



LIBRARY



LIBRARY POLICIES AND PROCEDURES



NIGERIA GOVERNORS' FORUM SECRETARIAT

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The Nigeria Governors' Forum Secretariat (NGFS) Library is a **“One Stop Information Hub”** intended for research and study, to support the mission of the NGF, to preserve and protect the collections and resources of the NGF for future patrons of the library. The library is committed to providing the highest level of service, access, and instructions to the library patrons.

The primary mission of the NGF library is to let staff, stakeholders and researchers have access to information and knowledge through physical books and electronic formats held in the library. In other to preserve, disseminate and render a first-class service to patrons of the library; the NGFS library has developed a set of rules for using the collections so that they remain safe and usable by all for years to come.

Please read our **Submission of Documents to the library, Purchase of Books for the NGFS Library, Library Room, Duplication, E-Library, Digital Repository, Publishing/Reproduction policies and Relaxation Lounge** for further information.

❖ Submission of Documents to the NGFS Library

In other to keep track of documents and publications in the NGFS, Staff are to adhere to the following, as this will make it easy for document filing, record keeping and document retrieval.

- 1) Staff in various departments of the NGFS are to submit soft or hard copies of documents and publications generated from their department weekly, preferably before the close of business every Fridays for proper record keeping.
- 2) At the end of any programme, events, trainings, conferences and meetings, documents and publications generated should be submitted to the library by the staff or department in charge of such programme, events, trainings, conferences, and meetings for proper record keeping.

❖ **Purchase of Books for the NGFS Library**

- 1) Staff who wish to purchase any book that is not available in the library for official use in their department should notify the librarian with the bibliographic (Author, Editor, Title, ISBN) details of the books for purchase.
- 2) In a situation whereby a staff purchase a book for the NGFS library with personal cash without notifying the librarian, the staff should submit receipt of purchase of such book for memo to be raised for repayment when submitting such books to the library.

❖ **Library Room**

- 1) The Nigeria Governors' Forum Secretariat Library grant all patrons equal access to their collections, subject to uniformly enforced restrictions placed on materials by donor or purchase stipulation, statutory authority, or by any of the three departments for preservation, processing, or other administrative purposes.
- 2) Due to the sensitivity of some documents; restrictions are placed on confidential documents and such documents are kept in closed shelves; patrons can only have access to such documents if permission is granted by the librarian.
- 3) Aside from the NGFS staff, patrons who intend to make use of the library resources for research purposes must first check-in at the librarian's desk of the library to fill out the library users form, show current photo identification, and must be granted access by relevant authorities before they can use the library resources. Patrons must present a valid photographic identity card issued by a government agency the first time that they visit. Upon registration, patrons will be cleared as researchers and then signed into the library reading room.
- 4) To protect rare and valuable items, the Nigeria Governors' Forum Library do not allow original materials to circulate outside the library. Such materials can only be used in the NGFS library.
- 5) Ask for assistance from the library staff if the item you are looking for at the shelf is not found.

- 6) If any staff of NGFS requests for a material on behalf of another person, such a staff remain responsible for the item.
- 7) The patron must accept the responsibility of handling carefully all materials made available. Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any way that may damage them. Manuscripts and archival materials are to be maintained in the order in which the researcher receives them. If any material is discovered to be out of order, please notify the library staff. Please observe the instructions about careful handling of library materials (**Copies of such directives are available on each desk**).
- 8) Lockers are provided for personal possessions; to protect materials in the library; the following items are not permitted;
 - Tobacco in all forms
 - Food
 - Chewing gum
 - Beverages
 - Electronic scanners
 - Purses
 - Bags
 - Briefcases
 - Backpacks
 - Highlighters
- 9) Patrons can have up to one material or one transcript, or book (from a collection) on their desk at a time.
- 10) Pen and Pencils may be taken into the library room. Paper will be provided. Laptop computers removed from their cases are permitted.
- 11) NGFS staff can check out materials from the library for a period of 3weeks; however, if the material checked out of the library stays more than the stipulated 3weeks the librarian is subject to immediate recall of such material. Patrons are expected to return borrowed items by their stipulated due dates.
- 12) Patrons of the library should always maintain quietness in the library; cell phones must be turned off or set to silent mode while in the library.

- 13) When exiting the library reading room, patrons must return all materials to the librarian's desk or leave the materials on the reading desk for shelving by the librarian. All items taken out of the library room are subject to examination.

❖ **E-Library**

<https://ngflibrary.org.ng>

- 1) Patrons can access the Online Public Access Catalogue (OPAC) of the library using any device (mobile or computer) at any time to search for resources available at the NGFS library. Patrons can have access to the bibliographic details of any publication that has been catalogued on the NGF e-library.
- 2) Patrons can also access the links to online free resources and journals available in the NGF e-library page to have access to more online resources.
- 3) Quick links to States, MDA's and the NGF development partners are also available for patrons to access.

❖ **Digital Repository**

<https://ngfrepository.org.ng:8443>

- 1) Patrons can access documents uploaded in the NGF Digital repository webpage from any location using any device (mobile or computer) by typing in their query (Author, Title, Date, ISBN, etc.) into the search box or by browsing through the communities to view its collections.
- 2) Most of the communities contains documents that are confidential, these documents have been locked and can only be accessed by a patron if permission had been granted by the librarian.

❖ **Duplication**

- 1) The library considers requests for limited reproduction of material when such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyright law.

- 2) The library staff conducts all duplication, and scanning.
The library may prohibit duplication of works in their entirety, such as complete oral histories, manuscripts, or publications, or moving image or audio recordings.
- 3) Patrons (external) planning to use enormous quantities of materials should plan to conduct research onsite. Duplication services are provided as a courtesy to researchers and should not be considered a substitute for note taking. The library may refuse high-volume duplication requests if they exceed the staff time available for completing patron's orders.
- 4) No materials may be duplicated that have had copying restrictions placed on them by the copyright holder, purchase agreements, donor, or deposit agreements or by the NGFS Library for preservation, processing, confidentiality, or other essential purposes. Duplication of confidential documents for external patrons without proper authorization is highly prohibited.

❖ **Publishing/Reproduction**

Patrons who wish to use original materials or audio-visual materials from the Nigeria Governors' Forum Special Library for purposes beyond personal study must complete and submit the appropriate **"request to publish form."** Examples of publication or other use include: reproduction of images or text in a print or electronic publication; use of NGFS library materials in Web sites, blogs, or other electronic venues; use of NGFS library materials in audio-visual presentations, documentaries, films, television programs, etc.; use of NGFS library materials in public performances; use of NGFS library materials in commercial educational products; use of NGFS library materials in public exhibits or displays; and other uses of NGFS library materials in public settings.

A representative from the department that holds the material requested for publication will review the request and decide regarding permission. Patrons also must obtain any necessary permission from the copyright holder, which in some instances may be the owning library. Patrons with questions about copyright liability should seek

legal counsel. Providing appropriate attribution (citation or credit) within the publication or other use is a condition of use permission.

❖ **Relaxation Lounge**

The NGFS Library relaxation lounge is a space within the library where library patrons can sit, relax, and unwind. This space is a perfect spot for reading newsletters, magazines, and newspapers. There will also be other activities going on in this space such as playing of educative games.

All the activities to be carried out by patrons in this space is to be done moderately and quietly so as not to cause distraction to other library patrons.