

**NURSING AND MIDWIFERY TRAINING COLLEGE, HOHOE**

**Library Guide – 2021**

## INTRODUCTION

### **About the Library**

The Nursing and Midwifery Training College, Hohoe library occupies one large room at the ground floor. The library is purposefully established to support in teaching, learning and research.

The library serves over four hundred users and provides space for studying and learning (i.e. electronic and print resources). The library provides an automated circulation system, online catalog and electronic resources.

## **LIBRARY OPENING HOURS**

MONDAY - FRIDAY - 9AM – 5PM

VACATION TIME - 9am – 5pm

The library is closed on Saturday, Sunday and all public holidays

### **Telephone/Fax/E-Mail**

Librarians Office - 0544858914

E-Mail - [library@mtshohoe.edu.gh](mailto:library@mtshohoe.edu.gh)

## **LIBRARY RULES AND REGULATIONS**

1. Library opens at 9 am and closes at 5 pm. Extension may be allowed on request and the approval by School Management.
2. All the users of the Library must enter through the Entry Point, and leave through the Exit Point at the Security Check Point, unless otherwise directed by staff of the Library.
3. Bags, attaché/brief cases, raincoats, umbrellas and other carriers, are not allowed into the reading area of the Library. They should be handed over to the library staff at the Security Check Point for safe-keeping in a cabinet or any place designated for such purpose and collected back when leaving the Library.
4. Eating, drinking, chewing of gum and smoking are forbidden within the Library.
5. Cell phones should be on vibration or in silent mode at all times.
6. The use of naked light (e.g. candles) is not allowed in the Library.
7. Silence should be maintained in the Library, and any other behaviour likely to disturb or inconvenience other readers should be avoided.

8. Books consulted should not be returned to the shelves. They should be left on the table. Much trouble and delay are caused in re-shelving books that have been placed incorrectly on the shelves.
9. Marking, mutilation and misappropriation of library materials are serious offences and severe disciplinary action will be taken against offenders.
10. Readers must submit any book(s) and material(s) they are carrying while leaving the library for scrutiny at the Security Check Point.
11. All Library materials and equipment must be treated with care. Any damage must be reported at once. The Librarian may require a reader to pay for the cost of repair to any damaged property.
12. No book should be taken out of the Library unless it has been properly charged at the Circulation Desk.
13. Cameras should not be used within the Library premises without the permission of the Librarian
14. Please do not leave or use personal belongings to book a seat. Staff members may remove belongings after 10 minutes.
15. The following rules apply when using a computer: Students should not:
  - download or install any program
  - play computer games
  - download, view or send content of sexual nature or offensive images
  - Exceed time limits during peak hours.
16. All users are required to treat library staff with decorum even as they (users) expect same from staff.
17. All members of the library team are available for any assistance you may need in using the library resources, facilities & services. Library will welcome any suggestion for better use of library facilities and resources.
18. Right of admission is reserved. Clients not adhering to the rules may be asked to leave or be removed from the Library.

By Library Management

## **SANCTIONS**

### **Failure to Return Borrowed Library Material on Due Date**

- A library here refers to a book, journal, pamphlet, CD-ROM etc.
- A user who commits this offence shall be liable to pay a fine of 50p a day until the return of the book(s)
- The student shall additionally forfeit her/his borrowing rights until the book(s) is/are returned.
- If the book remains in the possession of the borrower 3 days before the start of exam in the third term, such student will be debarred from writing examination until the book is returned or cost of it paid.

### **Misplacement of Library Material**

- A user who reports the misplacement of a book will be given a period of 14 days to look for it.
- During the period of the 14 days he/she shall be liable to pay a fine of 20p a day
- After 14 days if the book is not still found, the Library would deem it to have been lost and the appropriate sanctions applied.

### **Loss of Library Material**

- A user who commits this offence shall be liable to replace the exact title, same edition and year of publication or pay an amount equivalent to twice the current price of the book.

### **Stealing of a Library Material**

- A user who commits this offence shall be made to return the book and also be subjected to the appropriate disciplinary sanctions under school regulations.

### **Mutilation of a Book**

- This offence is deemed to have been committed when a user tears or cuts off pages, sections and illustrations from the material.
- The accompanying sanction shall include replacement of the book or payment of its equivalent current price and also facing the school's respective disciplinary action.

### **Defacing by writing and Underlining Sentences in the Library Material**

- This offence shall attract payment of the current price of the book and forfeiture of borrowing rights for one term.

## **REGISTRATION OF READERS/USERS**

- It is mandatory for all users to register with the Library.
- The registration remains valid only for the duration of a registered programme or when the students leaves the school.
- In case of a tutor or other staff, validity ends when he/she exits the school.
- Only registered users are eligible to borrow books from the Library

## **BORROWING OF BOOKS**

### **The number of material/books users are entitled to borrow include**

- Students – 2 books for a period of one week, but could be renewed only once for another one week.
- Tutors – 3 books for a period of two weeks but could be renewed after expiration.
- Other staff – 1 book for one week, but could be renewed only once for another one week.

## **STEPS TO BORROW**

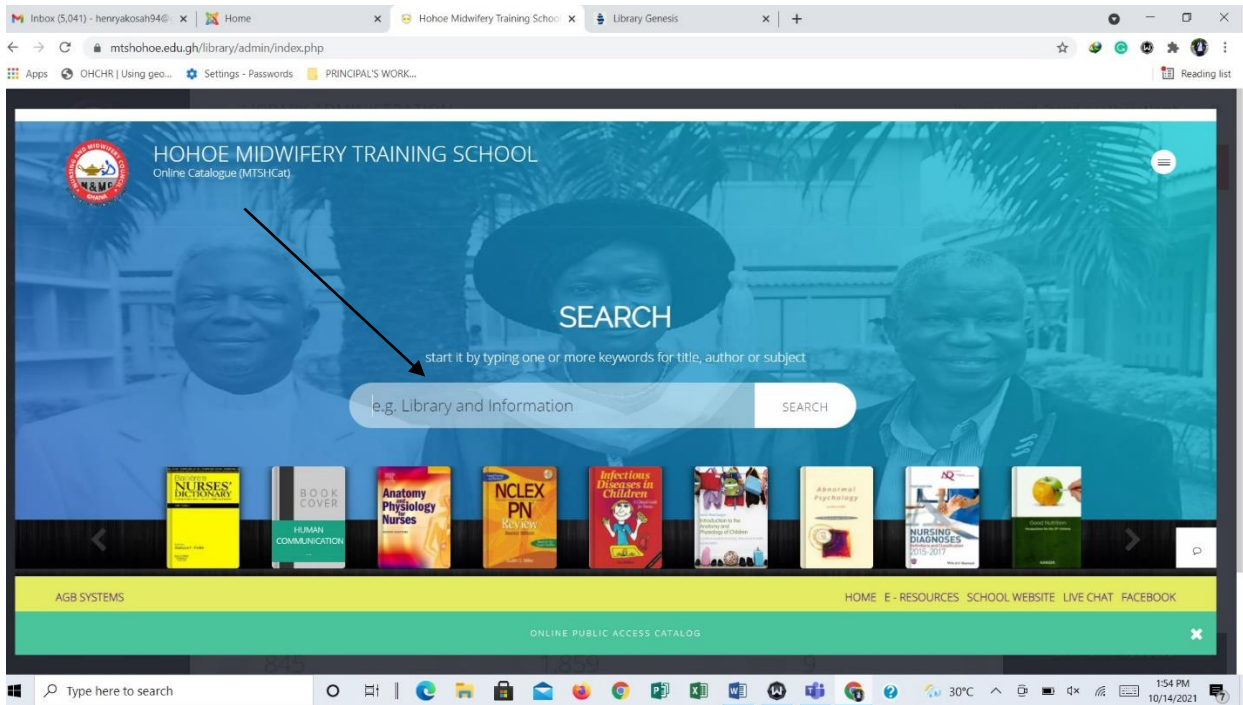
- Select and retrieve the preferred books from the shelf.
- Submit them at the lending desk or the place designated for such activity.
- Submit your library id card for the borrowing process.

## **SEARCHING THE ONLINE PUBLIC ACCESS CATALOGUE**

The screen below is the users first contact with the college library catalogue.it is user friendly.searching for materials is done by using any of the following

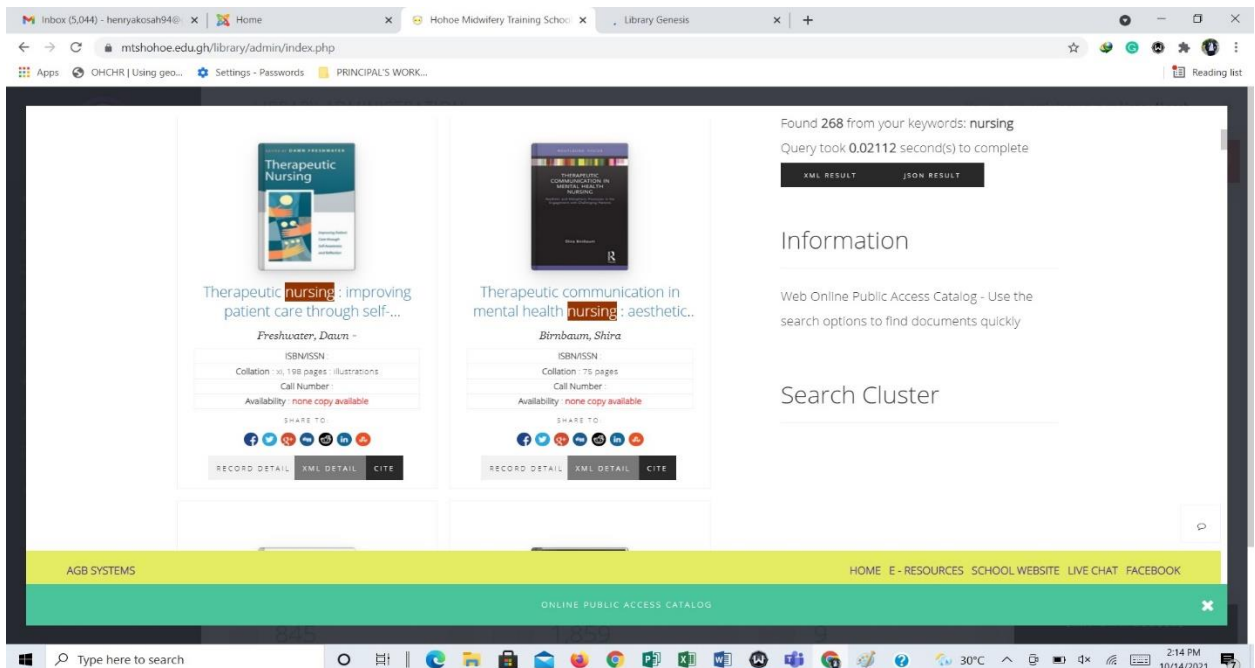
- ✓ name of author(s)
- ✓ Titles of item or book
- ✓ subject of book

Enter your search term here



**Fig 1: main interface for searching the catalogue**

The screen below is the results from a search. It displays information about all records that fit your search term or those close to it as possible



**Fig 2: results from a search**

## Rules for searching

The rules for searching the online public access are

- Put a period at the end of the search term. Using the period makes it an exact match search.  
Example: if you type “methods.” You get results about only methods.  
However, if you type “methods” your results will include methods, methodologies and any word that starts with methods.
- if you can't spell ,use the browse feature. A student cannot spell statistics, just enter sta in the search box and press the enter key.

## LIBRARY COLLECTIONS

The subject areas of the library's collections generally include Nursing and Midwifery and other auxiliary areas like Psychology, Encyclopaedia, Dictionaries etc. and journals.

## LIBRARY SERVICES

The library provides the following services

- Student orientation  
The library organizes orientation instructions for new students. All new students are expected to participate fully in the exercise in order to be acquainted with resources and services provided by the library
- Circulation of materials/Borrowing
- Information retrieval services
- Current awareness and general publicity
- Reference service
- Photocopying services  
Photocopying services are available to users of the library between 9.00 am – 5.00pm .Copying from books may be done subject to the observance of copyright laws,only the following amounts should be copied by an individual for the purposes of research and private study;  
**Books-** not more than one complete chapter or a mazimum of 5% of the book  
**Charges-** 10Gp per page (one side)



## LOCATIONS OF BOOKS BY LIBRARY OF CONGRESS CLASSIFICATION SCHEME

Books in the library are arranged and displayed based on the Library of Congress Classification Scheme. The scheme, like most others, takes into consideration the subject area/content of the book in question. When a book is classified it is given a class/call number. This number then determines where the book is placed on the shelves. The Library of Congress Classification uses both alphabets and numerals (alphanumeric) to represent class numbers, example RT 41 ant.

A general summary of the Library of Congress Classification Scheme is as follows

S/NO	CLASSIFICATION	SUBJECT
1	A	General Works
2	B	Philosophy/Psychology /Religion
3	C-D	History
4	E-F	American History
5	G	Geography/Anthropology/Recreation
6	H	Social Science
7	J	Political Science
8	K	Law
9	L	Education
10	M	Music
11	N	Art and Architecture
12	P	Philology/Linguistics/Language/ Literature
13	Q	Science- General
14	QA	Maths and Computer Science
15	QB	Astronomy
16	QC	Physics
17	QD	Chemistry
18	QE	Geology
19	QH	Biology
20	QK	Botany
21	QL	Zoology
22	QM	Human anatomy
23	QP	Physiology/Biochemistry
24	QR	Microbiology
25	R	Medicine - General
26	RA	Public aspects of medicine
27	RB	Pathology
28	RC	Internal Medicine
29	RD	Surgery

30	RE	<a href="#">Ophthalmology</a>
31	RF	<a href="#">Otorhinolaryngology</a>
32	RG	Obstetrics and Gynecology
33	RJ	Pediatrics
34	RK	Dentistry
35	RL	Dermatology
36	RM	Therapeutics and Pharmacology
37	RS	<a href="#">Pharmacy</a> and <a href="#">Material Medical</a>
38	RT	Nursing
39	S	Agriculture
40	T	Technology, Engineering
41	U	Military Science
42	V	Naval Science
43	Z	Bibliography/Librarianship/Publishing