



GUYANA POLICE FORCE ACADEMY LIBRARY SERVICES POLICY

BACKGROUND

The Guyana Police Force Academy Library serves as a Resource Centre for information, providing students, faculty, and staff access to academic resources. The library exists at two (2) physical library locations which come under the name of the **Ronald Weber Library** and is open to all members of the Guyana Police Force, their children, and recruits.

OBJECTIVES:

Access and usage

- Ensuring equitable access to library resources for all students and staff.
- Promoting responsible and ethical use of library facilities and materials.
- Foster an environment conducive for learning, studying, and researching.

Collection development and management

- Maintaining a relevant and up-to-date collection of materials to support police training and research.
- Developing selection criteria and acquisition procedures for new materials.

Services and programs

- Providing reference and research assistance to users.
- Offering information literacy workshops and training programs.

Technology and innovation

- Integrating technology into library services to enhance access and user experience.
- Promoting digital literacy skills among students and staff.

POLICY STATEMENT

The GPFA library aims to provide equitable access to a comprehensive collection of resources for police training, research, and professional practice. They aim to foster independent learning and critical thinking through information literacy and research skills training.

SCOPE:

The library policy applies to all students, academic, academic support and non-academic staff of the Guyana Police Force Academy as well as outside persons and institutions who make use of the Academy's libraries.

The library provides a:

- **Study Space** This includes individual study carrels, group study rooms, and open seating areas. These spaces are designed to provide a quiet and conducive environment for reading, studying, and research.
- **Research Hub:** This includes collections of books, periodicals, journals, research papers, and other materials relevant to the academic programs offered by the university.
- **Librarians:** The Librarians offer assistance and guidance to library users, helping them navigate the library's resources, locate relevant materials, and conduct effective research. Librarians also provide instruction on information literacy, citation styles, and research methodologies.
- **Borrowing Services:** This includes a borrowing system in place, allowing users to check out books and other materials for a specific period. This service enables students and faculty to access resources that are not available online or for use outside the library premises.
- **Technology and Facilities:** The GPF Academy Library in partnership with its Zara Computer Centre provides access to computers, printers, scanners, and other technology resources. They may also offer multimedia rooms, audiovisual equipment, and specialized software to support research and academic projects.

- **Interlibrary Loan:** The Guyana Police Force through its MOA established with the University of Guyana on the 21st October 2021 provides for cases where a specific resource is not available in the Academy's library, interlibrary loan services can be utilized. This service enables users to request materials from the University of Guyana's libraries that participate in the program, expanding the range of resources accessible.

<http://journals.sagepub.com/login>

Username: systems.library@uoq.edu.gy
Password: Sage2022

Wiley Journals

<https://onlinelibrary.wiley.com/>

Username: Guyana1191
Password: UGltc1110

Access to the following journals

- Art History
- Journal of Vegetation Science
- Applied Vegetation Science

E-Resources Log In Credentials

Effective August 16, 2022

EBSCOhost

URL: <https://search.ebscohost.com/>

USERNAME: uguyana

PASSWORD: ug4TfQ@8ZvLIB22

Jstor

URL: <http://www.jstor.org>

USERNAME: uguyana2011

PASSWORD: Lresources

LexisLibrary

URL: <http://www.lexisnexis.com/uk/legal/>

USERNAME: uguyana1

PASSWORD: K57KGD9L

vLex

URL: <https://justis.vlex.com/>

USERNAME: uguyana@uog.edu.gy

PASSWORD: ungy2122

Research4Life/HINARI

URL: <https://login.research4life.org/tacgw/login.cshtml>

USERNAME: GUY006

PASSWORD: MW23gPa

AccessPharmacy

URL: <https://accesspharmacy.mhmedical.com/>

Username: Uguyana_admin

Password: Medicine2021

The Forestry Compendium

URL: www.cabi.org/forestry

Username: Agri2020

- **Subscription:** The Guyana Police Force provides subscriptions to online research hubs such as Emerald and ScienceDirect for access to academic information in the form of journals, and case studies among others.
- **Library Membership:** Library membership may be granted to 1) all staff and registered students and 2) selected categories of external members.
- **Procedure for borrowing:** One must first join the library by filling up and submitting the following Application Card.

Guyana Police Force Library (Ronald Weber)

Application Card

Date: _____

I HEREBY Agree to obey the rules of the library, to take good care of the books.
To pay the fines incurred by me and to give prompt notice of change of address.

Reg #: _____

Rank: _____

Name: _____

Home Address: _____

Office Address: _____

Signature: _____

Expiration Date: _____

- **Rules for Borrowing:**

- ✓ There is a maximum of two (2) weeks to return the book or books being borrowed however, depending on the circumstances the borrower can have approximately six (6) weeks. If books are not returned by the said time, an overdue reminder and a final reminder will be sent out, respectively. If these notices are not heeded, then a RWL-8 notice will be sent out to the subordinate officer, whose job it is to inform the rank about the book;
- ✓ If the book(s) are not returned after the aforementioned deadline, a RWL-9 notice will be sent to the Finance Department along with a copy of the rank's name and regulation number. With this action, a deduction fee will be taken out. The amount will depend upon the duration for which the book was not returned.
- ✓ If ranks are desirous of having an extension, a contract would be made with the librarian for a renewal of the agreement.

- **E-Library:** The Academy is in the process of establishing **ITS OWN** electronic library system that provides users with access to books and research media through a network that is connected to other virtual libraries. The system shall encompass advanced functions that allow users to view and download material. The E-library

will also allow for the viewing of texts in addition to sounds, graphics, and motion videos in the form of digital media, all of which can be easily retrieved.

- **Governance and Management:** The Librarians must be responsible for the day-to-day administration and management of the library.
- **Library Users:** Every library user has the right to access library and information services subject to adherence to relevant rules and regulations, including the rules relating to the imposition of fines on overdue resources. Library users are required to safeguard the Academy property. Every library user is required to familiarize themselves with policies and procedures governing the use of the library resources and services. The Library Code of Conduct must be made available online and on all sites of delivery.
- **Library hours:** Hours for access to physical libraries is from 8:00 am to 5:00 pm.

REPORTING AND COMMUNICATION

The Force's Training Officer of the Guyana Police Force Academy must ensure strict adherence to the Library Policy. The Quality Management System Team must monitor and evaluate the implementation of policies. The Quality Management System Team must also review the student Policy Annually.

EFFECTIVE DATE

This policy came into effect on November 14, 2023.

REVIEW PERIOD

A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

REVISION DATE

Revised in January 2024.

APPROVAL OF POLICY

This Policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.