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Background to the Study

The university libraries have long been recognized as the "hearts" of their universities. To fulfil their mission of supporting the educational objectives of their parent bodies, which include teaching, learning, research, and cultural development and also had to develop and maintain standard books, journals, and audio-visual collections and services (Ogunsola 2004). The Federal University of Agriculture, Abeokuta (FUNAAB) is one of the three universities of agriculture established by the Federal government of Nigeria. FUNAAB was established on January 1, 1988. It started its operation at a mini-campus at Isale-Igbein in the center of Abeokuta, the capital of Ogun State. The University later moved into its permanent site which is located some 20km away and shares a common boundary with the Ogun-Oshun River Basin Development Authority on the Abeokuta-Ibadan Road. The university has a total population of around 6,000 students comprising of around 4,500 undergraduate and 1,500 postgraduate students. Faculty staff strength is around 500. FUNAAB, has passed through different stages of merger and de-merge until it finally evolved as FUNAAB in January 1988. The library was later named 'Nimbe Adedipe library to honour the first Vice-Chancellor of the University, Professor Nurudeen Olorunnimbe Adedipe. The ultra modern library building can accommodate 1000 users at a time. The total collection of books at present is 100,622 titles while the staff strength is about Seventy Three (73) as at present. Generally, librarians are ranked as academic staff but the study of Ademodi and Akintomide (2015) established that dichotomy exists among academic lecturers in Nigerian public universities and librarians and such disparity is causing lack of recognition for librarians by their counterparts (lecturers). Consequently, Higher qualifications was known to have vital role in capacity building and skill development, for example, the higher the qualification, the more the skills and exposure that one acquires, and when this is combined with interest, intellect, and experience of the individual, the success could be outstanding. To this end, Salaam and Onifade (2009) opined that Librarians in Nigerian universities have shown themselves to be capable scholars who have the ability to acquire a doctoral degree, but were not sure of the available chances. Similarly, favourable work environment was found to correlate with high productivity of personnel in any organization, as well as the library setting, for instance, the study of Amusa *et al*(2013) revealed that the work environment of the librarians in South-

West, Nigeria is fairly favourable, having considered other indicators of work environments like; physical facilities, open communication, motivation, participatory management and staff development.

Objectives of this Paper

The main objectives of this paper were to:

- identify the different job placements in the Library
- Have an in depth understanding of the roles performed by each category of librarians
- Inquire about sharing of responsibilities among the library staff.

Research Questions

1. What are the various job categories in the library?
2. What are the functions of the various units in the library?

Methodology

Since this study is a descriptive research, and as such adopted a survey design using interview and direct observation method. Therefore structured interview was carried out with various categories of staff based on the research questions, and their (staff) responses form the bulk of findings of this research.

Findings

Academic librarian: job description

Academic librarians are responsible for acquiring, organising, managing and distributing library resources, and ensuring that library provision meets the needs of all its users. As academic librarians are responsible for providing support to academic departments, job vacancies may demand a degree that is relevant to a particular subject area. Academic librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind. Duties vary considerably according to the findings of this research, but typically include:

- selecting, developing, cataloguing and classifying library resources
- answering readers' enquiries

- using library systems and specialist computer applications
- management of staff, including recruitment, training and/or supervisory duties
- liaising with departmental academic staff, external organisations and suppliers
- ensuring that library services meet the needs of particular groups of users (eg staff, postgraduate students, disabled students)
- managing budgets and resources
- supporting independent research and learning
- developing IT facilities
- assisting readers to use computer equipment, conduct literature searches etc
- promoting the library's resources to users

Depending on where they work, some switch between libraries on different colleges. Working hours are generally nine to five from Monday to Friday; however, some services are increasingly open during evenings, weekends and sometimes even on a 24-hour basis. Despite this, there is scope for shared work and flexible working hours.

Most academic librarians enjoy finding out more about a sector, subject area and helping others with their research. Responsibility for specific library functions or subjects is common even in basic level posts, and developing skills and expertise through increasingly specialised or advanced roles will steadily advance career prospects.

Typical employers of academic librarians

- Universities and their academic departments
- Research institutes
- Public libraries
- Higher and further education colleges
- Professional and learned societies
- Specialist departments within government, hospitals, and large professional firms

Self-employment is uncommon; however, secondments with different institutions and fixed-term contracts are increasingly common. Flexibility regarding geographical location may be helpful for career advancement.

Qualifications and training required

One is eligible to become an academic librarian with any degree, but if the first qualification isn't related to information management, then one will need to do a postgraduate qualification with the university offering library and information resources management. Some postgraduate courses require applicants to have a certain amount of relevant work experience in library or information management. This can be gained by working as a library assistant, or via a graduate training scheme The Librarian Registration Council of Nigeria LRCN, provides guidelines and regulations that borders on the profession and accreditation of schools running the library and information studies.

Key skills for academic librarians

The library is made up of confident librarians with excellent organisational and interpersonal skills. Other key skills include:

- strong IT skills and familiarity with the use of databases and the internet
- team working and management skills
- assessment of resources and library users' needs
- presentation and verbal communication skills
- subject-specific knowledge or expertise in a particular function, for example ICT resources or resource ordering

Ahmad and Yassen (2009) also reasoned that, LIS Professionals have been creatively managing the information and research resources of their firms, engaging in evaluation, acquisition, organization, sharing and distribution of information in all formats, including books, periodicals, online services internal work product documents and database resources etc.with certain skills; i.e. Technical, leading, communication, project management, time management, digital rights management, as well as knowledge management skills.

Staff Profile

The university library is headed by a librarian, referred to as the university librarian with other designations as follows ;

1.2. Deputy Librarians

2. 4. Principal librarians
3. 6. Senior librarians
4. 12. Librarian II
5. 8. Library officers
6. 8 Library Assistants
5. 3 Secretarial Assistants
6. 2 Office Assistants
7. 14. Porters

The University Librarian is Dr (Mrs) M. O. Salaam

Job Placements and Sections of the Library

The library is organized into the following functional units:

Acquisition Section:

- Selection of vendor on yearly basis through open tender to supply the books/serials to the library.
- Holding of Book Selection Committee meeting on quarterly basis for selection of books and other reading materials.
- Scanning of titles placed before the Book Selection Committee for selection.
- Submitting the proposal to the competent authority for procurement of selected books by the specialists.
- Place the order for supply of selected books to the selected vendors and accessioning of books received in the library and bills are processed for payment.
- Holding of Review Committee meeting once in a five year for addition and deletion of journals/serials in the library.
- Submitting the proposal for renewal/subscription of journals to the competent authority.
- Placing of orders for renewal of journal subscriptions.
- Processing of invoices for payment, and dispatch of payment to the publishers.
- Preparation of payment register.
- Recording of the received journals in the Kardex.
- Checking and preparation of lists of claims/missing/non-receipt of journals.

- Sending of reminders for non-receipt of journals through written as well as e-mail every month.
- Filing of delivery slips properly.

Cataloguing Section:

- Receiving of books/reports/serials and other reading materials from book acquisition section.
- Preparation of data input sheets for books, serials, reports, gratis & subsequent edition.
- Processing of publications
- Maintaining card catalogue by merging of catalogue cards of new publications.
- Brings out catalogue of new titles (half yearly).
- Cataloguing & Classification of library materials.

Documentation and Reference Services:

The Library also maintains a reference section and open for consultation to all professions. Over 200 users visit the library every day for reference, consultation, obtaining photocopies of required articles and information retrieval service. Library also receives a number of reference queries and provide quick reference on email. The section contribute to the duty such as –

- Organisation and arrangement of all printed publications i.e. books, reports, periodicals (loose/bound) etc. for reference and lending.
- Issue and return of publications to the enrolled members of the library.
- Attend the reference queries from the readers personally as well as on phone.
- Issue the entry pass to the visitors (non-members) of the library.
- Prepare the membership card (private/institutional) and maintain the record in the register.
- Renewal of membership cards.
- Prepare the no dues certificate after checking the records.
- Process the file for refund of security deposit of private members.
- Prepare the library statistics related to services and activities of the section.

Document Delivery Services:

The library has the largest collection of current as well as back volumes of journals in all fields.. The Document Delivery Service provides access to the full text of needed documents. A large number of requests for photocopies of articles come from outsiders or external users. In addition to individuals, organizations like: Food and Agricultural Organisation – F.A.O, World Health Organization and USAID etc. request copies of articles from the Library. Photocopies were also supplied to the officers in the Special collection for Abstracting and Indexing..

Photocopy Services.

Library provides photocopies of articles for personal use to its users. A private photocopying operator has been established in library who provides the service at nominal rate of N5.00 per page. Photocopies of articles are also provided to outstation readers.

Binding Section:

- Selection of binder on yearly basis through open tender.
- Journals received in the library are got bound after completion of the volume.
- The books and other publications which are in damaged condition are also got bound.
- Accessioning of bound volumes of periodicals and processing the bill for payment.
- Section maintains the catalogue of bound volumes of journals for ready reference.

Personal Belongings:

All outgoing publications will have to be shown to the Porter; porters were empowered to search all persons coming out of the library. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly. Readers are expected to conduct themselves in a dignified manner while using the library. Any unbecoming behaviour will not be permitted. Observing silence in the Reading Rooms and Stacks is a binding duty on all users.

The Digital Library

The digital or electronic Information services could be described as a set of Information resources; basically data bases consisting of text numbers, graphics , sound, video etc. The electronic data bases are of two types, the in house, CD - ROMs and the online database through the World Wide Web. The digital library also offers Internet services such as e-mail and web browsing. . The avalanche of online resources was forcing the beginning of change on the traditional library organization. Managing of the acquired digital resource created sets of challenges for libraries (Okoye and Ugwuanyi, 2012). Similarly, Ogunsola (2004) also observed that Nigerian libraries are now gradually being computerized especially in the universities, resulting in Online catalogues which provide additional searching possibilities. The FUNAAB library started its automation programme in 1994 when it acquired through a World Bank Project, an IBM personal computer and the TINLIB library software designed for four work stations. This was later upgraded to ten work stations. The library has since migrated from the DOS based TINLIB software to a more versatile windows based GLAS (Graphical Library Automated System) software with capability to operate 50 work stations within the library. At present the OPAC is fully functional making it possible to catalogue books on line and for library clients to access such books immediately. There are terminals in all sections which are connected to the main server. The University acquired two CD-ROM databases in 1998 to improve literature search and document delivery capacity in the library. The CD-ROM databases are CAB Abstracts on CD-ROM, 1992-2000 and TEEAL (The Essential Electronic Agricultural Library) CD-ROM, 1993-1996. Yearly updates up to 2005 are available for users in the library. There are many other agricultural databases available for Online and CD-ROM searching.

However, all the afore-mentioned sections are under the headship of a librarian, for instance, the two (2) deputy librarians assist the university librarians in general administration of the .library. The principal librarians and the Senior librarians are in charge of sections in the library and bear the title of the unit, for example, the acquisition librarian, the serial librarian, the Chief Cataloguer – Cataloguing, the Head, Automation, the Reference Librarian, and the College Librarians who runs the affairs of the different college libraries.

Conclusions and Recommendations

This paper looks at the various job descriptions of librarians at the Federal University of Agriculture Abeokuta. The finding has shown the various functions of each section of the library as well as the individual role of the librarians. The study can be a very useful blueprint and guidelines for other academic libraries in the country. The study has also revealed that some sections carry more responsibilities than the other and in this case, the library may consider redistribution of duties among the different cadres of librarians. Also through the study, the university management will see the need to employ more librarians just to improve on library service delivery to students, and also to reduce the job stress and workload of the librarians so as to improve on job satisfaction as observed by Tella et al...., (2007) where job satisfaction was described as central and significant in the sustainability of an organization, it further asserted that a well-managed organization usually sees an average worker as the root source of quality and productivity gains, and such organizations do not look to capital investment, but to employees as the fundamental source of improvement.

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