

HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA
RESOURCE CENTRE DRAFT POLICY

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1. MISSION STATEMENT

The Resource Centre of Health Professions Council of South Africa aims to provide access to a systematically organised collection of information resources to all relevant stateholders.

2. GOALS

- 2.1 To stimulate an interest in and sustain the habit of reading and learning among the staff
- 2.2 To optimise the staff service delivery by providing them with information applicable to HPCSA scope of business
- 2.3 To improve stakeholders' access to information resources through the Virtual Library available on the HPCSA website

3. ACCESS TO THE RESOURCE CENTRE

- 3.1 The Resource Centre shall open weekdays from 08h00 to 16h30
- 3.2 Access for borrowing shall be limited to HPCSA staff
- 3.3 External users shall only have free access to the Resource Centre through the Virtual Library available on the HPCSA website

4. BUDGET FOR THE RESOURCE CENTRE

- 4.1 Budget for the Resource Centre shall reside with Public Relations and Service Delivery
- 4.2 The Information Specialist shall ensure that budgetary inputs for each financial year are submitted to the Senior Manager: Public Relations and Service Delivery by end of January each year

5. BORROWING OF RESOURCE CENTRE MATERIAL

- 5.1 Only HPCSA staff shall borrow material from the Centre
- 5.2 No material shall leave the Centre without approval
- 5.3 Maximum number of material for borrowing is three (3), however, exceptions are entertained depending on the circumstances
- 5.4 Maximum time for borrowing is two (2) weeks. All material available for loan or borrowing shall be in good condition
- 5.5 All loaned material shall be registered in the Loan Register during approval. The Loan Register shall contain information as follows:
 - Date
 - Title of Book
 - Author
 - Date of Issue
 - Date of Return
 - Name of Borrower
 - Comments on Return
 - Signature of the Information Specialist

If you are unable to obtain the book you need, the Information Specialist may request to borrow it for you from the National Library of South Africa through a process known as inter-library loan.

6. ACQUISITION OF RESOURCE CENTRE MATERIAL

- 6.1 Material to be acquired shall only be about the core business of the HPCSA and general disciplines applicable to different divisions
- 6.2 The Information Specialist shall procure brochures from different publishers and distribute these to division Managers according to their functions. The division Manager shall request and recommend purchasing of material
- 6.3 Acquisition in case of Material requests by Staff
 - 6.3.1 Requests for purchasing material shall be forwarded to the Information Specialist
 - 6.3.2 The Information Specialist in turn submit recommendations to the Senior Manager: Public Relations and Service Delivery for approval
 - 6.3.3 If items are too expensive and the Resource Centre's budget is overextended, items can be purchased from the division's budget
 - 6.3.4 Any material donated by staff shall be greatly appreciated

7. COOPERATIVE AGREEMENTS / RESOURCE SHARING

The HPCSA Resource Centre is a member of South African Inter-library Scheme to encourage sharing of resources.