THE NATIONAL LIBRARY OF NAMIBIA: A LEGAL DEPOSITORY LIBRARY





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The National Library of Namibia is established through an Act of Parliament, the Namibia Library and Information Service Act, (Act No. 4 of 2000), to serves as a national centre for the conservation of material emanating from Namibia or relating to Namibia, with the aim to promote awareness and appreciates the existence of Namibia's national heritage.

The Institution is further mandated to coordinate and supplement the acquisition, exchange, disposal, or retention of any library material, to ensure adequate National Library resources, render bibliographic services, and serve as the Namibia National Bibliographic Agency. It holds the country's largest collection of the Namibian publications, including the Namibian Newspapers, of which some of the newspapers are dating back as far as the early 1900s, Namibian laws and historical publications, amongst other information and knowledge resources critical to retaining the memory of the country. These materials are collected through procurement and mainly through the Legal Deposit process.



WHAT IS LEGAL DEPOSIT?

Legal Deposit is a legal requirement, stipulated under Section 8 of the Namibia Library and Information Service Act, and it emphasize that by law individual publishers or producers are required to deposit, free of charge, five (5) copies of each publication and twenty (20) copies if the producer is a Government institutition or a Parastatal.

After receiving the five copies of each title, the National Library forward one copy to three designated places of deposits, namely; the Library of Parliament, Keetmanshoop Community Library, and the UNAM Oshakati Campus. The main reason for sending copies to other centres of Legal Deposit is to make them available for research and reference purposes at different corners of the country.

WHY LEGAL DEPOSIT?

The Legal Deposit serves many purposes such as;

- It ensures that the national cultural heritage is collected and preserved. The National Library is obliged to keep all Legal Deposit materials, make them available to the public, and not discard any part of it.
- It serves as a basis for the compilation of the Namibia National Bibliography. The National Bibliography of every country is the authoritative working tool for the Librarians worldwide, for getting access to books through Universal Bibliographic Control.
- It also serves as the basis for the National Bibliographic Database and for the compilation of the catalogue of "Namibian Books in print".

WHICH MATERIAL SHOULD BE DELIVERED AS LEGAL DEPOSIT?

It is required that printed material that are

made accessible to the public or section of the community through sale or free distribution are submitted to the National Library of Namibia for Legal Deposit and they should be deposited in the same format and the same quality as the original document. This includes print media (books, pamphlets, journals, yearbooks, annual reports, periodicals, maps, research theses, posters), as well as films, videos, sound tapes, records or CDs, or published data processing material (programs, games, etc). All of these resources are collected by the National Library of Namibia, while certain categories are passed on to the National Archives of Namibia for special storage requirements.

Section 6 (1) of the Namibia Library and Information Service Act Regulations', stipulates that, materials such as advertising leaflets, letterheads, business cards, photograph albums without any text other than the title of that work or album, a date and place, and the artist's name, artistic works ("artistic work" means any painting, drawing), price lists, notes, vouchers or stamps bearing a monetary value, cards of a commemorative nature, almanacs, calendars, and diaries that indicate days (including holidays) and months only, but without any photographs or illustrations and similar materials are exempted from Legal Deposit.

TIME OF DEPOSIT

Section 9 of the the Namibia Library and Information Service Act, stipulates that a producer should deposit a document within 14 days after the document become generally available or within extended period as the Minister may allow in a particular case. Where a producer fails to comply, the National Library of Namibia is mandated under Section 9 (2) of the Act, to give written notice to the producers, requiring them to deliver the Legal Deposit within 30 days of receiving the notice. It is the responsibility of the officials at the places of deposit to look out for government publications that are produced within their institutions and inform the National Library of Namibia.

HOW SHOULD ONE PROCEED WITH THE LEGAL DEPOSIT?

The publishers or producers could simply send copies of the publications to the National Library, or deliver them directly to the Library in Windhoek. The National Library, however, requires producers to add the following details



if they are not stated in the publication itself; the name and address of the publisher or producer, purchase price, and the print run. This details will be mentioned in the National Bibliography and the Namibian Books in Print, and it will enable people to buy the publications, however, this information is kept confidential but it is needed for national book statistics.

It is also strongly recommended that all books, journals, magazines, etc. get an International Standard Book Number (ISBN) or an International Standard Serial Number (ISSN) from the National Library. The ISBN or ISSN is an important tool, to identify uniquely one publication or edition of a publication published by a specific publisher in a specific format (book, journal, or magazine, etc.). ■

