



# National Open University of Nigeria

Policy Title	Policy on Digital Library Usage
Policy No:	NQSA/TEL/019
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Library
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

## 1.0 Introduction

### Library Technology and Digital Initiatives

The NOUN Library acknowledges the crucial contribution that technology and digital initiatives make to improving information access, extending services, and addressing the changing demands of library users. This policy describes the guiding concepts, goals, and tactics for the NOUN Library's effective management of library technology and digital activities.

The objectives of the NOUN Policy on Library Technology and Digital Initiatives are as follows:

- i. **Technology Infrastructure:** Ensure that reliable technology infrastructure is available and maintained to support digital services, online resources, and library operations.
- ii. **Accessibility of Digital Resources:** Make it easier for people to access digital materials and online collections, assuring their usefulness and inclusivity for all library users.
- iii. **Data and Information Security:** Preserve the privacy, accuracy, and accessibility of library data and systems by putting in place the necessary security safeguards and adhering to all applicable laws and standards.
- iv. **Support for Digital Literacy:** Provide library staff and users the tools, training, and assistance they need to improve their knowledge of how to use and navigate digital tools and resources.
- v. **Emerging Technologies:** Keep an eye out for and evaluate developing technologies that are pertinent to library services and consider how they may be applied to improve user experiences, expedite processes, and increase access to information.

- vi. Partnerships & Collaboration: Encourage partnerships and collaborations with appropriate parties, such as academic departments, IT services, vendors, and consortia, to make use of knowledge and resources for the execution of digital initiatives.

### **Strategies and Implementation**

- i. Technology Infrastructure: To ensure peak performance and dependability, periodically evaluate and upgrade the library's technical infrastructure, including hardware, software, networking, and server systems.
- ii. Ensure seamless access and discoverability for library users by putting in place reliable systems and workflows for the acquisition, cataloging, and discovery of digital materials.
- iii. Use user-centered design concepts to develop user-friendly, accessible digital platforms, applications, and interfaces that improve user experiences and speed up information discovery.
- iv. Establish policies and procedures for the long-term preservation and access to digital materials, including the adoption of best practices, the generation of metadata, and backup techniques.
- v. Information Security: Create and put into practice information security policies and practices to safeguard library data and systems from unauthorized access, data breaches, and other security risks. Review and update security precautions on a regular basis to account for new hazards.
- vi. Digital literacy initiatives: Provide training courses, workshops, and other materials to encourage digital literacy among library users and staff. These should cover subjects including data privacy, internet search, information evaluation, and digital citizenship.
- vii. Exploration of Emerging Technologies: Keep up with cutting-edge innovations that affect libraries, such as block chain, virtual reality, machine learning, and artificial intelligence. Consider piloting or implementing creative ideas that improve library services and user experiences after assessing their potential uses.
- viii. Partnerships & Collaborations: Utilize resources, expertise, and shared services to design and implement digital projects by working with academic departments, IT services, vendors, consortia, and other libraries. Join pertinent consortiums and professional networks to stay up to date on industry developments and best practices.

### **Roles and Responsibilities**

- i. Administration of the library: Assist in the development and application of digital and technological initiatives for libraries. Set aside the funds, personnel, and training that are required to ensure efficient management of technology and digital services.
- ii. Library personnel participate actively in professional development to improve technical skills and stay up to date on new technologies. Participate in the

development, execution, and assessment of digital projects to enhance library services.

- iii. **IT Services:** Work with the library's personnel to maintain, fix, and modernize the technological infrastructure. Support the execution of digital projects and information security measures with technical knowledge and assistance.

### **Compliance and Review**

- i. **Compliance with Policies:** The NOUN Library's policies and rules regarding the use of library technology, data privacy, and information security must be followed by all library staff members and users.
- ii. **Policy Review:** This policy will be routinely examined to make sure it remains applicable and effective in addressing the changing technological environment and changing demands of library users.

The NOUN Library is dedicated to utilizing technology and digital initiatives to improve access, promote information discovery, and offer cutting-edge services to library users. By putting this policy into practice, the NOUN Library hopes to establish a digitally inclusive environment that empowers users and supports their information requirements in the digital era.

### **Team of Developers**

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