

**SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION
STUDIES**



(SLADS)



PROSPECTUS 2022/2023- 2023/2024

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PROSPECTUS PROSPECTUS 2022/2023- 2025/2026

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A MESSAGE FROM PRINCIPAL'S DESK



We are delighted that you are considering or you have already chosen the School of Library, Archives and Documentation Studies (SLADS) to undergo your post-secondary education studies. You are cordially welcome.

SLADS is proud of its forty-five (45) years' experience in the teaching of Library and Information Management. In 1972, Tanzania Library Services Board (TLSB) started offering Basic Library Training at Certificate level at its headquarters in Dar es Salaam. In 1989, SLADS was established and located in Bagamoyo under the then Ministry of Education and Culture and run by TLSB. Geographically, the School is located at a planned area outside the Bagamoyo town which makes the place ideal and conducive for teaching and learning. The School's learning environment is inclusive for all types of learners with special consideration to learners with special needs.

SLADS Curriculum follow the National Technical Award Framework (NTA) which prepare graduates who are competent based and knowledgeable in the field of Library and Information Management.

During your time at the School, you will be taught and guided by highly qualified, experienced and caring tutors who are registered by NACTVET. Apart from academic programmes, the School offers guidance and supportive services for its students to enable them face career and social challenges ahead.

As a student, all that we ask from you is your willingness to work hard, learn and observe School rules and regulations for a fruitful and successful academic future.

Signature

Dr. Alfred John.Nchimbi

Principal

1.0. INTRODUCTION

The School of Library, Archives and Documentation Studies (SLADS) was established in 1989. It was established under the then Ministry of Education and Culture and is run by the Tanzania Library Services Board (TLSB). Prio to its the establishment of the School, TLSB was running Basic Library Training at Certificate level since 1972 at its headquarters in Dar es Salaam. This course was merged with SLADS programs in 1990. SLADS is Located at Ukuni about 72 Kilometers from Dar es Salaam and 4 Kilometers from Bagamoyo town. The School is registered with the National Accreditation Council for Technical and Vocational Education Training (NACTVET) with registration number REG/PWF/006.

1.1. Vision

The School's vision is:

To be a competence-based training Institution for Librarians, Records Managers, Archives administrators and Information specialists in Africa.

1.2. The Mission of the School:

To improve Library and Information Science Education through training and research

1.3. The School Objectives:

- a. To offer training courses in Librarianship, Information, Records Management, Archives Administration and Documentation Studies at NTA Level 4, 5 and 6.
- b. Provide continuing education for Librarians, Records Managers, Archives Administrators and Information Specialists in Tanzania
- c. Promote and conduct research in librarianship, information management, records management and archives administration.
- d. Publish learning materials in librarianship, information management, records and archives administration.

- e. Offer consultancy services in planning, establishment and development of libraries, records management centers, archives administration and information centers.

1.4. Education Motto

Training for quality, competence and efficiency.

1.5. Accreditation Status

The School is a legal and viable institution which was awarded full registration and full accreditation to offer training at NTA Level 4, 5 and 6 with the National Council for Technical Education (NACTEVET) on 28th June, 2004 and 3rd August, 2012 respectively.

1.6. Location of the School

1.6.1. Bagamoyo Main Campus

The School is located at Ukuni - (Dunda Ward) Bagamoyo District, in Coast Region, along the Bagamoyo – DSM road. It is 4 Kilometers from Bagamoyo town and 72 Kilometers from Dar es Salaam City Centre via Bagamoyo road approximately an hour's drive.

1.6.2. Dar es Salaam Campus

The School has a campus in Dar es Salaam at National Central Library buildings along Bibi Titi Mohamed Road, at Kisutu area which offers the same courses that are offered at Bagamoyo main campus.

2.0. PROGRAMMES OFFERED AT THE SCHOOL

The School conducts programmes which follows the National Technical Award (NTA) system. The School also runs short courses related to Library and Information Studies , Records and Archives Administration.

2.1. Programmes Objectives

The main objectives of the above mentioned programs are:

- a. To inculcate among learners appropriate generic competencies required for study of the subject matter of Library Science, Records and Archives Administration; and
- b. To inculcate a sound foundation in Information and Communication Technology.

2.2. The following programmes are offered at the School:

2.2.1 Library and Information Management Programme

- a) National Technical Award Level 6 (Ordinary Diploma) in Library and Information Management
- b) National Technical Award Level 5 (Technician Certificate) in Library and Information Management
- c) National Technical Award Level 4 (Basic Technician Certificate) in Library and Information Management

2.2.2 Records and Archives Management Programme

- d) National Technical Award Level 6 (Ordinary Diploma) in Records and Archives Management
- e) National Technical Award Level 5 (Technician Certificate) in Records and Archives Management
- f) National Technical Award Level 4 (Basic Technician Certificate) in Records and Archives Management

2.3. SUMMARY OF MODULES

NTA Level 4 – Basic Technician Certificate in Records and Archives Management Semester 1

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credit
		L	T	P	As		
GST04101	Computer Literacy	4	2	5	2	13	19
LIT 04101	Life Skills Education	2	-	2	1	5	17
RAT04103	Incoming Correspondence Registry procedures	2	1	4	1	8	11
RAT04104	Outgoing Correspondence Registry procedures	2	1	4	1	8	7
RAT04105	Documents Filing Procedures	2	-	4	1	7	7
RAT04106	Records Inventory Procedures	2	-	4	1	7	7
TOTAL CREDITS							68

Semester 2

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credit
		L	T	P	As		
GST04201	Mathematical Applications	3	-	3	1	7	17
RAT04202	Records Files Closures Procedures	3	-	4	1	8	4
RAT04203	Records Storage Safety Guidelines	3	-	4	2	9	13
RAT04204	Records and Archives Retention Guidelines	3	-	4	2	9	10
RAT04205	Field Practical Training	-	-	-	-	7	10
TOTAL CREDITS							54

2.3. SUMMARY OF MODULES

NTA Level 4 – Basic Technician Certificate in Library and Information Management

1.6.5 Scheme of study

Semester 1

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
GST04101	Computer Literacy	2	1	4	2	9	14
GST04102	Life Skills Education	3	1	5	2	11	16
LIT 04103	Information Comprehension Skills	2	-	2	1	5	8
LIT 04104	Information Presentation Procedures	2	-	2	1	5	7
LIT 04105	Library User Membership Criteria	1	-	2	-	3	5
LIT 04106	Materials Shelving Procedures	1	-	2	-	3	5
LIT 04107	Library Usage Safety and Security	1	-	2	-	3	4
TOTAL CREDITS							59

Semester 2

LIT04201	Information Sources Assessment	2	-	3	1	6	9
LIT04202	Information Formatting	2	-	2	1	5	8
LIT04203	Information Circulation Criteria	2	-	2	1	5	7
LIT04204	Information Exhibition Procedures	2	-	3	-	5	7
LIT04205	Library Utilization Improvement	1	-	1	1	3	5
LIT04206	Filing System Procedures	1	-	3	1	5	8
LIT04207	Library Report Preparation Procedures	4	-	5	2	11	16
LIT04208	Field Practical Training	-	-	-	-	4	6
TOTAL CREDITS							66

NTA Level 5 – Technician Certificate in Library and Information Management

Semester 1

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
GST05101	Communication Skills	2	1	1	2	6	8
LIT05101	Information Professional Ethics	2	2	1	2	7	10
LIT05102	Cataloging of Information Materials	2	2	3	2	9	15
LIT05103	Classification of Information Materials	2	2	3	2	9	15
LIT05104	Information Outreach Services and	2	2	1	2	7	10
Total Credits							58

Semester 2

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
GST05201	Information intellectual property rights	2	1	1	2	6	8
LIT05201	Information User Studies	2	2	1	2	7	10
GST05202	Information Project Planning, Write Up and Monitoring	2	1	1	2	6	8
GST05203	Entrepreneurship of Information Service	2	1	1	2	6	8
LIT05202	Information Architectural Design	2	2	1	2	7	10
LIT05203	Field Practice Training	-	-	-	-		18

Total Credits	62
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NTA LEVEL 6: Ordinary Diploma in Library and Information Management

Semester I

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
GST06101	Research Methodology	2	3	1	2	8	12
LIT06102	Information Presentation Skills	2	2	1	2	7	10
LIT06103	Information Searching	2	1	3	2	8	12
LIT06104	Information Evaluation	2	1	3	2	8	8
LIT06105	Library Automation and Security Systems	2	1	4	2	9	15
LIT06107	Information Collection Development	2	2	1	2	7	10
GST06108	Organizational administration	2	2	1	2	7	8
TOTAL CREDITS							75

Semester 2

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
LIT06203	Digital Library	2	1	4	2	9	12
LIT06204	Marketing of Information Services	2	1	3	2	8	10
LIT06204	Digital Information Marketing	2	1	2	2	7	8
LIT06205	Research Project						15
TOTAL CREDITS							45

NTA Level 6 – Ordinary Diploma in Records and Archives Management
Semester 1

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
GST06101	Research Methodology	2	3	1	2	8	12
LIT06102	Information Presentation Skills	2	2	1	2	7	10
LIT06103	Information Searching	2	1	3	2	8	12
LIT06104	Information Evaluation	2	1	3	2	8	8
LIT06105	Library Automation and Security Systems	2	1	4	2	9	15
LIT06107	Information Collection Development	2	2	1	2	7	10
GST06108	Organizational administration	2	2	1	2	7	8
TOTAL CREDITS							75

Semester 2

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
LIT06203	Digital Library	2	1	4	2	9	12
LIT06204	Marketing of Information Services	2	1	3	2	8	10
LIT06204	Digital Information Marketing	2	1	2	2	7	8
LIT06205	Research Project						15
TOTAL CREDITS							45

**NTA Level 5 – Technician Certificate in Records and Archives
Management
Semester 1**

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
GST05101	Records and Archives Communication Principles	4	-	4	2	10	15
RAT05102	Records Accessioning Procedures	2	-	2	1	5	7
RAT05103	Records Centre Security Mechanisms	2	1	3	1	7	10
RAT05104	Records Center Filling Principles	1	-	2	-	3	4
RAT05105	Records and Archives Professional Ethics	3	-	3	1	7	11
RAT05106	Record and Archives Management Strategies	3	-	3	1	7	10
RAT05107	Record and Archives Preservation Procedures	3	-	3	1	7	11
TOTAL CREDITS							68

Semister II

Code No	Module Name	Distribution of Hours per week				Total hours/Week	Total credits
		L	T	P	As		
GST05201	Records and Archives Entrepreneurial Behaviours	3	-	3	1	7	11
GST05202	Records and Archives Financial Literacy	2	-	2	-	4	6
RAT05203	Land Records Management Principles	2	-	1	1	4	6
RAT05204	Medical Records Management Principles	2	-	1	1	4	6
RAT05205	Financial Records Management Procedures	2	-	1	1	4	6
RAT05206	Legal Records Management Principles	2	-	1	1	4	6
RAT05207	Personnel Records Management Procedures	2	-	1	1	4	6
RAT05208	Field Practical Training	-	-	-	-	7	10
TOTAL CREDITS							57

3.0. APPLICATION, ADMISSION AND EXAMINATION GUIDELINE

3.1. Application

- The School normally invites application for admission to its programmes between January to the end of August for both March and September intake courses
- All Applications should be submitted to SLADS Bagamoyo or SLADS Dar es salaam Campus accompanied by non-refundable application fees of **Tsh. 10,000/=** (This fee is subject to change).

3.2. Entry qualification in Library and Information Management Course

S/N	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME DURATION
1.	Basic Technician certificate in Library, and Information Management	Minimum four(4) passes in any subjects excluding religious subjects in CSEE	1 year
2.	Technician certificate in Library, and Information Management	One (1) Principal pass and one (1) Subsidiary pass (ACSEE). OR Basic Technician Certificate (NTA Level 4) in Library, and Information Management and at least four (4) passes of Certificate of Secondary Education ("O" level) CSEE.	1 Year
3.	Ordinary Diploma in Library, and Information Management	Equivalent Certificate of Technician Certificate (NTA Level 5) in Library and Information Management with good passes for all subjects at this level and at least four (4) passes of Certificate of Secondary Education ("O" level) CSEE.	1 Year

3.2. Entry qualification in Records and Archives Management Course

S/N	NAME OF PROGRAMME	ENTRY QUALIFICATIONS	PROGRAMME DURATION
1.	Basic Technician certificate in Records and Archives Management	Minimum four(4) passes in any subjects excluding religious subjects in CSEE	1 year
2.	Technician certificate in Records and Archives Management	One (1) Principal pass and one (1) Subsidiary pass (ACSEE). OR Basic Technician Certificate (NTA Level 4) in Records and Archives Management and at least four (4) passes of Certificate of Secondary Education ("O" level) CSEE.	1 Year

3.	Ordinary Diploma in Records and Archives Management	Equivalent Certificate of Technician Certificate (NTA Level 5) in Records and Archives Management with good passes for all subjects at this level and at least four (4) passes of Certificate of Secondary Education ("O" level) CSEE.	1 Year

3.3. Admission Terms

- a) A candidate will be admitted to SLADS on understanding that he/she has accepted and commits himself/herself to adherence to regulations, rules and by-laws set by the School. SLADS is an Institution which expects its students to behave ethically on and off campus. The School reserves the right to withdraw admission for misconduct that is contrary to the objectives of the School.

3.4. Registration

- a) It is an offence to submit false information when applying for admission. Applicants who will be found out to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against him/her.
- b) No change of names by the students will be entertained during the course of study. Names that appear on the original academic certificates will be used.
- c) All new students are required to report for orientation during the first week of the academic year.
- d) Successful applicants will be registered only after they have paid the School fees.
- e) Fees once paid will not be refunded.
- f) All students, if accepted, are expected to abide by all the School regulations.

- g) Besides the above, a prospective candidate must submit:
- (i) A medical examination form on her/his fitness to pursue school programmes
 - (ii) A receipt for fees and other charges
 - (iii) Completed registration form
 - (iv) Students must register within the prescribed period at the beginning of every semester.

General Information

All enquiries about admission to the School should be addressed to:

The Principal,

School of Library, Archives and Documentation Studies

P.O. Box 227

Bagamoyo,

Tanzania.

Telephone: +255 23 244 044; +255 71425259997

Fax: +255 23 244 0333

E-mail: sladsbagamoyo@tlsb.go.tz / sladsbagamoyo@gmail.com

Website: www.slads.ac.tz

3.5. Examination and Students By - Laws

Please consult the School Examination Regulations (2018) and Students By-Laws documents available in the school library and in the School website: www.slads.ac.tz for more information.

The examination regulations are detailing issues relating to academic conduct. These in a nutshell contain: application and admission procedures, semester assessment and administration, sickness and absenteeism, examination irregularities, handling academic disciplinary issues, conditions for progression etc.

On the other hand, Students By-Laws are concerned with non-academic matters pertaining personal behavioral offences committed mainly on

campus and hostels. Also students' by-laws have provisions that contain offences committed off campus areas on issues that seem to tarnish the image of the school.

4.0. FEES STRUCTURE

a) Fees

Payment of fees should be made before or during registration. Failure to pay within the specified period may result in the withdrawn of registration.

b) Mode of Payment

Fee should be paid to the "School of Library, Archives and Documentation Studies (SLADS)" through a control number that has to be generated by student on Online Payment Gateway Portal. To get control number visit School website www.slads.ac.tz then click on Online Payment Gateway. Payment can be at any NMB Bank Plc branch, NMB Bank Plc Agent and/or through Mobile Networks Operators (Tigo pesa, M-pesa, Airtel Money, Halo pesa e.tc).

c) Fee Structure

School fees and other charges are subject to change as approved by SLADS Governing Council. The current Students Training costs for NTA Level 4, 5 & 6 Programs are as shown in the schedules given hereunder.

4.1. Payable to the School (SLADS)

PROGAMME TYPE	TUTION FEES TSH	SLADSSO FEE TSH	MAINTAI NANCE FEE	REG. FEE TSH	NACTE QUALITY ASSUARANCE FEE TSH	ID CARD FEE TSH	TOTAL FEE (TSHS) PER YEAR
Basic Technician Certificate (NTA 4)	700,000/-	20,000/-	10,000/-	30,000/-	15,000/-	10,000/-	785,000/-
Technician Certificate (NTA 5)	880,000/-	20,000/-	10,000/-	30,000/-	15,000/-	10,000/-	970,000/-
Diploma II (NTA 6)	880,000/-	20,000/-	-	30,000/-	15,000/-	-	945,000/-

4.2. Accommodation

Accommodation cost/fee will be paid by the student at the rate of Tanzania shilling Three hundred thousand only **(Tsh. 300,000) per year this is subject to change.**

4.3. Payable Direct to Student

PROGRAMME TYPE	MEALS ALLOWANCE	TRANSPORT	BOOKS	STATIONERY	MEDICAL (NHIF) PER YEAR	TOTAL FEE (TSHS) PER YEAR
Basic Technician Certificate (NTA 4)	1,800,000/-	240,000/-	100,000/-	100,000/-	50400/-	2,289,600/-
Technician Certificate (NTA 5)	1,800,000/-	240,000/-	100,000/-	100,000/-	50400/-	2,289,600/-
Diploma II (NTA 6)	1,800,000/-	240,000/-	100,000/-	100,000/-	50400/-	2,289,600/-

5.0. STUDENTS' WELFARE, RULES AND REGULATIONS



Dean of Students

The Dean of Students is responsible for general administration of students' welfare, accommodation, discipline, social services, and cultural, recreational and religious activities.

Students' Government

Students have their own organization known as SLADS Students' Organization (SLADSSO). This organization accepts every student who is registered with the School to become its member and the organization conducts its election every year. Rights and Privileges are granted to all members. The Students' Organization is responsible for Students' academic, social and recreational activities at the School.

Orientation for New Students

Orientation is held one week before the commencement of the first semester in each new academic year. During this time students will be exposed to existing rules and regulations guiding their life at the School.

Financial Matters

Each student must complete payment of the fees for respective semester before registration.

A student is not allowed to attend any lecture or tutorial session without being registered with the School.

Health Services

The School provides basic First Aid Kit/ facilities only. All health matters requiring specialist attention are referred to relevant hospital in Bagamoyo and Dar es Salaam. Parents are encouraged to pay Tshs 50,400/-per year for students to be registered with National Health Insurance Fund (NHIF). This service allows students to get health services from all hospitals in Tanzania for a period of one year.

Demonstration and Strike

Strikes of any form are strictly prohibited and might lead to participant discontinuation from studies. Students can demonstrate only after getting permission from the Principal.

Smoking and Drugs

Smoking and usage of drugs such as Marijuana, Cocaine, e.t.c is strictly prohibited within the School campus and outside the campus.

Furniture

Student shall not interfere with or transfer furniture or fittings of any kind from any part of the School buildings without prior written permission from the office of the Dean of Students. Any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Dean of Students.

Catering Services

Catering services are not available for Dar es Salaam Campus, due to limited space, however, these services are available from other institutions near the campus area.

Catering services are provided commercially at Bagamoyo main campus. The School offers cafeteria services for all meals to students at subsidized rates through a private caterer. The meals are paid for at the cafeteria counter.

Students are not allowed to interrupt the catering services. First time offense will receive severe warning, second offense will incur a fine and the third offense will result in suspension.

Students are not allowed to take their meals in classrooms

Sports and Games

The School encourages students to participate in different games and sports. The School provides sport facilities for football, netball, and athletics. The School hold inter classes competitions and also hosts friendly matches by inviting teams from other institutions or being invited outside the school. All games are organized by the SLADSSO in collaboration with School sports master.



The School's Team ready for interclass sport competition

Religious Functions

Students have complete freedom of worship, with essential limits that the enjoyment of this freedom shall not, in any way prevent other SLADS activities and/or members in the community from enjoying their own freedom. Facilities from all major denominations are available within a walking distance from the School. Therefore, all students are encouraged to worship and attend services depending on their beliefs or denominations.

HIV/AIDS Awareness and Prevention

The School has strategic plans and programmes for addressing HIV and AIDS pandemic. HIV and AIDS have been ranked among the highest priority issues in the school's developmental programme. The strategic objective is to give awareness and prevention to the spread of HIV and AIDS at work place and provide support to people living with HIV and AIDS. Students are highly encouraged to educate and counsel their peer students to prevent the spread of HIV and AIDS. The School also teaches Health Information studies in module GST 05209.

Functions

For specific official students' functions, permission to extend musical performance in special places within the School may be granted by the Principal.

Dress

Decent dressing should be adhered by all students. Immoral and inappropriate dressing by a student shall subject student into disciplinary actions.

Gender Violence and Sexual Harassment

Gender violence and sexual harassment is against human rights. Hence, any student who will be involved in such inhuman activities of any sort shall not be tolerated. Strict disciplinary measures shall be taken against the respective students.

Pregnancies and Maternity

- i. Pregnancy will not be considered an illness unless otherwise reversed by any medical doctor. An on campus female student is not allowed to stay with her child after birth.
- ii. After birth, female student shall be granted upon request, a maternity rest not exceeding 21 days from the day of giving birth. Should there be any symptoms of maternal

complications after that period; the same will be advised to postpone studies.

Travelling and Travelling Expenses

- iii. Students are responsible for their own traveling arrangements to and from the School.
- iv. No student shall, except on very exceptional circumstances, obtain leave of absence for more than total of 14 days in an Academic year.
- v. Permission to travel for a weekend and during Public holidays outside Bagamoyo should be granted by the Dean of Students.
- vi. Permission to travel in and outside the country for less or more than a week and involving missing lectures and seminars shall be obtained in writing from the Principal.

Vehicles

Any student wishing to keep and operate any vehicle, i.e motor vehicles, motor cycles, bicycles, etc at the School shall do that at his/her own risk. The School shall not be responsible for any damage or loss of the vehicle, cycles, bicycles, etc. All vehicles shall be parked at the parking area for visitors, which is outside the administration area.

5.1. Hostel Accommodation

The School has limited hostel accommodation facilities at its Bagamoyo main Campus. However, the School has prepared a good plan of hiring the private hostels from those individuals who agree to adhere to the School's requirements. There are no accommodation facilities in Dar es Salaam campus as these are evening programmes and students are responsible to find their own accommodation. Any student who gets accommodation in hostels hired by the School is responsible for the proper keeping of all properties and any damage or loss must be reported to the Dean of students.

Security

Students shall be responsible for security, the general cleanliness and tidiness of the rooms they occupy.

Cooking

Cooking of any form by students is not allowed inside the hostels unless for places authorized for such purpose. For the avoidance of any doubt, cooking includes frying, roasting, boiling, baking and warming by use of any source of energy and any appliance. Any person found guilty of an offence under this by law shall be liable for eviction from the room.

Electricity

No cooling appliances and no electric devices other than reading lamps, electric iron or computer shall be used in students' rooms. Any person found guilty of the offence under this section, shall be liable to a severe warning, 2nd breach to a fine and the third breach an eviction from the room. Electric lights must not be switched on during the daytime or when an occupant is not in the room.

Musical appliances

Musical appliances and instruments, such as record players, radio set, video and other noise making instruments shall not be used between 12:00 midnight and 6:00 a.m. and at any other time, music shall not be played beyond room sound for avoidance of causing nuisance and annoyance to other residents of the hall. Any person found guilty of an offense under this law shall be liable to severe warning second, breach to a fine and third breach an eviction from the room.

6.0. LIBRARY SERVICES

The School has libraries on both campuses. Their main function is to provide library services to support teaching/ learning and research activities in the School. The collection comprises books, periodicals, CD ROMS and newspapers; covering a wide range of information. All users are required to adhere to the library rules and regulations stipulated from time to time. Students are also advised to avail themselves to services offered by nearby libraries such as ADEM Library, TASUBA Library and the District Library in

Bagamoyo town respectively. The library operates under the following time table:

DAYS SERVICE (HRS) BREAK SERVICE (HRS)

DAYS	SERVICE (HRS)
Monday– Friday	09.00am – 19.00pm
Saturday	09.00am – 2.00pm
Sunday & Public Holiday	Closed

i. Membership Registration

In order to borrow books and other Library materials one has to be registered as a library member. Membership registration is free to students, lecturers and researchers who want to use the library. Members are required however to fill in a membership application form before they can be qualified to become full time members.

ii. Lending Procedures

1. Identity card is used to borrow materials from the Special reserve collection.
2. Library materials borrowed must be returned on or before the due date /time given. Normal loan period for materials borrowed from the main library is two weeks, while materials borrowed from the Special reserve Collection is three hours.
3. Material borrowed may be renewed for a further period only if there are no requests for the same made by other users.
4. Library materials from the Special reserve collection which are borrowed for overnight or week end use must be returned at 9.00 am when the Library opens.
5. No Library materials may be taken out of the Library unless they have been officially issued to the user.
6. At the end of each semester, all Library users are required to settle any overdue loans. Failure to that they will be marked as defaulters and may

therefore forfeit the privilege of using the Library and borrowing materials thereof.

7. Any user holding overdue library materials will not be registered in the library until the materials owed by the library are returned or pays the overdue penalty
8. In the case of finalist students, examination, statement of results, transcripts and certificates will be withheld by the DP (ARC) for Academic Affairs until the library materials are returned or fines/penalties have been paid.
9. The Librarian retains the right to recall any books issued before the due date.

iii. **Library Regulations**

1. Smoking, eating and drinking are not allowed in the Library.
2. No bags, umbrellas, parcels etc except files and books may be brought into the Library.
3. Idle conversation, loud laughter and other unnecessary noise disturbs library users and must therefore be avoided. Discussions are also strictly forbidden in the Library.
4. Silence must be observed in the library all the time. Mobile phones, pagers, and watch alarms should be switched off before entering the Library.
5. Library books and other materials must be handled with care. Mutilation and damage of Library materials will be penalized.
6. Abusive language or gestures, harassing or threatening behavior to the library staff and other are not acceptable.
7. On leaving the Library, all users are required to produce for inspection all books and other items.
8. Reservation of seats is not permitted
9. Users must be decently dresses and conduct themselves properly in the Library.
10. Library staff on duty have the right to request a user to leave the premise if found violating a rules.

11. The library will not accept any responsibility for the loss or misplaced personal belonging.
12. Theft and mutilation of library materials is a criminal offence. Anyone caught attempting to steal, stealing or have stolen library materials will be reported to relevant security institution (including Police) and college disciplinary organs for further action that may include persecution, barred from using the Library or suspension from studies.

iv. **Fine and Penalties**

The following fines and penalties shall be imposed on anyone who will be breaking these rules and regulations. Library materials must be returned by the due date or earlier. Failure to do so will be treated as serious offence. The borrower will be required to pay fine for overdue.

v. **Overdue Fines**

Fine is imposed on borrowers for late returns of Library materials. An overdue fine of shillings 500/= (students) and 1000/= (others) shall be paid per day. Failure to return the book 7 days after due date will be considered book theft. Failure to pay the fine will result to denial to use the Library.

vi. **Special Reserve Materials**

A fine of shillings 500 shall be paid after every additional hour. Failure to pay the fine will result to denial to use the Library.

vii. **Loss and Damage**

A borrower will be held responsible for materials out on loan. Therefore it is the responsibility of the borrower to check and alert the library staff on the condition of the material before taking it out. If the material borrowed is damaged or is lost, an immediate report should be made to the Librarian. The borrower will be required to pay amount equivalent to the replacement cost of the price of the lost book. The fine is meant to cater for the replacement of the book, processing and other paper- works involved.

viii. **Theft**

The penalty for any act of book theft shall be suspension from using the Library for the whole semester. Repetition of the same mistake shall lead into denial to access the Library accompanied with a warning letter copied to the Dean, or Head of Department

ix. **Library Clearance**

After completion of studies or termination of employment, Library users are required to return all borrowed materials for clearance. Failure to submit them may cause unnecessary delays in getting the transcripts, examination statements, certificates or results and employee benefits.



7.0. INFORMATION COMMUNICATION TECHNOLOGY

The School believes in information and communication Technology (ICT) as an effective tool for organizing, storing, managing and disseminating data, information and knowledge. The new age of science and technology requires

libraries and other information units to be equipped with modern ICT expertise, tools, facilities and services. The School has an ICT laboratory that provides computers, printers, scanners and power-point projectors. Students are taught how to use these equipment and other relevant database.

a) Computer Lab Good Practice Policy

- i. Absolutely no food or drinks is allowed in the computer Lab
- ii. Keep the windows closed to prevent dust damaging computers.
- iii. Students should spend time wisely to allow other students to use computers as well.
- iv. Avoid using computers to store your work. Always save your work onto the movable storage devices like CD, flash disk and DVD.
- v. Lecturer's class sessions have priority to the computer lab.
- vi. Ensure the room is clean, tidy and ready for timetabled computer classes.
- vii. Students using the lab for academic research and assignments have priority over those just checking their emails.
- viii. Do not download any programs from the internet into the computers, unless you have been given prior permission. Permission must be obtained from the Computer Lab Technician or ICT coordinator.
- ix. Students are restricted from accessing inappropriate websites and making any changes to the computer desktop background.
- x. Always report faults and computer problems to the ICT Unit office.
- xi. Always allow the computer to complete automatic antivirus updates and scan the computer.

b) School website

With SLADS web site: www.slads.ac.tz, that is featuring current and historical information about the School's development, Prospective student can explore the site for course descriptions and entry requirements and also download application forms if they want to apply to any of SLADS programmes.

8.0. INTERNAL ORGANS

8.1. The School Governing Council

Duties

- i) To govern and control the School
- ii) To administer both movable and immovable properties of the School
- iii) To administer the funds and other assets of the School
- iv) To formulate the School policies
- v) To signify the acts of the School by using the common seal.
- vi) To receive and give grants, gifts, donations or other moneys on behalf of the School
- vii) To establish committees as the Governing Board may deem fit
- viii) To establish a search committee
- ix) To receive, consider and make determination on reports and recommendations from the committees
- x) To set the School fee structure

8.2. The ARC Committee of the Council

Duties

- i) To develop and coordinate academic matters and vision
- ii) To interpret and promote SLADS key academic matters
- iii) To liaise with consultancy management
- iv) To formulate and implement academic policy
- v) To oversee the selection and admission of qualified students
- vi) To coordinate the appointment of external examiners
- vii) To consider recommendations made by the established departments
- viii) To make proposal to the School on matters relating to the Academic affairs
- ix) To approve, suspend and discontinue programmes
- x) To authorize new programmes (concept notes) to proceed to academic development and approval
- xi) To receive, consider and approve/disapprove recommendations made to it on: Examinations results from School Examiners committee, curriculum of any course offered by the School, students admission in

respect to a diploma, certificate or other award of the School and External examiners for all courses offered by the SLADS

- xii) To receive and consider a summarized report on examination results appeals and examination irregularities cases
- xiii) To decide whether any student enrolled for a diploma, certificate or other award of the School has attained the necessary requirements and then approve for the grant of such diploma, certificate or other award of the School.
- xiv) Monitor academic audits in respect of School department on regular basis and spearhead quality assurance and control of the school programmes.
- xv) To make proposals to the School on matters relating to the conduct of academic issues in an effort to improve academic performance.
- xvi) To perform such other academic duties and functions as may be assigned or prescribed, by the School from time to time.
- xvii) To call any SLADS employee at its meeting as and when required.

8.3. The PFA Committee of the Council

Duties

- i) To coordinate the institutional planning, and budgeting process and to promote institutional analysis and decision support to senior management.
- ii) To coordinate policies, procedures and practices of Planning and budgeting control.
- i) To develop a policy framework for the implementation, review, updating and evaluation of strategic, institutional and academic plans at SLADS.
- ii) To formulate, review policies and coordinate implementation of matters relating to the management of the institution's financial information system
- iii) To oversee the implementation of approved procedures for the full range of fiscal management and control within the department by providing professional guidance to subordinate staff.

- iv) To prepare and review the departments' budgets, staffing plans and estimates.

8.4. Academic Committee

Membership:

The academic committee shall be composed of all tutors at the school, headed by the Principal and secretary of the committee will be DP ARC.

Duties

- i) To satisfy itself regarding the content and academic standard of any course of study offered by the School.
- ii) To regulate the conduct of examinations of the School.
- iii) To validate examination results pending for the approval by the Governing council.
- iv) To consider and approve/disapprove matters relating to students' project, research and field attachments.

8.5. Admissions Committee

Membership:

The Admission committee shall be composed of;

- (a) Admission officers,
- (b) Examination officer
- (c) Academic officers.
- (d) Dean of Students
- (e) One senior supportive staff appointed by the DP- ARC
- (f) Two Ministers from Students Organization responsible with Academic matters and Students welfare and accommodation - Member

Duties

- i) To scrutinize the applications for admission and make provisional selection of qualified candidates.
- ii) To submit proposal of the provisionally selected candidates to the Academic Committee for approval.
- iii) To scrutinize and revise the qualifications and procedures of students' admission and make recommendations to the Academic Committee.

8.6 Examiners Committee

Membership:

- (a) DP-ARC - Chairperson
- (b) Examination officer – Secretary
- (c) Academic officers - Member
- (d) Coordinator of training Dar campus - Member
- (e) An appointee of the Principal - Member.
- (f) SLADSSO Presidents – Member

Duties

- i) To receive and review examination results.
- ii) To recommend candidates who have successfully passed to be awarded their diploma, certificate or other awards of the School.
- iii) To submit examination results to the Academic Committee.
- iv) To administer the implementation of examination procedures and regulations.
- v) To make sure that the examination time table is implemented accordingly from setting of examinations to the releasing of examination results.
- vi) To make sure that examinations are conducted efficiently without any irregularities such as possession of unauthorized materials, dishonesty or infringement of procedures and regulations.
- vii) To deal with all problems pertaining the examinations.
- viii) To submit recommendations to the Principal and finally to the Academic Committee in respect of those who have been involved in examination irregularities.

8.7. Examinations Disciplinary Committee

There shall be the Examinations Disciplinary Committee (EDC) at School.

(i) Membership:

The committee shall be composed of the following members:

- (a) Academic Officer – Chairperson
- (b) Examination Officer - Secretary

- (c) Heads of Academic Departments - Members
- (d) One senior staff appointed by the DP ARC

(ii) **Functions;**

The Committee shall have the following functions:

- (a) To receive, hear, deliberate and decide on any examination irregularity reported in the respective campus.
- (b) To prepare and submit to the DP ARC a detailed report of its proceedings containing its findings and decisions on disciplinary action to be taken against a person or staff responsible or involved in an irregularity. DP ARC shall forward a summary of the report to the Principal.

The School's External Examiner providing his report on examination issues.

8.8. Library and Information Committee

Membership:

- (a) DP-ARC - Chairperson
- (b) Head of Library services – Secretary
- (c) Coordinator of training Dar campus - Member
- (d) Academic Officers - Member
- (e) One senior staff appointed by the Principal -Member
- (f) Librarians
- (g) One Minister from Students Organization responsible for Academic matters -- Member

Duties

- i) To regulate the operation of the Library Unit, ensure the proper utilization of its facilities and ideal provision of services.
- ii) To undertake publication of journals and serials.
- iii) To encourage members of staff in research activities and write scholarly papers.

- iv) To stimulate interest in research and promote writing skills among students.
- v) To review papers for publication following laid down criteria.

8.9. Research and Consultancy Committee

The Research and Consultancy Committee shall be composed of ;

- (a) Academic Officers - Chairperson
- (b) Head of Research and Consultancy - Secretary
- (c) Heads of departments -
- (d) One senior staff appointed by the Principal -Member
- (e) One Minister from Students Organization responsible with Academic matters — Member

Duties

- i) To monitor and regulate the activities of the Research and Consultancy Department
- ii) To recommend research and consultancy policies for approval by the Governing Council.
- iii) To review and approve research proposals and reports.
- iv) To solicit and manage Research funds
- v) To appoint research supervisors for research done by non-staff members.
- vi) To suggest rates for consultancy services.

8.10. Students' welfare and Disciplinary Committee

Membership:

- (a) DP-PFA - Chairperson
- (b) Dean of students – Secretary
- (c) Complaint desk officer
- (c) Coordinator of training Dar campus - Member
- (d) Academic Officers - Member
- (e) One senior staff appointed by the Principal -Member
- (f) One Minister from Students Organization responsible with disciplinary matters — Member

Duties

- i) To enforce institutional rules and regulations (by law)
- ii) To handle all disciplinary matters as far as the students are concerned
- iii) To provide counseling, mediations reconciliation among parties
- iv) To be responsible for reporting and forwarding disciplinary matters to the students Appeals Disciplinary Committee of the Governing Council.

8.11. Planning, Monitoring and Evaluation Committee**Membership:**

- (a) DP-PFA - Chairperson
- (b) Administrator – Secretary
- (c) Coordinator of Training (Dar campus) - Member
- (d) Academic Officers - Member
- (e) One senior staff appointed by the Principal -Member
- (f) Admission officers -- Member

Duties

- i) To ensure effective and efficient implementation of the Corporate Plan of the School.
- ii) To monitor progress and assess outcomes compared to the original objectives and expectations.
- iii) To ensure sustainability of the intended Corporate Plan of the School.

8.12. Integrity Committee

The Integrity Committee shall be composed of all Board members of the School Governing Council.

Duties

- i) Spearhead and facilitates the process of combating corruption at the School.

- ii) Is responsible for the production of the Institutional Anti-corruption Action Plan.
- iii) Receives considers and provides redress to all complaints emanating from within and outside the School relating to ethical issues and maladministration.
- iv) Participates in the training of senior, middle managers and the rank and file on the ethos of ethics and integrity and on anti-corruption theories and measures of transparency and integrity in participatory workshops to enlist support and understanding of the issues to be administered by the Integrity Committee.
- v) Recommends administrative action to the management of the School as a response to complaints verified as authentic and genuine.

8.13. Quality Control and Quality Assurance Committee

The Quality Control and Quality Assurance Committee shall be composed of quality assurance officers, Admission officers and Head of administration.

Duties

- i) To ensure that the School has effective academic quality policies and standards.
- ii) To establish indicators of effective education and training provision against which the School evaluates its achievements.
- iii) To see if the effective systems are ensuring that the quality policies of the School are applied throughout the organization.

9.0. ORGANISATION OF SLADS

9.1. SLADS GOVERNING COUNCIL MEMBERS

School Governing Council is composed of six appointed members and one Students Representative. Council members appointment lasts for three years however they can be re-appointed for second term. The Council is Chaired by the Director of Library Services Board (TLSB).

9.2 SLADS MANAGEMENT

Slads Management is composed of Principal, Deputy Principal (Academic, Research & Consultancy), Deputy Principal (Planning, Finance & Administration), Head Dar es salaam Campus and other Heads of departments.

10.0 SLADS BAGAMOYO CAMPUS

Heads of Departments (Bagamoyo)

1. Mr. L. D. Ngowo Academic Officer

2. Ms. B. Lyakurwa	Examination Officer/Records Management
3. Mr. P. Jonas	Admission officer
4. Mr. Salimu Mbaruku	ICT Section
5. Mr. C. Ackley	Research and Consultancy
6. Ms. B. Mwakatobe	Quality Assurance /General Studies
7. Mr. Y. Ndimangwa	Library Services

Heads of Planning Finance & Administration Department (Bagamoyo)

1. Mr. Kossam Daud Mwambeta Ag; Deputy Principal, Planning, Finance and Administration
2. Mr. Sudi Abdallah Human Resource Officer
3. Mr. Jackson Mkwawi Internal Auditor
4. Ms. Novita Msaiky Accountant Officer
5. Mr. S. Mtanda Administration Officer
6. Ms. Pilli. Mmaje Procurement Officer

Dean of Students (Bagamoyo)

1. Ms. C. Mallya: M.A (Information studies) (UDSM); BSc Inf. Science – (Pretoria); BSc (Hons) Technology Mgt. (Pretoria S.A).

Assistant Dean of Students

1. Mr. Nivard Lwinga (B.A (LIS)

Teaching Staff (Bagamoyo)

1. Ms. Victoria T. Kessy: M.A (Information studies), UDSM; B.A (LIS) TUDARCO ; Dip in (Special Ed), Patandi; Dip in (Ed), Marangu.
2. Ms. Bertha Mwaihojo: M.A (Information Studies), UDSM; B.A Hons (Education), UDSM.
3. Ms. Eva Jeremiah Sailen: M.A (Information studies), UDSM; B.A (LIS) TUDARCO; Cert. IT (Vision College of Technology & Business Studies), London, UK.
4. Ms. Balbina P. Lyakurwa M.A (Information studies), UDSM; B.A (LIS), TUDARCO; Dip in (Ed), Morogoro.

5. Mr. Said M. Mtanda: M.A (Information studies), UDSM, B.A (Ed), UDSM; Dip in (Ed), Korogwe Teachers College.
6. Ms. Consolatha J. Mallya: M.A (Information Studies), UDSM; BSc (Inf. Science), Pretoria; BSc (Hons) (Technology Mgt), Pretoria S.A.
7. Mr. Leonard D. Ngowo: B.A (LIS) TUDARCO; Dip in (Lib), SLADS Bagamoyo; Cert. In(Information Technology and Open Source),Finland.
8. Ms. Betiseba George Mwakatobe: B.A (LIS), TUDARCO.
9. Mr. Jonas Philemon:MBA.(Information Technology management),Institute of Accountancy Arusha on collaboration with Coventry University-UK ; BSc. (Informatics),Sokoine University of Agriculture (SUA)
10. Mr. Ponsiani Zakaria Lyimo: M.A (Information Studies), UDSM; B.A (LIS) TUDARCO
11. Mr. Lusi Zerah Grayson: B.A (LIS), TUDARCO
12. Mr. Charles Ackley: B.A (LIS) ,TUDARCO
13. Mr.Mussa Sonyo B.A (LIS) ,TUDARCO
14. Mr. Nivard Lwinga B.A (BRAIM), TPSC
15. Ms.Rose Makuhana B.A (LIS) University of Dar es salaam
16. Ms.Nasra Othman B.A (RAM) University of Dar es salaam
17. Ms.Zaina Omar B.P.A (RAM) Mzumbe University
18. Ms.Doreen Opasi B.P.A (RAM) Mzumbe University
19. Mr.Ibrahim Jojo, Bachelor of Information and Records Management (BIRM) SUA

Supporting Staff

1. Mr.Mgesi Magige - Certificate in Records Management,TPSC Librarians

1. Ms.Lilian Mpagama: B.A (LIS) TUDARCO; Dip in (Lib.Studies) SLADS - Bagamoyo; Cert in (Lib. Studies), SLADS - Dar es Salaam.
2. Ms.Theresia D. Kayumba: Dip in (Lib.Studies),SLADS - Bagamoyo; Cert in (Lib. Studies), (SLADS) Dar es Salaam.

3. Ms.Mwantumu H. Mndolwa: Dip in (Lib.Studies), (SLADS) Bagamoyo; Cert in Lib. Studies (SLADS) Dar es Salaam.
4. Ms.Erasma John: Dip in (Lib.studies),SLADS -Bagamoyo; Cert in (Lib. Studies), SLADS - Dar es Salaam.
5. Ms.Emily E. Meshack:M.A(Information Studies),UDSM; B.A (LIS), TUDARCO; Cert in (Lib. Studies),SLADS - Dar es Salaam.
6. Ms.Asia T. Chimwenda : Dip in (Lib), SLADS- Bagamoyo; Cert in (Lib.Studies), SLADS - Dar es Salaam.

Assistant Accountant:

1. Mr. Thadei T. Mabada: NABOCE, DSM.

Personal Secretary:

1. Ms.Vaileth Msigwa Dip in Secretarial Studies – TPSC (Dar es Salaam), Cert. in secretarial studies – TPSC (Dar es Salaam)

Senior Office Assistant

1. Mr. Yahaya Suleiman Pangapanga

11.0 SLADS DAR ES SALAAM CAMPUS

Head Dar es salaam Campus

- 1.Ms. Irene Saria: M.A (Information Studies), UDSM; B.A (LIS) TUDARCO; Dip in (Lib.Studies), SLADS - Bagamoyo; Cert in (Lib. Studies), SLADS - Dar es Salaam.

Academic Officer/ Head of General Studies Department

- 1.Ms. Happiness Bandoma: B.A (LIS) TUDARCO; Dip in (Lib.Studies), SLADS -Bagamoyo; Cert in (Ed.), Morogoro.

Admission officer /Quality Assurance Officer

1. Mr. Yohana Ndimangwa: B.A (LIS) ,TUDARCO

Head of Records Department/Head Research & Consultancy

1. Ms. Irene Saria: M.A (Information Studies), UDSM; B.A (LIS), TUDARCO; Dip in (Lib.Studies), SLADS - Bagamoyo; Cert in (Lib. Studies), SLADS - Dar es Salaam.

Head of Library Studies Department/Dean of Students

2. Ms. Pili Mzava: M.A (Information Studies), UDSM; BA.(Ed in sc), SAUT; Dip in (Ed.), Monduli Teachers College.

Teaching Staff (Dar es Salaam)

1. Ms. Irene Saria: M.A (Information Studies), UDSM; B.A (LIS) TUDARCO; Dip in (Lib.Studies), SLADS - Bagamoyo; Cert in (Lib. Studies), SLADS - Dar es Salaam.
2. Ms. Happiness Bandoma: B.A (LIS) TUDARCO; Dip in (Lib.Studies), SLADS - Bagamoyo; Cert. (Ed.), Morogoro.
3. Mr. Haruni Madalengo: B.A (LIS), TUDARCO; Dip in (Lib.Studies), SLADS - Bagamoyo; Cert in (Lib. Studies), SLADS - Dar es Salaam.
4. Mr. Issa Ramadhani: B.A (LIS) UDSM; Cert in Lib. Studies (SLADS) Dar es Salaam.
5. Ms. Pili Mzava: M.A (Information Studies), UDSM; BA.(Ed in sc), (SAUT); Dip in (Ed), Monduli Teachers College.

Supporting Staff

Librarians

1. Tumaini F. Ndashuka: Dip in (Lib.Studies), SLADS- Bagamoyo; Cert in (Lib. Studies), SLADS - Dar es Salaam.
2. Odilia Koola : Dip in (Lib.Studies), TPSC - Dar es Salaam; Cert in (Lib. Studies), SLADS - Dar es Salaam.