



Library Policy and Procedures

Version 2.2

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Policy Approver	QAC	Effective Date	7/01/2017		

1. Introduction

- 1.1 The resources and services of the physical library of the Institute for Education (IfE) have been assembled to meet the specific needs of the members of the IfE's community. The IfE's aim of the library is based on the dual goals of providing access to information while assuring preservation of library resources and collections. In achieving these goals, the Institute will ensure access for all users who need information while implementing appropriate standards to provide for the preservation of library materials and resources. Individual users share access to the finite resources of the Institute's Library with all other users.
- 1.2 This policy and procedure has been developed for the benefit of all library users, and the cooperation of all in observing them is essential for the common good. They are intended to promote:
- Equitable access to library materials and information sources;
 - The maintenance of library materials.

2. Library Members

- 2.1 The Library shall be open for the purposes of study and research to:
- Full-time, part-time members and persons on a contract for service with the Institute for Education, as follows:
 - i. Members of the Advisory Board
 - ii. All full-time employees;
 - iii. Academic members of staff;
 - iv. Course participants who follow learning programmes at the IfE.
 - Persons interested to carry out research at the IfE library shall be issued with a temporary borrowing permit by the Senior Manager Administration.

3. Loan of Books

- 3.1 The library at the Institute for Education forms part of the Malta Libraries and any borrowing of books from IfE library can only be done through the Malta Libraries' portal.
- 3.2 At any one-time authorized library members may have in their possession not more than the number of books specified below:
- i. a member of the IfE's academic staff – four (4);
 - ii. a course participant of the Institute reading for a post-graduate degree – four (4);
 - iii. full-time employees– four (4);
 - iv. All other library members – four (4).

Apart from the four (4) books as listed above, library members in possession of the Malta Libraries Card may also borrow through the Malta Libraries website:

- Three (3) audiovisual material;
 - Three (3) eBooks
- 3.4 No book shall be taken out of the IfE until the loan has been recorded through the Malta Libraries portal by an IfE's administrative officer.
 - 3.5 The period allowed for the loan of each book is three (3) weeks/21 days. Renewals can be done online by the library member for up to two (2) times by accessing their library account through the Malta Libraries' website.
 - 3.6 Borrowers can borrow up to three (3) times the same book (a total of 9 weeks).
 - 3.7 If the library member would have already borrowed books from another public library of the Malta Libraries, the number of books that one can borrow will vary accordingly. For example; if one would have already borrowed two (2) books from the public library in Floriana, the library member can only borrow two (2) books from IfE library (to limit the number of books to four (4) books as permitted by Malta Libraries)
 - 3.8 Books may be collected only by the library member in possession of both the Malta Libraries and IfE library card and/or IfE Discount card and not by any other person unless a power of attorney is available. Not all library members are entitled for the IfE Discount card/pass and therefore in order to borrow books, the IfE library card must be used. Only course participants following qualifications at IfE and staff of IfE are entitled to the IfE discount card.
 - 3.9 Dissertations and a limited number of books at IfE library are only available for consultation and cannot be borrowed. The procedure how to view dissertations is explained in section 8.
 - 3.10 Any book on loan may be recalled, if required for teaching purposes, or if so requested by the CEO. Such books must be returned within one week from notification, unless the date due for the return of that book falls beforehand.
 - 3.11 All books must be returned to the Institute's library by the date specified;
 - 3.12 A book shall not be transferred to another member unless the book is returned and reissued in the manner prescribed in these regulations;
 - 3.13 If a book is retained beyond the loan-period without renewal, or kept beyond a recall deadline, a charge of €0.20 per day shall be applicable. Charges shall be settled through an IBAN number provided by an IfE's administrative officer. Non-settlement of fines shall lead to a blocking of the member from borrowing books
 - 3.14 Books which are already on loan may be reserved by another member by sending an email to ife.library@ilearn.edu.mt or the library members can themselves reserve the book/s through their library account of the Malta Libraries website. When returned, reserved books will be available for collection for a limited period only (9 working days);
 - 3.15 Notwithstanding the status of a book, the CEO may, at her discretion, designate whether a book should be retained for in-house consultation only. Such books may not be borrowed.

- 3.16 Members must not mark, deface or damage library books.
- 3.17 Members will be liable for any loss of, or damage to books while in their charge. Any loss or damage must be reported immediately to the Institute's administrative staff.
- 3.18 Library members may replace lost and/or damaged books with another identical publication. Alternatively, members may also pay for the lost/damaged publications via bank transfer. The refund amount for the book to be paid will be advised by IfE. Either the library member decides to refund the book or replace the book by another identical publication; this has to be effected within two (2) months from the reported loss/damage of the book.

4. Returns

- 4.1 Returns of books which have been borrowed from IfE library, may be effected from Monday to Friday from 9am to 3.45pm;
- 4.2 Returns can be effected by other persons on behalf of the library member.

5. Copyright

- 5.1. All users of library materials are personally responsible for ensuring that they observe the requirements of the [Copyright Act](#) currently in force in Malta. Failure to do so will be regarded as a serious breach of the IfE's policies in addition to any liability incurred under the law. Members of the IfE copying and scanning library books under the terms of any licensing scheme currently in force within the IfE are personally responsible for ensuring strict adherence to the rules of any such scheme, and any breach of these rules will be regarded as a serious breach of Institute discipline.

6. Procedures

- 6.1 In order to be a library member and borrow books from IfE library, one has to be in possession of both the Malta Libraries (orange card) and the IfE Discount card/pass or IfE library card.
- 6.2 To get the Malta Libraries card one has to apply through the Malta Libraries website: www.maltalibraries.gov.mt. The card will be received at the applicant's home address. If one applies for the Malta Libraries card and does not receive the card, the applicant can send an email to customer-care.cpl@gov.mt or phone on 25983500.
- 6.3 To apply for the IfE library card one has to send an email to ife.library@ilearn.edu.mt. The IfE Library card will generally be ready for collection within three (3) working days from when request for card is received except for extraordinary circumstances. However, as soon as the card is available for collection the applicant will be informed through email.

6.4 Once applicants receive the Malta Libraries Card, they will be able to activate the Library Account. From the Library Account amongst other functions books on loan can be renewed, current and past loans can be seen, books can be reserved and reserved books can be viewed.

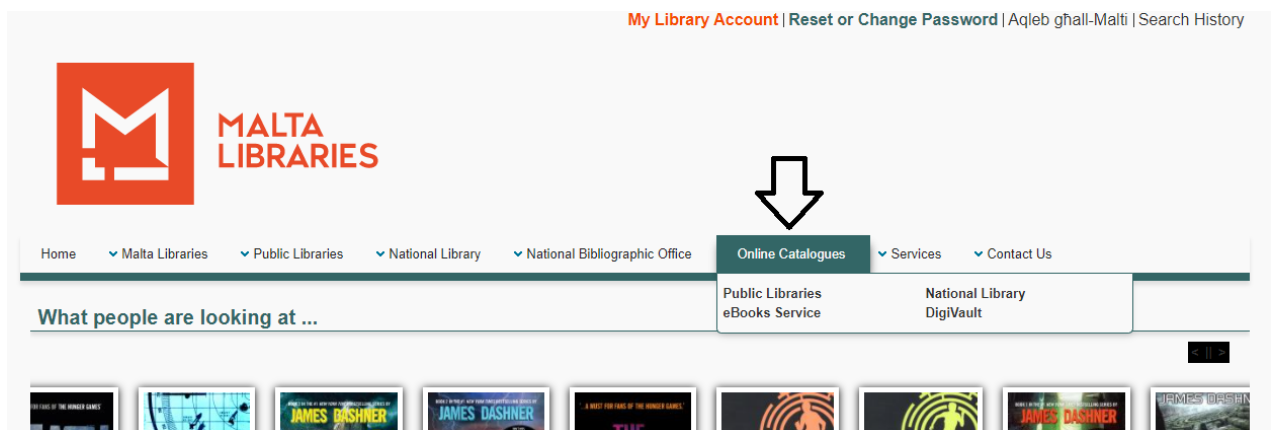
7. How the IfE library operates:

7.1. The IfE library operates through the following procedure:

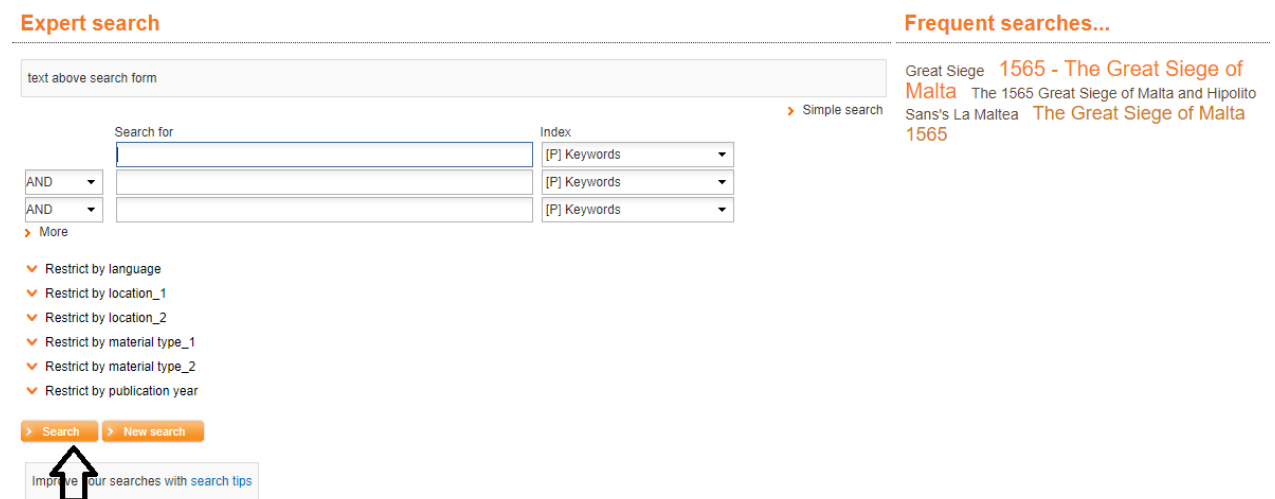
Library members have to be in possession of the Malta Libraries (orange card) and the IfE discount card/pass (provided by the Admissions Department) or the IfE library card.

7.2. Library members shall access the Malta Libraries website and follow these steps:

- Click on icon ‘Online Catalogues’ and ‘Public Libraries’ as per screen underneath.

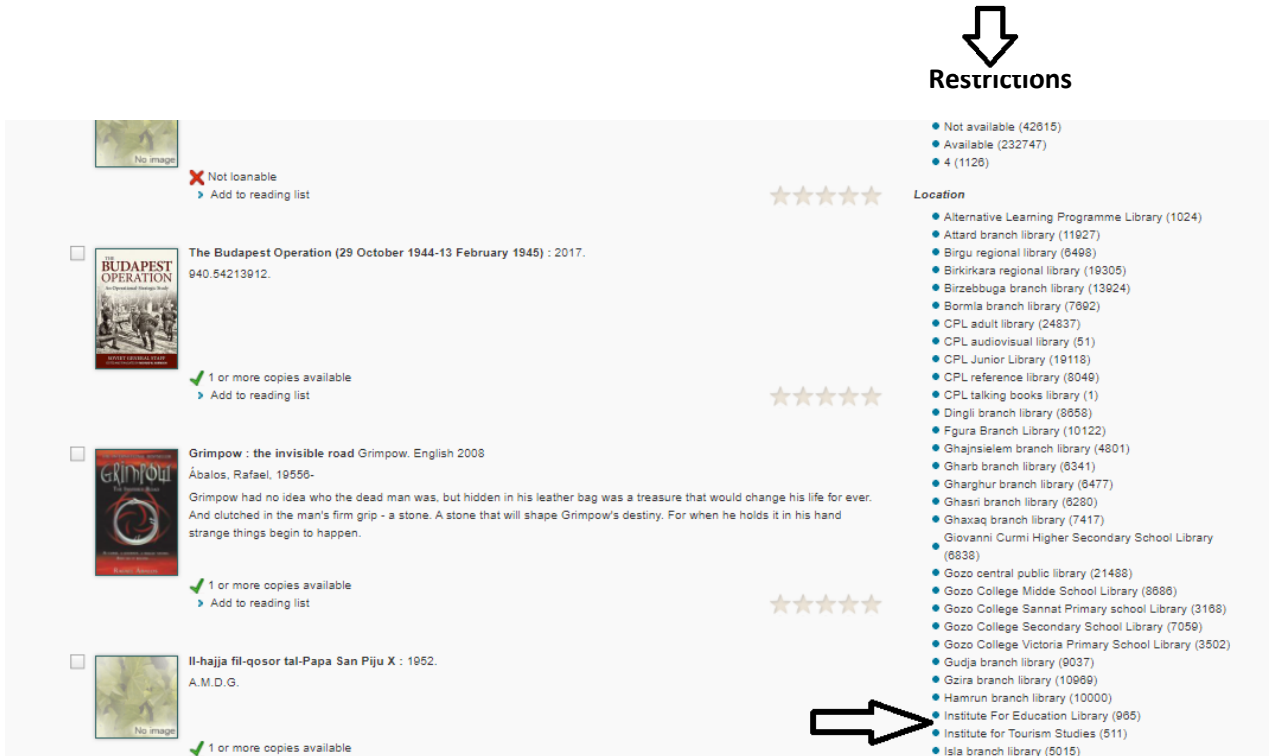


The following screen will come up:



- Leave all fields empty and click on **'Search'** as per screen above.
- As soon as **'Search'** is clicked the screen underneath appears

Restrictions



Not available (42615)
Available (232747)
4 (1126)

Location

- Alternative Learning Programme Library (1024)
- Attard branch library (11927)
- Birgu regional library (6498)
- Birkirkara regional library (19305)
- Birzebbuga branch library (13924)
- Bormla branch library (7692)
- CPL adult library (24937)
- CPL audiovisual library (51)
- CPL Junior Library (19118)
- CPL reference library (8049)
- CPL talking books library (1)
- Dingli branch library (8658)
- Fgura Branch Library (10122)
- Ghajnsielem branch library (4801)
- Gharb branch library (8341)
- Gharhūr branch library (6477)
- Ghasni branch library (8280)
- Ghaxaq branch library (7417)
- Giovanni Curmi Higher Secondary School Library (8838)
- Gozo central public library (21488)
- Gozo College Middle School Library (8686)
- Gozo College Sannat Primary school Library (3168)
- Gozo College Secondary School Library (7059)
- Gozo College Victoria Primary School Library (3502)
- Gudja branch library (9037)
- Gzira branch library (10969)
- Hamrun branch library (10000)
- Institute For Education Library (965)
- Institute for Tourism Studies (511)
- Isla branch library (5015)

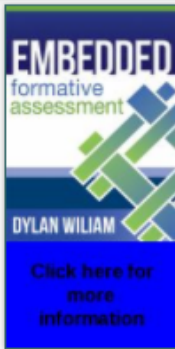
- View **'Restrictions'** on the right-hand side of screen and all locations of public libraries are listed including Institute for Education.
- Click on Institute for Education and a list of all publications at IfE library appears
- Refine the **search** to find the book needed by clicking on the **search** screen.

As soon as the library members decide which book/s they need to borrow, an email is to be sent to ife.library@ilearn.edu.mt with the following details:

- Name and surname of the library member- (if another person will be collecting books on behalf of the library member, the name, surname and ID card number of the person who has the power of attorney must also be provided in this email)
- ID Card number of the library member
- Library member's card number (written on Malta Libraries Orange card) example: 20201001149294
- Full name of book
- Author
- Shelfmark number (exactly as appears on the Malta libraries website as per screen underneath)
- ISBN Number

Home ▾ Malta Libraries ▾ Public Libraries ▾ National Library ▾ National Bibliographic Office ▾ Online Catalogues ▾ Se

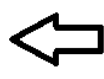
Record details



Click here for more information

Embedded **formative assessment** / 2011.
William, Dylan.
Effective teaching. ; Educational tests and measurements. ; Academic achievements.

I want to...
store in a list | print | share | more information |

Shelfmarks
INSTITUTE FOR EDUCATION LIBRARY : ANF 371.26  1 or more copies available

Extended record data

Title	Embedded formative assessment /
Author	William, Dylan.
Imprint	Bloomington, IN : Solution Tree , 2011.
Note	Includes bibliographical references (p. 165-182) and index (p. 183-189).
ISBN	9781934009307 (pbk.)

The email to borrow books must be sent by the library member three (3) working days before actually the library member needs to pick up the book/s from IfE. The library member shall wait to be notified by IfE library in order to collect the books requested. When the library members come to pick up the book/s, they need to present their Malta libraries card and the IfE Discount card/pass or IfE library card.

Library members can pick up the books between 9am and 3.45pm from Monday to Friday.

If library members have any queries, they can send an email to ife.library@ilearn.edu.mt

8. Viewing of Dissertations

- 8.1 Interested persons can view the dissertations which were submitted by course participants who followed qualifications at IfE. The first dissertations at IfE were submitted in May 2021.
- 8.2 A list of all titles of dissertations together with an abstract of each dissertation can be viewed on IfE website (section Resources → Dissertations → [Dissertations submitted May 2021](#))

- 8.3 Dissertations can be viewed only physically at IfE premises and are not accessible online.
- 8.4 Persons interested to book the viewing of dissertations shall send an email to ife.library@ilearn.edu.mt and list the titles of dissertations they would like to view. IfE's administrative staff will prepare the dissertations and inform the library member to come to IfE premises. The library member shall present their IfE pass and ID card in order to be authorised to view the dissertations. The IfE's administrative officer shall ask the library member to sign for the dissertations taken for viewing and will indicate to the library member a place where to view the dissertations. No photocopies of the dissertations can be made.
- 8.5 The library member shall return the dissertations to the Administrative officer at the library.
- 8.6 The IfE's Administrative officer shall check the dissertations and check for any damages. If any damage is found, the library member shall be held liable for the act and will be contacted by IfE's Administrative staff for the way forward to remedy the situation.
- 8.7 Booking the viewing of dissertations is on a first come first served basis.

9. Version history

Originator	Version	Date	Changes Done
Quality Assurance Department	1.0	7/01/2017	Initial Release
Administration Department	2.0	11/01/2021	Updated sections 2, 3 and 4. Included sections: 6. Procedures 7. How the IfE library will function during the COVID19 situation
Administration Department	2.1	05/01/2022	Updated sections 3, 6 and 7 Included section:8
Administration Department	2.2	20/12/2023	Removed in SOP any references to procedures in relation to COVID19