

M K YEBOAH LIBRARY

2025

LIBRARY USER GUIDE

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INTRODUCTION

The Pentecost University Library System (PULS) serves as the Fountain of Knowledge and the primary gateway to both local and international scholarly information. It supports and enriches teaching, learning, research, and community outreach. The library is committed to meeting the information needs of the entire university community by offering a balanced mix of traditional and modern library services. It stands as a dynamic hub for learning, discovery, and academic exploration. This Library User Guide is designed to assist users in effectively locating and accessing information resources and to help them make the most of the University Library System (ULS). In addition to this guide, the library periodically organizes orientation sessions and user education programs to further support users. Library staff are always available and ready to provide assistance. Users are encouraged to seek help whenever they encounter challenges or need guidance. The library is dedicated to maintaining a welcoming, secure, and enriching environment. It offers a wide range of resources, services, and facilities aimed at supporting users' academic and personal development. All members of the university community are urged to take full advantage of the opportunities the library provides.

ABOUT THE UNIVERSITY LIBRARY SYSTEM

Brief History

The Pentecost University Library was established in 2003 with an initial stock of approximately 450 books. Since then, it has expanded into a comprehensive library system. Today, the Pentecost University Library System (PULS) includes the main library—the M.K. Yeboah Library—as well as three branch libraries:

- The Law Library at the Sowutuom Campus Annex
- The Pentecost School of Theology and Mission (PSTM) Library at Gomoa Fetteh
- The PSTM Agape Campus Library at Sunyani

In September 2019, the main library was relocated to a dedicated facility on the sixth floor of the Phase II building complex at the Sowutuom Campus. It was subsequently branded the M.K. Yeboah Library, in honor of one of the renowned Apostles of the Church of Pentecost.

This new facility has a seating capacity of over 250 users and can accommodate more than 30,000 volumes of books.

VISION

The PULS shall become a renowned for being the Fountain of Knowledge and seek to play a pivotal role in promoting the academic and research mission of the University by offering exceptional access to information resources, cutting-edge facilities, and dynamic, user-centered services that foster excellence in teaching, learning, research and scholarship.

MISSION

PULS exist to serve as the primary Gateway to local and international scholarly knowledge and information to promote and enrich teaching, learning, research and community outreach.

CORE VALUES

The Pentecost University Library is guided by a set of core values rooted in its unwavering commitment to deliver timely and relevant information resources that support teaching, learning, research, publication and provide solutions to problems. The following core values serve as the foundation for realizing the library's vision, mission goals and objectives:

Courtesy: Valuing people's individuality and diversity.

Collaboration: Enriching the academic and scholarly community through effective partnership and collaboration. The Library maintains a proactive partnership policy, collaborating with university departments, members of the Consortium of Academic and Research Libraries in Ghana (CARLIGH), and other academic libraries both locally and internationally.

Customer Satisfaction: Provide user-focused services that meet or exceed customer expectations.

Intellectual Freedom: Upholding unfettered access to ideas, information, knowledge across time and cultures.

Professionalism: Upholding high standards in service delivery, the Library ensures that its staff remain approachable, competent, dependable, and responsive. These qualities are essential for building trust and fostering a supportive learning environment.

PRIME FUNCTIONAL AREAS/UNITS

The primary functional areas of PULS is made up of the Circulation and Reference Services Unit. E-Library Services Unit, Research Support Services Unit; Library/Faculty Liaison Officer. Acquisition & Technical Services Unit. These functional units seek to fosters direct engagement between Students, academic departments and designated library professional and support staff. This initiative aims to increase awareness and utilization of the library's collections, resources, and services.

The library is committed to delivering a broad range of dynamic and innovative services tailored to the diverse information needs of its users. In pursuit of excellence, it regularly assesses and reviews its resources and services to ensure alignment with the evolving academic and research demands of the University community.

STAFFING

The library staff are made up of highly qualified and experienced professionals and para professionals as well as administrative and technical support staff.

SERVICE HOURS

Main Library (MK Yeboah Library)

The library operates during the following opening hours:

Monday-Friday: 8:30am – 9:30pm Saturday: 8:00am – 6:00pm

Sunday & Statutory Holidays: CLOSED

After Regular Service Hours; MK Yeboah Library provides a 24/7 Learning Commons for Group and Individual Study Area.

CIRCULATION AND BOOK LENDING SERVICES

All books from the regular collection are available for check-out. Members of the university community are welcome to use the library's facilities and resources. One of the core functions of the library is to provide easy and equitable access to information for all members of the University.

ELIGIBLE LIBRARY USERS

The following groups are recognized as bonafide users with borrowing privileges:

- Students
- Academic staff
- Administrative staff
- Part-time faculty
- Alumni

While visitors and the general public are welcome to use materials within the library premises, they do not have borrowing privileges.

BORROWING CONDITIONS

All users requesting to borrow materials must present a PU Student/Staff identification Card. In rare situations, exceptions may be made only with the express approval of the Client Services Librarian. The library reserves the right to recall borrowed materials at any time, regardless of the borrowing period or renewal privileges previously granted.

LENDING/ BORROWING OF LIBRARY MATERIALS

Borrowing Limits and Duration

Undergraduate Students

May borrow a maximum of two (2) books/items at a time.

Loan Duration: One (1) week

Renewal: Items may be renewed once for an additional one (1) week, provided no request has been placed on the item by another user. After the renewal, the user cannot renew the same item again.

Graduate Students

May borrow a maximum of three (3) books/items at a time.

Loan Duration: One (1) week

Renewal: Same conditions as undergraduates apply.

- **Academic Staff**

May borrow up to three (3) books/items for the duration of a semester.

- **Senior Members (Faculty, Research, and Administrative)**

May also borrow materials for a semester duration.

- **Other Registered Clients**

Categorized users (such as non-teaching staff) may borrow a maximum of two (2) books/items at a time. Loan duration is determined by the library policy or specific user agreement.

- **External Borrowers**

Individuals outside the university who wish to borrow materials must be introduced by a University staff member, who will serve as their guarantor. Approval is at the discretion of the Library.

Important Note

All borrowing is subject to the availability of materials. Items currently in high demand or reserved may have limited loan durations or be temporarily restricted from borrowing.

FINES AND PENALTIES

To ensure timely access to resources for all users, fines are imposed on overdue and unreturned library materials as follows:

1. Overdue Books

- A fine of ₦0.50 per day is charged for each overdue book.
- After 21 days, the book is considered LOST, and additional charges apply.

2. Lost Book Charges

- If the lost book is returned, a ₦10.00 processing fee is charged.
- If the book is not returned, the user will be charged:
 - o A ₦10.00 processing fee, and
 - o Three (3) times the current cost of the book.

3. Recall Fines

- If a book is recalled and the user fails to return it by the recall due date, a fine of ₦5.00 per day will be imposed until the book is returned.

LIBRARY SERVICES

The Pentecost University Library System (PULS) offers a range of services designed to support academic research, teaching, and learning. Below are key services provided to users:

1. Reference and Circulation Support

This service offers personalized and professional assistance to library users seeking information. Assistance is available:

- In person
- Via telephone
- Live chat
- Email

Library staff assist users in locating, accessing, and effectively using library materials and resources.

2. Orientation and User Education

Each academic year, the Library organizes an orientation programme for all first-year and newly admitted users. The purpose is to equip them with the necessary skills to locate, retrieve, and utilize library resources effectively.

PROGRAMME COMPONENTS

•Presentation Session

Conducted by library staff using PowerPoint presentations, this session covers:

- The role, vision, mission, goals, and objectives of the Pentecost University Library System
- Overview of the library's collections and services
- Library rules and regulations (Dos and Don'ts)

•Library Tour

Small groups of students are guided through the library by professional staff, helping them to familiarize themselves with the layout, facilities, and key service points.

•Instructional Sessions

Users are taught how to:

- Use the library catalogue
- Understand the organization of library materials
- Access resources such as abstracting services, bibliographic tools, and electronic databases

Orientation sessions are also available to new faculty and administrative staff upon request.

READER SERVICES AND CIRCULATION

The Reader Services Unit oversees the daily shelving of library materials and ensures that all study and learning spaces are clean, orderly, and accessible for users. The unit plays a key role in maintaining a welcoming and conducive learning environment across all library facilities.

ELECTRONIC SUPPORT SERVICES

The Electronic Support Unit assists users in accessing and utilizing electronic information resources and provides ICT-related support within the library. This unit is essential in supporting digital literacy and access to online academic content.

KEY SERVICES OFFERED

- Access to desktop computers with internet connectivity
- Printing and scanning services
- Assistance with literature searches and article requests
- Interlibrary loan arrangements
- Reprographic services: Photocopying, printing, and scanning
- Computer-assisted learning support
- Software installation and troubleshooting

TRANSFORMATION AND SERVICE

RESEARCH SUPPORT SERVICES



The Research Support Unit is dedicated to promoting academic excellence by supporting the research activities of students, faculty, and researchers. It plays a central role in advancing scholarly communication and research visibility within and beyond the university.

CORE SERVICES INCLUDE

- Provision of a Research Commons – a dedicated learning space for research.
 - Collaboration and networking support between students and faculty for research projects.
 - Research data and output management support.
 - Training in information literacy, use of e-resources, and Turnitin/anti-plagiarism tools.
 - Guidance on identifying suitable scholarly publishing outlets.
 - Support with Open Access publishing and understanding intellectual property rights.
 - Assists in metadata, archiving and digitization.
 - Scholarly information to support research works.
 - Promote and support user independence through innovative learning.
- provide literature searches for research works.

REPROGRAPHIC SERVICES

The Reprographic Unit provides photocopying services to library users at a minimal fee. This service helps users reproduce essential academic materials conveniently within the library environment.

TYPES OF LIBRARY COLLECTIONS

The Reprographic Unit provides photocopying services to library users at a minimal fee. This service helps users reproduce essential academic materials conveniently within the library environment.

TYPES OF LIBRARY COLLECTIONS

1. Reference Books

This section includes quick reference materials such as:

- Encyclopedias
- Dictionaries
- Yearbooks
- Almanacs
- World Books

These materials are for in-library use only and are essential for quick fact-checking and background research.

2. Lending Books

These are textbooks and recommended readings for various academic programs that users can borrow for use outside the library.

3. Periodicals

This collection includes both print and digital formats of:

- Academic journals
- Magazines
- Newsletters
- Newspapers
- Government reports

These materials help users stay updated with current developments and academic discourse.

4. Electronic Information Resources

The library subscribes to a wide range of electronic journals and e-books to support teaching and research. These are accessed through platforms provided by the Consortium of Academic and Research Libraries in Ghana (CARLIGH), including:

- EBSCOhost
- Emerald
- Taylor & Francis
- JSTOR, among others.

5. Past Examination Questions

This collection includes past examination papers from various faculties. They are available in both print and electronic formats and serve as study aids for students preparing for exams.

6. Government Publications

This includes official publications from the Government of Ghana, such as:

- Acts of Parliament
- Hansards (parliamentary debates)
- Policy documents and other legislative materials.

7. University Publications

A collection of official documents published by Pentecost University, including:

- Academic handbooks
- University policies
- Annual reports
- Strategic plans

8. E-Books

An extensive collection of electronic books aligned with PU's academic programs. These can be accessed remotely or within the library through the university's digital platforms.

9. Theses, Dissertations, and Project Works

This collection contains:

- Undergraduate project works
- Postgraduate theses and dissertations

These documents reflect the academic output of the university over the years and are available for reference.

LIBRARY RULES AND REGULATIONS

Follow
the
rules!

Library clients are expected to conform to certain standards of conduct so that they do not interfere with the use, enjoyment, comfort or convenience of the Library by others. The following rules shall be observed by all users of the Library:

GENERAL RULES

- Silence must be observed in the Library.
- Smoking is not permitted in the Library.
- Users must dress decently and behave in a manner that will not be offensive to other Library users.
- No food including all types of drinks and fruits shall be brought into the Library except at designated areas.
- Readers' mobile phones must be switched off or kept silent while in the Library.
- Users should treat Library materials, equipment and facilities with care and report any defect or damage to the Library staff.
- The Library shall not be responsible for the safe keeping and any loss/damages of belongings left in the Library premises.
- Every person using the Library shall have due regard to the right of others to use the Library in accordance with the Policy and shall not interfere with their use of the Library.
- Every person using the Library will comply with prescribed terms and conditions of use and all relevant University policies, procedures and codes of conduct.
- No person in the Library shall behave in a manner which is offensive to or unduly inconveniences other Library users or which causes or is likely to cause damage to any Library material or Library facility.

- Rights to use the Library are non-transferable.
- On demand by a member of the Library staff, any person leaving the Library shall present for inspection at the Library exit any materials, bags or receptacles being removed from the Library.
- No person may reserve a seat for a colleague.
- All articles brought into the Library shall be brought in at the sole risk of the person doing so. Articles left unattended for more than 10 minutes may be removed by the Library staff. Items left in public areas at the time the Library closes shall be cleared away by Library staff. The University and, in particular, the University Librarian and the Library staff, shall have no responsibility for personal belongings brought into the Library.

COMPUTER USE REGULATION

- Priority shall be given to students engaged in academic and research work and on first come first served basis. In situations where demand for the library computers is high, each user shall be given a time limit not exceeding four hours.
- Users shall not install or download any software or attempt to alter software configurations.
- Users may save files or documents on a USB drive or cloud storage. Files saved to the hard drive shall be deleted on daily basis.
- The use of pen drives and other removable devices must be supervised by library staff.
- The use of library computers for watching movies, pornographic video and images, as well as playing and downloading any music videos and audio files is prohibited.

- Library computers shall not be used to visit online chat rooms or social media sites such as facebook, twitter, etc.
- Library staff may interrupt library clients using computers for non-academic purposes. Such computers shall be assigned to other users.
- Food and drinks are not permitted in all IT installations.
- The Library welcomes the use of laptops and other personal computing equipment by students, faculty, and staff. Library students may connect personal equipment to the Library's wireless network, which is available on all floors of the Library. Library clients may not unplug any of the Library's equipment or electrical and ethernet cables. Use of personal equipment, such as extension and power cords, must not pose a safety hazard for others.

ORGANISATION OF LIBRARY COLLECTIONS



The Pentecost University Library collections are organized using the Library of Congress Classification Scheme (LCCS). This internationally recognized system allows for the systematic arrangement of library materials by subject, making it easier for users to locate resources on specific topics.

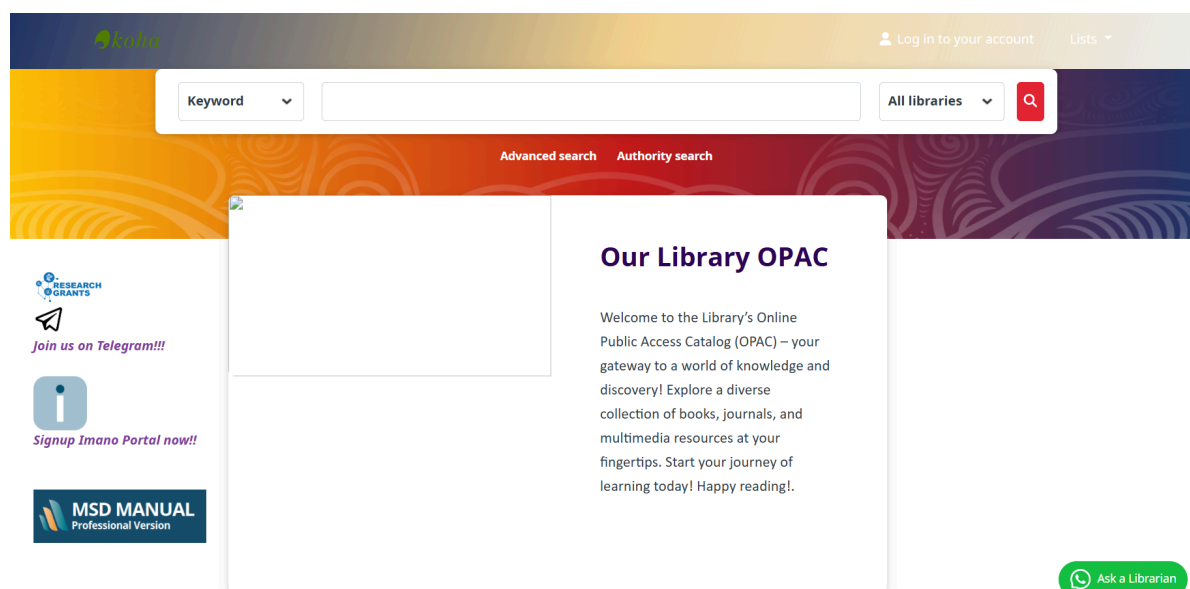
Each book or resource is assigned a unique alphanumeric code (a combination of letters and numbers) that corresponds to its subject area. This classification ensures that materials on similar topics are shelved together, thereby supporting efficient browsing and research.

USING THE PHYSICAL LIBRARY

To find materials in the library, users can consult the Library Catalogue, also known as the Online Public Access Catalogue (OPAC). The OPAC is a digital index of all the books and other resources available in the library.

HOW TO USE THE OPAC

- The OPAC is available on all computers within the library.
- It can also be accessed remotely via this link: : <http://ghlibrary.online:1006/>



STEPS TO USE OPAC

1. Visit the OPAC platform on a library computer or through the online link.
2. Enter search terms in the search bar—these could be the title, author, subject, or keyword.
3. Review the search results to identify the required item.
4. Note the call number of the book or resource. This number corresponds to the book's location on the library shelves.
5. Use the call number to locate the book within the appropriate section in the library.

TRANSFORMATION AND SERVICE

LIBRARY CLASSIFICATION SYSTEMS



While libraries may use one of three major classification systems (Library of Congress, Dewey Decimal, or Universal Decimal), the Pentecost University Library uses the Library of Congress Classification Scheme. This method is particularly well-suited for academic libraries due to its detailed subject categorization.

GENERAL OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A.....	General Works
B.....	Philosophy, Psychology, and Religion
C.....	General History
D.....	History
E and F.....	American History and Auxiliary Sciences
G.....	Geography, Anthropology, and Recreation
H.....	Social Sciences
J.....	Political Science
K.....	Law
L.....	Education
M.....	Music
N.....	Fine Arts
P.....	Literature
Q.....	Science
R.....	Medicine
S.....	Agriculture,
T.....	Technology
U.....	Military Science
V.....	Naval Science
Z.....	Bibliography and Library Science

The arrangement of books on the shelves is alphabetical based classification letters, from A to Z and within each group numerically from 1 to 9999. The classification code for a book is located at the bottom of the record in the computerised catalogue (OPAC). The codes are also located on the spines of the book, and in addition, code letters appear on each book shelf. The Alpha-numeric code assigned to each book is known as a Call Number/Mark, and might look like the one below:

Example

RC 280.B8.L53

This is the call number for “The Breast Cancer Survival Manual” by John Link. You will find this call number both on the spine of the book and on the record that represents this book in the catalogue.

If you go to any section of the shelves, you will notice that the books are arranged in alphabetical and numerical order with the call numbers.

You may access the catalogue (OPAC)online at <http://ghlibrary.online:1006/>

- Go to E-Library on the website and select PU Catalogue
- The catalogue is a joint catalogue of resources located at all our branch libraries.
- Use the box to search for a title, author, or subject.
- The results list will tell you the status of the item (if it is available, or its due date), the
- Item’s location, and will allow you to place a hold on an item.

E LIBRARY AND E RESOURCES

[Advanced search](#)[Authority search](#)

Our Library OPAC

Welcome to the Library's Online Public Access Catalog (OPAC) – your gateway to a world of knowledge and discovery! Explore a diverse collection of books, journals, and multimedia resources at your fingertips. Start your journey of learning today! Happy reading!.

[Advanced search](#) [Authority search](#)[All libraries](#)

The University Library provides an electronic gateway to the Library collection, facilities and services. The Electronic Library resources are available at the Library website: <http://ghlibrary.online:1006/>

The Resources available on the E Library include:

- Electronic Databases
- Electronic Books
- PU Catalogue
- Past Questions
- Research Guides
- Open Access Resources

The Electronic services available include:

- Ask Librarian Live Chat
- Subject Specialist
- Librarians Research Guides
- Information Literacy Instructions

GUIDELINES

- Computers and Discussion rooms at the Electronic Support Unit are for academic purposes only.
- Computers and Discussion rooms are available on a first-come, first served basis.
- Users are entitled to four (4) hours length of time to use the facilities (Computers and Discussion rooms), extension of use may be considered subject to the availability of computers/space.

PROCEDURE FOR LITERATURE AND REFERENCE SEARCHES REQUEST

Clients/Users can make literature and reference searches request physically by visiting the unit or electronically through the Units' email

(library@pentvars.edu.gh). To make literature and reference searches request, the following information is needed:

- Thesis/project topic – Literature searches
- Break down of topic – Literature searches
- Name of author - reference searches
- Year of publication - reference searches
- Subject area - reference searches

In general, all requests are responded to within 7 to 10 days. Clients/Users are notified on the outcome of their request through phone calls or e-mails.

Articles may be delivered electronically through e-mails or on external storage medium such as hard drives or pen drives. Clients/Users are notified by email with reasons, if the request is unfulfilled.

- You may access electronic resources through the Library website at:
ghlibrary.online
 1. Click E resources
 2. Click list of databases
 3. Select other resources, E resources (E Books, Past questions), E Library (Research Guide, PU IR)
- When you are off campus, you will need to use off campus access.
 1. Visit the library website at: <http://ghlibrary.online:1006/>
 2. Click E resources
 3. Select Off-Campus Access
 4. Enter username and password, if you have already registered for off-campus access.
 5. If Not Registered, click on Register for off Campus Access.
 6. Complete the form and click submit

Note: Your off-campus account will be activated within 48 hours.

1. An email notification will be sent to your email after account has been created. Now that you have access to your credentials, repeat steps (1-3) to have access to the list of subscribed databases.
2. Visit <http://ghlibrary.online:1006/>
3. Click E resources
4. Select list of databases
5. Select other resources, E Books, Past questions, E Library (Research Guide, PU IR).

Contact us.

Tel. Nos: 0244983269

University Librarian: 0207052561

Website: <http://ghlibrary.online:1006/>

Email: library@pentvars.edu.gh

CONTACT INFORMATION

Location:

Main Campus

Pentecost University Road
Sowutuom, Accra
Address: P.O.Box KN1739
Kaneshie, Accra Ghana

Phone Number:

+233302417057/8

Email: info@pentvars.edu.gh

Admissions Office

Phone Number: 0202706645/0542953858/0244455964
0500332244/0240505507/0302417057(8)

Email:

admissions@pentvars.edu.gh

Website:

www.pentvars.edu.gh



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