# Rift Valley University

# Digital Library Manual

**October, 2024**

| No. | Title page | Page |
|---|---|---|
| | Part Two : Digital Library Manual | 2 |
| | Chapter One. Digital Library | 2 |
| 1 | Introduction | 2 |
| 1.1 | Objectives of digital library | 2 |
| 1.2 | Types of digital information resources | 2 |
| 1.3 | Digital Collections and Academic Libraries | 3 |
| 1.4 | Digital Library Services | 3 |
| 1.4.1 | Computer, Internet Services and Photocopy Service | 3 |
| 1.4.2 | Digital signage | 4 |
| | Chapter Two. Integrated Library System | 4 |
| 2.1 | Introduction | 4 |
| 2.2 | Koha infrastructure | 4 |
| 2.3 | Koha Administra5tion | 5 |
| 2.4 | Library Staff Responsibilities | 5 |
| 2.5 | Users' Responsibilities | 5 |
| 2.6 | Backups and Disaster Recovery | 6 |
| 2.7 | Up gradation | 6 |
| | Chapter Three. Digital Collection | 6 |
| 3.1 | Introduction | 6 |
| 3.1 | Institutional repository | 6 |
| 3.2.1 | Contributors to Repository | 7 |
| 3.2.2 | Scope of Deposited Content | 7 |
| 3.2.3 | Acceptable Content Types | 7 |
| 3.2.4 | Access to deposit content | 8 |
| 3.2.5 | Accepted File Formats | 8 |
| 3.2.6 | Procedure for Submission | 8 |
| 3.2.7 | Withdrawal | 9 |
| 3.2.8 | Copyright | 9 |
| 3.3 | Digital Library | 9 |
| 3.3.1 | Digitized Materials | 9 |
| 3.3.2 | University Subscribed Electronic Resources | 10 |
| 3.3.3 | Freely Accessible Content | 10 |
| 3.3.4 | Rules and Regulations for Usage | 10 |
| 3.5 | Cyber Library-Acceptable Use and Code of Conduct | 11 |
| | Reference | 11 |

# Chapter One
# Digital Library

## 1. Introduction

Digital library can be defined as a system of distribution of full text and multimedia databases accessible on computer networks. It has a number of machine-readable publications and facilities for remote access to several databases. The Digital Library Federation (DLF) defines, the digital libraries as organizations that provide the resources, including the specialized staff to select, offer intellectual access, to interpret, distribute preserve the integrity of and ensure the persistence overtime of collections of digital works so that they are readily and economically available for use by a defined community or set of communities.

### 1.1.Objectives of digital library

The main objectives of a digital library are:

- To collect, store, organize and disseminate information in digital form.
- To save the time the users as well as Library staff.
- To provide accurate and right information at the right time.
- To save space.
- To provide information to a large number of users at a time.
- To reduce human effort and cost involved in different library activities.
- To preserve valuable and rare documents.

### 1.2.Types of digital information resources

Digital refers to any resource, which is in digitized form, i.e., which can be read and scanned with the means of electronic media. Like conventional forms digitized resources do not require separate space in a library, as this can be stored in a computer locally and remotely. Digital resources include a wide range of material such as:

i. Collection in which complete contents of documents are created or converted into machine-
ii. readable form for online access.
iii. Scanned images, imagers of photographic or printed text, etc.
iv. Scientific data sets such as protein sequences.
v. Online databases and CD-ROM information products, particularly those with multimedia and
vi. interactive video components.
vii. Computer storage devices such as optical disk, jukeboxes, CD-ROM/DVD-ROM.
viii. Databases accessible through Internet and other networks.
ix. Digital audio, video clips or full-length movies

### 1.3. Digital Collections and Academic Libraries

The successes of digital library depend largely on the nature, content and quality of its collections. The basic requirements in creating a digital library will be the building of digital collections. The digital collections of information include various resources such as electronic journals, books, full-text articles, CD-ROM databases, etc. The benefit of information collections in digital form for preservation, access and managing large quantities of information have been recognized by both library professional as well as users.

An academic library collection generally consists of the following

i. Books (including reference sources);
ii. Journals;
iii. Theses and Reports;
iv. Newspapers and Magazines;
v. In some cases, manuscripts.

### 1.4. Digital Library Service

A State-of-art Digital Library provides seamless access to various CD-ROM Databases, Electronic Theses & Dissertations, In-house Bibliographic and full text Databases, Institutional Repository etc., both in an offline and online fashion.

- Access to online Journal of Francis and Taylor publisher database
- Digitization of library materials including Rare and Out of Print books but in demand
- Digitization of Theses and Dissertations submitted to the institute
- External Digitization projects
- Scanning and printing facility for the students

#### 1.4.1. Computer, Internet Services and Photocopy Service

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.

### 1.4.2. 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/campus 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/campus management should provide support to implement digital signage in the library to facilitate library staff in communicating with the users easily.

# Chapter Two
# Integrated Library System

## 2.1. 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 college/campus of the Rift Valley University 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 college/campus to administer and manage Koha in managing the library materials and users.

## 2.2. Koha Infrastructure

Each college/campus shall have its own Koha hosted within the college/campus that is synchronized to HQ system. Koha shall be connected to the Internet to allow the staff and students to access library resources from anywhere at any time.

### 2.3. Koha Administrators Responsibilities

a. The ICT division of the Library is the technical administrator of Koha. They will be responsible for providing all the technical and back-end services like installation, configuration, and upgradation of Koha.
b. The Librarian/Head of the Library in the college/campus 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.

### 2.4. 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/campus.
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 (@RVU.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.

### 2.5. 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.

### 2.6. Backups and Disaster Recovery

a. The ICT division in the college/campus 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/campus.
b. The backup at the college/campus 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.

### 2.7. Up gradation

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).

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

# Chapter Three
# Digital Collection

### 3.1. 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 RVU college/campus 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/campus library. This procedure applies to all the college/campus of the University including the affiliated college/campus.

### 3.2. Institutional Repository

The Rift Valley University 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/campus'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.

### 3.2.1. Contributors to Repository

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

- Rift Valley University faculty, researchers, and staff with academic appointments.
- Rift Valley University graduate and Ph.D. students.
- Rift Valley University 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 Rift Valley University.

### 3.2.2. 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 Rift Valley University.
- 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.

### 3.2.3. 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 nclude a adme file)
- conference proceedings papers
- conference posters
- university-based publications

- college/campus-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".

### 3.2.4. 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.

### 3.2.5. 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)<br>• TIFF following version 6.0 or later, including CCITT G4 (.tif)<br>• CGM Computer Graphics Metafile (.cgm), PhotoCD<br>• Adobe Photoshop (.ppd), Post Script (.eps), PowerPoint (.ppt) |
| **Video** | • MPEG (i.e., MPEG-1, MPEG-2) (.mpg)<br>• QuickTime Apple (.mov)<br>• Audio Video Interleaved Microsoft (.avi)<br>• Streaming video applications |
| **Audio** | • MPEG-2, MP3, CD-DA, CD-ROM/XA (A or B or C)<br>• AIFF (.aif), SND (.snd), Streaming audio applications<br>• WAV (.wav), MIDI (.midi) |
| **Others** | • Spreadsheet Excel (.xcl), CSV, XML, AutoCAD (.dxf), ArcView (GIS) |

### 3.2.6. Procedure for Submission

To submit your work to the Institutional Repository:

1. Log in to IR using your user credentials provided by the college/campus.
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.

### 3.2.7. 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 Rift Valley University. If you have any questions, please contact the library circulation desk of your college/campus."

### 3.2.8. Copyright

The copyright of any material deposited in the RVU 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 RVU Repository.

## 3.3. 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.

### 3.3.1. Digitized Materials

The college/campus 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/campus 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 | |

### 3.3.2. University Subscribed Electronic Resources

The Rift Valley University 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.

### 3.3.3. 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/campus library will also make available relevant freely accessible content under its digital collection.

## 3.4. 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:

a. access to the full text of the resources is only permitted to authorized users;
b. 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/campus library or the policy of the University.

### 3.5. Cyber Library-Acceptable Use and Code of Conduct

- Do Not Connect Your Mobile or any external device to Computers.
- Do Not Install Any Software Without Prior Permission of IT Team.
- Do Not Download Movies OR Songs.
- Do Not Remove LAN Cord, Keyboard and Mouse from The Computers.
- Do Not Save Any Document on The Desktop.
- Kindly Scan Your storage devices like Pen Drive Before Use.
- Keep Your Mobile on Silent Mode.
- Eatables are not allowed inside the Cyber Library.
- Take Care of Your Own Belongings.
- Turn Off the Computer After Your Work Is Completed.
- All Drives Will Be Formatted after Every 15 Days by IT team Without Any Intimation.
- IT Team Will Not be Responsible for Any Data Loss
- Kindly Co-operate with IT Team for Minimum Downtime of The Computers.
- Please Inform to IT Team in Case of Any Computers Problem.
- Please Keep the Cyber Library Clean.
- Keep Silence in Cyber Library.

# Reference


1. *Anda Natalie. Library Manual, Colombia University of Management and Sciences, 2023.*
2. *Bulacan Agricultural College. Library Operation Manual, Philippines: 2016.*
3. *Dorabji Tata Memorial Library. Library Manual: Mumbai, 2013.*
4. *Soriano, Rosalina A. Library Manual, Manila: Institute of Science and Technology, 2022.*
5. *Yitatku Nega. Acquisitions Manual, Addis Ababa: Addis Ababa University Libraries, 1997.*

6. ***online journals & books***

- *https://www.pdfdrive.com/*

- *http://ndl.ethernet.edu.et/*
- *https://www.ajol.info/index.php/ajol*

    - ***https://www.hindawi.com/journals/***
    - **https://www.jstor.org/**
    - ***https://www.doaj.org/***
    - ***http://ulib.isri.cmu.edu/***
    - ***https://www.elgaronline.com/***
    - ***http://ejol.ethernet.edu.et/***
    - ***https://archive.org/***
    - ***https://iphce.org/***
    - https://www.gutenberg.org/
    - National Academic Digital Library of Ethiopia (ethernet.edu.et)
    - Ethiopian Journals Online (ethernet.edu.et)

✓ **Online Resources for Reference Service**

- ***Gazetteers and maps:*** A gazetteer is a geographical dictionary or directory, an important reference for information about places and place names (see: toponomy), used in conjunction with a map or a full atlas***.***
    - **https://www.usgs.gov/us-board-on-geographic-names**
    - **http://www.maplandia.com/**
    - **https://www.getty.edu/research/tools/vocabularies/tgn/index.html**
    - **https://www.openstreetmap.org/#map=6/9.189/44.341**

✓ **Online …**

- ***Encyclopedia:*** a book or set of books giving information on many subjects or on many aspects of one subject and typically arranged alphabetically
    - **https://www.encyclopedia.com/**
    - **https://www.britannica.com/**
- ***Dictionaries:*** *a book or electronic resource that lists the words of a language (typically in alphabetical order) and gives their meaning, or gives the equivalent words in a different language, often also providing information about pronunciation, origin, and usage.*
    - **General**
        - ✓ **https://www.merriam-webster.com/**
        - ✓ **https://www.oxfordlearnersdictionaries.com/**
        - ✓ **https://dictionary.cambridge.org/**
    - **Subject**
        - ✓ **https://www.reviso.com/accounting-words/ -Accounting**
        - ✓ **https://medical-dictionary.thefreedictionary.com/- Medicine**
- ***Biographies:*** *an account of someone's life written by someone else****.***
    - **https://www.biographyonline.net/people/famous/**
- ***Almanac*****:** *an annual calendar containing important dates and statistical information such as astronomical data and tide tables****.***

- **https://www.factmonster.com/**
- **https://www.infoplease.com/almanacs**
- **https://www.timeanddate.com/**
- **https://www.cia.gov/the-world-factbook/**