ALL ARE WELCOME TO MANGOAELA LIBRARY & INFORMATION RESOURCE CENTRE

1. Introduction

The Mangoaela Library was founded in 1975 to enhance the teaching, learning, and research associated with LCE. It is named in honor of Zakea Dolphin Mangoaela, a prominent Mosotho writer and folklorist whose significant contributions have enriched the literary landscape for readers in Lesotho. This library recognizes and values the legacy of this esteemed author.

The Mangoaela Library offers a wide range of information resources to all students enrolled in LCE, as well as to teaching and non-teaching staff, researchers, and the general public. Students are strongly encouraged to utilize the library 's facilities to gather information that supports their academic pursuits. The library has been modernized with automated systems, spacious reading areas, extended hours for late-night study, a dedicated section for individuals with special needs, an institutional repository and archives, a cultural corner, and access to audio-visual and internet services. The professional staff is readily available to assist users in fulfilling their information requirements.

Library's mission is to contribute to the LCE 's endeavours, to the advancement of learning, teaching, and research, to meet the institutional aim of ensuring that the College becomes a centre of excellence and leadership in teacher education, research, and Services, to meet the challenges of Lesotho's growing economy, by effectively and efficiently providing diverse of information.

2. LCE Library Objectives are:

- *To provide Consistent quality services to support learning, teaching, and research;*
- *To Provide coordinated and continuous library programmes*
- *To* Provide relevant *library service in support* of Academic Programmes;
- *To process and preserve all necessary information for easy access;*
- *To cooperate with other libraries & information institutions to increase to information;*
- *To Increase access to library resources to meet user needs;*
- *To expand and enhance LCE library facilities to meet the evolving educational and continuous learning needs of the college community;*
- *To guide library users on how to access library resources;*
- *To create a conducive environment and opportunities for use of information,*

3. MANGOAELA LIBRARY SERVICES include:

- Issuing of library materials (Circulation)
- Internet Service
- Audio Visuals Materials
- Institutional Repository & Archives Reference service
- Resource Sharing
- Information Literacy (**User Education**)
- Photocopying (Outsourced)
- Current Awareness (SDI for subject specialists only) Reserve services
- Researchers' reading room (for teaching staff & Researchers only)
- Open Access
- Reading Area & Late Night Studies Orientation & User Education

4. The Collection

Available Resources include books (open shelves, reserve, and reference), pamphlets, Audio-Visual materials, past examination papers, research reports (dissertations/thesis) reports documents, electronic resources (Open Access), and other government documents. Some of the set books are on CDROMs. Our collection includes other languages such as Sesotho, Xhosa, French books, etc.

"Google can bring you back 100,000 answers, but a librarian can bring you back the right one." – Neil Gaiman.

5. FACILITIES

Photocopying – The photocopy service is available for all users during library operating hours (0900hrs to 2300hrs). Photocopying shall be charged per copy.

Binding – students are assisted with binding of documents for a charge

Printing & scanning of documents – are also provided for a charge

Internet - The LCE Library provides free internet access to the College community. External users shall be charged a fee per hour for internet searching. Because of limited computers, users are required to book for use at the security desk before accessing the service. Personal assistance will be provided on request to students who wish to use the internet. Library staff is always available to assist in any search queries on the internet.

OPAC- You may now access library OPAC by using any internet-connected computer system on the following URL address – http://172.16.2.6/inmagicGenie/opac.aspx. (please note that the URL address can only be accessed within the LCE campus)

Institutional Repository (**IR**) & Archives at LCE Library

Cultural Corner

Late Night Studies

Students! **All questions regarding your subject of study at all levels shall be addressed by the Reference Librarian or any other library staff member. Library staff members are ready to give advice and information services at all times the library is open. If you are a keen reader looking for novels, books on all subjects, or audio-visuals – browse at your leisure, or borrow for home reading. The Reference Librarian is available for your entire queries, if you need any assistance, call (52242292/52242349/52242366).**

"A library is a house of hope. It's a place where we all, whatever our situation, can feed our ideas and develop our dreams." – Doug Wilhelm



6. Library membership

Registered **LCE** students and staff are entitled to library membership. Each student is allowed to borrow five books at a time for a period of one month. While staff members shall borrow ten books for a duration of two months. External users are charged an entrance fee but shall not be allowed to borrow library materials, they can only use books in the library.

"So please, oh please, we beg, we pray, go throw your TV set away, and in its place, you can install a lovely bookshelf on the wall." - Roald Dahl

7. OPENING HOURS

The library shall be restricted to the following opening hours:

A. School Term

Monday to Thursday	– 0800hrs to 2200hrs
Friday	– 0800hrs to 1630hrs
Saturdays	– 0800hrs to 1300hrs
Sundays	– 1600hrs to 2200hrs

B. School Vacation – *Closed on weekends*

C. Public Holidays – *Closed*

D. Late Night – Open 24/7 **Any** changes shall be communicated.

Note: *The onus is on the user to familiarize himself/herself with the correct opening and closing hours.*

8. HOW TO LOCATE INFORMATION

Information is retrieved using consulting an OPAC, which is located on all three floors of the library. If you are unable to locate materials, ask any member of the library staff to assist. All shelves have guides on how to locate information.

8. Arrangement of library stock

The book stock is arranged by subjects derived from Dewey Decimal Classification Scheme (DDC);

000 – General works

100 – Philosophy

200 – Religion

300 – Social Sciences (education inclusive)

400 – Languages

500 – Pure Sciences (Maths, Physics, Chemistry & Biology)

600 – Technology (Applied Sciences)

700 – Arts (architecture, Music, decorative arts, etc.)

800 – Literatures

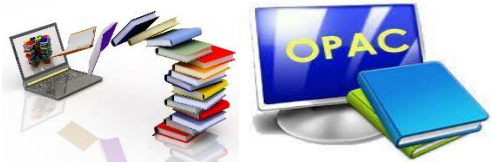
900 – Geography, Biography, and History

F – Fiction

For more details, trust any member of the library staff.

"The most important asset of any library goes home at night – the library staff."

Timothy Healy





9. LIBRARY RULES AND REGULATIONS

9.1. General

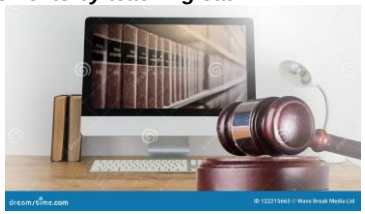
Admission to the library is conditional on observance of its rules and regulations. All users are expected to abide by these rules. Users must familiarize themselves with these rules and regulations. Library staff and ecurity officers are empowered to enforce the regulations where necessary.

9.2. Borrowing

All registered students must produce IDs to the Security Officer for entrance and at the circulation desk when borrowing and returning library books. Books on open shelves are renewable provided no user s reserved the item(s). Books can only be renewed twice. All items issued are subject to the loan period prescribed for that particular type and group of users. It is the responsibility of the borrower to check the date the item is to be returned to the library.

- Items shall be issued for a period of one month for students and three months for staff.
- Overdue reminders shall be displayed on the library notice boards at the end of every month.
- Items on reserve shall only be issued for 3 hours. M2.00 per hour shall be charged on overdue reserved items.
- Only teaching staff are allowed to put materials on reserve on temporary terms,
- Only two books on reserve will be issued **overnight.** Staff members shall leave their **passport/national ID** upon borrowing reserved materials and students shall leave their **student ID**.
- Items on the reference shall never be issued

Audiovisual materials shall be used in the library. However, they may be borrowed for 5 hours or overnight for home use on special arrangements by teaching staff.



. Library Rules

Much as the College community are automatically library members, the library management reserves the right to allow or not to allow admittance to the library and to use or not to use library resources and facilities,

1. **Noise** is not allowed at any time in the library. **Discussions, loud speaking, ringing of a phone, communication with cell phones, whistling, and singing** shall not be permitted. All library users are expected to respect the needs of other users by maintaining silence in the library at all times. Any person found making noise or causing disturbances in the library shall be asked to move out without notice and shall be suspended for a period of one month.
2. **Briefcases, bags, blankets, smoking, food, liquids, pets, littering, explosives, guns, knives, and children** are not allowed in the library. Breach of this rule shall be liable to a sport fine of **M100.00**.
3. Users are subject to **security checks** on exit,
4. Library users shall not **damage, misuse, vandalize, or remove** any library property from the library,
5. **Book pockets, barcodes, Date sheets, or any other item** in a book should not be removed. Removal of such items from any library document will be taken as theft and damage to library property and shall be dealt with accordingly.
6. **Writing** on library books, walls, tables, chairs & toilets is prohibited.
7. Proper **procedures** should be followed in borrowing library materials. The onus is on the borrower to ensure that the materials issued under his/her name are properly recorded, **stamped**, and returned on time.
8. Walk-in users should always produce **proof of payment** to the security officers whenever they visit the library, all payments shall be made only at the accounts office during normal working **hours**
9. Any damaged, vandalized or lost library materials shall be paid full price plus **20%**,
10. 10. **Theft or Attempted theft** – No item shall be removed from the library without it being properly issued. Library Staff may impose any form of punishment or a spot fine, or may present such a **case** to the librarian or the relevant authority upon any person believed to have caused deliberate **damage** to, or stolen and/or attempted to steal library property.
11. Library user who has **outstanding debts** shall not be allowed to borrow any library material.
12. All **personal items** must be left in the baggage control area. No responsibility shall be accepted **for** any missing items. (Users are advised not to leave valuable items unattended). 13. Library materials shall not be issued to **External users**,
14. Reading tables and chairs shall not be **reserved or moved**,
15. No **notices** shall be displayed on any of the library properties without the approval of the library. Unauthorized notices shall be removed.
16. Computers in the library shall not be used for accessing **pornography, obscene materials, games, leisure music, gambling, etc.**,
17. **Fraud** has legal implications and is considered to be a very serious offense in this library and **shall** be dealt with accordingly. These include exchanging students' identification cards.
18. **Misconduc**t - All users of this library are expected to respect library staff and other library

users. Disrespect of staff, disturbances, use of vulgar language, alcohol, and misbehavior shall not be tolerated and shall be dealt with accordingly.

All are expected to abide by these rules and regulations. Serious steps will be taken against those who do not comply or follow these rules.

"A reader lives a thousand lives before he dies. . . The man who never reads lives only one." - George R.R. Martin

MANGOAELA LIBRARY GUIDE

INFORMATION BROCHURE

2025



"Your library is your paradise."
— Desiderius Erasmus

Contact details:

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Telephone: 22324967
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Email: Askthelibrarian@Lce.Ac.Ls

"Bad libraries build collections, good libraries build services, great libraries build communities."
R. David Lankes

READ TO BE WELL-INFORMED