



UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY
UTAMU

UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY (UTAMU)

E-LIBRARY POLICY

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1. Introduction

UTAMU being a largely online university where students are not on the university campus most of the time, rather than having hard copy books in the library, the university has set up an electronic library (e- library). The e-library will make library resources available in electronic format wherever it is appropriate to do so, taking into account teaching and research needs, cost effectiveness, technical requirements, user authentication and licensing and preservation issues.

The University library's mandate is to support teaching and research at the University. The library collection is based on faculty curriculum, research needs plus recommendations from faculty, librarians, students, and other stakeholders. The library will review all recommendations based on its established collection guidelines and procedures

Electronic journal and book content is online through e-library databases that can be accessed from the university website. The university has setup an e- library (<https://utamu.ac.ug/student-life/library>) which is a collection of e-resources available for use and also a collection of links to all available open access journals, e-books and other databases relevant to teaching, learning and research at UTAMU.

2. Collections Policy

- I. The Library will purchase its information materials or electronic content through its library budget or from faculty budgets. Most of the collection will be purchased through the library consortium so as to attain information materials at the most competitive price. E -content that is not available through the consortium will be purchased directly by UTAMU library.
- II. The Library is to ensure that it gets the best licenses for its e-content (books, journals, audio and video) including perpetual access to subscribed content.
- III. Open access content from well-established authorities, relevant to UTAMU may be added to the university collection.
- IV. The university community, students and staff are encouraged to contribute to the university digital collection through their research works in form of reports,

academic papers and journals.

- V. Where funds are available, staff are encouraged to publish in leading International Journals. This can be facilitated through grants, the research or school budget and in some cases the library budget. This will be after a recommendation from their respective schools or offices.
- VI. Where necessary as agreed by the university council, new journals will be purchased in electronic format only.
- VII. Electronic versions of books will be purchased as additional copies for books in high demand where they are available.
- VIII. The e-library will accept donations of information materials relevant to our collections or UTAMU at large.
- IX. Over laps with existing subscriptions will be kept to a minimum. Where there is substantial overlap with other electronic resources, the discontinuation of subscriptions for overlapping electronic resources may be considered.

3. Cancellation

- I. Usage of e-resources will be monitored and databases with low usage may be canceled.
- II. Price increases and changes of supplier or content may result in cancellation of subscription.

4. Access to E-resources

- I. The e-library will make its collections and services available to students and academic staff of UTAMU and to others as far as resources permit and with regard to copyright legislation.
- II. The library is to ensure campus wide access and remote access through user friendly licenses and user friendly technologies, working closely with the ICT team at the university.
- III. As the University library grows, the library will have dedicated ICT personnel to ensure efficient IT services within the library.
- IV. Access to UTAMU's e-resources will be strictly to only registered students and teaching staff of UTAMU. The public may have access upon request to open and freely distributed materials.

- V. E-library users must agree to abide by the terms of use of the various resources made available to them. The terms of use may defer by publisher.
- VI. Computers will be made available to provide access to e-resources for users who will be physically present at the university campus.

5. Preservation of E-content

Open access systems will be used to ensure long term access through established standards like the Open Archival Information System (OAIS), The Trust worthy Repositories Audit and Certification (TRAC) or any other approved international standard.

6. Deletion of Repository Content

This is a very rare occurrence and can only be approved by the University Librarian in case of quality issues, where a superior version has been attained, when an object is unusable or when the rights holder has made a removal request.

7. Copyright

Works produced by the university community (Staff and Students) shall be property of UTAMU. Usage of produced information materials may be regulated through Creative Commons (CC) license 3.0 Uganda version, as the author may wish. More information about CC licenses is available at <https://creativecommons.org/licenses>

Note: The CC license has been ported to the Uganda Copyright law.