



THE UNITED REPUBLIC OF TANZANIA
OFFICE OF THE SOLICITOR GENERAL



ELECTRONIC LIBRARY GUIDELINE

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OFFICE OF THE SOLICITOR GENERAL

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PREAMBLE

The Office of the Solicitor General (OSG) was established by the President of the United Republic of Tanzania, by the provisions of article 36 (1) of the Constitution of the United Republic of Tanzania, 1977. The Office of the Solicitor-General (Establishment) Order (GN. No. 50/2018) which established the OSG was gazetted in the Gazette of the United Republic of Tanzania No. 3 Vol. 99 dated 13th February 2018. The major undertaking of the OSG is litigation on behalf and for the Government of the United Republic of Tanzania and all its Institutions and any party in which the Government holds substantial interest. The Office deals mainly with arbitration and civil litigation (both local and international). Pursuant to Paragraph 4 (1) of G.N. No. 50/2018.

The E-library Guidelines establish a comprehensive framework for the effective organization, storage, preservation, and dissemination of information generated by the Office of the Solicitor General (**OSG**). With a significant collection of legal, technical, and administrative publications primarily stored in print format, the OSG recognizes the need to increase the visibility, accessibility, and impact of these resources. The creation of an E-library is essential to achieving this goal, ensuring the systematic collection, management, and preservation of a diverse array of OSG publications. These include unreported and reported cases, laws of Tanzania, technical reports, articles, newsletters, videos, speeches, photos, conference papers, government gazettes, Hansards, and other relevant materials.

The E-library will not only centralize and secure OSG publications but will also serve as a crucial platform for documenting, promoting, and enhancing access to legal information produced by the OSG. The E-library Guidelines align with national directives, including the Tanzania Library Services Act (1975), the National Information and Communications Technology Guidelines (2016), and the Intellectual Property Rights Guidelines (2017), as well as existing OSG policies such as the OSG Library Guidelines and Procedures, the OSG-ICT Guidelines and the Acceptable Use of ICT Guidelines. This alignment ensures that the repository supports the strategic objectives of the OSG while adhering to best practices in information management and dissemination laws in Tanzania.



LIST OF ABBREVIATIONS

CC	Creative Commons
E-LIBRARY	Electronic Library
GN	Government Gazette
ICT	Information Communication Technology
ICT	Information and Communication Technology
IR	Institutional Repository
LMS	Library Management Systems
M&E	Monitoring and Evaluation
NPS	National Prosecution Service
OA	Open Access
OAG	Office of the Attorney General
PDF	Portable Document Format
RLSU	Research and Library Services Unit



DEFINITIONS OF KEY TERMS

Bibliographic Information refers to the details of the publication for its identification and retrieval. Bibliographic information includes author(s), publication year, title, publication place, and publisher.

A collection is a group of materials with some unifying characteristic that are assembled by a person, organization, or IR from a variety of sources. Collections may contain any number of items, that are similar and contain the metadata for pieces of content such as Laws of Tanzania, reported and unreported cases, reports, conference proceedings, and research articles.

Community refers to a structural mechanism whereby contents sharing similar characteristics are organized.

Copyright is the right to copy; specifically, a property right in an original work of authorship (including literary, musical, dramatic, choreography, pictorial, graphic, sculptural, and intellectual works; and sound recordings) fixed in a tangible medium of expression, giving the holder the exclusive right to reproduce, adapt, distribute, perform and display the work.

Intellectual Property refers to creations of the mind; inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Intellectual Property is divided into two categories: Industrial property, which includes inventions (patents), trademarks, industrial designs, and geographic indications of source; and Copyright, which includes literary and artistic works such as novels, poems, plays, films, musical works, artistic works such as drawings, paintings, photographs and sculptures, and architectural designs.

Metadata of a document may include means of creation of data, the purpose of the data, time and date of creation, creator or author of data, and location of data. The main purpose of metadata is to facilitate the discovery of data, help in the organization of electronic data, assist in the digital identification of data, and support archiving and preservation of electronic resources.

Open Access refers to the free availability of literature on the internet, permitting users to read, download, copy, distribute, print, search, or link to the full text of the documents, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal or technical barriers other than those inseparable from gaining access to the internet itself



SECTION I INTRODUCTION

1.1. GENERAL INTRODUCTION

This section presents the background information of OSG, guidelines objectives, vision and mission, and guidelines preparation process.

1.2. ESTABLISHMENT OF THE OFFICE OF SOLICITOR GENERAL

1.2.1. Establishment

The Office of the Solicitor General (OSG) was established by the President of the United Republic of Tanzania, by the provisions of article 36 (1) of the Constitution of the United Republic of Tanzania, 1977. The Office of the Solicitor-General (Establishment) Order (GN. No. 50/2018) which established the OSG was gazetted in the Gazette of the United Republic of Tanzania No. 3 Vol. 99 dated 13th February 2018.

1.2.2. Vision, Mission, and Core Values

Vision

To be the best public law office leading the Government in Litigation

Mission

To conduct Civil Litigation, Arbitration, and related proceedings efficiently and professionally on behalf of the Government.

Core Values

(i) Professionalism

We shall provide the highest levels of service with highly skilled personnel.

(ii) Accountability

We shall be committed to a transparent code of conduct that holds us accountable to deliver on promises with no excuses.

(iii) Trustworthiness

We shall strive to maintain confidentiality, discipline, and dedication through our daily conduct.

(iv) Integrity

We shall be committed to being honest, ethical, and trusted through serving public Services.

(v) Impartiality and Independence

We shall be committed to treating views or opinions with fairness, dignity, and compassion, as well as being free from external control and constraint.



SECTION II

2.1. RATIONALE

This guideline shall serve as a guiding framework for the effective organization, storage, preservation, and dissemination of information generated by the OSG. The OSG has a good number of legal, technical, and administrative publications, which are mostly stored in print format. To increase the visibility, usage, and impact of the available publications there is a need to establish an E-Library for collecting, disseminating, and preserving the OSG and legal publications.

The E-Library will preserve unreported and reported cases, laws of Tanzania, technical reports, articles, newsletters, videos, speeches, photos, conference papers, government gazette, hansards, and other relevant OSG publications. The E-Library shall provide a complementary avenue to document, promote, and enhance access to legal information generated by OSG and other government stakeholders (Government Printer, OAG, NPS, and The Court of Tanzania).

E-library guidelines adhere to the Tanzania Library Services Act (1975), the National Information and Communications Technology Guidelines (2016), and Intellectual Property Rights Guidelines (2017), as well as existing OSG policies such as the OSG Library Guidelines and Procedures, the OSG-ICT Guidelines and the Acceptable Use of ICT Guidelines. This alignment ensures that the repository supports the strategic objectives of the OSG while adhering to best practices in information management and dissemination laws in Tanzania.

2.2. GUIDELINES OBJECTIVE.

The objective of the E-library guidelines is to provide an institutional framework for effective E-library management and guidance of its operationalization geared towards preservation, dissemination, and access to legal and organizational information anywhere in the world.

2.3. SPECIFIC OBJECTIVES.

- To guide how to properly use E-Library resources and services,
- To guide librarians and ICT staff on the preservation, retrieval, and dissemination of information to library users.
- To guide librarians on the issues of the sharing of library e-resources.



SECTION III

3.0. GUIDELINES STATEMENT

3.1. CONTENTS

The E-Library focuses on disseminating publications, especially from **OSG** and other government stakeholders (Government Printer, Office of the Attorney General (**OAG**), National Prosecution Service (**NPS**), and Courts of Tanzania.

3.1.1. Guidelines statement

The E-Library shall host collections of different types of documents/contents that are deemed useful to the OSG community and the public.

3.2. SUBMISSION

All units and divisions at OSG are obligated to submit selected reported/unreported cases and OSG Publications such as newsletters, reports, Articles, Photos, Videos, Speech to Research, and Library Services units for submission.

3.2.1. Guidelines Statement

The library shall ensure the submission of all OSG-selected publications by adhering to the following:

- The selected team should deposit documents.
- Once documents are deposited in E-Library, a review should be conducted.
- Documents shall be deposited into E-Library at any time but the items shall not be made available online until the review process is completed.
- If an author quits employment at OSG, their items/documents shall remain in the E-Library.
- The submission of the documents shall be in PDF format.

3.3. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

The copyright and intellectual property rights protect research outputs and other publications against infringements and plagiarism. The E-library guidelines adhere to the copyrights, Intellectual Property Rights, and other related documents in Tanzania.

3.3.1. Guidelines statement

The OSG will ensure publications are preserved and disseminated without breaching copyright, Intellectual Property rights, and other laws of Tanzania by observing the following: -

- Uploading content to E-Library, the author(s) or copyright owner(s) shall retain full copyright of the work but unequivocally grant non-exclusive distribution rights to disseminate the work and long-term preservation.
- The E-Library shall adopt the Creative Commons Licensing Model. A Creative Commons (CC) license is a public copyright license that enables creators to



grant permission to others to use their work under certain conditions. The CC licensing model is designed to facilitate the sharing and use of creative works, such as images, music, texts, and other media, in a way that is flexible and tailored to the creator's intentions.

3.4. ACCESS

The contents in the E-Library are intended to be freely accessible online and wherever possible, the full text of the document shall be made freely available subject to copyright law and license agreements. However, access to a specific item or collection can be restricted to registered users only.

3.4.1. Guidelines Statement

The OSG shall ensure free access to all metadata and full-text documents in the repository by providing free access to metadata and publications of all items in the IR with the following provisions:

- Content shall be used for any non-commercial purpose.
- Full-text content shall not be used commercially in any format or medium.
- Restriction to specific items may apply to non-OSG staff

3.5. PRESERVATION

Preservation allows items to remain in circulation for a long time therefore, it increases usefulness despite the rapidly changing technologies. To increase the visibility of OSG publications, items shall be retained indefinitely in the E-Library, and items shall be migrated to new file formats when necessary.

3.5.1. Guidelines statement

The OSG shall ensure the preservation of publications archived in the E-Library for the long term.

3.6. WITHDRAWAL

There shall be provisions for the withdrawal of the archived content. This can be due to guidelines breaches or legal requirements or to accommodate complaints received from a third party. In such circumstances, a good practice is to immediately embargo the content, investigate the issue, and restore public access to content once all parties have been informed and resolved. Withdrawn items shall be removed from the public view. A note will be inserted to show that the item(s) is no longer accessible.

3.6.1. Guidelines Statement

The Library shall withdraw any content found to breach any guidelines or legal requirement such as proof of copyright violation, failure to meet legal requirements, infringement of publishers' rules, and other reasons as approved by relevant authorities



3.7. TRAINING AND MARKETING

The training and marketing will focus on creating awareness of the contents available in the E-Library.

3.7.1. Guidelines Statement

The OSG shall provide a training awareness program to all OSG staff by coordinating regular and periodic training for all staff.

3.8. SUSTAINABILITY OF THE E-Library

Sustainability involves maintaining E-Library for its successful running to increase the visibility and utilization of OSG publication outputs.

3.8.1. Guidelines statement

The OSG management shall provide adequate support in terms of infrastructure, human resources, and other relevant provisions for the continuous running of the E-Library.

3.9 DISCLAIMER

OSG E-Library shall not be regarded as a publisher but as an online archive. Thus, the author/publisher shall be responsible or be liable for any possible mistake with the content archived in the E-Library.

3.9.1. Guidelines Statement

The E-Library shall ensure the quality of metadata, but the content shall remain the sole responsibility of the author/publisher and finally archiving the submitted items without changing the original publisher's content.

SECTION IV

4.1. E-LIBRARY WORKFLOW

E-Library members shall oversee the four possible workflow actors

- Submitter,



- Metadata Reviewers,
- Metadata Editors,
- Community Administrators.

4.1.1. Submitter

There shall be a submitter responsible for:

- Editing of metadata for their submissions.
- Uploading files for their submissions.

4.1.2. Metadata Reviewers

There shall be metadata reviewers responsible for:

- Reviewing the authenticity of the content submitted to E-Library
- Editing metadata of submissions.
- Accepting or rejecting submissions.
- Send a rejection message to the submitter explaining the decision.

4.1.3. Metadata Editors

There shall be metadata editors responsible for: -

- Cross-checking the metadata and content.
- Edit items where required.
- Modify metadata at any stage in line with the International Metadata Standards.
- Approving the archiving of E-Library content.

4.1.4. Community Administrators

There shall be community administrators responsible for:

- Communicating with departments and commonality users.
- Monitoring activities within the community.
- Map items from other collections in the community.

4.2. MONITORING AND EVALUATION

The monitoring and Evaluation (M&E) mechanisms will be part of the E-library guidelines implementation. The status of the E-Library shall be reported to Management.

4.3. GUIDELINES REVIEW

This guideline shall be reviewed every year or as dictated by prevailing circumstances.

APPLICATION

- The E-Library Guidelines shall apply to all Library users.
- These guidelines may be revised annually or when need arises.

"This guideline has been officially endorsed by the Office of the Solicitor General and is hereby issued for observance by all relevant staff and stakeholders."

WHEREAS I, Alice Mtulo, the Deputy Solicitor General of the United Republic of Tanzania have this 05 Day of December, 2024 instructed and issued these E-library guidelines to be observed by all library staff and users.



