Holy Family Nursing and Midwifery Training College, Berekum

LIBRARY USER GUIDE

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Introduction

The **Holy Family Nursing and Midwifery Training College Library (HF-NMTC)** is the central academic hub of the institution. It provides access to print and electronic resources that support teaching, learning, research, and professional training in nursing, midwifery, and allied health fields.

The library has evolved from a small print-based unit into a hybrid library, combining physical collections with digital resources. Services include:

1. Access to textbooks, journals, and reference materials
2. An Online Public Access Catalogue (OPAC) via KOHA
3. An Institutional Repository for preserving college intellectual output.
4. An E-Library Room with internet access
5. Orientation and literacy programs to strengthen information skills
6. Research support and guidance on referencing, plagiarism, and database use

1.2 Vision, Mission, and Core Values

Vision: To emerge as the central repository of high-quality information that holistically supports the ethical and moral standards of professional nurses and midwives

Mission: To expand specialized knowledge in nursing and midwifery by providing relevant scholarly resources to patrons, supporting teaching, learning, and research

Core Values:

- ❖ **Responsiveness:** Prompt service to users' needs
- ❖ **Professionalism:** Upholding ethical and academic standards
- ❖ **Reliability:** Accurate and dependable services
- ❖ **Innovation & Technology:** Embracing modern information tools
- ❖ **Teamwork:** Collaboration between staff and students
- ❖ **Integrity:** Transparency and honesty in operations

HOLY FAMILY NMTC LIBRARY BEREKUM

WE LIVE BY

P PROFESSIONALISM

R RESPONSIVENESS

R RELIABILITY

I INNOVATION & TECHNOLOGY

T TEAMWORK

I INTEGRITY

At our library, PRRITI is not just a word — it's our way of serving you.

1.3 Library Services Overview

The library offers a wide range of services to its users, including:

- **Circulation Services:** Borrowing and returning of books

- **Reference Services:** Assistance with research and information needs

- **Research Support:** Literature searches, citation guidance, and access to academic databases

- **Orientation & Training:** User education and library orientation for freshmen

- **ICT & E-Library Services:** Internet access, OPAC, and digital resources

- **Reprographic Services:** Printing, photocopying, and scanning

- **Interlibrary Loan:** Access to resources from other libraries when needed

2. Membership & Registration

2.1 Who Can Use the Library

The library is open to the following categories of users:

1. **Students:** All officially enrolled students of HF-NMTC.

2. **Academic Staff:** Tutors and lecturers employed by the college.

3. **Non-Teaching Staff:** Administrators, ICT, accounts, and other support staff.

4. **External Users:** Alumni, researchers, or individuals granted special permission.

5.

2.2 Registration Requirements

To use borrowing and digital services, users must first register with the library.

For Students (during orientation week):

1. Completed Library Registration Form

2. Proof of admission (admission letter/student ID)

3. Passport-size photograph (preferably in school uniform)

For Academic & Non-Teaching Staff:

1. Staff ID or valid official identification

2. Contact details (phone number and email)

3. Passport-size photograph

For External Users:

1. Valid Ghana Card (or recognized national ID)

2. Passport-size photograph

3. Proof of affiliation or official request letter

2.3 Library Cards

1. Every registered user is issued a Library Card.

2. The card must be presented when borrowing or renewing materials.

3. Cards are not transferable. Misuse may lead to suspension.

4. Lost cards must be reported immediately for replacement (a replacement fee may apply).

3. Library Opening Hours

The College Library operates on a semester-based schedule with adjustments during vacation periods.

3.1 Regular Semester Hours

- **Monday – Friday:** 8:00 AM – 9:00 PM (When Staff members are in full force)

- **Saturday & Sunday:** Closed

3.2 Vacation Period Hours

- **Monday – Friday:** 8:00 AM – 4:00 PM

- **Saturday & Sunday:** Closed

3.3 Public Holidays

- The library remains **closed** on all recognized public and statutory holidays.

3.4 Notes for Users

1. During examination weeks, library hours may be extended to meet increased demand (users will be notified in advance).

2. Users are encouraged to plan their visits within the official hours.

4. Borrowing & Lending Services

The library provides borrowing services to all registered users. Borrowing rules are designed to ensure fair access to resources for everyone.

4.1 Borrowing Rules

1. **Who Can Borrow:** All registered students, staff, and approved external users.

2. **Loan Periods:**

   a. Students – **2 weeks**

   b. Staff – **1 month**

   c. External Users – **2 weeks** (renewable upon approval)

3. **Borrowing Limits:**

   a. Students – up to **3 books** at a time

   b. Staff – up to **5 books** at a time

   c. External Users – up to **2 books** at a time

4. **Library Card Required:** A valid card must be presented for all loans.

5. **Non-Transferable:** Borrowing privileges cannot be transferred to another person.

4.2 Renewal and Reservation

1. **Renewals**

   a. Items can be renewed once if not already requested by another user.

   b. Renewals must be made **before the due date**.

2. **Reservations:**

   a. Users may reserve materials currently on loan.

   b. Reserved books must be collected within **48 hours** of notification.

4.3 Reference, Reserved, and Special Collections

Some materials are not available for regular borrowing because of their importance or limited availability.

1. **Reference Collection (REF):** Dictionaries, encyclopedias, handbooks, atlases – for **in-library use only**.

2. **Reserved Collection (RES):** High-demand textbooks with limited copies – issued for **short-term or in-library use**.

3. **Special Collections:** Rare items, project works, care studies, and archives – available only under staff supervision.

4. **Periodicals (Journals, Magazines, Newspapers):** Normally for **in-library use**. Some may be borrowed by staff under special permission.

4.4 Responsibilities of Borrowers

1. Ensure books are returned on or before the due date.

2. Handle borrowed materials with care – no marking, folding, or damaging pages.

3. Report lost or damaged books immediately.

4. Always present your Library Card when borrowing or renewing.

5. Fines, Penalties, and Responsibilities

The library has rules to ensure resources are fairly shared and properly maintained. Users are expected to act responsibly.

5.1 Overdue Fines

1. A fine of 50 pesewas (₵0.50) per book per day is charged for overdue items.
2. Fines apply to all users (students, staff, and external members).
3. Borrowing privileges are suspended until overdue items are returned and fines cleared.

5.2 Lost or Damaged Materials

1. Users are responsible for any material borrowed in their name.
2. Lost Books: Must be replaced with a new copy of the same edition or the latest edition available. If replacement is not possible, the current market value of the book must be paid.
3. Damaged Books: If repairable, the user may pay a repair fee. If beyond repair, the user must replace or pay for the book.
4. Defacing, underlining, or tearing pages is treated as damage.

5.3 Suspension of Privileges

Borrowing rights may be withdrawn if a user:

1. Repeatedly fails to return books on time.
2. Refuses to pay fines or replace lost/damaged materials.
3. Misuses the library card (e.g., lending it to others).
4. Engages in misconduct within the library.

6. Library Spaces & Facilities

The College Library provides different spaces to support individual study, group discussions, and digital learning. Users are expected to use each space appropriately.

6.1 Reading Areas

1. Designated for quiet, individual study.
2. Talking, group discussions, and phone calls are not allowed.
3. Users must maintain silence and a clean environment.

6.2 Discussion/Interactive Rooms

1. Designed for group study, discussions, and collaborative work.
2. Can be booked in advance through the library staff.
3. Noise should be kept at a reasonable level to avoid disturbing others.

6.3 E-Library & Internet Access

1. Equipped with **computers, internet access, and digital tools**.
2. Provides access to e-books, journals, academic databases, and the **KOHA Online Public Access Catalogue (OPAC)**.
3. Users must log in with their library credentials.
4. No installation of personal software or tampering with library computers.

6.4 Special Collections & Project Work

1. Includes archival documents, project works, care studies, and institutional publications.
2. These are restricted materials and may only be used under staff supervision.
3. Photocopying or scanning may be allowed with special permission.

6.5 Reserved Section for New Arrivals

1. A display shelf for newly acquired books and resources.

2. Items are displayed temporarily before being transferred to their main subject shelves.

3. Users are encouraged to check this section regularly for the latest materials.

7. Library Services

The HF-NMTC Library offers a wide range of services to meet the academic, research, and professional needs of its users.

7.1 Reference & Information Help

1. Library staff are available to assist users in locating resources, using the catalogue (OPAC), and accessing electronic databases.

2. Reference help is provided at the circulation desk or through scheduled consultations.

3. Assistance includes quick fact-finding, research guidance, and direction to appropriate resources.

7.2 User Education & Orientation

- **Freshmen Orientation:** Every first-year student undergoes a library orientation during their first semester.

- Training covers:
  - How to register and use the library
  - Borrowing and returning procedures
  - How to use the OPAC and e-resources
  - Rules, fines, and user responsibilities

- Additional workshops on **information literacy** and **plagiarism awareness** may be organized during the semester.

7.3 Research Support Services

The library supports students and staff with their academic and professional research through:

1. **Research Consultations:** One-on-one guidance with librarians.

2. **Literature Searches:** Help in finding relevant books, journals, and online materials.

3. **Access to Academic Databases & Journals:** Both print and electronic.

4. **Plagiarism Awareness:** Guidance on proper citation and referencing to avoid academic misconduct.

5. **Final Year Projects:** Support with formatting, referencing, and submission of project work.

7.4 Reprographic Services

The library provides affordable reprographic services to support users:

1. **Printing** – Black and white or colored (charges apply).

2. **Photocopying** – Available for class notes, journal articles, and book chapters (subject to copyright rules).

3. **Scanning** – Soft copies of materials can be requested.

4. **Copyright Compliance:** Users must respect copyright laws and avoid photocopying or scanning entire books.

7.5 Electronic Services

1. **Wi-Fi and Internet Access**: Available within the library premises.

2. **User Accounts:** Registered users are given login credentials to access e-resources.

3. **Online Catalogue (OPAC):** Search and locate books before visiting the shelves.

4. **Institutional Repository:** Access to student projects, care studies, and staff research outputs.

7.6 Interlibrary Loan

1. If a resource is not available within the library, users may request it through **interlibrary loan services**.

2. The library collaborates with partner institutions to provide temporary access to requested materials.

8. Rules and Conduct

To ensure a safe, orderly, and supportive learning environment, all users must comply with library rules.

1. Leave books on the table after use.
2. Maintain silence at all times.
3. Do not write on table, books or any library property.
4. Dispose of waste in designated bin.
5. Eating and drinking of sachet water are not allowed in the library. Only bottled water is allowed.
6. Handle books and other recourses with care.
7. The seat will be considered vacant after leaving it for ten (10) minutes.
8. The library will not accept responsibility for the loss or damage to any personal belongings. Keep your valuables safe.

8.1 General Rules for Users

1. The library is a quiet study area – silence must be observed at all times in the reading room.

2. All users must present a valid library card to borrow materials.

3. Library materials must be handled with care and returned on or before the due date.

4. Bags, personal books, and valuables must be kept in designated areas where provided.

8.2 Use of Library Property

- Computers, furniture, shelves, and other equipment must be used responsibly.

- No unauthorized installation of software or tampering with library computers.

- Any damage to property must be reported immediately. Users may be held responsible for intentional damage.

8.3 Prohibited Behaviors

1. Eating, drinking, or smoking in the library.

2. Noise-making, loud conversations, or use of mobile phones (phones must be on silent).

3. Reserving seats by leaving personal items unattended.

4. Stealing or attempting to steal library materials or property.

5. Misuse of library cards, including lending to other users.

6. Inappropriate conduct towards staff or fellow users.

8.4 Use of Outside Premises

To maintain a productive and respectful learning environment, all users are expected to follow these guidelines when using the library:

1. **No Sitting Outside During Library Hours**

- o Students are strictly prohibited from sitting in the outside surroundings of the library while it is in session.
- o This ensures quiet, focused use of the designated study areas and preserves the integrity of the learning space.

2. **Use Indoor Study Spaces**

- o The library offers comfortable seating and conducive study zones inside.
- o Students are encouraged to make full use of these facilities for reading, research, and academic work.

3. **Respect Library Staff Instructions**

- o Follow all posted notices and verbal instructions from library personnel.
- o Cooperation with staff helps maintain order and access for all users.

4. **General Conduct**

- o Maintain silence and avoid disruptive behavior.
- o Mobile phones should be on silent mode; calls must be taken outside.

8.5 Consequences of Misconduct

1. Warning or suspension of library privileges.
2. Payment for any damages caused.
3. Report to College Management for disciplinary action in severe cases.

9. AI Assistant – Your Digital Companion

The AI Assistant is a multifunctional support tool designed to streamline academic tasks, enhance research workflows, and simplify library interactions. It's available under the **"My Assistant"** section of the Holy Family NMTC E-Library site.

1. **Library AI Research Chat**

   a. Ask questions about academic topics, citation formats, literature searches, or synthesis strategies.

   b. Ideal for students, research assistants, and supervisors.

2. **PDF Writing Tools**

   a. Upload PDFs for paraphrasing, summarizing, or formatting support.

   b. Useful for refining project work, assignments, and institutional reports.

3. **Multi-Task Video Chat**

   a. Engage in real-time support sessions for collaborative learning or troubleshooting.

4. **ChatMe**

   a. A general-purpose chat interface for library queries, biometric verification, and user assistance.

How to Use

1. Go to **"My Assistant"** from the main menu.

2. Select the tool that matches your need.

3. Follow the prompts to begin your session.

4. For document-based tools, ensure files are in PDF format and clearly labeled.

Tips for Effective Use

1. Be specific with your queries (e.g., "Summarize this article for nursing education").

2. Use institutional language and formats to align with submission standards.

3. Save session outputs for supervisor review or future reference.

10. How to Visit the Library Website

To access the Holy Family NMTC E-Library:

1. **Open your browser** (Chrome, Firefox, Edge, etc.).

2. **Type** bhfnmtc libry into the search bar.

3. **Look for the first hyperlink** in the search results—usually titled *"Berekum NMTC Library | BHFNMTC E-library"*.

4. **Click on that link** to open the library homepage.

Alternatively, you can go directly to the site by clicking this link: Holy Family NMTC E-Library

Library page link :https://bhfnmtclibrary.wixsite.com/my-site-4

11. Guide for Submitting Project Work

1. Preparation of Documents:

- Ensure that you have completed your Care Study or Research Work.

- For Care Study (Nurses - RGN): Scan only the signatory page.

- For Care Study (Midwives - RM): Scan the signatory page and the patograph sheets (a total of 8 sheets).

- For Research Work: Only one member from each group should submit the final work using their details. Ensure all group members' names are included in the document.

2. Compile Your Work:

- Insert the scanned pages into their appropriate positions within your main document.

- Remove any unsigned, typed signatory pages that were placeholders.

- Convert your finalized document to PDF format.

3. Naming Your File:

- Name the file using your full name for easy identification.

4. Submission Links:

- Use the appropriate links for your submission:
  - **Care Study Submission Link:** [Submit Care Study](#)
  - **Research Work Submission Link:** [Submit Research Work](#)

5. Submitting Your Document:

- Click on the relevant link above based on what you are submitting.

- Follow the prompts to upload your document.

6. Confirmation of Submission:

- After submission, you will receive an email confirmation indicating that your submission has been received.

7. Post-Submission Process:

- Your document will undergo strict verification to ensure compliance with the submission guidelines.

- If approved, you will receive another email confirming approval, and you may proceed to the Library to sign the submitted list.

- If rejected, you will be notified with the reason for rejection.

8. Check Your Email Regularly:

- Verification may take 1 to 3 working days. Ensure that you check your email regularly during this period for updates.

9. Contact for Issues:

- If you do not receive any response within the expected time, contact the Library at 0207174334.

Important Notes:

- Ensure all required supplementary sheets are scanned. Only scanned documents are accepted; submissions with pictures will be rejected.

- Approval is necessary for clearance. Students will only be cleared after successful submission and approval.

9. Library Clearance

Library clearance is an official process that confirms a user has **no outstanding obligations** to the library. It is required before graduation, transfer, resignation, or withdrawal from the College.

9.1 When Clearance is Required

- **Students:** Before graduation or withdrawal from the College.

- **Staff:** Upon resignation, retirement, transfer, or end of service.

- **External Users:** At the end of their annual membership or upon termination of access.

9.2 Clearance Procedure

1. **Request Form:** Obtain and complete Clearance Form from the Administration office.

2. **Verification:** Library staff will check for outstanding:

   o Borrowed books

   o Unpaid fines

   o Lost or damaged materials

3. **Return of Items:** All books and other resources must be returned in good condition.

4. **Authorization:** Once verified, the form is signed and stamped by the **College Librarian**

12 Library of Congress Classification (LCC)

The **LCC system** was developed by the Library of Congress in the early 20th century to manage large, diverse collections. It's especially useful in academic

settings like Holy Family NMTC, where precision and subject-based organization are key.

Structure of LCC

- **21 Main Classes**: Each represented by one or two capital letters.
- **Subclasses**: Further divided by topic, form, place, or time.
- **Alphanumeric Call Numbers**: Combine letters and numbers for detailed categorization.

Examples of Main Classes

Class Subject Area

A   General Works (e.g., encyclopedias, newspapers)

B   Philosophy, Psychology, Religion

C   Auxiliary Sciences of History

D   World History

E–F   American History

G   Geography, Anthropology, Recreation

H   Social Sciences

J   Political Science

K   Law

L   Education

M   Music

N   Fine Arts

P   Language and Literature

Q   Science

R   Medicine

Class Subject Area

S   Agriculture

T   Technology

U   Military Science

V   Naval Science

Z   Bibliography, Library Science, Information Resources

- **Subject-Based Browsing**: Easier for nursing and midwifery students to find relevant materials.
- **Scalable**: Supports growing collections and specialized topics.
- **Compatible with Koha**: If your library system uses Koha, LCC integrates smoothly.

LCC Classes for Nursing & Midwifery

Here's a breakdown of the most relevant subclasses under **Class R – Medicine**:

LCC Code	Subject Area	Relevance
R	Medicine (General)	Foundational texts, medical ethics, healthcare systems
RT	Nursing	Core nursing theory, practice, education, and research
RG	Gynecology & Obstetrics	Midwifery, maternal health, reproductive care
RJ	Pediatrics	Child health, neonatal care, pediatric nursing
RA	Public Health	Community health, epidemiology, health promotion
RM	Therapeutics & Pharmacology	Drug administration, nursing pharmacology

QV ***(NLM)***	Pharmacology	Often used in libraries that integrate NLM classification for nursing drug guides

How to Use This in Your Library

- **Cataloging**: Assign LCC codes to books, journals, and digital resources for shelf organization and database indexing.

- **Signage**: Label shelves with RT, RG, RJ, etc., to guide users by discipline.

- **Training**: Teach students how to browse by LCC code to find relevant materials faster.

Expanded LCC Subclasses for Nursing & Midwifery

RT – Nursing

CODE RANGE	DESCRIPTION
RT1–120	General works on nursing
RT89	Nursing theory and models
RT97	Nursing education and curriculum
RT98	Nursing research methods
RT120–124	Specialties in nursing (e.g., surgical, psychiatric, pediatric)
RT130–140	Nursing ethics, leadership, and administration
RT180–200	Nursing procedures and techniques
RT240–250	Patient care plans and clinical practice guides

RG – Gynecology & Obstetrics (Midwifery)

CODE RANGE	DESCRIPTION
RG1–100	General gynecology and obstetrics
RG91	Maternal health and prenatal care

RG93	Midwifery practice and training
RG94	Labor and delivery procedures
RG95	Postnatal care and recovery
RG951–959	Reproductive health and fertility studies

RJ – Pediatrics

CODE RANGE	DESCRIPTION
RJ1–101	General pediatric medicine
RJ245	Pediatric nursing and care techniques
RJ370–399	Child development and behavioral health
RJ500–507	Neonatal care and infant health
RJ600–620	Pediatric diseases and treatment protocols

RA – Public Health

CODE RANGE	DESCRIPTION
RA1–100	Public health systems and policy
RA400–790	Epidemiology, disease prevention, and health promotion
RA645	Community health nursing
RA776	Health education and wellness programs
RA790	Mental health and public health intersections

RM – Therapeutics & Pharmacology

Code Range	Description
RM1–300	General therapeutics and treatment methods
RM125–258	Pharmacology and drug administration
RM300–315	Nursing pharmacology and dosage calculations

RM700–950   Physical therapy, rehabilitation, and alternative medicine

How to Use These Subclasses in Your Library

- **Cataloging**: Assign precise call numbers based on subject focus.

- **Shelf Labeling**: Use subclass codes (e.g., RT97 for nursing education) to guide users.

- **Training**: Teach students how to interpret call numbers and browse by subclass.

SCAN THE QR CODE

FOR LIBRARY AI CHAT

Use it your queries