

# **DATA LINK INSTITUTE OF BUSINESS AND TECHNOLOGY (DLIBT)**



## **LIBRARY POLICY**

**June 2021**

# Contents

1.0 PREAMBLE.....	4
1.1 Role of the Library.....	4
1.2 Library Vision and Mission .....	4
1.2.1 Vision.....	4
1.2.3 Mission.....	5
2.0 SCOPE OF LIBRARY POLICY.....	5
3.0 PURPOSE OF THE POLICY .....	5
4.0 STRUCTURE OF LIBRARY POLICY: .....	6
<b>4.1 LIBRARY MEMBERSHIP</b> .....	6
4.2 REGULATIONS .....	6
4.3 RIGHTS AND PRIVILEGES .....	7
4.4 PERIOD OF LIBRARY MEMBERSHIP .....	8
4.5 MEMBERSHIP FEES.....	8
<b>4.6 SPECIFIC REQUIREMENTS: EXTERNAL MEMBERS</b> .....	8
4.7 PROCEDURES:.....	9
5.0 CIRCULATION/LOAN OF INFORMATION RESOURCES .....	9
<b>5.1 REGULATIONS</b> .....	9
5.2 PROCEDURES.....	10
5.3 RENEWAL OF LOAN.....	11
5.4 PLACING HOLDS ON INFORMATION RESOURCES .....	11
<b>5.5 INTERLIBRARY LOAN SERVICES</b> .....	11
<b>5.6 REGULATIONS</b> .....	11
5.7 PROCEDURES.....	12
<b>6.0 ACCESS TO OTHER LIBRARIES</b> .....	13
<b>6.1 REGULATIONS</b> .....	13
<b>7.0 LETTER OF INTRODUCTION</b> .....	13
<b>7.1 CODE OF CONDUCT</b> .....	14
7.2 PROCEDURES.....	14
7.3 COLLECTION DEVELOPMENT .....	15
<b>7.4 REGULATIONS</b> .....	15

7.5 PROCEDURES.....	16
<b>8.0 ACQUISITION OF INFORMATION RESOURCES.....</b>	<b>16</b>
8.1 REGULATIONS .....	16
8.1 PROCEDURES.....	17
9.0 INFORMATION LITERACY TRAINING .....	17
<b>9.1 REGULATIONS.....</b>	<b>17</b>
9.2 PROCEDURES.....	18
10.0 LIBRARY ELECTRONIC RESOURCE CENTRES (LERC) .....	19
10.1 PURPOSE OF THE LIBRARY ELECTRONIC RESOURCE CENTRES (LERC) .....	19
<b>10.2 REGULATIONS.....</b>	<b>19</b>
10.3 MANAGEMENT.....	20
10.4 WEEDING .....	20
10.4.1 DECISIONS ON WEEDING .....	20
10.4.2 CRITERIA FOR WEEDING .....	21



## 1.0 PREAMBLE

### 1.1 Role of the Library

The academic library plays a major role in any university as a provider of information required for teaching, learning and research, as a developer and preserver of rare and special collections as well as a contributor towards the achievement of the institution's strategic goals. The library is expected to constantly seek ways to contribute effectively to the quality of teaching and research by facilitating access to worldwide information.

Information technology is regarded by the library as an enabler because it has dramatically changed the way university libraries operate and added value to their services. Given the explosive nature of the Internet and World-Wide-Web, staff and students depend more and more on electronic information. Academic libraries have moved from being the heart of the printed resources to a hub of knowledge networks.

The realization of the virtual library depends on appropriate IT infrastructure, relevant staff skills and adequate funding. The relationship with the world's leading publishers has enabled access to hundreds of electronic journals as well as other information resources on integrated networks. Hence the provision of access to networked information is now a top priority in academic libraries. Apart from building relevant library collections, the university library is expected to build connections to access information worldwide.

The importance of a library is also entrenched in its vision and mission which is aligned to that of the institution it serves.

### 1.2 Library Vision and Mission

The library vision and mission are aligned to the vision and mission and overall strategic thrusts of the Institute. The vision and mission of the library are as follows:

#### 1.2.1 Vision

The vision of the Data Link Institute Library is to recognising the information needs of each person it serves, creating a conducive environment for learning and research, earning excellence in the services it provides to students, lecturers, staff and the community.

### 1.2.3 Mission

The mission of the Data Link Institute Library is to deliver world-class library and information services to meet the needs of the local, national and international scholarly community and to support the Data Link Institute mission to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence.

While our primary responsibility lies with the students and faculty of Data Link Institute, the Libraries welcome and engage in scholarly, cultural, and artistic interactions with the broader communities.

## 2.0 SCOPE OF LIBRARY POLICY

The library policy applies to all students, academic, academic support and non-academic staff of the Data Link Institute as well as outside persons and institutions who make use of the Data Link Institute library.

## 3.0 PURPOSE OF THE POLICY

1. The policy is aimed at establishing an institutional framework through which an effective, efficient and dynamic library and information service can be provided that meets the information needs of all stakeholders.
2. Guiding library staff in the provision of the various library facilities, services and material so that this is done, as far as possible, in a standard manner
3. Guiding clients and stakeholders at the Institute regarding expectations and use of the academic library and information service
4. Integrating the library and information service with academic, research and other activities at the university to maximize the library's support of these activities
5. Encouraging stakeholder involvement in the library and information service to promote an understanding and appreciation of the service as well as the maintenance of the best possible service

## 4.0 STRUCTURE OF LIBRARY POLICY:

Important areas of library activity have been identified and policy guidelines and rules compiled in each of these areas to achieve the aims and objectives of library policy.

### 4.1 LIBRARY MEMBERSHIP

Library membership may be granted to:

- All staff and registered students and
  - Selected categories of external members
1. **STAFF:** All permanent, temporary and contract employees of the University
  2. **STUDENTS:** All full-time and part-time students that are registered at the university for a particular year or part of a year.
  3. **EXTERNAL MEMBERS:** All members of Council of the University. Higher Education Institutional Members, Research staff and enrolled Masters and Doctoral students from CARLIGH (Consortium of Academic And Research Libraries In Ghana) who produce an introductory letter from their libraries. Guest Lecturers, Research Staff, Post-Doctoral Fellows, Honorary Chairs and Lecturers or research staff who are not permanent staff members of Data Link Institute of Business and Technology, but who deliver lectures on invitation, or hold doctoral fellowships, honorary chairs or are appointed as Professors Emeritus at the University.
  4. Honorary Members: Individuals who have been previously employed as staff members of the University and on whom honorary membership has been conferred.
  5. Private Members” Individuals who are members of the library in a private or personal capacity at the discretion of the Librarian. Exchange Students who are part of an exchange program.

### 4.2 REGULATIONS

- All library members shall keep to the rules, regulations and code of conduct of the Library.

- The Library reserves the right to suspend library membership in cases where staff, registered students and external members do not abide by the rules, regulations and code of conduct.
- In the case of staff and students, the Institutional staff and student cards act as library access cards. In the case of external members, the Library shall provide the members with library cards where applicable.
- Where applicable, all prospective external members shall complete an application form before membership will be granted.

#### 4.3 RIGHTS AND PRIVILEGES

All library members have certain rights and privileges based on their particular membership category. These include, but are not restricted to:

- Access to the Library by Staff registered students and external members; they all have access to the University Library.
- Borrowing of Information Resources: Refer to the Circulation policy for the loan privileges of staff, students and external members.
- Information Services: Staff, registered students and external members have access to the information services as set out in the Information Services policy.
- Inter-Library Loans: Staff, registered postgraduate students has access to inter-library loans as set out in the Inter-library loan policy. External members and undergraduate students do not have access to inter-library loans.
- Photocopying Facilities: Staff, registered students and external members have access to photocopying facilities subject to the availability of such facilities in the library. Charges are for the account of the library members.
- Study Facilities: Staff, registered students and external members have access to study facilities subject to the availability of such facilities in the library.
- Information Literacy Training: Staff, registered students and external members will have Information literacy training free of charge except for customized or specialized programs.

#### 4.4 PERIOD OF LIBRARY MEMBERSHIP

- Staff: Library membership is available for the duration that staff is employed by the Institute. Current registration in the library is a prerequisite for library membership.
- Registered Students: Library membership is valid for the duration that students are registered at the Institute. Current registration in the library is a prerequisite for library membership.
- External Members: A period of membership as approved by the Librarian

#### 4.5 MEMBERSHIP FEES

- Staff: Library membership is free of charge.
- Registered Students: Library membership is free of charge.
- External members: Paying external membership fees as approved.
- All membership fees are payable in advance
- Membership fees are reviewed yearly.



#### 4.6 SPECIFIC REQUIREMENTS: EXTERNAL MEMBERS

- Higher Education Institutional Members, this institution is a prerequisite for the granting of membership.
- Guest Lecturers, Research Staff, Post-Doctoral Fellows and Honorary Chairs
- An introductory letter from the relevant academic department is a prerequisite for the granting of membership.
- Honorary Members: Approval from the Librarian is a prerequisite for the granting of membership.
- Private Members: Payment of membership fees is not a prerequisite for the granting of membership.
- Exchange Students: An introductory letter from the relevant academic department (in which the department declares to stand in for replacement value of any library material



lost or damaged because of the negligence of the students concerned or any outstanding charges).

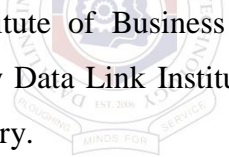
#### 4.7 PROCEDURES:

- All external members must complete a membership application form.
- Membership fees: In cases where an individual, institution or organization is responsible for the payment of membership fees, the correct amount must be paid in advance as indicated by the Library.

## 5.0 CIRCULATION/LOAN OF INFORMATION RESOURCES

All staff, students and persons holding valid Data Link Institute of Business and Technology identification cards shall be afforded privileges to borrow information resources that are contained in the Library.

### 5.1 REGULATIONS

- 
- All clients of Data Link Institute of Business and Technology library may borrow information resources from any Data Link Institute Library subject to the limitations of their library membership category.
  - However, borrowing from a campus library at another site must be arranged by the client's campus library
  - A valid Data Link Institute identification card is required for information resources to be checked out.
  - DLIBT clients are liable for all information resources checked out on their DLIBT identification cards.
  - The number of information resources to be checked out from the open shelves and their corresponding loan periods differ per client type, resource type, and location and Library policy.
  - Failure to return resources on or before the due date will result in the imposition of a late return fine/charge per day for open-shelf information resources or per hour for reserved/short loan collection and/or suspension of library privileges.

- All borrowers are subject to overdue fines as set by Data Link Institute Library policy and penalties for resources kept beyond the loan expiry date without renewal.
- Four (4) printed or electronic reminders shall be sent to defaulters, after which information resources not returned shall be regarded as lost and replacement charges levied.
- If a student member fails to pay the replacement fee mentioned above, Student Academic Administration will facilitate the process for a library to block the member's examination results on the student portal until the outstanding amount is paid to the library.
- If a staff member fails to pay the replacement fee mentioned above, disciplinary action could be taken due to negligent loss of Institutional property.
- Lecturers may place library resources on reserved/short loan through the Data Link Institute library systems for access.
- Information resources shall be placed on reserve/short loan for as long as required by a department.
- DLIBT Library reserves the right to suspend membership until all checked-out resources have been returned and all charges paid.
- DLIBT Library reserves the right to recall checked-out resources from borrowers.
- Borrowers may renew loans provided those resources are not on hold.
- Reference works may only be used in the library.
- All clients are subject to all DLIBT Library policies pertaining to their DLIBT identification cards.
- All lost or stolen Data Link Institute identification cards must be reported immediately to the relevant Data Link Institute Campus for blocking against any further use.
- Queries about fines levied should be made to the Circulation Staff.
- Day visitors or other persons who are not library members shall not be allowed to borrow information resources.

## 5.2 PROCEDURES

Borrowing from Open-Shelves and Reserved / Short-loan Collections:

- Valid Data Link Institute identification cards must be produced at the Circulation and
- Reserve counters of the Library before any information resources can be checked out.

- To check in information resources, clients must return the resources to the Circulation and Reserve counters. The resources must be returned to the Section where they were checked out.

### 5.3 RENEWAL OF LOAN

Borrowers must contact Circulation and Reserve counters of the Library in person or telephonically (where applicable) to request an extension of the loan period of the resource(s) in their possession. They must furnish the Library staff member with their identification number and the item number(s) of the resource(s) in their possession.

### 5.4 PLACING HOLDS ON INFORMATION RESOURCES

- The information resource(s) must have been checked out for it/them to be placed on hold.
- Placing Information Resources on the Reserved / Short-loan Collection
- Fill in the prescribed form and hand it in together with information resource(s) to the Subject / Circulation Librarian for the relevant Faculty.
- To place copyrighted information resources on the reserved collection, lecturers must also complete the relevant copyright form.

### 5.5 INTERLIBRARY LOAN SERVICES

Interlibrary loan services are provided to staff, students and other library members that are engaged in Honours, Masters and Doctoral studies or research in cases where the sought information resources are not readily available at any of the Data Link Institute libraries.

### 5.6 REGULATIONS

- The Interlibrary Loan Service is provided through the Inter-lending Scheme under the auspices of the Ghana Library Authority.
- The conditions and guidelines of the Authority must be adhered to.
- Information resources shall be first sought from Ghana libraries. International Interlibrary Loans shall only be made in cases where the resources are not obtainable from Ghana Libraries, as well as in cases where the requesters agree to pay the costs of such a transaction from their research funds.
- A library reserves the right to decide from which libraries to request the resources.

- The Interlibrary Loans Service serves to support the teaching, learning, research, projects and work activities of the University by enhancing library information resources through the provision of access to resources held in other libraries and thus, shall not be used for personal/private purposes.
- No Library client shall request information resources from another library on behalf of another client.
- All information resources shall be requested on the official Request System.
- Library clients are liable for the replacement value of the information resources as declared by the supplying library in cases of loss or damage.
- Library clients must return information resources on or before the loan period expires.
- Library clients must return borrowed information resources at the Interlibrary Loan Office of the library that handled the Interlibrary Loans transaction.
- Library clients who want to renew loans of borrowed information resources shall contact the relevant interlibrary loan office at least three (3) days before the loan period expires. Requests for loan renewals made on or after the loan period expires will not be accepted.
- DLIBT Library reserves the right to suspend the borrowing privileges of both the library client and the borrowing libraries in cases where they infringe the Interlibrary Loans policy and guidelines.
- Data Link Institute Library clients are not allowed to collect borrowed information resources from the supplying library themselves.
- All information resources are eligible for interlibrary loans, except for reference works, information resources in the Reserved/Short-loan Collection, audiovisual material, special collections and any other items restricted for use in the library.
- Failure to return resources on or before the due date will result in the imposition of a late return fine/charge per day and/or suspension of library privileges.

## 5.7 PROCEDURES

Data Link Institute of Business and Technology clients who wish to borrow information resources from other libraries must:

- Provide the Librarian with all the necessary details of the information resources to be borrowed by completing an “Interlibrary Loan Application Form”
- The Interlibrary loans staff shall contact the Data Link Institute of Business and Technology Library client when a borrowed information resource has arrived.
- The Interlibrary loans staff will request loan renewals from the supplying libraries and communicate the results to the Data Link Institute Library clients.
- Data Link Institute Library clients must produce valid Data Link Institute identification cards and sign the “Interlibrary Loans Receiving Form” before information resources can be released to them.
- Borrowed information resources that are not collected before the loan period expires will be sent back to the supplying library. In such cases, the library clients concerned will be responsible for the costs incurred.

## **6.0 ACCESS TO OTHER LIBRARIES**

The Library has the responsibility to facilitate access for Data Link Institute of Business and Technology staff and students to other tertiary libraries in Ghana that fall within CARLIGH (Consortium of Academic and Research Libraries in Ghana)

### **6.1 REGULATIONS**

Data Link Institute of Business and Technology staff and students eligible to apply for access to other libraries are:

- Members of staff who are researching as part of their work program at DLIBT.
- Registered students who have enrolled for Masters and Doctoral qualifications at DLIBT.

## **7.0 LETTER OF INTRODUCTION**

- A student or staff member who wants to access another library can apply for a letter of introduction at his or her campus library.

- A letter of introduction will only be issued by the head of the library after it has been ascertained that the Data Link Institute Library is unable to meet the client's need, i.e. the applicant must first exhaust Data Link Institute library's information resources relevant to the client's research topic.
- It is the responsibility of the client to apply for membership at the other library.
- Data Link Institute Library only supplies the client with a letter of introduction.
- A letter of introduction will only be issued if the client is a library member in good standing.

## 7.1 CODE OF CONDUCT

- Clients shall abide by the rules and regulations of the host library.
- Entrance fees to the host library or membership fees are payable by the client.
- Fines for lost, damaged and overdue items shall be billed to the account of the client.
- A client's membership of the Data Link Institute Library will be suspended until all overdue items have been returned and/or fines have been paid to the host library.
- If the host library is unable to collect liabilities from the client, the amount paid by DLIBT will be deducted from the staff member's salary, and in the case of students, it will result in additions of fines to the student's accounts.
- A client's access to this service may at the discretion of the Librarian be suspended due to misuse of the service.

## 7.2 PROCEDURES

- A client applies for access to another library at his or her campus library by completing the official application form.
- The Subject Librarian checks the need for the service and recommends the application to the Library and Information Services Librarian (when applicable).
- The Librarian signs and issues letters of introduction following a check on the standing of the client
- The client submits letter of introduction to a host library.
- The host library approves or rejects the client's application.

### 7.3 COLLECTION DEVELOPMENT

- It is the responsibility of the Library to build a well balanced and up to date collection of various information resources to always meet the ever-changing information needs of the Institute.

### 7.4 REGULATIONS

- The collection shall be built from the information resources budget, gifts, endowments and contracts.
- Funds from the information resources budget shall be allocated to departments according to a formula.
- The Librarian may reallocate funds at his/her discretion.
- The subject librarians and other relevant library staff, in collaboration with departments, are mainly responsible for the selection of information resources that support academic programs and research.

Information resources are acquired according to but not limited to the following criteria:

- Relevance to the academic programs
- Authority of author and publishers, including book reviews
- Physical format and technical quality
- Scope and contents
- Depth of the existing collection in the subject
- Price – including foreign currency
- Timeliness
- Appropriateness - language, currency, target readership
- E-resources - referred to policy for E-resources

The Library accepts donations of information resources. However, the Library and Information Services reserve the right to integrate donated information resources into the collection and place or dispose of the resources in the most suitable manner for its purposes.

Guidelines may be compiled for the development of specific subject areas.

For a collection to be properly developed, weeding must be done regularly in conjunction with departments. (See Policy on Weeding)

## 7.5 PROCEDURES

Procedures for collection development are covered under the policy on acquisition of information resources.

## 8.0 ACQUISITION OF INFORMATION RESOURCES

The Library is responsible for the acquisition of information resources to deliver library and information services geared to the business of the University.

### 8.1 REGULATIONS

- Acquisition of information resources shall be done in accordance with the Collection Development Policy of the Library.
- An authorized recommendation form for purchasing information resources is required before an official order will be placed.
- Sufficient funds should be available in the Library budget.
- An official system-generated order number shall accompany the order sent to the supplier.
- An authorized cancellation form is required for the cancellation of continuing resources such as subscription-based electronic resources.
- The Library shall not accept items or reimburse staff for items bought without prior arrangement with the Library.
- The Library will use the most appropriate supplier for the acquisition of information resources to ensure that the required resources are received in time and cost-effectively.
- The Library may limit the number of copies to be ordered according to factors such as the need for the items, price, available funds etc.
- Gifts of either information resources or money to purchase them will be accepted provided they fit into the above policies and provided that there are no conditions attached.



- The library must be free to dispose of any resources that are not needed. The gift collection will be integrated with the library collection.
- An acknowledgement letter shall be written to the donor.
- Unwanted donations may be offered to other libraries, students, and staff, sold or discarded.

## 8.1 PROCEDURES

- Requester completes purchase recommendation form giving as much information as possible for the library staff to identify the information resource wanted, e.g. author, title, edition, year of publication, ISBN/ISSN if known.
- Requester's departmental head approves the recommendation by signing the purchase recommendation form.
- The form is submitted to Acquisitions Librarian
- Librarian informs the requester when an order has been placed and received.

## 9.0 INFORMATION LITERACY TRAINING

The University's Library and Information Services (LIS) have the responsibility to provide information literacy training to all LIS clients with the aim of equipping them with the necessary skills to effectively utilise the information for life-long learning.

## 9.1 REGULATIONS

### **Information Literacy shall be:**

- Targeted at all Data Link Institute students
- Offered to all Data Link Institute new staff members as part of their library induction and to existing staff members on request
- Marketed to all faculties, students and staff as a core competency for lifelong learning offered in partnership with faculties
- Primarily disciplined and subject-based
- Free of charge except for customized or specialized programs

- Information literacy program shall meet all the requirements for teaching programs, i.e. have measurable outcomes, grouped content, different teaching methods, scheduling of content and evaluation of outcomes
- Information literacy program shall have explicit goals and measurable outcomes; group content, scheduling of content, different teaching methodologies
- Information literacy training shall be aligned to the skills development plan of Data Link Institute.

## 9.2 PROCEDURES

- The programs shall provide for all study levels, be integrated into the curriculum
- Interactive study programs; e.g. web tutorials, shall be provided
- Information Literacy Librarians shall present the program at each learning site
- Programs shall be presented according to a schedule

Marketing of the program shall be ongoing and via appropriate communication channels

- Measurement and evaluation:
- Practical applications of skills
- Subject-directed, depending on the particular department

Modes of presentation may include, but are not limited to:

- Practical and hands-on
- PowerPoint presentations
- Web-tutorial – (self-study)
- Virtual tours
- Audiovisual
- Workshops

## 10.0 LIBRARY ELECTRONIC RESOURCE CENTRES (LERC)

It is the responsibility of the Library and Information Services to give enrolled students and staff access to electronic resources (Internet, databases, etc) in Electronic Resource Centers.

### 10.1 PURPOSE OF THE LIBRARY ELECTRONIC RESOURCE CENTRES (LERC)

- LERC are library rooms equipped with computers and other peripherals to give clients access to electronic resources.
- The LERCs are associated with the campus Library buildings and are confined to library hours. They have a specialized training component, where students and staff are trained and guided to become information literate.
- The purpose of the LERC is to provide the students of Data Link Institute with access to computer and internet facilities for them to become more information literate. The facility can therefore be used for the following:
  - Search and obtain information (via www, library databases)
  - learning how to search and filter information
  - send and receive formal and informal electronic mail
  - have electronic discussions with fellow students, lecturers, librarians and other academic experts
  - Type, print and save projects, assignments, tutorials, personal CVs etc.

### 10.2 REGULATIONS

#### USERS

- A pre-determined levy (determined each year) may be charged where necessary.
- A time restriction to be determined by the libraries will apply concerning using the computers in the LER Centers to allow equitable access for clients.
- Care should be exercised to use the service responsibly, ethically and lawfully.
- Students will not utilize the facility to deliberately originate, store or forward mailings, chain letters, computer viruses, illegal copies of material protected by copyright.

- Students may not originate, store or forward messages containing discriminatory, intimidating, intolerant remarks based on race, religion, gender, age, sexual orientation, disability, belief, political opinion, culture, language or birth, pornography, explicit nudity, gross depictions and religious content.
- Access to any official prescribed academic information would be regarded as a priority i.e. library information systems, online catalogues, the official Data Link Institute website and other official academic resources.
- Printing, copying etc will be allowed at an additional cost for the student.

### 10.3 MANAGEMENT

- The operational management of the LERC will be done by the appropriate library staff.
- ICT Services will be responsible for supplying all ICT support, e.g. Internet access, maintenance etc.

### 10.4 WEEDING

- Weeding or the removal of materials from the library should be considered an internal part of the total organized effort to study and develop the collection.
- Weeding is an essential element of collection development that ensures the library materials are useful and accessible.
- A library collection is limited by the space available to house it.
- Academic library collections change over time to reflect changing information needs of the programs.
- Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection.
- Weeding may involve the transferring of lesser-used material to storage, or the discarding of excess copies of seldom used titles, irreparably damaged copies, and materials that contain inaccurate or outdated information.

#### 10.4.1 DECISIONS ON WEEDING

Decisions to remove materials will be made by library staff in consultation with academic departments most directly concerned with their possible future use.

#### 10.4.2 CRITERIA FOR WEEDING

- Superfluous multiple copies
- Superseded editions (e.g. annuals, yearbooks, manuals)
- Worn out, badly marked or mutilated volumes
- Works containing outdated or inaccurate information
- Works superseded by or cumulated in, more comprehensive publications
- Textbooks and instructional material more than 10 years old
- Subject areas no longer collected, i.e. irrelevant to client needs
- Material that has not circulated for 10 years
- Trivial material of no discernible literary or scientific merit
- Material easily available elsewhere

These criteria are guidelines and the staff concerned must decide whether to apply them in specific cases.

Authorization to write off weeded material should be according to the Institution financial guidelines.

