of Congress Catalogue and OCLC WorldCat database will be searched routinely for records to use. Cataloguing in Publication (CiP) records created by publishers and other copy records can be used.

6.7.4 Levels of Cataloguing

Out of three levels of cataloguing, RUB Libraries use second level catalogue because it contains the set of descriptive cataloguing data defined for AACR2. It also contains one or two subject headings and limited notes. Classification numbers are usually included and the level of cataloguing is applied for both original and copy cataloguing activities.

An example of required data elements for Bibliographic Records in MARC21 field and subfields (Book) is shown in Table 2.

Table 2. Bibliographic Records in MARC21

020 ISBN 9780761950462 082 DDC (300.727 SAP)	504 Bibliography, Etc. Note <i>a. Bibliography, etc. – Includes bibliographical references and index. – Includes index.</i> 520 Summary, etc.
---	---

Classification and Cataloging

<p>100 Author: Surname, FirstName. Eg. (Sapsford, Roger.)</p> <p>245 Title <i>a. without subtitle - Data collection and analysis /</i> <i>b. with subtitle – Library collections : an academic library /</i> <i>c. statement of responsibility – Firstname Surname.</i> editor – Edited by Firstname Surname.</p> <p>250 Edition Statement – 3rd ed.</p> <p>260 Publication <i>a. place – Thimphu :</i> <i>b. publisher – KMT,</i> <i>c. year – c2018.</i></p> <p>300 Physical Description <i>a. Extent – xiv, 90 p. :</i> <i>b. Other physical details – ill. ;</i> <i>c. Dimensions – 20 cm.</i></p>	<p><i>a. Summary, etc. – Book Summary</i></p> <p>541 Immediate source of acquisition note <i>a. Source of acquisition – IBDC/ IBD</i> <i>b. Address – India.</i> <i>c. Method of acquisition – Purchase</i> <i>d. Date of acquisition – 20/03/2011</i> <i>e. Accession number – P4335</i></p> <p>650 Subject Added Entry, Topical Term <i>a. Topical term or geographic name as entry element – 1. Research –Education</i></p> <p>700 Added Entry / Entries: Surname, First name.</p> <p>842 eResources</p> <p>942 Added Entry Elements (Koha) c. Koha item type – Book/ Journal</p>
---	---

6.7.5 Cataloguing Procedure

- Received materials should be acknowledged and checked against the accompanying list.
- The material should be classified according to its subject with the use of DDC 22nd edition.
- Each material shall be catalogued by recording the bibliographic details in a MARC21 form by using the Koha, Library Management System.
- During the cataloguing stage, items should be described to provide access points like the author, title, subject, and ISBN using the various cataloguing tools.
- The call numbers (a combination of a number and letter) of each material are then generated, printed, and pasted on the spine of the material along with RFID tag and stripe.
- The materials should then be displayed on the new arrival shelves for circulation.

6.8 Essential Roles and Responsibilities

- Perform original descriptive, copy cataloguing, and subject cataloguing of all formats of library materials to facilitate their identification, access, and use.
- Interpret and apply Sear's List of Subject Headings, the DDC, and AACR2 in classifying and cataloguing library materials.

Essential Roles and Responsibilities

- c. Provide authority to change treatment of previously catalogued materials in order to improve access.
- d. Create a material record and print spine label for each physical material to circulate to the users
- e. Resolve cataloguing and database problems, report trends in Koha system and user education for handling library materials and Online Public Access Catalog (OPAC).
- f. Provide inventory, weeding, and stocking-taking support.
- g. Develop encouraging and cooperative working relationships with internal staff, staff from member libraries, and other relevant community leaders.
- h. Keep records of inquiries, complaints, and comments as well as actions taken for members.
- i. Provide accurate and timely information in a standard format that is easily understood by the users (student and staff).

Chapter 7. Library Services

7.1 Introduction

As a gateway to knowledge and information, the library should be in a position to provide quality services and adequate facilities that can foster the nature of teaching and learning, carry out research, and update knowledge. Such requirements can be achieved by holding quality information resources, providing equitable access to its users, and providing various services like referencing and professional services.

The RUB libraries will strive at all times to provide excellence in customer service. The library will try to have skilled and knowledgeable staff members who are ready to provide assistance in identifying and locating materials to the users. This chapter describes how and what services can be provided by the libraries in the colleges under the Royal University of Bhutan.

7.2 Types of Services

7.2.1 General Services

To provide effective and efficient services, the library will incorporate the following services:

- a. Explain about rules and regulations to use library resources;
- b. Timely circulation of library resources;
- c. Orientation of new users in accessing print and electronic resources;
- d. Assist users in providing interlibrary loans;
- e. Information on new arrivals;
- f. Update users on system change;
- g. Recommendations of an item;
- h. Compilation of periodicals ;
- i. Audio/visual;

7.2.2 Reference Service

Reference and readers' advisory service is one of the functions of the libraries in the Royal University of Bhutan and covers a wide range of services including research assistance, homework help, assisting in using a computer, bibliographic verification, interlibrary loan assistance, and referral services.

The goal of reference and readers' advisory service is to provide accurate answers to library users' questions by trained staff members during all hours of operation of the library. This is accomplished by:

- a. Providing materials and services to meet users' needs for timely, accurate, and useful information.
- b. Providing trained staff to assist users and to facilitate access to the library's collections and resources.
- c. Assisting users in the use of reference resources, library materials, and in the development of research strategies.
- d. Providing readers' advisory service.

Types of Services

- e. Providing efficient referral and effectively follow through including interlibrary loan, resource sharing, and supplementary reference services.
- f. Keeping the users informed about the services and resources available and encouraging their use.

The College Library provides reference and readers' advisory service to any user requesting it, regardless of membership types.

- a. Reference and readers' advisory service will be provided by staff during all hours if the library is open. Inquiries for reference and readers' advisory service are accepted in person, by telephone, and through email. However, priority will be given to in-person requests.
- b. Answering inquiries will have priority over other staff assignments.
- c. If the material required by the users is not available in the library, inter-library loan options will be suggested.
- d. Whenever possible, answers to questions will be provided during the user's visit to the library or through a telephone call.
- e. When other users are waiting, staff may have to limit the initial amount of time spent serving an individual patron but follow-up attention will be given.
- f. A longer response time will be negotiated with the user when staff needs additional time to locate the needed information.

The library staff will try to provide reference service by using available resources which includes books, periodicals, electronic databases, internet resources, and government agencies but at the same time will keep in mind the following:

- a. Citations to sources of information will be given when requested.
- b. A staff member's personal opinion will never be given as fact.
- c. While staff will provide sources of information with regards to library services only and will not offer legal, medical, or tax advice.
- d. If the staff on duty is unable to provide the answer to a question asked by the user, it will be referred to another library staff as appropriate.
- e. Staff will assist in guiding users doing extensive research or compiling large amounts of information to appropriate sources.
- f. Reading and interpretation of materials is solely the responsibility of the patron.

7.2.3 Professional Services

The libraries in higher education institutions should play a much bigger role than just providing normal day-to-day library services. The library needs to provide professional services to the staff and students in the college in support of fulfilling the mission and vision of the college. Of the many possible professional services that can be provided by the library, this chapter focuses on the three important services that must be provided by the library.

7.2.3.1 Library Orientation Programme

Every college library must provide a library orientation programme at the start of the academic year when new students join the college. For this purpose librarian in consultation with the Dean of Academic Affairs should allocate suitable slots for each group of students. A minimum of an hour duration should be allocated for each group of students. The orientation programme should be

designed in such a way that the students are motivated to come to the library to use the various library resources and services.

7.2.3.1.1 Components of an orientation programme

The library orientation programme should cover all topics which are relevant and useful for the users in using the library. Such components like physical layout, opening hours, rules and regulations, collections, facilities, services, activities library organises should be included. Library's physical layout includes reading rooms, reference sections, stack room, periodical section, and circulation desk.

Therefore, the librarian should make this programme formal and should provide it at the beginning of every academic year.

7.2.3.2 Information Literacy

Information and knowledge have become the 21st-century engine of economic, social, political, and cultural life. Accessing and using a wide range of information resources enables people to engage in independent learning, decision making, and problem-solving to address personal, professional, and societal issues.

In this age of the digital world, we are surrounded by an ocean of information in all formats. Information literacy is critically important so that users are not deterred by the lack of information literacy to use the library resources. Information literacy is important for the following purposes:

- a. Gathering and evaluating information effectively and appropriately;
- b. Identifying information sources appropriate to their discipline;
- c. Critically evaluating and incorporating information to address a specific information need;
- d. Utilize appropriate information technology;
- e. Understand the principle of intellectual property and the legal and ethical uses of information;
- f. Organise, store, or archive information;
- g. Support in referencing and citations.

7.2.3.2.1 Roles and Responsibilities

The library will deliver an information literacy programme in the form of library orientation at the start of the academic year for new students and continuous programs as and when requested. The information literacy programme is designed to support the college's teaching, learning and research.

The library will:

- a. Provide library instruction designed to foster information literacy;
- b. Develop promotional and outreach initiatives for library instruction;
- c. Prepare an action plan for information literacy programmes, future activities, highlighting resource needs and issues and support professional development skills of librarians;
- d. Collaborate with discipline based faculty to integrate information literacy into courses and the curriculum, to develop active learning assignments and to teach and assess student learning outcomes; and

Facilities

- e. Develop, promote and deliver information literacy program for the users.

7.2.3.3 Pedagogical Approach

The library will strive to:

- a. Support student-centred learning;
- b. Include collaboration with faculty and student researchers;
- c. Provide library instruction designed to foster information literacy;
- d. Develop promotional and outreach initiatives for library instruction;
- e. Create research guides, handouts, tutorials (online and in-person);
- f. Engage in planning activities designed to provide structure and direction for the program; and
- g. Experiment with a wide variety of methods.

7.2.3.4 Literacy Programme

With the nature of the establishment of RUB libraries in different campuses, the libraries of the Royal University of Bhutan have the potential to play a key role in promoting national literacy efforts by involving the community. The libraries are in a good position to provide a wide variety of literacy opportunities to the community. Therefore, the college library will try to organise literacy programmes such as Reading Programme, Book Talk to the users and the community.

7.3 Facilities

To provide efficient and excellent library services, the library should be equipped with adequate facilities. Therefore, the college libraries will strive to provide:

- a. Reading desks and chairs;
- b. Online Public Access Catalogue (OPAC);
- c. WiFi with Internet connectivity within the library building;
- d. e-library services;
- e. A dedicated webpage for library resources;
- f. Resource security system;
- g. Reprography and computers facilities;
- h. Book drop box.

Chapter 8. Library Code of Conduct

8.1 Introduction

The *library code of conduct* is established to ensure that the environment is maintained and observed as a space where learning takes place for all. It is the responsibility of the users to respect library resources, spaces, and facilities and honor the library policies. It applies to both the library users and library staff.

8.2 Staff Code of Conduct

Each library staff is a representative of the Library, and their actions and appearance contribute to the Library's public image. The RUB libraries expect their staff to adhere to the highest standards of personal and professional competence, integrity, and impartiality to ensure public confidence and trust. In particular, the library staff will

- a. promote an environment that demonstrates standards of ethical and professional behavior.
- b. ensure that the code of conduct is made available to all users at the time of their initial orientation and posted on the Library's website.
- c. ensure users are aware of and act in compliance with this Code of Conduct and related policies.
- d. demonstrate behaviors that are consistent with the Code of Conduct.
- e. establish and maintain adequate systems, procedures, and controls, which supports compliance with this Code of Conduct.
- f. maintain the confidentiality of information that may be learned about the Library's affairs and the users.
- g. ensure to be fair and impartial and to treat all users the same.
- h. make decisions that benefit the library and its users.
- i. not accept any gift, hospitality, or entertainment that could be construed as given in anticipation of future, or of past, special consideration in providing library services.

Any staff found to have violated the Code of Conduct will be subjected to disciplinary action as governed by the latest University Human Resource Rules and Regulations.

8.3 Ethics and Standards

The library staff will observe the following ethics and standards:

- a. The informational needs of every library user will be taken seriously and used with objectivity, respect, and confidentiality. Staff will not discriminate based on age, gender, race, sexual preference, disability, or appearance in providing services.
- b. Providing advice and suggestions for any reading material (fiction or nonfiction) is an essential service in the library. Each patron's reading tastes will be taken seriously and without judgment. However, when performing readers' advisory services, personal interpretation and recommendation are unavoidable.
- c. Service will be provided in a manner consistent with the library code of conduct and copyright law.
- d. Library staff will protect and keep secret all information concerning users, their interests, and their data, will use them only for the purposes meant for library services. Library staff will ensure to the users the freedom and privacy of using circulated/accessible resources

User Code of Conduct

8.4 User Code of Conduct

The *Code of Conduct* should be observed by everyone inside the library premises. Unacceptable behavior includes, but is not limited to:

- a. Any activity that constitutes a violation of national or local criminal statutes or ordinances;
- b. Damage, defacement, or theft of any library property or material, or any personal property or material;
- c. Possession, distribution, or use of alcohol;
- d. Possession, distribution, or use of controlled substances;
- e. Use of tobacco products or e-cigarette devices;
- f. Public display of affection;
- g. Use of profanity, abusive or threatening language or threatening gestures, bullying or unwanted physical conduct;
- h. Unreasonable noise levels including shouting, loud talking or disruptive conversation, uncontrolled or repeated ringing of cell phones and loud cell phone conversations;
- i. Solicitations, petitions, or canvassing in the library or the library premises;
- j. Bringing animals inside the library;
- k. Prolonged sleeping that interferes with the use and enjoyment of the library by others;
- l. Use of the library restrooms for anything other than their ordinarily intended purpose, it being understood that such purposes do not include bathing, shaving, or washing hair.
- m. Use of personal electronic equipment at a volume that disturbs others;
- n. Leaving unattended children or adults who require supervision;
- o. Carry bags inside the library;
- p. Plug in your devices to the computers inside the library;
- q. Installing or uninstalling any software to the computer inside the library;
- r. A proper dress code should be observed during office hours and the attire must conform to the standard of decency at other times.

8.5 Enforcement

The College management authorizes library staff to suspend the library privileges for those whose behavior prevents or interferes with the effective use of the library by others. Violation of these rules may cause a temporary or permanent prohibition from future use of library facilities.

Anyone unable or unwilling to abide by the Library Code of Conduct may be required to leave. Any person who repeatedly violates these rules, or any person who commits a single, serious violation of the rules, in addition to being required to leave the library, may not also be allowed to return to the library, and if allowed such right may be conditioned upon him/her agreeing to abide by the Code of Conduct.

Anyone whose privileges have been revoked may have the decision reviewed by the College Library Committee. Further appeals may be taken, upon prior written request, to the College Management Committee.

8.6 Cell Phones

The use of cell phones in the library tends to be disruptive. Anyone carrying a cell phone is encouraged to set it to vibration mode in the library premises, to answer calls in a quiet voice, and to keep calls within the library premises very brief. When receiving a call one should move to an area where there can be minimal disturbances to the other library users.

8.7 Food and Drink

To maintain the aesthetic quality of the library, eating is prohibited inside the library. Covered drinks such as water or coffee are allowed anywhere in the building, except for the rooms where there are computers. Care should be taken not to place drinks on the shelves or in other locations where spills are likely to occur and damage the property.

Chapter 9. Integrated Library System

9.1 Introduction

With the advancement of ICT, free and open-source software has gained popularity worldwide. Open-source Integrated Library System (ILS) is widely available offering fast and reliable library services. ILS allows libraries to manage, catalogue, and circulate the library materials to users without the need for library staff keeping the record manually. Koha is an open-source ILS used worldwide by all kinds of libraries including the libraries in the universities. Since 2012, all the colleges of the Royal University of Bhutan have implemented and adopted Koha as the University's ILS. With the implementation of Koha, the operation of library management and services have been improved by many folds. This chapter is to guide the library staff in the colleges to administer and manage Koha in managing the library materials and users.

9.2 Koha Infrastructure

Each college of RUB shall have its own Koha hosted within the college. Koha shall be connected to the Internet to allow the staff and students to access library resources from anywhere at any time.

9.3 Koha Administrators Responsibilities

- a. The ICT division of the college is the technical administrator of Koha. They will be responsible for providing all the technical and back-end services like installation, configuration, and up-gradation of Koha.
- b. The Librarian/Head of the Library in the college is the administrator of the front-end interface. The Librarian is responsible to manage the front-end interface and train all other library staff to use the interfaces which are necessary to cater library services to the users.
- c. The ICT division shall install Koha on the Internet and make Koha accessible at all times to the users, irrespective of their locations.
- d. The ICT division shall set up an automatic backup system of Koha data daily.

9.4 Library Staff Responsibilities

- a. The Library/staff on duty should register all the users and train the users to access Online Public Access Catalogue (OPAC).
- b. The Library shall collect the minimum amount of personal information (name, email id, phone number, CID, DOB) required to provide services.
- c. The Library shall maintain the confidentiality of the user's personal information and access to personal information shall be restricted to other users or staff.
- d. The Library staff shall set a default password during the registration only and should not change the password without the user's consent.
- e. The Library shall delete the users (staff) from the system immediately after their separation from the college.
- f. The Library shall delete the users (students) from the system after their graduation.
- g. The Library should catalogue all the collections in the Koha.

- h. To promote accountability and entrust responsibilities to a user and aid record keeping for the Library, an auto-generated email notification should be set up for circulation works such as check-in, check-out, item due reminder, overdue.
- i. The head of the Library should create a library email account (@rub.edu.bt) to use for automatic notice triggers. The head of the library should ensure that this email account is active by logging in to it from time to time.
- j. The Library should keep all email notices sent to users for a year as evidence of circulation.

9.5 Users' Responsibilities

- a. Every library user will be issued Library Account with username and password by the Library staff.
- b. The user should change the login password as soon as possible and use it for himself/herself only
- c. The users shall use Koha's Online Public Access to Catalogue (OPAC) to access or search for the availability of library materials
- d. The users shall check their personal information and evaluate its accuracy.
- e. The users shall use their library account to verify materials loaned, check their due dates, renew and place them on hold.

9.6 Backups and Disaster Recovery

- a. The ICT division in the college shall be responsible to ensure proper backups of Koha. The backup will be kept at two places: one centrally at the Office of the Vice-Chancellor and another at the college.
- b. The backup at the college level will be kept in a separate room from where the Koha server is located.
- c. The Koha administrators shall observe the best professional practices in maintaining the system by taking maximum precaution and care in handling backups, system updates, and performing regular maintenance.
- d. The administrators shall keep the system secure from malicious programs and external intruders.

9.7 Upgradation

The new versions of Koha are released two times a year, in May and November by the developers. The Koha version numbering is based on a time-based one (YY.ZZ), YY: The release year, ZZ: The release month (05 for May, 11 for November). For new versions, released in 2020, the version number will be 20.05 and 20.11.

- a. The ICT division shall upgrade Koha annually during the summer break.
- b. The ICT division shall install the version released a year ago to use a stable version.

Chapter 10. Digital Collection

10.1 Introduction

Digitally networked open institutional repositories (IR) for scholarly literature - articles from refereed journals, as well as the grey literature and other research output – are recognised as a fundamental component of the scientific and educational systems. Therefore, the library is committed to providing users access to a wide range of digital resources through its digital collection. Out of many forms of digital collections, the RUB college libraries provide two forms of digital collections – Institutional Repository and Digital Library. There is a large number of open-source software which are developed for facilitating digital collections. This chapter outlines the procedures and guidelines in using DSpace as a digital collection platform in the college library. This procedure applies to all the colleges of the University including the affiliated colleges.

10.2 Institutional Repository

The Royal University of Bhutan is committed to maximizing the public value of research outputs and supporting researchers to enhance their scholarly profiles through the submission of scholarly works and datasets to the respective college's repository.

The Institutional Repository is intended primarily as a repository for previously published work, and not as an independent publishing platform for new research articles.

10.2.1 Contributors to Repository

Contributors must be affiliated with the Royal University of Bhutan and have valid credentials to deposit work in the repository. Contributors may include:

- Royal University of Bhutan faculty, researchers, and staff with academic appointments.
- Royal University of Bhutan graduate and Ph.D. students.
- Royal University of Bhutan undergraduate students depositing:
 - work that has been accepted elsewhere through a peer-review process (such as a conference poster or paper)
 - research or creative projects guided by a faculty member of the Royal University of Bhutan.

10.2.2 Scope of Deposited Content

- Deposited content can be scholarly, creative, and research-related resources.
- Deposited content should be in a completed state, rather than in progress and regularly updated.
- Contributors may deposit content created before joining the Royal University of Bhutan.
- Contributors must be willing and able to grant the University the non-exclusive rights to both preserve and make their work available on the repository.
- Deposited content must be in a digital format.
- If the deposited content is part of a series, other works in that series should also be deposited when possible so that we can offer a complete collection.

10.2.3 Accepted Content Types

The following content types are among those that will be accepted:

- publications (including preprints)
- dissertations and theses
- working papers and technical reports
- white papers
- datasets up to 1GB (data sets must be complete and ready for use, and must include a readme file)
- conference proceedings papers
- conference posters
- university-based publications
- college-based publications
- audio and video recordings

This is a non-exhaustive list. Contributors are welcome to deposit content that can be characterized as "scholarly, creative, research-related, or teaching resources".

10.2.4 Access to Deposited Content

All deposited content will be made available to the public, except when forbidden by contracts, rights, or when suspended for a limited time.

10.2.5 Accepted File Formats

When deposit contents, depositors should consider depositing their items in formats that are open, sustainable, and well-used in their fields. The following file formats are acceptable for submission.

Table 3. File format for digital repository

Text	PDF (.pdf), HTML(.html), ASCII (.txt), XML,SGML
Images	PDF (.pdf), Use Type I PostScript fonts, JPEG (.jpg), CompuServe GIF (.gif), PNG (.png) TIFF following version 6.0 or later, including CCITT G4 (.tif) CGM Computer Graphics Metafile (.cgm), PhotoCD Adobe Photoshop (.ppd), Post Script (.eps), PowerPoint (.ppt)
Video	MPEG (i.e., MPEG-1, MPEG-2) (.mpg) QuickTime Apple (.mov) Audio Video Interleaved Microsoft (.avi) Streaming video applications

Digital Library

Audio	MPEG-2, MP3, CD-DA, CD-ROM/XA (A or B or C) AIFF (.aif), SND (.snd), Streaming audio applications WAV (.wav), MIDI (.midi)
Others	Spreadsheet Excel (.xcl), CSV, XML, AutoCAD (.dxf), ArcView (GIS)

10.2.6 Procedure for Submission

To submit your work to the Institutional Repository:

1. Log in to IR using your user credentials provided by the college.
2. Fill out the submission form with information about your submission
3. Upload your files
4. Review your submission and agree to the terms of a license agreement. The license agreement is provided in Appendix III.

After submitting materials to the repository, the Library will review the copyright and manage the submission.

10.2.7 Withdrawal

All deposits are considered permanent. Content may be removed in case of violation of deposit agreement or other exceptional circumstances, in which case only the record will remain with the following message: "Item withdrawn by authority of the Royal University of Bhutan. If you have any questions, please contact the library circulation desk of your college."

10.2.8 Copyright

The copyright of any material deposited in the RUB Repository, DSpace, is retained by the author or the creator. The repository exists to preserve and make available to other users, but it does not assume ownership rights.

Depositing an item into DSpace does not change any copyright agreements made at the time of publication, or the author's rights for unpublished material.

Where an embargo period is imposed by copyright owners, authors and creators cannot deposit such materials in RUB Repository.

10.3 Digital Library

When it comes to the digital content of the library, the users must be aware of the access restrictions. There are stipulated access restrictions for all the contents that are not available in freely accessible forms. Therefore, correct authentication, for this reason, is essential when using the digital library. In this section, different types of digital content and their access options are presented. Most of the publications in the digital library may not be owned by the Library. Instead, contracts are negotiated to contain access permissions, which define the type and scope of access for library users. The access may be granted with proposer user credentials.

10.3.1 Digitised Materials

The college library is committed to convert the material to other media for achieving compatibility of use and preservation within permissible rights. One of the common forms of converting to other media is the digitisation of the printed material using the scanner. Digitisation improves the convenience of reading materials. However, if work is copyright material, permission is required to make a copy, with certain exceptions. The laws apply even if the copy is only for personal use. Therefore, such legal issues should be cleared before the library digitised the materials.

The head of the library should prepare a list of books that require digitisation (A sample list is shown in Table 4) and submit it to the College Library Committee for approval. However, digitisation work should be carried out only when the permission to do so is granted by the copyright holder and other legal issues are cleared.

Table 4. Sample list of materials for digitisation

Material Type	Specifications
Books (rare and old)	
Periodicals	
University publications, old maps	

10.3.2 University Subscribed Electronic Resources

The Royal University of Bhutan is committed to providing access to scholarly and scientific articles published worldwide. Therefore, considering the need for the programmes, the Library should explore and propose to subscribe to relevant databases.

10.3.3 Freely Accessible Content

Besides subscription-based databases, there are also freely accessible resources. Free resources are databases or repositories that offer their content free of charge. Such providers are normally non-commercial institutions (such as research institutes, governmental organisations, or universities).

The price explosion for subscription-based digital content has given rise to the Open Access movement in response to the ethical debate about free access to scientific information. The initiative forms standards to publish scientific material for free use under the conditions of copyright control.

Therefore, the college library will also make available relevant freely accessible content under its digital collection.

10.4 Rules and Regulations for Usage

The general terms and conditions of use issued by publishers are similar for most digital publications.

Generally, the following conditions apply:

- access to the full text of the resources is only permitted to authorized users;
- full text articles are only allowed to be saved for personal use ;

-
- c. systematic download of articles or search results, in particular processed by robots, is strictly forbidden. In case of a non-compliance, general access to the publisher's server will be blocked for all authorized users;
 - d. authors' names and any publisher's copyright information in the electronic version must not be deleted or overwritten.

The specific conditions for each case would be available on the relevant publisher's website.

Additionally, the use of the digital library has to be in line with the rules and regulations of the college library or the policy of the University.

Chapter 11. Inventory

11.1 Introduction

The library staff is accountable for all items in the library. An inventory or stocktake is an important part of library management. It is the physical verification of the quantities and conditions of items held in the library. Stocktaking of library collection is important and serves the following purposes:

- a. Identify missing resources;
- b. Keep the database updated and maintain an accurate record of all library resources;
- c. Ensure the library catalogue provides reliable results for searchers;
- d. Assess the effectiveness of current circulation and security procedures;
- e. Make sure issued items are returned;
- f. Provide accurate statistics of losses. This may launch a request for a security system or staffing review;
- g. Identify items that should be weeded, repaired, or relocated;
- h. Identify items with cataloguing record errors.

11.2 Timing

Stocktaking will be held once every year and its timing will be decided by the head of the library in consultation with the Chair of the College Library Committee. The one-year cycle is to ensure the availability of essential and additional reading materials as per the requirement of the programme.

11.3 Process of Stocktaking

For each stocktake a plan will be prepared with timelines, responsibility allocation, and resources. It is recommended that a person outside the library is involved as one of the members of the stocktaking group. This is to ensure the integrity of the stocktaking process. The head of the library in the college will be responsible for making this plan and he or she will also take the role of stocktake manager.

An inventory list will be produced from the Integrated Library Management System (Koha) if the items are listed in the system. If there are items that are not listed in the Koha system, it is the responsibility of the stocktake manager to prepare a list for such items.

The stocktake manager should check the inventory sheets against loan records to see if the material is on loan.

The library in charge will ensure that the shelves and other storage areas are arranged and organised so that the stocktaking is made much easier.

Stocktaking of each library collection becomes a huge task if there are a huge number of collections. Therefore, Table 5 shows how much stocktaking should be done depending on the size of library collections.

Execution of Stocktaking

Table 5. When and how much of the stock should take stock inventory

Library Collection	Annual Stock Inventory
Up to 20,000	100% of the total stock
20,000-40,000	75% of the total stock
40,000-80,000	50% of the total stock
Above 80,000	30% of the total stock

Koha inventory tool is recommended for those collections which are integrated with the Koha system. But for those collections which are not in the Koha system, the library should find a better way to do the stocktaking.

Besides the quantity mentioned in Table 5, all individual titles with a purchase price of more than Nu. 5,000/- (Five Thousand) and items that are considered as **rare** will also be part of the stocktake. The college library committee will identify items that will qualify as rare items.

11.4 Execution of Stocktaking

The staff who are stocktaking should be provided with a stocktake sheet (Appendix II) along with the instructions on identifying the work. Every missing item will be checked twice to ensure it is not misfiled.

Any problems found in the process of stocktaking will be informed to the head of the library immediately.

Note: Those items which are in the Koha system with RFID tags may be done with the help of an inbuilt inventory tool without the need for a stocktake sheet separately prepared.

11.5 Report

On the completion of the stocktaking, the library staff will make all possible efforts to locate the missing items to ensure that it is not misfiled. This crosschecking of missing items should be finished within a week after the stock-taking was over. If any of the missing items are found during crosschecking, the stocktake sheet will be updated and inform the head of the library.

After the crosschecking is over, a report will be prepared by the head of the library for submission to the College Library Committee. The report should contain the following:

- The process of the stocktake;
- Any issues identified during the stocktaking;
- Missing items;
- Actions to be taken on the missing items;
- Any lessons learnt from the stocktaking;
- List of items to be weeded, if any (based on the weeding criteria).

Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries. Thus, the librarian alone is not held responsible for the losses, unless it is attributed to dishonesty and gross negligence.

Loss of five volumes per one thousand volumes of books issued/consulted in a year will be taken as reasonable, provided such losses are not attributed to dishonesty or negligence of the library staff. However, loss of a book of the value exceeding Nu. 5000 (Ngultrums Five Thousand) and the books of rarity shall invariably be investigated. All such losses will however be written off only by the College Management Committee (CMC). The CMC will appoint a team to investigate such missing items. Appropriate action will be taken as per the existing rules and regulations of the University based on the findings of the team.

11.6 Write-offs

Disposal of the items or write-offs will be done in consistent with the weeding guidelines described in 5.5.1

Chapter 12. Staff and Staff Development

12.1 Introduction

A library plays a fundamental role in enhancing the learning experience, providing the learners access to various resources and services they need to enhance their knowledge. As the University encourages private self-financed students in its colleges, it has more reasons to improve the services in the colleges to satisfy their needs. Library services is one of the main services the students and their parents like to see so that they get in return for what they have paid. The library is also important for the academic faculty to support their teaching thereby benefitting the learners. To keep library collection current and provide uninterrupted services to its users, the college management and the University must make sure that library staffs are adequate both in terms of numbers and skills with required training and professional development.

12.2 Staffing Pattern

The required number of staff and positions of the library staff will be according to the latest Human Resource Rules and Regulations of the Royal University of Bhutan. However, if the head of the college library feels that the library requires additional staff due to the increase in the volume of collections and number of students, a proposal with justification should be submitted to the University Human Resource Committee routed through the College Library Committee. The college management and the University should support the library to get staff with the required qualifications and skills. For an ideal situation, the college library should have the following library personnel:

12.2.1 Chief Librarian

The Chief Librarian of the college will be the head of the library and is responsible to take care of all library affairs in the college including working as the Secretary to the College Library Committee.

12.2.1.1 Roles and Responsibilities

- a. Plan and execute programme of library services and activities including the annual budget of the library;
- b. Submit policy recommendations on library programmes and activities to the College Library Committee;
- c. Support the University in developing/reviewing University library policies and operational procedures;
- d. Study and recommend collection development of library in consultations with the faculty members, students, and fee-paying members;
- e. Plan annual activities of the library including the budget calendar;
- f. Provide user education and professional services as and when it is required;
- g. Lead and guide the staff in the library to provide the best library services to the users;
- h. Keep the library information system updated as and when required including the digital library services;
- i. Ensure all the new materials added to the library are entered in the Koha Library Management System within a stipulated time;
- j. Carry out any other task that may be assigned from time to time by the supervisor.

12.2.1.2 Qualification and Skills

- a. The Chief Librarian should have a minimum of Master degree in relevant field;
- b. Have a minimum of 10 years working experience in the Library;
- c. Desire to meet and serve the library users;
- d. Ability to think analytically and to develop new or review procedures, and workflow;
- e. Ability to exercise initiative and independent judgment;
- f. Knowledge of computers, the internet, and available library software with open source license;
- g. Ability to support students in terms of references and citations in their academic assignments and projects;
- h. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form;
- i. Ability to make administrative decisions, interpret policies, and supervise staff;
- j. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, and the library users;
- k. Adequate knowledge and techniques of library services and Koha Library Management System;
- l. Ability to organize annual library activities and work independently;
- m. Demonstrated knowledge of library materials and resources;
- n. Positive attitude toward library users with special needs;
- o. Use managerial skills effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation.

12.2.2 Deputy Chief Librarian – Assistant Librarian

The college library should have at least one library staff in position level from 5 to 8.

12.2.2.1 Roles and Responsibilities

- a. Plan and execute programme of library services and activities, assist the Chief Librarian to prepare the annual budget of the library;
- b. Draft policy recommendations on library programmes and activities to the College Library Committee;
- c. Support the University in developing/reviewing University library policies and operational procedures;
- d. Study and recommend collection development of library in consultations with the faculty members, students, and fee-paying members;
- e. Execute annual activities of the library as per the budget calendar;
- f. Provide user education and professional services as and it is when required;
- g. Guide the staff in the library to provide the best library services to the users;
- h. Keep the library information system updated as and it is when required including the digital library services;

Staffing Pattern

- i. Ensure all the new materials added to the library are entered in the Koha Library Management System within a stipulated time;
- j. Carry out any other task that may be assigned from time to time by the supervisor.

12.2.2.2 Qualification and Skills

- a. The library personnel holding these positions should have a minimum of Bachelors/BSC in Library Science Degree and fulfill the criteria set out in the latest Human Resource Rules and Regulations of the University;
- b. Desire to meet and serve the library users;
- c. Ability to think analytically and to review procedures, and workflow;
- d. Ability to exercise initiatives for the development of library;
- e. Knowledge of computers, the internet, and available library software with open source license;
- f. Ability to prepare comprehensive reports and present ideas and concisely in written and oral form;
- g. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, and the library users;
- h. Adequate knowledge and techniques of library services and Koha Library Management System;
- i. Ability to organize annual library activities and work in a team;
- j. Demonstrated knowledge of library materials and resources;
- k. Positive attitude toward library users with special needs;

12.2.3 Library Assistants

As per the RUBHRRR 2017, Library assistants can be placed in positions level 9 – 13 depending on the number of years working in the library.

12.2.3.1 Roles and Responsibilities

- a. Provide information to the library users on library user policy and procedures;
- b. Carry out routine library clerical duties concerning the issue of library materials to the users;
- c. Provide reference services to the library users;
- d. Do the stock-taking of the library collection and provide the raw data;
- e. Prepare and issue membership cards as per the library policy;
- f. Carry out any other task that may be assigned from time to time by the supervisor.

12.2.3.2 Qualification and Skills

Although the library assistants could be recruited with High Schools degrees, however, the college management should support upgrading their qualifications to Diploma in Library related fields after working in the library for a couple of years based on their attitudes and ability.

- a. Ability to communicate clearly with users, co-workers, and supervisors;
- b. Ability to follow library policies and procedures, especially as relate to issuing library cards, checking out items, collecting fines and fees, and processing new materials;

- c. Ability to use Koha Library Management System and any other computer applications the college library may use manage the records of the users;
- d. Ability to work with and troubleshoot office machines, such as copiers and printers;
- e. Positive attitude toward library users with special needs.

12.3 Staff Development

Staff development is a term used to describe the job-related continuing education and training provided to the employees of the organisation and is also called continuing professional development.

The transformation of libraries in terms of the services offered and the perspective of its users can only continue to progress if the staff working in the library are encouraged to continue learning and working together. Staff development would require needs the involvement and backing of the college management and the University, and an eye on the mission of the library and the overall mission of the college and university in general.

The following activities should be supported by the college management and the University as the staff development activities for the library staff.

12.3.1 Workshops, Seminars, and Meetings

The library staff will try and find workshops and seminars which will enhance their skills in serving the library users without waiting for the college management's directions. The college management shall encourage library staff to contribute to workshops and seminars by way of sharing their ideas and experiences within and outside the University. The college management shall support their participation in such programmes to enhance their skill.

12.3.2 Short Term Professional Development Programmes

The electronic collections are growing, distributed learning and research environments are evolving and the behavior of library users is changing which requires library staff to have up-to-date professional development programmes. The college management will ensure that the library staff are provided the opportunity to attend short-term professional development programmes. The University should make sure that the short-term professional programmes are organised annually to provide staff with the necessary skills to improve work performance and enable staff to adapt to constant changes while developing personally. Continuous staff training on emerging technologies is essential to learn, improve and develop various kinds of professional skills, knowledge, and competencies.

12.3.3 Long Term Professional Development Programmes

Although with experience, the services could be provided by staff without required qualifications. However, the staff with the required qualifications will be able to provide the same services but with innovations. Besides financial benefits, completing a qualification also gives an individual self-confidence and accomplishment which will motivate in providing services. Therefore, it is of utmost importance for the college management to equip the library with a required number of staff with required qualifications. The University should also monitor and support the college management to get qualified staff. The University will ensure that there is at least a library staff at position level 8 and above in every college. The college should also ensure that the HRD of the University is informed of such requirements in the college.

Chapter 13. Library Security Guidelines

13.1 Introduction

Depending upon the size of the library, it contains volumes of books and other equipment costing in millions. Therefore, it is the duty of the college management to making sure that no item in the library is lost or damaged due to negligence of the users. This chapter guides the library staff on how to make library buildings secure and reduce the loss or damages due to the carelessness of the users.

A Radio-Frequency Identification (RFID) library security system is the latest technology used by libraries worldwide for security and efficient tracking of materials throughout the library. The RUB college libraries have implemented the library security system using RFID and it is fully compatible with Koha. The RFID system detects an unauthorized removal of materials from the library. The introduction of the security system and its integration into an integrated library system (Koha) have helped the libraries to safeguard collections and allowed library staff to provide direct service to users. The system also helps the library staff to easily monitor if someone takes unchecked materials from the library.

13.2 Security System Components

The RFID security system consists of several components such as gate, tag, tattle-tap, workstation, and self-check machine. A tag and tattle-tap are placed inside a book and it is required for all the materials. The library should purchase the tags of the same brand as and when required otherwise there may be a compatibility issue.

A workstation operates as a tag programming station and lets the circulation desk handle multiple items at the same time. The workstation processes both barcodes and tags during circulation and integrates with Koha ensuring a fast and efficient service. One workstation is recommended for every 500 users to ensure circulation services are expedited. The library should purchase a workstation of the same brand for compatibility.

13.3 Integration with Koha

The ICT division at the college should ensure that the RFID security system is fully compatible to integrate with Koha as the version of Koha changes bi-annually. The library in charge is responsible to check that the Koha is integrated with the security system.

13.4 Closed Circuit Television

In addition to RFID security system, the library can use closed-circuit television (CCTV) security monitoring systems where appropriate to provide an additional layer of protection. The library can back up the footage for one semester to verify event occurrences including proof of circulation.

Chapter 14. Settings and Ambience of the Library

14.1 Introduction

Usually when we hear of 'Library', people think it is a collection of books. While it is very true that it is a collection of books but more than books, a library is a place of information, offering students, faculty, and people free access to a wealth of information that they cannot get from other sources. It is also a place for faculty members to get resources and information that will enhance their teaching and learning skills and for students to get further information and clarifications on the topics they have been taught in the classrooms. Library, in this digital age, serves not only physically as a space for knowledge, but also a place for individuals or groups to come together to explore, learn, meet, interact, socialize as well as enjoy democratic access to resources and information. Therefore, providing a comfortable space, meet the taste and satisfaction of interior space and physical environment, in general, is very important to attract users to come and use the library services.

14.2 Physical Interior Environment

The physical environment encompasses both the external architectural layout of the library building and the internal setting of the library space. Although all colleges are members of the same University, the facilities and settings in the libraries in the colleges are not the same. Therefore, this chapter intends to make all libraries in the University have interior settings that will attract library users.

14.2.1 Color Selection

Colors have a psychological effect on users. Usually, dark colors may subdue excitable behavior while bright colors may stimulate. A contemporary approach to color and materials selection should be adopted so as to evoke an inviting and friendly image to the users. Colors may feature on elements such as walls, partitions, material, or color of the furniture and the use of graphic elements to clearly define distinct areas of the library. Colors inside and outside the library building should be appropriately selected to reinforce the appeal of the spaces to the designated user age group, while seamlessly meshing as an inviting, stimulating, and comforting place to visit in general.

14.2.2 Computer and Internet Services

To access the most recent publications and information, the library should provide ICT facilities with the library building. ICT facilities have become essential for attracting users to visit a library. To facilitate users to access electronic resources and for study purposes, the Library should provide adequate workstations with internet connection and required software installed. The Library should also provide Wi-Fi connections and allow users to connect to the Wi-Fi network using their devices (laptops, smartphones, or tablets). The users using the library's computers and internet services should strictly adhere to the University ICT usage policy.

To provide one-stop/easy access/readily available services in the college campus and encourage students to maximize their learning time on the campus, the Library should provide photocopy, printing, and scanning services that are essential in learning, if such provisions are not provided within the college campus.

14.2.3 Digital Signage

Digital signage is a form of electronic display that shows information, advertisement, and other messages. Digital signs (such as LCD, LED, or plasma displays) can be used in the library to promote the library's facilities, and services, and to disseminate information to the users.

Digital signage for college libraries is a modern and engaging way to communicate with your visitors. Because the content is "dynamic" you can add eye-catching videos, custom scrolling tickers of information, slideshow shows, calendar and to announce the new arrivals in the library collection.

Digital signage enables you to display any information, announcements, community events schedules, book recommendations, program schedules, and more. From any computer or laptop, you will be able to remotely create, edit and update your library's digital signage.

Therefore, the college management should provide support to implement digital signage in the library to facilitate library staff in communicating with the users easily.

14.2.4 Audiovisual Laboratory

To support teaching-learning with multimedia resources, it is recommended that the Library provide audio-visual and multi-media facilities with a separate room.

14.2.5 Furniture

14.2.5.1 Shelving

The Library collections are vital to support the University's teaching and learning. As the Library continues to expand the collection by adding materials annually, there is a continuous need for space to shelve the materials. The Library should procure additional shelves and explore implementing modern shelving facilities to accommodate and preserve their materials.

14.2.5.2 Seating

Seating space is a crucial element in library design. The space inside the library should be designed taking into consideration of both seating space and the space occupied by the shelving. If this is not considered, there will be a time when seating space is encroached by the shelves due to the growing number of collections. Ideally, library users should have a variety of seating to choose from to match their learning approach. Literatures recommend three types of seating: 1) Reading benches, 2) Reading tables, and 3) Flexible seating. The library should have a seating space with movable seats so that users and learners find it convenient to form informal group discussion spaces. The learners may be attracted if the seating space has striking colors and a 'cool' atmosphere. Individual and group study space, Lounge facilities are also recommended.

14.2.6 Lighting

Reading is the most important task in the library. Proper lighting is a crucial factor that attracts learners to the library. Lighting also controls how the library looks and feels. Good lighting design in library buildings is the result of both technical skill and art on the part of the designer. The colleges planning to have a new library building should consider the lighting design both outside and inside the library building. Literatures also recommend to provide a graduated level of illumination at building entries and exits to assist users with vision impairment. Assuming that the light points are

Settings and Ambience of the Library

accordingly fixed during the design phase, the library staff are responsible to procure necessary bulbs and tubes necessary to illuminate the spaces adequately so that reading is not affected 24 hours. The library staff are also responsible to make sure that the light bulbs and tubes are replaced as soon as they are fused or started showing the sign of wearing out.

14.2.7 Heating/Cooling System

Maintaining constant and comfortable heating conditions in libraries is essential not only to ensure the users are offered a pleasant experience but to protect the often valuable books and learning aids in the library. The college management is responsible for ensuring the library space is maintained at a comfortable temperature by installing a heating/cooling system appropriately as required. The library staff should be responsible to put up the requisitions for a heating and cooling system to maintain the library space at a comfortable temperature at all times so that users are not discouraged from using the library at any time.

14.3 Differently-abled User

Although the University library does not have many differently-abled users, however, it is recommended that the library space is made easy access for such users in the future. Following are some of the recommendations:

- a. A person in a wheelchair or using crutches or a walker should be able to enter through the door and pass through security checkpoints. A blind person with a cane should also be able to enter without encountering obstacles.
- b. All parts of the library should be accessible. Wheelchairs should be able to move around inside the whole library. A certain number of tables and computer workstations should be adapted for persons in wheelchairs. There should be at least one toilet for disabled persons.

Appendix I: Membership Application Form

Appendix I: Membership Application Form

Library Membership Application Form

Royal University of Bhutan

Name :

CID No. / Work Permit No. :

Mailing Address

Village :

Gewog :

Dzongkhag :

Contact No. :

Email Address :

Please indicate:

☐ New membership

☐ Renewal of existing membership

Membership ID No. :

Annual Membership Fee : Nu. 500/- (Five Hundred Only)

Receipt No. :

I abide by the terms and conditions of the Library of the Royal University of Bhutan and accept responsibility for all materials borrowed from the library. I understand that failure to abide by the terms and conditions will result in suspension or revocation of member privileges. New library members will receive a membership identification card. Library memberships last one year and are renewable.

According to the terms and conditions, I agree to pay for or replace any lost/damaged items.

Signature:

Date:

For Office Use only

Membership ID

Date:

Name of Library Personnel: Signature:

Appendix II: Stocktake Sheet

Location/Call No.	Bibliographic Details	Date Sighted (leave blank if not found)	Initials	Bar Code	Remarks

Appendix III: License Agreement for RUB Repository

Appendix III: License Agreement for RUB Repository

This Agreement sets out the terms on which you grant the University Royal University of Bhutan (the “University”) rights to deposit and store materials submitted by you to RUB Repository and to make your materials available to the public.

Description of Your Submission (the “Works”). (choose one)

- o Materials listed on the attached Works Submitted page
- o All materials submitted now and all future materials you submit

Non-exclusive License. You grant to the University a perpetual, non-exclusive, worldwide, royalty-free, sublicensable license to:

- a. deposit and store electronic versions of the Works in RUB Repository;
- b. publish and make the Works available to view and download for free and to use for non-commercial, research, educational or other academic purposes, or for personal use;
- c. create backup copies of the Works for security and preservation purposes; and
- d. convert the Works, without changing the content, to any other format or medium necessary for the preservation, storage, and use of the Works.

Your Representations.

You represent and warrant that:

- a. the Works are your original work;
- b. to the best of your knowledge, the Works do not infringe on anyone else’s copyright or other legal rights and do not contain anything which is false, defamatory, unlawful, misleading, or deceptive;
- c. if the submission contains material for which you do not hold copyright and that exceeds fair use, you have obtained the unrestricted permission of the copyright owner to grant the University the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission;
- d. you have the right, power and authority to agree to these terms and conditions and to grant the University the rights set forth herein; and
- e. if any of the Works were sponsored or supported by a party other than the University (e.g., a government agency, corporate sponsor, or private funder), you have complied with any prior review or other obligations or requirements imposed by that contract or agreement.

Removal from RUB Repository. You acknowledge and agree that the University is not obliged to deposit or store the Works in RUB Repository and may elect to do so or not in its sole discretion.

By signing below, you confirm your acceptance of this Agreement.

Signature: _____ Date: _____

Name: _____ Title: _____