DRAFT

MINIMUM STANDARDS AND GUIDELINES FOR
ACADEMIC LIBRARIES IN NIGERIA

Developed and Funded by

LIBRARIANS' REGISTRATION COUNCIL OF NIGERIA (LRCN)
FEDERAL MINISTRY OF EDUCATION

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Table of Contents

Title Page.......................................................................................................................i
Approval and Ownership...................................................................................................ii

Chapter One: **Introduction**.........................................................................................1
  Authority.....................................................................................................................1
  Scope.........................................................................................................................2
  Audience..................................................................................................................2
  Acknowledgements.................................................................................................2
  List of Committee Members....................................................................................2
  Definition of Terms...............................................................................................2

Chapter Two: **Staffing** ...............................................................................................3
  Introduction...............................................................................................................3
  Qualifications for Staffing..........................................................................................6

Chapter Three: **Accommodation** .............................................................................8
  Space Requirement...................................................................................................8
  Floor Requirement..................................................................................................8

Chapter Four: **Furniture and Equipment** ................................................................10

Chapter Five: **Collection Management** ................................................................11
  Introduction.............................................................................................................11

Chapter Six: **Services** .............................................................................................13
  Introduction.............................................................................................................13
  Library Promotional Activities.............................................................................13
  Organisational and Access to Information Resources...........................................16

Chapter Seven: **Budgeting and Funding** ...............................................................17
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurrent Budget</td>
<td>17</td>
</tr>
<tr>
<td>Capital Budget</td>
<td>17</td>
</tr>
<tr>
<td>Purchase of New Books and Non-Book Materials</td>
<td>18</td>
</tr>
<tr>
<td>Purchase of New Equipment</td>
<td>18</td>
</tr>
<tr>
<td>Library Furniture and Equipment</td>
<td>18</td>
</tr>
<tr>
<td>Maintenance of Building Equipment and Furniture</td>
<td>19</td>
</tr>
<tr>
<td>Chapter Eight: <strong>Information and Communication Technology (ICT)</strong></td>
<td>20</td>
</tr>
<tr>
<td>Introduction</td>
<td>20</td>
</tr>
<tr>
<td>Chapter Nine: <strong>Governance and Administration</strong></td>
<td>22</td>
</tr>
<tr>
<td>Competences and Skills</td>
<td>23</td>
</tr>
<tr>
<td>Behavioural Attributes</td>
<td>24</td>
</tr>
<tr>
<td>Conservation and Preservation of Library Resources</td>
<td>25</td>
</tr>
<tr>
<td>Monitoring and Evaluation</td>
<td>25</td>
</tr>
<tr>
<td>Community Relationship</td>
<td>25</td>
</tr>
<tr>
<td>Security</td>
<td>26</td>
</tr>
<tr>
<td>References</td>
<td>28</td>
</tr>
</tbody>
</table>
Chapter One

Introduction

1. Librarians’ Registration Council of Nigeria in line with Act of 1995 which established it is mandated to develop Libraries in Nigeria through Regulatory Policies, Guidelines and Standards.

2. These standards and guidelines will benefit Federal, State, Local Governments as well as Ministries, Department and Agencies (MDAs), Academic institutions that have no standards in place. In this regard, it is expected that library managers use their experience and judgment to apply these standards and guidelines in accordance with the exigencies and possibilities of local conditions.

Academic Library Standards are the policies that highlight the required values and principles, which an academic library should aspire to accomplish in the course of its service delivery.

Academic library Standards should serve the following functions:
   i. Articulate the goal for library programme services and staffing;
   ii. Determine the criteria for quantity, quality, extent and level of suitability;
   iii. Support the qualitative and quantitative criteria, both of which are amenable to review as the needs arise;
   iv. Serve as a tool for decisions and actions by the authorities of the institution with regard to planning and administration of library programmes and services; and
   v. Predict outcomes to be achieved by academic libraries.

It is important that academic libraries are guided by standards in order to offer effective and efficient services that meet the needs of members of their communities.

Authority

Minimum Standards and Guidelines for Academic Libraries in Nigeria is issued by the Librarians’ Registration Council of Nigeria (LRCN) in accordance with LRCN Act 1995. They are specifically issued in pursuant to section 2 b of the Librarians’ Registration Council of Nigeria (LRCN) Act of 1995 and are subject to periodic review by LRCN and other Stakeholders. A breach of the Guidelines shall be deemed to be a breach of the Act.

These standards and guidelines are mandatory for all institutions, private or public, which receive any form of funding from the Federal Government or are available to the general public.
Scope
This document defines the acceptable minimum standards and guidelines for Academic Library Systems which are as follows: infrastructure, document management processes, hardware and software management, staffing as well as accessibility mechanisms.

Audience
The Academic Library Standards and Guidelines contained herein, shall apply to all owners and users of Academic Libraries in both public and private institutions.

Purpose
The aim of this document is to define the minimum Standards for Academic Libraries in Nigeria.

Acknowledgements
The Council is grateful for the efforts of members of the Standard Drafting Committee and other stakeholders who contributed to this draft.

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Definition of Terms
Collection Management Policy: A policy outlining the systematic evaluation of size, appropriateness, accessibility and usefulness of a library collection in terms of objectives, patrons and programmes of the sponsoring institutions.
Conservation: The process of ensuring the survival of library and archival materials, at the simplest level. This may mean basic repairs or strengthening work.
Differently Able Person: A user with a condition that markedly restricts his/her ability to function normally.
Information and Communication Technologies (ICTs): These are hardware, software, networks and media for collection, storage, processing, transmission and preservation of information.
**Information Literacy:** It’s a set of abilities requiring individuals to recognise when information is needed and have the ability to locate, evaluate and use the information effectively.

**Information Resources:** Formal, informal, human, printed or electronic resources that contain information that can be accessed to meet a need.

**Information Services:** Storing, accessing, processing or delivering information to meet the needs of specific users.

**Institution Librarian:** Head of the University/Polytechnic/College of Education library.

**Inter-library Loan:** A system by which libraries borrow publications from other libraries.

**Librarian:** A professional trained with a minimum of a first degree in Library and Information Science.

**Library Facility:** Structures or spaces that are constructed, installed, or established to serve specified library functions.

**Para-professional:** An Individual holding a degree or diploma, who provides technical support to the librarian and is trained and skilled in library operations and applies them according to the pre-established rules, under normal circumstances.

**Preservation:** The provision of adequate care and maintenance facilities to ensure the safe survival of library stock or archives. This is generally synonymous with conservation.

**Standard:** The minimum level requirement accepted as norm or by which attainments are judged.
CHAPTER TWO

STAFFING

Introduction

For effective and efficient service delivery, it is required that the academic library be staffed by a mix of the relevant personnel, which include academic librarians, Para-professionals, and support staff.

The academic libraries shall have appropriately qualified and adequate staff commensurate with the academic programmes offered, the institutional population, the number of service points, and the hours during which services is offered. The composition of the library staff shall be: Librarians 35%, Para-professionals and technical and clerical staff shall constitute 65%. Certification with Librarians’ Registration Council of Nigeria (LRCN) is mandatory for the librarians.

- Librarians shall be given academic status with corresponding privileges and remuneration comparable or equivalent to those of the faculty members in accordance with existing policies;

- Where faculty rank exists, professional librarians shall meet the same requirement for promotion and tenure as other members of faculty;

- The library staff should be covered by a written policy that clearly establishes their status, rights, and responsibilities consistent with sound personnel management. Such a policy shall cover the area of appointment, contract renewal, promotion, tenure, dismissal and appeal in addition to working conditions, benefits and other incentives;

- The personnel office or its equivalent shall be involved in the recruitment, screening and selection of library staff;

- The library should be staffed in such a way as to meet demands and expectations;

- Staff size is determined by many factors such as programmes offered, size and scope of the collection, the number of buildings, separate units and service points, and the hours during which service is offered. While there are no absolute requirements, the level of service should be determined by availability of staff;
• The ratio of librarians to Para-professionals and other library staff depends on the range of operations and services provided by the library and upon its total workload requirement;

• The academic library staff should include librarians, Para-professionals and other support staff;

• Librarians and other professional staff should possess, in addition to qualifications, the needed skills, and academic training to meet the academic needs of the institution, and to provide management support. They should be given responsibilities commensurate with their educational competencies and work experience. The library support staff should be assigned responsibilities appropriate to their experience, training and capabilities;

• Because the library environment is often fragmented by the type of position held by its staff, care should be taken to maintain good relationship among all the categories of staff;

• All positions in the library should be established and organized as part of the career service. Every library should have a written personnel policy with position descriptions, as well as educational requirement for each position;

• The librarian shall conduct an annual performance evaluation of all library staff under his/her supervision as basis for their promotion and corresponding salary adjustment;

• Salary schedule should be created and should provide for regular increases with provision for merit and increases for superior performance and continuing educational pursuit;

• A staff benefit plan that includes social security, workers compensation, paid vacation and sick leave, insurance and retirement should be paid to all library employees as part of the compensation package given by the employing institution;

• The changing complexity of library work and on-going change in technology requires regular participation of staff in continuing formal and informal education. The continuing staff development programme shall be provided with the corresponding financial assistance from the institution. It may include formal studies in
the field of Library and Information Science or any other relevant discipline, which should be consistent with the need of the library, and other jobs related educational programmes such as in-service training, seminars, workshops and conferences;

- Librarians participating actively in library and other professional associations, as well as those engaging in other professional activities, should be encouraged;

- The staff should be encouraged to attend the seminars and other training following which they should demonstrate improvement in their competencies.

**Required Qualifications for Staffing**

The following qualifications are required for the personnel/staffing of professionals in the library:

**Professional Staff**
- Minimum of first degree in Library and Information Science or a first degree in another discipline with Masters in Library and Information Science;

- Certification with Librarians’ Registration Council of Nigerian (LRCN);

- Evidence of publication of scholarly works;

- ICT competencies and literacy; and

- Regular training and retraining.

**Para-Professional Staff**
- Minimum of National Diploma in Library and Information Science;

- ICT competencies and literacy; and

- Regular training and retraining

**Supporting Staff**
- Possession of qualifications in the desired areas;

- Acquisition of higher qualifications in the desired areas;
- ICT competencies; and
- Regular training and retraining
CHAPTER THREE
ACCOMMODATION

The academic library requires a suitable accommodation for its personnel, users, and resources. It is required that the library be located as centrally as possible for ease and convenience of access by all users in the community. It is also required that the library be located in a quiet place devoid of noise and other distractive activities. The library should be made accessible through good network of roads, with the environment offering sufficient aesthetic values in terms of good landscaping, clean environment, etc.

**Space Requirement**
The space requirement should be as follows:

i. Sufficient space for staff offices;

ii. Sufficient accommodation for at least 20% of total user population;

iii. Adequate accommodation for collections;

iv. Suitable accommodation for Information Communication Technologies (ICTs) and other multimedia facilities;

v. Conducive space for study and research;

vi. Adequate space for common room for staff;

vii. Adequate space for toilet facilities;

viii. Adequate space for snacks and coffee room;

ix. Adequate cooling Systems;

x. Adequate cross ventilation;

xi. Sufficient lighting;

xii. Suitable relative humidity; and

xiii. Adequate space for ICT laboratory that can accommodate at least 5% of the user population.

**Floor Requirement**
- The Library building should be friendly to the physically challenged;
• The building should meet the acoustic requirement by being noise free;

• Each study space shall occupy between 2.5 and 4 square metres;

• Each stack area for books shall be at least 10.75 square metres;

• The library shall provide spaces for the collection, display, reading, meetings, electronic workstations, multimedia workstations, viewing rooms, staff working areas including staff lounges and kitchenettes, space for special use, preservation and conservation, such as bindery.

It is important that the library building be provided with sufficient energy and communications facilities for the purpose of lighting and Internet connectivity respectively.
CHAPTER FOUR
FURNITURE AND EQUIPMENT

There is the need to provide library-tailored furniture and equipment for academic libraries. Efforts should be made to promote the use of furniture and equipment with local content, but with regard for international standards. Adequate equipment should be provided for computer laboratories, and e-learning facilities and resource rooms.

The following library furniture and equipment should be provided in adequate measures:

- Shelves
- Journal display racks
- Circulation desks
- Reading tables and carrels
- Reading Chairs
- Catalogues Cabinets
- Cabinets
- Kardex
- Kicks-Steps
- Trolleys
- Pick up vans/Trucks
- Periodical Racks
- OPAC
- Translators
CHAPTER FIVE
COLLECTION MANAGEMENT

Introduction

Collection management not only involves the selection and acquisition process, but also the organization and use of all materials in all formats to the level required to support academic programmes in research, teaching and public service. Collection management also includes leasing, renting, de-selection, providing access to other collections, planned resource-sharing and cooperate storage and electronic access to databases.

Collection development is a joint responsibility of the faculty and the librarian. The emphasis is on quality rather than quantity.

The collection management practice in place should be as enunciated in the collection management policy that has been put in place by the academic library.

Collection management practice is offered from the following perspectives:

- There shall be a year-round and carefully planned programme of selections and procuring library materials. The faculty shall actively participate in the selection of print and non-print materials especially in their areas or disciplines of specialization;

- The library shall define in writing the policies for collection development that will guide the selection and acquisition of library materials to support the realization of the vision and mission of the parent institution;

- The collection should consist of quality, current and relevant resources that support the library’s vision to meet the curricular, institutional research, and recreational needs of its clientele;

- Need for collection management policy;

- Involvement of end users in selection of materials for acquisition;

- Acquisition of materials in sufficient size to support the mission and vision of the parent institution;

- Acquisition of materials in varied formats, with consideration for formats that appeal to all segments of user community;

- Collections should be well chosen and well balanced;
• Use of different means of collection acquisitions, such as purchases, gift and exchange, bequests, institutional membership, intervention, etc;

• Acquisition of up-to-date collections;

• Development of an articulate programme for collection organization and care;

• Periodic evaluation and weeding programmes; and

• Need for local and indigenous collections, including local repositories.
CHAPTER SIX
SERVICES

Introduction
Library and information services shall be provided and directly related to the mission and vision of the institution. The library shall provide a variety of services that support and expand the teaching, learning and research capabilities of the institution.

The library shall carry out the following services:

- Circulation services
- Inter-library loan services
- Reference and Information services
- Current awareness services
- Selective Dissemination of Information (SDI)
- User-Education
- Literature searching
- Compilation of bibliographies
- Indexing and abstracting services
- Knowledge management services
- Preservation and conservation services
- Bindery services
- Information literacy services
- Information media literacy
- Internet services
- Archiving services
- Knowledge management services
- Preservation services
- Bibliographic services
- Consultancy services
- Photocopying/reprographic services
- Publication of guides to the library
- Compilation and maintenance of statistics
- E-library services
- Translation services
- Statistical data analysis services
- Internet services
- Book editing services
- Book end support

To achieve effective and efficient library services, academic libraries are expected to carry out the following:

- Majority of the stocks shall be available for lending as well as making circulation procedures effective and efficient.
- Access tools such as catalogues, indexes and other information resources should be made accessible;
- Circulation procedures shall be effective and efficient;
- The hours of access to the library shall be consistent with reasonable demand;
- The library should strive as much as possible to enhance information access through networking, resource sharing, online information services and use of technological advances;
- The library loan activities and document delivery services shall be encouraged for the purpose of increasing resources and extending cooperation with other libraries;
- Library exhibition and readership promotion campaign shall be provided;
• The library shall employ the use of social media and mobile apps in their services;

• The library shall produce a customer charter detailing what users expect from it and in turn what is required of users to do to help the library offer an effective and efficient library services for the users;

• The library shall produce a document which sets out the minimum service levels that are available to users and

• Liais with the academic/administrative departments in terms of resource selection

The services should be offered free as much as possible except for some on-line services, photocopying, and internet access and printing of materials and other reprographic materials that will arise from such assess.

**Library Promotional Activities**

The academic librarian shall engage in activities that will promote the gainful use of the resources and services of the academic library as well as meeting the needs of library users. These, he/she shall do through the following activities:

• Readership Campaign

• Exhibition

• Advocacy

• Library use instruction

• Library and shelf guides

• Library talks

• Orientation

• Display of new arrivals

• Current awareness services

• Selective Dissemination of Information (SDI)

**Organization and Access to Information Resources**
i. The library resources shall be organized using the library of Congress Classification scheme (LC) and the latest version of Anglo American Cataloguing Rules (AACR2);

ii. The resources shall be accessed through a comprehensive catalogue of library holdings;

iii. Access and retrieval of resources shall take into consideration differently able person;

iv. The Library shall ensure reasonable and convenient access to information resources for users; and

v. Adequate measures should be put in place to ensure the availability of information resources.
CHAPTER SEVEN

BUDGETING AND FUNDING

A budget is a quantitative expression of a plan for a defined period of time. It expresses strategic plans of business units, organizations, activities or events in measurable terms.

Capital budget is used to determine whether an organization’s long term investments such as new machinery, replacement machinery, new plants, new products, and research development projects are worth pursuing.

A recurrent budget stands apart from other budget types because it considers variable, not fixed costs.

The Librarian shall be responsible for the preparation and submission of the Library’s annual budgets. The Library shall be allocated a minimum of fifteen percent (15%) of the yearly recurrent expenditure. Also, supplementary sources of funding would be sought through the provision of Internet, reprographic, bindery and other consultancy services.

**Recurrent Budget**

- A minimum of 15% of recurrent budget of academic institutions should go to their libraries
- 15% of Internally Generated Revenue (IGR) of academic institutions shall also go to their libraries to fund library services and operations.
- All library fees collected shall be used exclusively for library services.

**Capital Budget**

- 5% of the capital budget of the academic institution shall be set aside for the library.
- 10% of overhead allocation of the academic institution shall go to the library.

The Library budget shall be:

- Adequate to support the ongoing and appropriate needs of the Library;
- Take into consideration the institutional methods of the library;
• Provide for the current and anticipated size of the user population;

• The library head shall prepare, justify and administer a library budget that meets the library objectives and expectations of library users;

• The planned budget as approved by the administration should be implemented;

• Other interventions for the development of the Library are advocated for example, TETFUND intervention.

• Where institutional funds are inadequate, other ways of augmenting the library’s financial resources shall be explored. These include endowments and donations, participation in exchange programmes and consortia or cooperative projects.

**Purchase of New Books and Non-Book Materials**

- The Library shall purchase books and non book materials by direct purchase or ordering

- The library will exploit inter library loans, donations and library cooperation in order to build up the collection.

**Purchase of New Equipment**

The Library shall provide and replace appropriate equipment such as: computers and their accessories, photocopying machines, binding equipment, classification tools, cataloguing tools etc.

**Library Furniture and Equipment**

- The Library shall be equipped with appropriate equipment for public use;

- Standard metal/wooden shelves measuring seven feet and five feet high and two and half feet wide shelving for books and journals;

- The Library shall have computers for public use;

- There shall be provided at least one photocopier and printer in the library building for public use;

- The library shall provide basic communication equipment for public use;
• The library shall provide equipment for preservation and conservation of information materials.

**Maintenance of Building Equipment and Furniture**

**Introduction**

The institution shall provide adequate facility for students, lecturers, and other authorized users at convenient and conducive place for study and research.

• The building and its furnishing shall create ambience appropriate for scholarship and conducive to learning, access to information and the delivery of high quality services;

• The building shall have in place mechanisms to minimize or avoid security risk associated with the users, the collection, the equipment and data;

• The building shall have a high degree of flexibility or adaptability so that the use of space can easily be changed by rearranging the furniture and equipment;

• Sufficient doorways which are operable outwards to ensure rapid exit in case of an emergency shall be provided;

• The library building shall be regularly maintained;

• The building shall be functional, flexible (modular) and aesthetically impressive;

• The building shall be adequately ventilated with fans and air-conditioners backed up with a stand-by generator and inverters to ensure uninterrupted power supply;

• The library shall be user-friendly, especially for users with special challenges;

• The library shall have adequate emergency and fire safety measures;

• The professional librarian should provide a brief for the library building and be involved in the planning of the library building at every stage.
CHAPTER EIGHT
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Introduction

Information Communication Technology’s (ICT) use has become an integral part of library services offering, therefore, academic libraries should embrace it fully. The library shall adopt and apply Information Communication Technologies in information management and its operations.

The library shall embrace opportunities created by Information and Communication Technology (ICT) by:

- Providing space for installation of computers for users;
- Indicating hours of opening, ideally 24 hours a day;
- Provision of adequate infrastructure for ICT;
- Establishing ICT policies to guide adoption and maintenance;
- Establishing library ICT infrastructure and systems that integrate with the university-wide ICT environment;
- Installing Library Systems that support data exchange using standard protocols and formats;
- Establishing disaster recovery and business continuity plans;
- Providing ICT hardware and software that adequately facilitate the information management needs of the library;
- The Library shall have several dedicated computer terminals connected to the Intranet and Internet for users and with relevant software for research;
- There shall be adequate ICT personnel for computer maintenance;
- The Library shall provide a closed access server room with adequate air conditioning for managing library system and ICT services;
- Providing for the digitization of information resources;
- Providing competent library professional dedicated to the management of library ICT infrastructure;
• Adequate funds shall be allocated by the institution for maintenance, replacement, repairs, renovation and for investment in new and improved ICT;

• High-speed information highways for transferring information in whatever form;

• User-friendly, flexible, mobile, intelligent access tools with end-uses conformed retrieval;

• Accessibility of information wherever it is needed, as well as the digital integration of information in whatever form it exists;

• Design and hosting of suitable websites that contain the best electronic resources for users to find whatever they are looking for at anytime and anywhere via the Internet to support their institutional mission;

• There shall be adequate budget for ICT;

• Librarians of academic institutions should draw up a frame work which aims at improving staff skills in utilization of ICT services. This plan should be followed by designing an appropriate training programme, which is capable of preparing the library staff to cope with ICT services;

• E-mail, fax, library phone, website and library email address should be provided in the academic library;

• Automation of services is a basic requirement; and

• Printers, scanners, modem/network switch, bar code printer, bar code readers, R/W/ combo drive, digital/web cameras, speakers, microphones, telephone, telex, fax, television, VCR/VCP, OHP Film projector, microfilm reader, microfiche reader, LCD projector, photocopy machine, CCTV camera, etc should be provided.
CHAPTER NINE
GOVERNANCE AND ADMINISTRATION

The Librarian shall be eligible for membership in the Senate or Academic Board of their institutions. The academic Librarians make unique contribution to the academic community and to the institution itself. These contributions include developing collections, providing bibliographic access to all library materials, and interpreting these materials to members of the institution. Librarians contribute to the sum of knowledge through their research into the information process and other areas of study. Services improvements and other advances in the field result from their participation in library and other scholarly activities. Therefore:

- Academic librarians are expected to articulate their vision and mission which shall be in line with the wider vision and mission of the parent institution;
- The vision, mission, goals and objectives of the academic library should be clearly reflected and implemented in the annual plans of the library;
- The establishment of the library should be in line with the act establishing the institution;
- There should be an organogram indicating hierarchy and relationship of the components of library. The supervision and control of the academic library shall be clearly defined within the organizational structure of the parent institution;
- There should be Library Advisory Committee to be headed by the head of the institution or his deputy;
- The librarian shall have faculty or academic status and shall participate actively and interact with the faculty on curricular and instructional matters and research activities;
- The Librarian should be answerable to the head of the institution;
- The responsibility and authority of the Head of the library should be clearly defined in writing;
- A clear library internal administrative structure should be established with well-designated job responsibilities at the various levels;
- The library should adhere to institutional protocols, procedures and practices as they are stated by the appropriate agencies within the institution;
- The Librarian shall maintain an effective relationship with the administration, faculty and all segments of the institution to achieve its purpose;
• The library shall be administered and supervised by a full time Librarian with the requisite higher degree in Library and information Science and the desirable managerial administrative skills and experience;
• A library committee comprising the representatives of the student body, the faculty and the institution’s administration shall serve as an advisory body on matters pertaining to the library;
• Through formal planning procedures and methods, such as strategic planning, the library should formulate a development plan in conformity with the institutional development plan, which shall include a programme for continued development and improvement of library resources and services. In relation to this, it shall maintain a systematic and continuous programme for evaluating its performance by identifying and applying performance measures that will reveal the extent to which it has been successful in fulfilling its mission;
• The Librarian shall submit a written annual report informing the administration and its users on its activities, accomplishment, problems and needs, and its plan of development. The annual report shall be used as a tool for planning for the library and the institution.

Competencies and Skills

a. Cognitive Ability:

The academic Librarian should demonstrate competencies in their areas of specialization and should be able to:

i. Analyze diverse communities in order to identify members’ needs that can be met through library/information services;

ii. Articulate to diverse constituencies the value, role and transformational nature of information in the lives of individuals, groups, organizations and society;

iii. Exhibit competency to play a role in organizational leadership and change;

iv. Safeguard and make available the cultural, intellectual and technological records of humankind.

v. Understand professional ethics and support the tenets of the profession;

vi. Serve as a leader in the profession; and

vii. Motivate learners through their professional and personal qualities to aspire to excel.
b. Practical Skills:

The academic Librarian shall possess the following practical skills in:

i. Managing Library and information services;

ii. Organizing and managing learning and information resources;

iii. Organization of knowledge, field trips, laboratories, media, etc;

iv. Conducting practicum; and

v. Collecting, assembling, analyzing and writing field reports.

c. General Skills:

Academic Librarians should be able to demonstrate ability in:

i) Appreciating the ever-growing significance of computers to information handling;

ii) Processing and accessing computer-based information in all its ramifications;

iii) Communicating meaningfully with colleagues, other libraries and information users; and

iv) Entrepreneurship as related to library and information practice.

Behavioural Attributes

Librarians in Academic libraries shall:

i. Assist users to acquire and develop positive attitude to life;

ii. Demonstrate interest/enthusiasm by participating in programmes that can promote growth and progress in the library and information sector.

iii. Exhibit acceptable social behaviours when interacting with others.

Exhibit acceptable behaviour by:

i) Appreciating the cultural and religious diversity among Nigerians when interacting with users and colleagues;

ii) Showing a high sense of responsibility in accepting and performing assignments;

iii) Respecting the views of others;
iv) Basing judgments on proper evaluation of issues and information available;

v) Attending staff meetings and other official functions always and punctually;

vi) Contributing positively to discussions in staff meetings, seminars, workshops and other official functions; showing maturity on all issues.

**Conservation and Preservation of Library Resources**

i. There are certain housekeeping activities that the library has to do, such as making sure that ultra-violet rays are not in direct contact with the books, cleaning and dusting the environment is important;

ii. The use of window blinds to control direct ultra-violent rays from library materials;

iii. There is need to control the leakage in the building to make sure that rain water does not destroy the materials;

iv. There should be control of pests and rodents through the use of acceptable fumigation in the library;

v. A restoration programme should be put in place in order to check deterioration of library materials; and

vi. The academic library should have effective cooling devices e.g. air conditioners, fans and a well-ventilated area for library resources.

**Monitoring and Evaluation**

The academic Librarian should supervise the implementation of the contents of the standards to ensure that the activities are carried out in conformity with the laid down guideline as prescribed in the standard which includes:

- Carrying out regular surveys on various aspects of their service as a form of feedback analysis;
- Having a written complaints procedure and providing reports on the comments and complaints it has received, both through completed cards, help and contact page among others.

**Community Relationship**

There is the need for a healthy and fruitful relationship between the academic library and its parent community. This can be achieved by the library through provision of certain services that meet the needs of members of the host community. There should be a synergy between academic library and library department in the institution.
Security
The academic library requires security for the physical safety of staff and patrons, the protection of the library and its collections from theft and vandalism, fire protection, disaster planning etc.

The goal of the security system should be to provide a safe and secure facility for library staff, library resources and equipment, as well as library customers. The security programme of the academic library is meant to enhance the library’s objective of easily and readily providing customer services.

i. Academic libraries should develop and implement security facilities, procedures, and plans. They should include entry and exit procedures, room registration procedures, personal belonging restrictions, special collections use policies, and entry key management procedures;

ii. There is the need to form a security planning group to do the above and appoint a library security officer to oversee the implementation of the security policies, procedures and plans. Along with the library security officer, there should also be other categories of security personnel;

iii. The academic library shall have policies on security of its collections to safeguard the collection from damage, loss, mutilation and theft;

iv. The academic library shall provide control and security measures in its buildings and facilities, such as emergency exits, fire extinguishers, and built-in emergency lights. It is therefore important to install alarm monitoring facility;

v. There should be single entry point to the library to secure its facilities. Apart from personnel, there should be electronic systems such as alarm systems, access control systems, magnetic theft detection devices; etc should be installed in entrances and exits of academic libraries;

vi. Continuous and sustained lighting should be provided in the academic library, especially at the entrance and circulation areas to support a secure atmosphere as well as support appropriate surveillance;
vii. Landscaping elements should enhance security by deterring unwanted entry while not allowing criminals to hide themselves from security personnel and CCTV system. Landscaping around the library should therefore be as low as possible; and

viii. There should be consideration for physical security, such as architectural considerations, staffing and hardware, including door and window protection, bomb detectors, smoke detectors, etc.
REFERENCES


