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11-12-2019

## SWOT Analysis of Federal University Lafia Library, Nasarawa State, Nigeria

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Tsegba, Jacob Fagga; Ape, Rebeca; and Enyi, Kingsley E., "SWOT Analysis of Federal University Lafia Library, Nasarawa State, Nigeria" (2019). *Library Philosophy and Practice (e-journal)*. 3641.  
<https://digitalcommons.unl.edu/libphilprac/3641>

## Swot Analysis of Federal University Lafia Library, Nasarawa State, Nigeria

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### Abstract

*The study highlights the Strengths, weaknesses, opportunities and Threats in Federal University of Lafia Library. It examined the staff in terms of their numbers, professional status, educational qualifications and allocation and all the departments in the library. This is done in terms of their support of the university mission. Identify available information resources, ascertain the number of students registered with the library in comparison to the available resources and seating capacity. Documentary sources (records) from the Library and the Academic department were used as data. Personal observation and interview method were instruments used for data collection. Data was analysed using tables and percentages. Findings revealed that, the library strength is in the areas of staff commitment to duty as observed in their punctuality and quality of work produced, the upgrading of the units in the library to departments, adequacy of the collection that matched users' strength. Major weaknesses were in the bindery and photocopying services which are virtually lacking, short operation hours, inadequate staff, inadequate power supply and lack of Internet connection in the e-library. Major threat to the library is the building which is without a fence. Lack funds to run the library is another serious threat discovered. Opportunities are in the area of research. The researchers recommended the provision of bindery services with state of the art equipment, fencing of the library, recruitment of more professional librarians among others. In general, the university and the Library administrations are advised to improve on the weakness discovered.*

Keywords: SWOT Analysis, University Library, Federal University of Lafia

### INTRODUCTION

Universities are the highest academic institutions that produce knowledge through research for problem solving be it social, economic, moral or political. They are important academic institutions that produce human resources vital for all sphere of life. The primary role of any university is teaching and carrying out research for the development of the Nation. Universities are therefore seen as Institutions that render essential community service and serve as centers for moral, social and intellectual rejuvenation. The University through the libraries render these essential services by transmitting knowledge and preservation of civilization.

University libraries are primarily established to support and enhance the full realization of the educational goals of the University as well as educational objectives of the students. Ibiam (2010) define a Library as a place where information in whatever form or format, printed or non printed is acquired, preserved, processed, organized and disseminated for use. The university Library is therefore very important agent for the transmission of knowledge and preservation of civilization. It is the heart of the University where all academic activities revolves. There can therefore be no functional University without a library. It is in this regard that, Aguolu (2002) observed that, the quality of education is impossible without a quality library and that the academic, health, intellectual vitality and effectiveness of any university depend largely upon the state of health and excellence of its library.

To determine the effectiveness of the university library therefore, a SWOT analysis becomes the most renowned tool to audit and analyse the overall strategic position of its operations and environments. According to Vera (2014), it is the foundation for evaluating the internal potentials and limitations and the possible/likely opportunities and threats from the external environment.

The main objective of the study is to highlight the strengths, weaknesses, threats and opportunities that exist in the library. Specifically the study is aimed at;

1. Examining the staff in terms of their numbers, professional status, educational qualifications and allocation according to departments.
2. To identify the available information resources in various departments in Federal university of Lafia library.
3. To ascertain the number of students that are registered with FUL Library with a view to ascertaining the adequacy of the resources and seating capacity of the library.

## **FEDERAL UNIVERSITY OF LAFIA**

The Federal University of Lafia located in Nasarawa State Nigeria, was established in February 2011 by the Federal Government of Nigeria. The University is one of the nine Universities that were created to increase access to higher education in Nigeria and to ensure equity in the distribution of higher educational institutions and opportunities across the country by the then President Goodluck Jonathan. The new Federal Universities are situated in those states where

such federally funded institutions previously did not exist. Academic activities in this university commenced in 2012. The pioneer Vice-Chancellor of the University was Professor Ekanem Ikpi Braide and is succeeded by the current Vice-Chancellor Professor Muhammad Sanusi Liman.

The mission of the university is to train top quality human resource for the nation and equip the graduates with the relevant knowledge and skills required to excel in their fields of endeavour and to foster the economic development of the immediate environment and of Nigeria in general through the sharing and dissemination of scientific, technological, environmental and cultural knowledge. Its vision is to become a renowned and respected centre of learning which will help transform the economic and social life in the region through innovative and adaptive researches. The motto of the University is “Integrity, Innovation, and Excellence.

## **UNIVERSITY LIBRARY**

The University Library took off in 2011/2012 session along with the university as an academic structure at the take off site along Obi road, Lafia. The central library is located at the permanent site along Lafia-Makurdi road. The vision of the library is to be a strong repository of relevant and up-to-date print and electronic resources with which services befitting a top class university library will be available to users, with a mission to develop relevant library resources and offer high quality services in support of scholarship.

At the inception, the library was headed by Mr. Martins Ikhekhai a chief Library officer who came on sabbatical leave between 2012-2013. The library started with four units namely; Technical service unit, Circulation unit, Serials unit and E-library unit. Mr. James Adelusi a principal librarian also on sabbatical leave took over the affairs of the library from 2013 to 2014. At the end of his leave, Mr. Olumide Akamidu Johnson assumed the acting head as the most senior librarian in the library up to June 2015. The first substantive University Librarian, Dr. Mrs. Rebecca Ape officially took over the mantle of leadership from July 2015 on a five year tenure. Under her iconic leadership, the department of Library and information Science was established in the University. The units in the Library were also upgraded to the status of departments with additional ones created and approved by the management among other worthy developments.

The Library is headed by the University librarian who is a principal officer of the University answerable to the Vice-chancellor. There are currently seven (7) operational departments in the library namely; Readers services, Resource Development, Resource processing, Serials management, Reference Service, E-library services, Faculties/Resource Rooms all located in the Central library at permanent site. While others libraries like Medical and Postgraduate school libraries are located at take offsite, School of Basic and Remedial Studies library is located in the main library at the permanent site. Also, the library operates faculty libraries such as Faculty of science, Arts, Education and Social Sciences resource rooms.

### **Library Resources**

The Library has a total collection of 9,890 volumes of books covering the fields of chemistry, Economics, Library science, History, Mathematics, medicine, Geography, Sociology, Political Science, Zoology, Medical sciences, English, Education including Reference materials and Postgraduate Students Theses and Dissertations. There are also 845 volumes of journals. All the materials are acquired centrally and distributed to the college and postgraduate school libraries in their various disciplines. The Library is connected to the Internet and offers off line and online services using Agora, HINARI and OAIRE. Also E-Grannery, TEEAL, KOHA, Proquest data online for theses and dissertations and Turn -it-in which is an online plagiarism checker.

There are in addition two E-libraries. The one at the take off site has 20 computers meant for postgraduate students and staff while the one at the permanent site has 62 computers meant for both undergraduates and staff with other 29 computers across offices in the library to ease staff work. This brings the total to 140 computers. The E-library in the central library has 60 reading carrels/rooms well equipped with reading chairs, tables, Air conditioners and fans for both postgraduate and undergraduate students. The readers' services has a seating capacity of 244 readers at a time. Reference and Serials departments have sitting capacity of 40 each, while medical library 48, Postgraduate 20, Faculties or science resource room 12, Faculty of Arts 8, Faculty of Education 7 and Faculty of social sciences resource room 4 bringing the total seating capacity of the library to 423 at a time.

### **Opening Hours**

The library opens to readers from 8am-6pm through Mondays to Fridays based on security reasons. Opening hours on Saturdays and Sundays are 10am-3p. A stand by 18 KVA Generator is provided to ensure uninterrupted power supply from 8am to 6pm.

**STAFF.** The Library currently has a staff strength of 51 staff including those in the Postgraduate, Medical and faculty libraries. These staff are made up of academic librarians, library officers, administrative staff and library assistants.

## **METHODOLOGY**

The study adopted observation design method. The data for the study was generated using documentary sources in various departments in the library such as staff records, records of registered students (users) in the library, list of information materials acquired, location and activities. Personal observation and Interview schedule methods were the instruments used in collecting data. The researchers personally collected these information (records) from various heads of library departments and also observed things by themselves. Interview was also conducted with the university librarian and other heads of departments in the library. Data collected was tabulated and analysed using percentages. Resources that were rated 5.0 and above percent were regarded as adequate while those less than 5.0 percent were regarded as not adequate. The population of the study comprised of the entire 51 staff and all the information resources in the university library under investigation. The total population of students admitted by the university from 2016-2019 is 11, 420 while those that registered with the library are 5,024. The population of registered students in the library as compared with the seating capacity will also be considered in terms of the strength or weakness of the library. Findings will be based on the analysis on the tables, personal observations and results from the interviews conducted.

## Presentation of Data

Table 1: Staff positions

RANK	NO.	PERCENTAGE
University Librarian	1	1.96
Deputy University Librarian	1 (on sabbatical)	1.96
Senior Librarians	1 (on study leave)	1.96
Librarian 1	2(1on study leave)	3.92
Librarian 11	2	3.92
Assistant Librarians	3	5.90
Principal library officer 1	2	3.92
Principal Library Officers 11	2	3.92
Senior library officer	1	1.96
Higher library officers	7	13.72
Library Officers	3	5.90
Assistant library officers	6	11.76
Senior library Assistant	1	1.96
Assistant Registrar	2	3.92
Assistant chief Executive officer	1	1.96
Principal Executive Officer	1	1.96
Administrative officer	2	3.92
Administrative Assistant	1	1.96
Confidential secretary 11	1	1.96
Driver	1	1.96
Senior clerical officer	1	1.96
Clerical Assistant	1	1.96
Office Attendant	4	7.84
Chief Portress	2	3.92
Portress 11	1	1.96
Chief Porter	1	1.96
Total	51	100

**Source:** List of staff employed in FUL Library 2019.

Table one above shows that Assistant librarians with 3(5.90%) constitute the bulk of staff among academic librarians in the library followed by Librarians one and two with 2(3.92%) each, while University librarian, Deputy University librarian and senior librarian 1(1.92%) each. In the para-professional cadre, Higher library officers form the bulk of that cadre with 7(13.73), followed

bylibrary officers with 3(5.90%), Principal library officers one and two with 2 (3.92%) each, while Senior library officer with 1(1.96%). In the junior category Assistant Library officer have the highest number of staff with 6(11.76%) and senior library assistant 1(1.96).

### Professional Status of Staff

Table 2. Analysis of staff by professional status

STATUS	NO	PERCENTAGE
Librarians	10	19.61
Library officers	15	29.41
Library Assistants	7	13.73
Administrative/Technical staff	19	37.25
Total	51	100

**Source:** Staff list, Central library FUL 2019.

Other staff who are Registry staff posted to the library constitute majority with 19(37.25%) followed by Library officers who are para-professional staff with the minimum qualification of Diploma in Library science or other fields with 15(29.41%). Meanwhile, Librarians who belong to the University professional cadre and members of academic staff Union of Nigerian Universities ranked third in number with 10 (19.61%) while library assistants ranked 7(13.73%)

### Staff Qualification

Table 3. Educational Qualifications of Staff.

Qualifications	NO.	PERCENTAGE
Ph.D. LIS	2	3.92
MLIS	3	5.88
BLIS	5	9.80
MIM, MSC	4	7.84
B.A, B.ED, B.SC	11	21.57
HND, PGD, ADP	5	9.80
OND, NCE	5	9.80
DLIS	9	17.65
WASC, GCE, NECO, SSCE	7	13.74
TOTAL	51	100

Degrees in other fields of study such as B.A, B. ED and B.SC who have been employed as Library Officers are the commonest educational qualification acquired by staff in the library with 11(21.57), followed by DLIS 9 (17.65) and WASC, GCE, NECO, SSCE with 7(13.74) respectively. Others are HND, PGD, ADP, OND, NCE and BLIS ranked 3rd with 5(9.80) each. MIM, MSC with 4(7.84), MLIS 3(5.88) while Ph.D Library and Information science came last with 2 (3.92)percent.

Table 4: Staff Allocation in the library.

DEPARTMENT	LIBRARIAS	LIB. OFFICERS	OTHERS	TOTAL	%
Human Resources (Administration)	1	-	5	6	11.76
Resource Development	1		1	3	3.92
Resource Processing	2	3	-	5	9.80
E-Library Services		3	1	4	7.83
Serials Management	-	1	2	3	5.88
Readers Services	-	6	9	15	29.45
Reference services	1	-	1	2	3.92
Postgraduate School Library	2		-	2	3.92
Medical library	-	2	1	3	5.88
Bindery	-	-	-	-	-
Faculty of Science Resource room	-	1	1	2	3.92
Faculty of soc. Science Resource room	-	1	1	2	3.92
Faculty of Art Resource Room	-	1	1	2	3.92
On Study leave	3	-	-	3	5.88
Total	10	18	23	51	100

**Source:** FUL Library staff posting list record 2019.

The Readers Services Department has the largest number of staff with 15(29.45%). This is because of the direct services it offers to the University community which includes among others, the running of shift duties. This is followed by the Human resources (Administration) department with 6(11.76%), Resources Processing with 5 (9.80%) E- Library has 4(7.84%) while

Resource Development, Serials management, Medical library and those on study leave ranked 3(5.88%) each. Reference service, Post graduate library, Faculty of Science, Social science and Arts resource rooms have 2(3.92%) each.

Table 6. Book Resources allocation according to Departments in the Library.

<b>Departments</b>	<b>Books</b>	<b>Percentage</b>
Readers Services	7,419	75.02
Serials	-	-
Reference Services	136	1.38
Medical Library	864	8.74
Postgraduate School library	620	6.27
Faculty of Arts Resource room	280	2.83
Faculty of Education Resource Room	109	1.10
Faculty of Science Resource Room	277	2.80
Faculty of Social science Res, Room.	185	1.86
Total	9,890	100

**Source:**Record of list of books kept by various departments in the libraries in FUL

From the table above, readers services have the highest number of books totaling 7,419(75%) followed by medical library with 864(8.74%), Postgraduate school library 620( 6.27%), Faculty of Arts resource room 280(2.83%), Faculty of Sciences 277(2.80%), Faculty of Social Sciences 185 (1.86%), Reference Service 136 (1.38%0 and faculty of Education with 109 (1.10%).

Table 7. Journal resources allocation according to Departments in the Library.

<b>Departments</b>	<b>Journals</b>	<b>Percentage</b>
Readers Services	-	-
Serials	378	44.73
Reference Services	-	-
Medical Library	92	10.89
Postgraduate School library	329	38.94

Faculty of Arts Resource room	-	
Faculty of Education Resource Room	-	
Faculty of Science Resource Room	-	
Faculty of Social science Res, Room.	46	5.44
Total	845	100

**Source:** Record of list of journals kept by various departments in the libraries in FUL

Table seven above shows that serials department has the highest number of journals 378 (44.73%) followed by Postgraduate school library with 329(38.94%) while medical library and Faculty of Social science resource room ranked 3<sup>rd</sup> and 4<sup>th</sup> with 92(10.89%) and 46(5.44%) respectively.

Table 8: No. of students admitted and no. registered in the library between 2016-2019.

YEAR	No. admitted in the University	no. registered in the library	% registered in the library	% not registered in the library	Decision
2016/2017	2, 760	958	34.71	65.29	NAR
2017/2018	3, 616	1, 511	41.79	58.21	NAR
2018/2019	5, 044	2, 555	50.65	49.35	AR
TOTAL	11, 420	5, 024	43.99	56.01	NAR

Key: NAR- Not adequately registered. AR- Adequately registered.

**Source:** Admission list in Academic office and library registration register, FUL 2019.

Information in the table 8 above shows the number of students that were admitted by the university according to years and the number that have registered with the university library as its users. The table indicates that, students registered more with the library in 2018/2019 academic session with 2,555(50.65%), 2017/2018 academic session had 1,511(41.79%) while students registration in the library in the year 2016/2017 was 958(34.71%). The overall percentage of student's registration in the library within the period of study is 43.99 percent.

## **RESPONSIBILITIES OF DEPARTMENTS**

### ***Administration***

The University Librarian is the head of library administration. She controls all the resources of the Library which includes Staff, funds, equipment and other activities. Other staff members in this department are an Assistant Registrar, Administrative Officer, Confidential secretary 11, Senior Clerical officer, Clerical Assistant and a driver. Activities in this department include liaising with the university administration for the day to day running of the library. Coordinating staff activities such as procurement of information resources, employments, promotions, training of staff, postings, leave approvals and staff discipline. Administration as seen from its responsibility is the engine room of the library.

### ***Resource Development Department***

Resource Development Department is headed by a Deputy Librarian who is responsible to the university librarian for the day to day running of the department. Its responsibilities include identifying, ordering, acquiring and accessioning books and non-book materials and any other job that may be assigned to it by the university Librarian. The deputy librarian is assisted by a principal Executive Officer. The department is also responsible for the circulation of publishers' catalogues to both faculty staff and students in order to capture their needs in the provision of information materials. It is also responsible for the costing, procurement and processing the acquired materials. The department also keeps accession records and other relevant files. Tools used for book selection are British book in print and other catalogues sent in from publishers.

Information resources such as journals and other print materials could be acquired in the library through direct purchase, orders, gifts and donations. In the year 2018/2019 alone about four thousand two hundred and eighty-three volume of books were acquired for the library aside from the 5,550 volumes that were already acquired. Two hundred and eight volumes of journals were also acquired by the collection development division within this period.

### ***Resource Processing Department***

This Department operates under Cataloguing, Classification and book finishing. Cataloguing here is made up of online and manual cataloguing. The Department is headed by a Librarian 1 who is

on sabbatical appointment and assisted by an assistant librarian, one principal library officer 2, higher library officer and a library officer. The department performs services that are regarded as behind the scene. These services are cataloguing, classification, filling of catalogue cards and preparing library information resources for use by readers. It is also responsible for the preparation and filing of catalogue cards in the catalogue cabinet. This Department is very important because it is here that each book is given an identity known as a class mark that can easily be accessed by users. Also in the Department, there is a bindery unit which is responsible for binding and repairs of worn out or damaged books and student projects but which is moribund as a result of non-qualified staff to handle it. The tools used in the department for cataloguing and classification are Anglo American Cataloguing Rules, Library of Congress subject Headings, Library of Congress Classification Scheme and Library of Congress schedules covering all subject areas.

### ***Readers Services Department***

The Department is headed by a principal library Officer I. Other staff in the Department are a Senior Library officer, two Higher Library Officers, Library officer, two Principal Library Assistants, a senior library Assistant, one Assistant Registrar, one Administrative officer, two chief Portresses and a Portress II. The Department is the image maker of the library as staff interact directly with readers by offering services such as registration of members, providing reference services, charging and discharging of books to users, shelving and shelf reading recall of overdue materials, charging overdue fines among others. It has a readers seating capacity of 244.

### ***Serial Department***

The Department is headed by a Higher library Officer. Other staff in the department include a Principal Library assistant, Office Attendant and a Chief Porter. Information materials in this Division are journals, Government documents, Postgraduate and undergraduate students projects, Monographs, Institutional bulletins, conference proceedings and Newspapers/Magazines. It is also responsible for indexing/abstracting of journals and Newspapers. This Division is important because of the primary source of information available for use by readers.

### ***E-Library Department***

The Department is headed by a Principal Library Officer who holds a postgraduate Diploma in library and information Science and a BSC in Zoology and currently a master of Library and information science student at Benue state university, Makurdi. He has vast knowledge in ICT services. The unit is responsible for the provision of Internet services to users of the library. It has started online cataloguing of library information materials. It has facilities for training staff and students in the area of e-learning. Other staff members in the department are one higher library officer, a Library officer and one office Attendant. Under this department, audio-visual services such as video recording, power point presentation, burning of CDS and others are some of the services that are supposed to be offered. Equipment/facilities in the department are a Server, computers, Projectors for power point presentation, video machines, video cameras, Public address systems.

### ***Reference Service Department***

This Department is headed by an Assistant Librarian who holds a bachelor degree in library and information technology and currently a Master of library and information science (MLIS) student at Federal University of Technology Minna. With him in the Department is an office Assistant. Information materials stocked in this department are handbooks, Encyclopedias, Dictionaries, World books, Atlases and other reference materials. Information materials in this section of the library are meant for consultation and not to be borrowed.

### ***Postgraduate School and Medical Libraries***

These libraries are located at the take off site of the university as a deliberate attempt by the university librarian to decentralized library services to the postgraduate school and the medical students and the faculty. The postgraduate school library is headed by a librarian 2 assisted by a librarian ii. It has a total collection of 620 volumes of books and 329 journals and ten laptops that are connected to the internet to enable users to browse.

Medical library is headed by a Principal library officer one assisted by a Principal library Assistant. Collections in this library are essentially on medical information. It is connected to the

internet and has a collection of 864 volumes of books and 92 journals with 10 desktop computers.

## **FINDINGS OF THE STUDY**

Findings are reported in the area of Strengths, Weakness, Threats and opportunities in the area of the study. The findings are based on documentary records tabulated, personal observations and interviews conducted with concern library staff.

### ***Strengths***

The strength of the library lies in its staff and collections. The collection of 9,890 books and 845 journals as revealed in the study is sufficient to take care of a reader population of 5,024. The staff on ground who by the researchers personal observation are well dedicated and committed to their duties through punctuality and attendance to their various assignments diligently. The university librarian who is a seasoned librarian with the requisite qualification has sanitized the library in terms of posting the right staff in the right departments and placing them according to their qualifications. She personally sees to it that the right cataloguing and classification procedures are followed to place books and other reading materials in their right classes. The librarian has put in measures that have motivated the staff to work harder. Such measures are payment of responsibility allowances to staff heading departments and units, payment of shift allowances to staff running shift duties among others. These efforts by the university librarian have resulted in the establishment of the department of Library and Information Science in the university. There is a functional Library card catalogue and online access public catalogue (OPAC). This helps users to know what the library has either in subject, title or author. Another strength of the library is the e-library where the Intra-net provide access to resources acquired by the library.

Another point of strength is that, the current university librarian's efforts have resulted in upgrading the library to the status of a college with recognized departments in the library. This has lifted the spirit of professional librarians who are operating at par with their teaching counterpart.

## *Weakness*

The major weakness of the library is in the bindery unit. It lacked modern equipment/machinery to repair or rebind library worn out or damaged books. Library damaged books are piling up unrepaired. Students look elsewhere for binding of their projects thereby denying the library of internally generated revenue. Findings from personal observations and interview with staff concern revealed that, the unit also lacked technical competent staff to operate the machines supplied to the library. There is the danger of these equipment getting rusted as a result of lack of usage.

Other areas of weakness are that, the e-library is not connected to the internet. It lacked facilities to carry out functions that will generate revenue to the library. Such activities that generate revenue that are lacking are; Video conferencing and recording, downloading of materials from the net, power point presentation, Public address system and burning of CDs. Lack of space to house these materials is a major problem. Also, there are no photocopying services that could have generated a lot of revenue internally for the library and also save information materials from being mutilated by students. The researchers have also through personal interactions, observations and interview discovered that, there are no Indexing and Abstracting services provided by library staff for use inside and outside the university community which could have generated revenue internally for the library.

Another major weakness of the library is in its area of staffing. The library has only few professional staff, as a result, most of the key departments in the library like the Readers services, E-library, Serials to mention but a few are headed by library officers instead of professional librarians. Personal observation and interview coupled with documentary records show that, most of the staff employed in the library did not have background of a first degree in Library and Information science. Even those with the first degree less than an upper class were employed as officers. Out of eight professional librarians in the library, three are on study leave.

The registered numbers of students (users) is also not encouraging. As revealed in the study, out of 11,420 students who were admitted within the period of study, only 5,044 registered with the library.

One other area of weakness is in the area of power supply to the library. The main cable supplying power to the library has constantly broken down thereby throwing the library into darkness especially the down floor. This results to heat and darkness which is very uncomfortable to readers and staff. The capacity of the stand by generator supplying power to the library is too small. The library opens beyond 4pm but power supply to the library terminates by 4pm.

Another observed area of weakness that is of great concern is the location of the library which is far from the town without a bus attached to library staff on shift duties. The peculiar nature of services offered by the library and its time of operations including evenings and weekend duties calls for a staff bus which is lacking. This can be a serious inconvenience to staff involved. This has resulted in the early closure hours of the library at 6pm instead of 10pm as is the usual practice with university libraries.

### ***Opportunities***

There are a lot of opportunities that exist in the library. They are as follows: -

#### **Research**

Library and Information science offers a lot of topics for library staff to research on. Federal university of Lafia Central library also offers a lot of topics for research which its staff have benefited on such as contributions in chapters of books by the library administration and publication of articles in journals.

Other opportunities as the discovered based on personal observation are in the following areas;

Training of both staff and interested members of the community in the area of ICT. In order to keep its staff abreast of library activities, the library could organize short training programmes on topics like; Use of e-library services by users, shelving and shelf reading of books, Cataloguing and classification of information materials and Reference service to users.

### ***Threats***

The major threat that is facing the library according to findings is the building. This is because, the building is not fenced and so it poses safety and security problems. Security problems

according to Ugahas cited by Tsegba (2015) affects the library building, its collections, the staff and other users. Lack of funds is also another big threat to the existence of the library. Funds are needed to maintain the building, procure library materials, train staff, employ more qualified and competent staff and preserve information materials for longer use. All these are needed for the existence of a library.

## **RECOMMENDATIONS**

- ✓ In view of its importance to the library especially in the area of revenue generation, the bindery unit should be equipped with modern equipment/machines to make it functional. Also technical competent staff should be employed and other interested staff who are already on ground be trained to acquire skills in binding to bring life into the department.
- ✓ The university administration should as a deliberate effort employ more professional librarians to support the university librarian in her quest to improve library services to the university community especially in the area of providing Indexing and Abstracting services.
- ✓ University authority should create an environment where para-professional staff can improve their knowledge of library and information science by sending them to approved library schools.
- ✓ University authority should build a fence round the library building to safeguard it from vandals and unwanted visitors.
- ✓ In view of the importance of e-library, funds should be provided so that it can be hooked to the internet for effective service delivery. Equipment for an audiovisual section such as projectors, cameras, Public address system be provided and staff employed and trained to handle the section. This will help to generate revenue internally through power point presentation services, covering of events with digital cameras, burning of CDs.
- ✓ University authorities should ensure that, all the faculties and departmental libraries are connected to the Internet for ease of information processing and retrieval.
- ✓ The library authorities should ensure the provision of a close circuit television (CTV) for security both outside and inside the library to discourage the activities of criminal minded elements from theft of library materials.

- ✓ Students should be encouraged to register with the library as only registered students should be allowed to make use of the library.

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