



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

UTAMU LIBRARY POLICY, 2026.

1.0 Introduction

1.1 Background

Universal Technology and Management University (UTAMU) was granted a provisional license by the National Council for Higher Education (NCHE) on 11th March 2013 (License No. UIPLO22), and its name and particulars were published in the Uganda Gazette Vol. CVI No. 14 of 22nd March 2013 under Legal Notice No. 4 of 2013.

The University was established to make a difference in the training of Technology and Management Professionals across the globe. Thus, the University has positioned itself as a high quality education and research global institution. Furthermore, the University has positioned itself to undertake consultancy, knowledge and technology transfer, partnership and business incubation.

Universal Technology and Management University (UTAMU) is committed to the provision of quality, relevant, inclusive and innovative teaching and learning that responds to the needs of learners, industry, society and national development priorities.

The library has the mandate to acquire, organize, preserve and disseminate information in support of academic programs and research excellence at the university.

This Policy is aligned with the requirements of the National Council for Higher Education (NCHE) and UTAMU's strategic direction.

1.2 Vision

The vision of UTAMU is a global educational institution of excellence in management science, technology and innovation.

1.3 Mission

The mission of UTAMU is to provide global quality education, research and innovation critical to economic and human development.

1.4 Core Values

The Core values of UTAMU are:

a) **Professionalism**: making sure that staff and students are taking responsibility for all their actions.

- b) **Creativity:** committing to stimulating the culture of scientific and technological advancement, innovation, and practical enrichment to UTAMU's stakeholders through a rich and flexible educational experience.
- c) **Integrity:** adhering to ethical and moral principles in all the educational, research and innovation processes.
- d) **Transparency:** seeking to provide accountability and value for money to UTAMU's stakeholders.
- e) **Empowerment:** offering and unsurpassed practical opportunities to UTAMU's stakeholders through industry-oriented collaborations, research engagements and incubation clusters in order to transform the educational environment.
- f) **Community Engagement:** working with the community to solve real-world problems as a focal point towards economic development.

1.5 Purpose of the policy

This policy provides guidance on effective use of library resources and assets in support of teaching, learning, research and innovation at the university.

1.6 Scope

This policy applies to all registered library users and external authorized users.

2.0 Library Access and Membership

Library users will have to present a valid University Identity card (ID) whenever it is requested for. This ID will be used in borrowing library items as well. External users will have to provide official identification, for instance a national ID to obtain the necessary authorization from the library administration. Regular external visitors must be registered with the university library and will have to pay an annual membership fee as decided upon by the Library Committee.

2.1 Membership Categories

These include:

- Undergraduate students
- Postgraduate students
- Academic staff
- Administrative staff and support staff- this includes the non-teaching staff.
- External members -these include approved researchers, alumni and partner institutions.

Apart from academic staff and permanent administrative and support staff, all other categories shall use the university library for reference purposes.

2.2. Library Hours

The library opening hours shall be displayed at the entrance and on the University website.

- Weekdays: 8:00 am - 9:00 pm
- Saturdays: 8:00 am - 9:00pm
- Sundays: 8:00 am - 9:00 pm
- Public Holidays: closed (unless when there is an urgent need to open on such days).

The university reserves the right to adjust opening hours during student examination or special circumstances.

3.0 Collection Development and Management

3.1 Acquisition Policy

- a) The University Library shall acquire information materials through purchase, subscription (print and electronic), institutional partnerships, donations and gifts.
- b) All donations are subject to evaluation based on university academic needs, and how recent they are. The library reserves the right to accept or decline donations.
- c) Weeding or disposal of damaged, outdated or irrelevant information materials shall be conducted periodically in accordance with academic needs and professional standards.

3.2 Selection Criteria

Information materials shall be selected basing on the following;

- Alignment to the university curriculum
- University Research needs
- Authority and credibility of authors and publishers
- Currency and timeliness of content and
- Budgetary considerations

Priority shall be given to information materials supporting new and emerging academic programs.

3.3 Preservation

The library shall ensure preservation through proper shelving and storage, binding and repair of damaged materials, proper lighting and cleanliness plus digitization of rare or fragile information materials.

Library users are encouraged and expected to handle all materials in a responsible manner.

3.4 Circulation and User Services

All university students shall use the library for reference services. Softcopies can be availed instead of print copies if available.

Academic staff may borrow up to 2 items at a time, not exceeding 2 weeks.

External library users shall use the library for only reference purposes.

Reference materials, rare books and special collections are not available for loan, they can only be used while in the library.

3.5 Renewals and Returns

A library user is free to renew an information material if not booked by another library user. Renewal may be processed online or at the circulation desk.

All information materials must be returned on or before the due date.

3.6 Fines and Penalties

In case of an overdue library item, a daily fine will be charged. This fine will be determined by the university management and approved by the relevant University organ. Payment shall be done on the bank accounts of the university.

Lost or damaged items must be replaced with the same title and edition or the most recent edition. Alternatively, the defaulter shall pay the item at the current market price plus processing fees. This shall be determined by the university library. Persistent defaulters may have their borrowing privileges suspended.

4.0 Use of Information Technology

All students and staff of the university shall have library accounts to enable them access online library resources from any place at any time. All staff have laptops. It is also a University Policy that every student should acquire a laptop in the first semester of the first year, which they use throughout the duration of the program. The computers in the university library, computer laboratories and offices can also

be used to access the online library resources by both students and staff plus authorized external users.

Printing and photocopying services may be provided in special cases and paid for by the library user.

Unauthorized downloading, sharing or distribution of electronic materials is prohibited.

4.1 User Education/ Information literacy

The university library shall provide user education and information literacy training. This will include academic referencing, plagiarism awareness, use of electronic databases and institutional repositories and other emerging library technologies. Attendance shall be mandatory for first year students.

5.0. Code of Conduct and Security

5.1 Silence

The library is meant to be a quiet study area therefore loud discussions are prohibited, mobile phones shall be put in silent mode, and group discussions may only occur in designated areas.

5.2 Personal Property

Library users shall take full responsibility of personal belongings. The library administration shall not be liable for lost or stolen property. Unattended property may be removed by staff to maintain order and tidiness in the library.

5.3 Food and Drink

Foods and drinks shall be prohibited in the library to ensure safety of information materials and equipment. However, bottled water may be used in closed containers.

5.4. Misuse of Materials

Library users should desist from any illegal acts such as defacing materials, theft or unauthorized removal of materials from the library. Such acts shall result in disciplinary action in accordance with the university regulations.

Library staff reserve the right to inspect bags and personal items at exit points for security purposes.

6.0 Library Administration

The library shall have a Library Committee for advice on policy implementation, resource allocation and strategic planning. This committee shall comprise of the following;

- The University Librarian (Chair)
- Faculty/School representatives - one from each faculty/ school
- Student representatives - one undergraduate and one postgraduate.
- ICT representative
- A quality Assurance representative.

7.0 Legal Compliance

The library policy shall comply with the national copyright laws, intellectual property regulations and university statutes.

8.0 Policy Review

This policy shall be reviewed every 5 years or as required to reflect changes in academic programs, technology, degree requirements or institutional priorities.

04/03/26

Signed on this 27th day of March 2026

By:



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Chairperson, University Council

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Vice Chancellor