

## Matheson Library

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Date: 14|10|24

The Bursar

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PMB, LAE 411

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**Subject:** AUDIT QUERY-UOT 2021 AUDIT  
General Queries on Library Management

Please see below response to the general queries on Library Management.

### General Information

1. How many Libraries does the University have

**Matheson library is the main facility, the largest, followed by 2 College libraries, and 2 school libraries.**

2. Provide names of each library

#### Matheson Library (Main Library)

#### Two College Libraries

- Bulolo Forestry College
- Timber & Forestry Training College

#### Two School Libraries

- Mining Library
- Kobal Library

3. Where are they located?

**Matheson Library is located at PNGUoT Taraka campus, Lae**

#### College Libraries

- Bulolo Forestry College library is located at Bulolo campus, Lae
- Timber and Forestry Training College library is located at Bumbu campus, Lae

#### School Libraries

- Mining Library is located at the School of Mining Engineering Building at PNGUoT Taraka campus, Lae
- Kobal Library is located at the School of Civil Engineering Building at PNGUoT Taraka campus, Lae

4. What is the name of the Library Management System used.

**Koha Integrated Library System**

### **Acquisition Controls**

5. Who authorizes the purchase of new books?

**Authorization of purchases rests with KEEEC Chairman and Committee to endorse acquisitions of new titles.**

6. What documentation is required for authorization?

**Documentation required for authorization are:**

- **List of new titles with appropriate bibliographical details.**
- **Standard order form to Vendor.**
- **General expense form detailing purchase.**
- **University Librarians request for authorization of purchase and justification of purchase from selected Vendor.**

7. Are there any limits on the types or quantities of books that can be purchased?

**There are limits to purchases. Titles are purchased and prioritized on demand for new courses and recommended texts by departments.**

### **Receiving:**

8. How are new books received and inspected upon arrival?

**Books arrive via postal order or courier mail for smaller orders. Large orders are received via shipment (sea).**

- **Books are checked against the order list for accuracy and consistency.**
- **Books are inspected for any damage or defects.**
- **Damaged books are photographed, and an emailed with the attachment is sent to the supplier for a replacement copy.**

9. Is there a process for verifying that the received books match the purchase orders?

**Library Management records every item received and passes them to Acquisitions.**

### **Manual process**

- **Books are checked against the requisition list (purchase order) to verify bibliographical details.**
- **A thorough physical check is conducted for each book to ensure they match existing records against the order list.**

- **If some items are not received, Vendors would normally make Acquisitions staff aware of either item is still being published or out of print, or on the way from another Vendor.**
- **A follow up will be done by staff with Vendor to keep up with back orders and so on, till it is received or if not, a refund is made appropriately.**

### **Koha ILS Automated System**

- **Books are checked against the requisition and marked as received in the system.**
- **To Acquisitions > Vendor > Receive Orders.**
- **Select the basket of the vendor.**
- **For each item, click Receive. Adjust the quantity received and other details as necessary.**
- **After receiving, Koha generates item records, and the books will appear in the library's catalog.**

### **Custody Controls, Check-In, and Check-Out**

10. What procedures are in place for checking books in and out?
- **Users wanting to borrow presents the items to staff on duty and ID to borrow.**
  - **Staff checks that user is registered on the system. ID is matched with borrower and items are checked out.**
  - **The due date is automatically generated by the system in line with borrowing procedures and items are stamped with due dates.**
  - **User is advised by staff to heed the due dates to return or renew item before an overdue fine is imposed.**

#### **Check Out**

- **Presentation of ID card**
- **Scanning of patron ID card**
- **Verification of patron**
- **Scanning of book barcode**
- **Stamping of due date**
- **Desensitizing of book using the sensitizer**
- **Issuing the book to the borrower**

#### **Check In**

- **Book is returned through chute or over the counter**
- **Physical check is done on the book**
- **Scanning of barcode**
- **Sensitizing the book using the sensitizer**
- **Ready for shelving**

11. How are overdue unreturned books handled?

- **The system automatically generates overdue items and patron files is configured to alert users through personal emails of the overdue.**
- **A recall service is also in place to request patrons to return long overdue items**

- **Users with fines must settle payment at the University Accounts and a written receipt is brought to the Circulation staff to clear the fines against the user.**
12. Are there any procedures for lost or damaged books?
- **User is sent a notice for lost item and amount owed, which must be settled with University Accounts for file to be cleared upon the User presenting a receipt showing payment in full.**
  - **Items returned damaged incur charges for an exact replacement or payment of the damaged item (s)**
  - **The same procedure applies for overdue items where full payment is made with the University Accounts and a receipt received by library staff to clear fines record of User.**
  - **Email notice is sent informing the patron of the charges**
  - **Patron file is restricted on the borrowing privileges**
  - **Invoice is then raised and sent to the patron to pay**
  - **Patron pays at the cashier (accounts Unitech)**
  - **Patron provides the receipt at the Circulation counter**
  - **Patron file is then cleared**
  - **If the patron does not pay upfront, the fine is sent to Accounts (Unitech) to offset from their access fees**

### **Physical Security**

13. What measures are in place to secure the library's book collection?

**Measures are in place to secure library book collections are:**

- **Tattle tapes are inserted in each item to secure them**
- **Security alarm system installed at the exit area**
- **CCTV with more than 8 channels to monitor movement of Users and resources**
- **Yearly induction service to educate Users on library procedures and policies**
- **Policy updated often to guard against abuse and use of collections**
- **Physical presence of staff on the floor as a deterrence to theft**

14. Are there any restrictions on access to the library or its collections?

**There are restrictions in the use of special collections, like:**

- **Special reserve**
- **PNG collection**
- **Maps**
- **Standards**
- **Photographs**
- **McRuff collection**
- **Journals**
- **PNG Rare collection**

**Use of these collections are in-house and some collections have time limits.**

## **Inventory**

15. How often is the library's book collection physically counted?

**A physical stock take is often done as needed. This exercise is usually instigated by the UL with Chief Cataloger and Reader Services Librarian.**

16. What procedures are used to reconcile the physical count with the recorded balances?

- **Many things are taken into consideration when planning a stock count, such as.**
- **Exercise is usually done during the academic break around November, December period.**
- **Ensure all staff are present to carry out the stock take**
- **Recall all library books If possible or record them as borrowed etc during the stock take exercise**
- **Decide on stock take perimeter, that is where to start, what collections it will cover, if partial or full count.**
- **Print out a shelve list of the collection records to check against stock, item by item.**
- **Nominate a overall team leader to head the exercise, who will ultimately be responsible for action to be taken after stock take is completed.**
- **Draw clear guidelines of all the aspects of the stock take to be considered, that is lost items, incomplete records, unrecorded items, etc.**

## **Disposal Controls**

17. Who authorizes the disposal of books?

**The University Librarian with now the KEEEC under DVC's chairmanship would authorize disposal of books with the University's Board of Survey and Accounts Assets Registry personnel.**

18. What criteria are used to determine if a book should be disposed of?  
**Criteria to determine books to weed are:**

- **Space limitations**
- **Edition**
- **Outdated materials e.g Reference tools**
- **Format**
- **Physical condition**
- **Year to date Circulation**
- **Life to date Circulation**

19. How are books disposed of (e.g., sold, donated, discarded)?  
**Materials that are weeded (except for materials in usable condition) will be offered for sale to the public before it is discarded or donated.**

- **To avoid the appearance of conflict of interest, library staff shall not take possession of any discarded books.**
- **The library weeds books that are in bad physical shape, defaced, dirty, worn or books with extra copies that may not be popular.**

20. Are there any procedures for documenting the disposal of books?

**The library senior team under the leadership of the University librarian inspects the weeded materials before final decisions are made to dispose, sell or donate the items with endorsement of KEEEC committee under DVC'S chairmanship.**

- **Full catalogue entries of affected items must be removed completely. The withdrawal must also be recorded in the register and the list is kept by Acquisitions.**
- **The item is stamped with the appropriate action taken, 'e.g discarded 'and dated**
- **This process is minuted in the meetings records to specify item has been withdrawn and to be disposed of as appropriate.**
- **The action taken helps to remove any future misunderstanding that may arise about ownership etc.**
- **This list is forwarded to the Acquisitions department for the purchase of replacement copies.**

### **Special Collections Department**

21. Does the library have a dedicated special collections department or division?

**Dedicated spaces are allocated for different special collections. These are currently scattered and located in different parts of the library.**

22. Are there any rare books or manuscripts within the library's collection?

**The library has a Rare Books collection**

23. Is there a separate catalog or database for the special collections?

**Special collections records are the same as the rest of the collections held in the Koha ILS.**

24. Are there any restrictions on accessing the special collections, such as appointment-only or limited hours?

**Restrictions are currently in place for the use of special collections, e.g special reserve where limited hours and possibly appointment for use is necessary.**

25. Does the library hold any historical collections, such as early printed books, incunabula, or first editions?

**Historical collections include:**

- **PNG collection**
- **Rare books collections**
- **Historical photographs, writings of local history**
- **McRuff Collection**

26. Are there any collections related to local history, including maps, photographs, or documents?

**Local history includes topographic maps of provinces of PNG, site plans, newspaper cuttings of local and PNG news, press releases and photographs.**

27. Does the library have any manuscript collections, such as personal papers, diaries, or letters?

**The current Rare Collection holds personal accounts, stories, papers, diaries and letters of Colonizers, missionaries, layman, and first explorers to PNG**

28. Does the library hold any materials in rare or unusual languages?

**German, French, Australian, British, and possibly Russian papers are held in the Rare Collection**

29. Are there any unique or one-of-a-kind items within the collection, such as autographed books or original artwork?

**The McRuff collection in paintings, pictures and village studies pictures, photographs are held in the library, pre-independence photographs are also held.**

## **Preservation and Conservation**

30. What measures are in place to preserve and conserve the rare collections?

**Measures to preserve and conserve the rare collection includes;**

- **Special policy and rules apply to use of collection**
- **Restricted access**
- **Care taken when handling items**
- **Kept and stored in air condition-controlled environment**
- **Regular inspection of collection to pick out items to be repaired**

31. Are there any ongoing conservation treatment projects for the rare materials?

**Ongoing conservation, treatment projects for rare materials includes:**

- **Regular inspection of condition of collection**
- **Curative conservation involving remedial treatment of damaged Documentation, for example fumigation of manuscripts that have live insects, bugs, silver-fish etc in it.**
- **Option to digitizing of rare materials is available pending quality scanning machine to carry out this project.**

**Enclosures:**

- 1. Library Policy and Standard Operating Procedure – Acquisitions.**
- 2. Library Policy and Standard Operating Procedure – Reader Service**
- 3. Collection Statistics Generated from Koha Library System**
- 4. Library Policy and Standard Operating Procedure – Collection Development**
- 5. Physical Counting of Library Materials for Different Collections Done in 2018**
- 6. Summary of Lost Books Paid for by Library Users since 2012 - 2024**

Sincerely,



Mr. Vivek Kumar Yadava  
**University Librarian**