INTERVIEW WITH LIBRARIAN

Background information
Name of Institution:
Name of Respondent: .
Period of Tenure :
Date of interview:

1.0 BUDGET

1.1. What percent of the total operating budget is allocated to the Library?
1.2. Have you ever spent the entire amount on library purchases?
1.3. Does the amount expended on the library support the library's needs for information resources? Explain.
1.4. Why is the library spending so little or so much?(*question will depend on what applies*)

2.0 ACQUISITION by PURCHASE
2.1. Who controls the library budget/funds?

2.2. What is the procedure for getting orders selected, approved, and processed for purchase?

2.3. Approximately how long does it take to get your orders to the supplier/publisher?

2.4. Where do you purchase the bulk of your resources?

2.5. How long does it take to order books locally? And internationally?

2.6. Have you ever been asked to urgently purchase some educational resources to meet urgent academic needs? if so, what has been your experience? If the resource does not arrive on schedule what course of action do you normally take to provide the needed resource?

2.7. What hindrances do you experience in ordering books locally and/or internationally? Which one would you prefer and why?

2.8. If there is a delay, what is the cause of the delay?

2.9. Which orders, local or foreign, are more expensive in terms of cost, durability and time?

2.91. Do you experience any delays in the payment for resources to be purchased?

2.92. What effects do such a delay have on the library or the learning process?

2.93. What has been the pattern of serials renewal and book purchase for the past five years?

2.94. What is your library 's standard requirement for periodicals and book acquisition in relation to the courses offered and the enrolment?

2.95. Do you have a policy that stipulates a collection break down such as the number of periodicals and books that should support each course and the ratio of books to each student in the enrolment ?

2.96. Are these standards enumerated in any policy documents? If, so, *researcher requests for a copy.* Does the library meet the standards indicated in the document?. *At observation time, the researcher will evaluate library resources based on the standards enumerated in the document.*

If in the course of the Interview the respondent does not make any reference to the standards set by the Association of Seventh-Day Adventist Libraries(ASDAL), the researcher will ask questions that relate to the document:

2.97. Are you aware of the ASDAL document on library standards for tertiary institutions run by the Seventh-day Adventist Church? If so, Have you ever evaluated your library based on those standards? How well does your library fare? Considering the rising needs of information resources by clientele, do you think meeting those standards will satisfy the information needs of your clientele?

2.98. What would you like to see your institution do to foster greater access to information ressources?

3.0. RESOURCE SHARING PRACTICES
3.1. Organization
What are your resource sharing policies? Are they documented? If so, *ask for a copy. If not, ask why.*
Do you have and inter-library loan request form? If yes, *ask for a copy.*

3.2. ILL Requests
Have you experienced any situation whereby your clients request the library to procure for them some information resources not available in the library? How prevalent is the request?
How have you been providing such requested resource(s) ?
Where has been your most reliable sources of obtaining resources on inter-library loan? Locally, within Africa, or outside the Africa?

3.3. Filled rates
Are you able to provide all that is requested?
What has been the success rate?

3.4.Turnaround time

What is the average time it takes to obtain a resource locally, internationally?

3.41. Do the resources timely meet the needs of the users especially when they have a deadline to submit a research paper?

3.5. Bibliographic identification tools.

3.51. What tools are available in the library for identifying resources located in other libraries or information centres? What libraries /information centres do such tools cover?

3.52. How often do you update the tools?

3.53. If there are no tools, how do you identify the library/information broker that has what your clients need?

3.54.How do other libraries especially your institutional neighbours know what is available in your library?

3.6 Borrowing request

What is the procedure by which patrons request the library to procure for them certain documents not available in the Library?

3.7 Lending

3.71. Describe the resource sharing policies of the institutions from where you have obtained resources on loan? (*If the resource sharing documents are available, ask for copies.*).

3.72. How would you assess their policies? Do they enhance or hamper resource sharing practices? Explain.

3.73.How many times in the last year have you received requests from other libraries to supply documents? Are the requested documents available in your holdings? Through what means was the request passed across to your library?

3.74. What has been your response to such requests?

3.75.What requests have you responded to? What type of document was requested and how was the document sent to the requester? What type of document has been the most sought?

3.8. Scope of sharing.

What type of sharing has most met your needs?

    Inter-regional

    Intra-country

    International

    Denominational

3.9.Considering such factors as turnaround time, cost, and availability of resources where would you turn to borrowing resources on inter-library loan? Locally, within the continent, outside the continent? Why?

3.91. Which resource-sharing service would you promote? Locally, within the continent, outside

the continent? Please give reasons.

4.0. Library Cooperation for Resource Sharing

4.1. What types of resource sharing cooperation exists between your library and university libraries in your country, in Africa, and outside Africa? Mention the libraries. Have you ever conducted any joint activity?

4.2. What type of resources have you obtained from these libraries?

4.3. Are there any collaborative activities performed by your institution and other university libraries. If yes, state them.

4.4. Are there any activities you would wish to have done collaboratively by you and other libraries. Please explain.

4.5. What about the diplomatic libraries like the USIS and the British Council Library, they offer resource sharing services. Is your library currently a member ? If yes, how often do you borrow resources from them and use their resource sharing services?
When was your last visit to any of them?
(*If visitation has never taking place or was in the past, ask for the reasons.*)

4.6. Describe the relationship that exist between you and other Adventist Universities in Africa. Do you have access to and knowledge of their holdings? What resources have you ever borrowed from any of them?
If a cooperation exist between your institution and other SDA ones, what would it achieve that relationship with others cannot?
What hindrances do you envisage in an inter-regional cooperation particularly between your library and other SDA universities in Africa?

Are these hindrances different from what you encounter in intra-country sharing or do they share some similarities? Explain.

4.7. What are the impediments to cooperative sharing of information resources among university libraries in your region?

What can be done to minimize or eliminate these impediments?

In what ways can you cooperate with other institutions around you in enhancing greater access to information resources?

4.8. What is your opinion on each of these types of cooperation and which ones would be most beneficial for your institution? Give reasons:
Cooperative acquisition
Cooperative cataloguing and documentation

Exchange of bibliographic record
Sharing of personnel
ILL.
Shared document such as sharing accession lists, library generated indexes, union lists

4.9. Describe any resource-sharing cooperation your library has participated in. What is your general opinion about the cooperation? How viable is it? Is the cooperation still functioning? What factors are responsible for its success/failure?
What can be done to make the cooperation more successful?

If not in any cooperative acquisition program ask the following:

4.91. If you decide to join a consortium, what arrangements would you like to see in place to enable your clientele have access to resources in the cooperation?

4.92. What has been your experience in obtaining resources within your country, within the continent and outside the continent? What ease and problems have you encountered? Which has been easier to obtain? Explain.

5.0. Visitation for the Purpose of Sharing
When did you last visit other libraries in order to share such selection tools as: Books In Print, British Books In Print, British National Bibliography, Library of Congress National Union Catalog, Ulrich's Periodical Directory or other resource selection tools that are not available in your library? Or visit to see what is new and if there is need to acquire or request such on interlibrary loan?

5.1. What factors enhance and or hinder your visiting other institutional libraries?

6.0. Access to information resources

6.1. To which bibliographic databases do you have online subscriptions?
(OCLC (Online Computer Library Cooperation)

6.2. How often do you obtain interlibrary loan through the Internet?

6.3. What other forms of access to resources do you have? Personal visitation, telephone, telex, facsimile, email?

6.4. What are the regulations for your clients use of the Internet? Do your clients have unlimited access to the Internet? Generally how is your Internet service regulated?

6.5. How would you describe your clients Internet searching skills?

7.0. Bibliographic Control

What do you do with donations that do not suit your library as well as resources weeded from your collection?

7.1. Which libraries receive copies of your accession lists? Which libraries do you receive such lists from?

7.2. Do you produce any in-house serial indexes or prepare a current content for newly received books or journal subscriptions? If so, Who are the recipients of copies of your publications?

7.3. Which other publications does your institution including the library produce?

7.4. Do you have any publication exchange relationship with any institution? If so, name these institutions and the corresponding publications that you exchange with yours.

7.5. Which union lists of periodicals and union catalogues are available in your library ?

8.0. Document Delivery

8.1. Which method of document delivery have you found most effective in your resource sharing transactions ?

8.2. Have you ever requested resources through the speed post? What has been your experience?

8.3. When you request resources from other libraries, what means of delivery do they accept?

8.4. What means of delivery would they never want to subject their resources to?

8.5. In your experience, what are the factors inhibiting effective delivery of documents from one library to the other through mailing, faxing, courier service, commercial document delivery systems and Internet?

8.6. What means of delivery would you recommend for borrowing and lending?

8.7. What means of delivery do the librarians in your region prefer?

9.0. Cost of Interlibrary Loan Request

9.1. What is the average cost of obtaining a resource through inter-library loan within your country, within Africa, and outside Africa.? Analyze the cost in terms of postage, reproduction, faxing, email, processing and staff time. Which of these aspects of costing is most expensive?

9.2. Which option would you consider more cost effective? Obtaining a resource through Inter-

200

library loan or purchasing that resource?

9.3. Are there any costs associated with processing, and sending needed documents to requesting libraries? Which library bears the cost? If it is the requesting library, how is it charged?
How readily is the bill paid?
Is any bill passed on to the requesting patron?

10.0. Evaluation of end-users
10.1. How would you describe your clients library skills? Do they utilize the available exhaustively? Are the students and faculty well acquainted with library resources? How well do the faculty use the library?

10.1. Are they ready to learn new accessing skills such as learning how to use CD-ROMs, OPAC, and other electronic databases?

10.2. How would you rate their Internet searching skills?

10.3. Are there courses offered in the university that teach modern research strategies?
If so, are students require to take such courses?

11.0. RESOURCE SHARING VALUE

11.1. What activities by your country's national library is effectively promoting coordination of information resources? e.g. records management training
Librarian training
Professional Association enhancement
Coordination of bibliographic databases for the country
Which of these is in operation? And what are its effects?

11.2. Almost all countries of Africa have been talking and planning the development of a national information system. What steps has your country taking to foster the development of a national information policy? What are the prospects of implementing this ?

11.3 Denominational information policy
Your institution is one of the five Seventh-day Adventist Universities in Africa, what is your opinion about the establishment of a denominational information system? What do you think such a system will achieve? Do you see a need for it? If so, How should it be organized?
Do you foresee any obstacle in achieving cooperation? How could such obstacles be overcome?

11.4. How would you describe fellow librarians' attitude to resource sharing?

11.5. Does your institutional administration know that you lack adequate resources?

11.6 .What proposals have you put forward for enhancing resource availability?

11.7. What has been done to provide greater access to information resources?

11.71. What is your administration not doing that they should be doing to provide access to more resources?

11.8. If you are asked to share your library resources with other universities, what would be your attitude, do you have enough to share? What is it about resource sharing practices that frustrates you?

11.9. What steps have you taken to provide your clients greater access to information resources in other libraries ?

11.10. How would you rate the attitude of librarians to resource sharing? Is there an eagerness or a lethargy in sharing resources and/or overhauling their resource sharing management practices for a more effective system?

11.11. Has any librarian shown reluctance in sharing their resources with your library? What has been the general response when you request to borrow resources?

12.0 Personal perspectives

12.1.In summary how would you describe resource sharing practices in your library ? Among university libraries in your country? Do you have any dire need for engaging in resource sharing?

12.2. What has been the major factors contributing to inadequate information resources in your university?

12.3. In your own opinion what are the hindrances to inter-library loaning?

12.4. Do private institutions suffer more constraints in resource sharing than the public universities?

12.5. In addition to sharing library documents, what other areas of sharing does your library need to engage with other libraries in order to boost access and availability of information resource?

12.6. What practical realistic steps can be taken to achieve better cooperation in resource sharing between your library and other tertiary institutional libraries?

12.7.How would you view the issue of collaboration with other Adventist university libraries to achieve optimum provision of resources for your library?
How should it be organized?
What should it do?
What benefits do you expect from such a consortium?

12.8. Suggest the institution that can act as a focal point for the coordination of resources in your country ? And among SDA institutions in Africa?

12.9. In order to solve communication and delivery problems, what changes do you recommend for
postal systems
Telephone systems
Courier or shuttle services
The Internet.
Which of them would you suggest as the most suitable delivery medium?

12.10. What do you see as the future of resource sharing in Africa in the on-going advances in information communications technologies?

Research topic: Managing Resource Sharing in selected SDA Tertiary Institutions in Africa: Problems and Prospects.

Researcher: Margaret Adeogun.

The aim of this research project is to improve the availability of, and access to, information resources to students, researchers and the faculty in your institution. The success of the project depends on the information that you give. Please be truthful and give the exact picture of what is happening in your library/environment. Please do not write your name on the questionnaire. Feel free to express your views. Please give full answers and avoid "yes" and "no" responses.

QUESTIONNAIRE FOR FACULTY

1.0 Background information

'osition_____

)ept_____

Imploying institution_____

eriod of Tenure_____

ireas of Research Interest_____

)ate:_____

lease respond to the following questions:

.0 Library usage

.1. How often do you use the library in a quarter semester?_____

.2.What are the strengths of the library that you admire most?_____

_____

!.3.Does the library meet all your information needs for teaching?_____
If no, Estimate the percentage of your information needs that the library provides from its
ioldings._____

!.4. In your research endeavour ,does the library meet your information needs?

_____
!.41.How would you rate your library services in terms of providing resources to enhance learning
ind assimilate research?_____

_____

}.0 <u>Resource sharing experience</u>

}.1. Have you ever requested the library to procure for you through interlibrary loan certain
esources that are not available in the library? _____

}.2.If no, why ?_____

_____

}.3. If yes, how many such requests have you made in the last one year?_____

_____

}.31. What type of resources do you normally request?_____

}.4. How many of them were filled?, i.e received._____

}.5. How long did it take to receive the resources? How often do you make such
equests?_____

_____

}.6. How do you identify your needed
esources?_____

}.7.What instruments are available in your library for identifying resources available in other
universities within your country or any other university library in
Africa?_____

_____

.8. Where a resource could not be obtained by your library on interlibrary loan. What is your alternative action?_____

_____

.9. How would you describe or rate your library's resource sharing services such as interlibrary loan?_____

_____

.91. What are the prospects that you see in your university and its environment that can foster effective resource sharing between your university library and other educational institutions?_____

.92. What factors can militate against effective sharing of resources?

_____

_____

.93. From your experience as a researcher, what areas of library services need greater improvement in order for you to perform successful research? _____

_____

_____

4.0 Internet Services

Ask the following if there is an Internet service in the library or somewhere in the university.

4.1. How often do you use the Internet?_____

4.2. What are the constraints you encounter in accessing information through the internet?_____

_____

4.3. Are you sufficiently skilled to do research on the Internet or do you need some help?_____

4.4. How many materials have you obtained from online interlibrary loaning within the last year?_____

0. Faculty perspectives about library cooperation

1. How would you describe your library's interlibrary loan services?_____

_____

2. As a library user do you see any usefulness in your library cooperating with other university braries in order to share each other's resources through knowledge of and access to what is available in other libraries?_____

3. What do you think such an endeavour can accomplish?_____

4. Which universities specifically would you like your library to cooperate with?_____

5. Supposing your library has a formal resource sharing cooperation other Adventist university braries in Africa, would this achieve any special purpose?_____

6. What in your opinion can enhance such cooperation?_____

61. What do you think is hindering such cooperation? _____

62. What can be done to eliminate the hindering factors?_____

_____

7. How would you like to see such a cooperation organized?_____

_____

_____

ile: a:/fquest

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The aim of this research project is to improve the availability of, and access to, information resources to students, researchers and the faculty in your institution. The success of the project depends on the information that you give. Please be truthful and give the exact picture of what is happening in your library/environment. Please do not write your name on the questionnaire. Feel free to express your views. Please give full answers and avoid "yes" and "no" responses.

1.0 Background Information
Name of Institution:_____
Major:_____
Graduate or Undergraduate: _____
Year in college:_____
Date._____

a. What is your main purpose of using the library?_____
b. To what extent does the library fulfill your purpose?_____
c. Does the library offer you adequate resources for your studies and or research?_____

_____

d. Are you a registered member of the library?_____
   If so, for how long?_____
   If not, why not?_____

2.0 End-user experience with resource sharing
2.1. Has there been any occasion when the information resources you need for your research or class work are not available in the library?_____
2.3. How do you obtain needed information resources that are not in your library?_____

_____

3.0. Borrowing
3.1.Have you ever requested your library to obtain a library material for you on interlibrary loan?

_____

3.2. How many such requests have you placed in the last one year?_____
3.21.Name the libraries you made the request to_____

_____

3.3. What percentage of your requests were received?_____
3.4. If resources were obtained, how close to the time of your use did you receive the resources?

_____

3.5. If they were not obtained, what are the causes of the delay? Are they caused by delivery time or delay in processing? or in-availability of resources?

3.6. What type of information resources do you normally
request?　　☐ Books .　☐ Journal articles.　☐ Audio visual materials.　☐ Any other
3.7. What improvements would you like to see in relation to having access to more information
resources in your library? _____

4.0. Cost of borrowing
4.1. How much are you charged for requesting a document from other libraries?_____
4.2. Is the charge affordable or high?_____

5.0. Library visitation
5.1. How many libraries have you visited in order to access resources for your research?_____
5.3. Are you permitted to borrow resources during such visits? _____
5.31.If yes, what are the requirements?_____
5.32. If no, what would you wish?_____

6.0. Internet Access
Answer questions 6.1-6.4 if your institution provides Internet service.
6.1. How many times in a quarter/semester do you use the Internet?_____
6.2. Have you ever obtained resources from other libraries/organizations through the Internet or
through email and fax services?_____
6.3. What are the strengths and weaknesses of your library's Internet service?_____

_____

_____

6.4. What improvements would you like to see in the Internet service?_____

_____

7.0. Research skills
7.1. Would you consider yourself computer literate, or do you need instructions on Internet
searching?_____

_____

8.0. Opinion about resource sharing
8.1. As a student/researcher what is your opinion about having knowledge and access not only to
resources in your library but to the resources in other libraries and information centres.

_____

8.2.What problems have you encountered in requesting information resources on interlibrary
loan?_____

8.3.What factors in your environment do you think can boost your access to the resources in
other libraries/organization?_____

_____

8.5. General comments on how more resources can be provided for your library.

LIBRARY STANDARDS

FOR INSTITUTIONS AFFILIATED WITH

OR OFFERING EXTENSION PROGRAMS OF ANDREWS UNIVERSITY

Fifth Edition: March 1992

Developed by a committee
appointed from the faculty of the
James White Library

Marley H. Soper, Chair
Dr. Richard Powell
Cynthia Helms
Wolfhard Touchard
Linda Wildman

INTRODUCTION

In order to properly evaluate the libraries of the institutions affiliated with or offering extension programs of Andrews University, it is necessary to develop written standards and guidelines. The guidelines which follow are based upon those of the Association of College and Research Libraries (ACRL), modified as appropriate to apply in local situations, some of which are outside North America. These standards are a minimum for schools affiliated with or offering extension programs of Andrews University.

These standards include a recommended list of periodicals and reference materials (see attached). In the future, basic subject bibliographies will be developed and distributed. The first one will be in the field of religion. Others will follow as opportunity or need require.

LIBRARY OBJECTIVES

Every academic library shall form its own set of objectives to match the institution which it serves. This shall include the input from the faculty, administrators and the librarians. Often such objectives are stated as follows:

> The primary goal of the academic library is to support the curriculum with current, relevant resource material. The library shall support not only the philosophy of the institution which it serves but also the published or understood policies of the institution. The faculty shall find professional material in the library including that which keeps them abreast of their subject areas and which enriches their lives and teaching. Students shall be able to explore in greater depth that which they are learning in the classroom.

> In harmony with the Seventh-day Adventist belief that the whole person should be nourished and developed, the library shall acquire resources for recreation and personal enrichment and additional materials to support extracurricular activities and campus life.

COLLECTION

n academic library shall have a basic collection of materials to
pport its curriculum and provide the broad reading needs of
tudents seeking a liberal arts education. The recommended minimum
umber of items for the library shall be 20,000. The terms "items"
r "materials" include books, significant pamphlets, bound volumes
f periodicals, microforms, and various audiovisual forms such as
ecordings, films, charts, maps, video tapes, or other educational
ools. This total shall, however, include a basic number of books
or each major, minor, or course taught in the college as suggested
lsewhere in this document.

ch a collection shall include a recommended minimum subscription
ist of 150 periodicals. The total number of subscriptions is
ecified in this document if the college offers certain majors,
inors, or courses. These subscriptions are in addition to free
gazines which may be esoteric, parochial, or trivial in nature.

f an academic library has not achieved a basic collection at the
ime of affiliation negotiations, its parent institution shall
ovide additional funds so that the library will obtain the
inimum collection within a planned and agreed upon period of time,
t not more than four years.

fter the basic collection is completed, the library shall realize
minimum annual growth of about 500 titles which, in some cases,
ght replace outdated materials. As new programs, degrees, or
asses are added to the curriculum provision for their support
all also be made as outlined below.

neral encyclopedias shall be updated at least every five (5)
ars and other general reference books on a regular basis.

cause the school is part of the world-wide Seventh-day Adventist
ucational system, the library shall continually collect material
out the church, including publications of the conferences or
ssions, unions, institutions and divisions of the area which it
rves.

re particularly, the library shall serve as a depository for the
llowing Adventist materials:

    (1) periodicals and papers of the various unions and
        divisions represented by the students.
    (2) one copy of each book or other publication of the local
        union and division publishing house;
    (3) the history of the institution served by the library;

e library should also collect materials pertaining to the history
 the community in which the institution is located. News of the

institution or church reported in local and regional papers should also be collected and preserved.

The library shall subscribe to the <u>Seventh-day Adventist Periodical Index</u> and to a minimum of 15 publications covered by the index including:

> ADULT SABBATH SCHOOL LESSONS
> ADVENTIST HERITAGE
> ADVENTIST REVIEW
> ANDREWS UNIVERSITY SEMINARY STUDIES (AUSS)
> CELEBRATION (FORMERLY WORKER)
> JOURNAL OF ADVENTIST EDUCATION
> LIBERTY
> LISTEN
> MINISTRY
> ORIGINS
> SIGNS OF THE TIMES (US)
> WORLD MISSION REPORT
> VIBRANT LIFE

The library shall subscribe to newspapers that cover local, state (province), national, and international news.

Audiovisual materials such as films, filmstrips, disc and tape recordings, pictures and slides, realia, and other library resources shall be cataloged and housed (preferably) in the library where adequate audiovisual equipment is available.

Measures should be taken to ensure that the library holdings in all areas conform to the standards outlined in such documents as:

> (1)   <u>Guide to the Teaching of Literature in Seventh-day Adventist Schools</u>.
> (2)   <u>Guidelines Toward a Seventh-day Adventist Philosophy of Music.</u>

Books, periodicals and other library materials shall be selected carefully. It is important to consult professional tools such as <u>Books for College Libraries</u>, reviews in professional journals such as <u>Choice</u>, and other reliable sources. Some of these sources are biased toward materials from the United States and therefore those countries which have established selection aids of their own should consult them in addition to those mentioned above.

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    CELEBRATION (FORMERLY WORKER)
    JOURNAL OF ADVENTIST EDUCATION
    LIBERTY
    LISTEN
    MINISTRY
    ORIGINS
    SIGNS OF THE TIMES (US)
    WORLD MISSION REPORT
    VIBRANT LIFE

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SUGGESTED MINIMUM
COLLECTION BREAKDOWN
(Periodicals and book titles)

SUBJECT	MAJOR		MINOR		PER COURSE	
	Per.	Titles	Per.	Titles	Per.	Titles
Agriculture	25	300	10	200	2	30
Art					1	100
Biology	25	2,200	10	1,200	2	50
Business	15	900	9	600	2	50
Economics	10	750	5	300	2	100
Business Educ.	3	250	2	100	1	30
Chemistry	5	500	3	250	1	50
Communication	3	300	2	150	1	30
Computer Sci.	10	300	4	150	1	40
Education	25	2,500	12	1,500	3	75
English	25	3,000	12	2,000	2	200
Geography	10	800	5	400	1	50
Health/Phys. Ed	10	400	5	200	1	50
History	25	3,000	12	2,000	2	200
Home Economics	20	750	10	400	2	50
Industrial Ed	20	250	10	175	1	20
Mathematics	10	250	5	125	1	15
Music	15	600	10	350	1	150
Physics	7	500	5	400	1	25
Psychology	15	1,000	7	500	2	100
Religion/Theo	30	3,500	15	1,700	3	75

General: 10-30 periodicals
          2000 books

The above figures permit only two or three textbooks to be counted
in any given subject.

When selecting periodicals, first consideration shall be given to
those which are covered by standard indexes. The library shall
subscribe to appropriate periodical indexes for all majors taught.

Following the guidelines of this document, lists of books,
periodicals, and audiovisual materials to be purchased are compiled
by the librarian in consultation with the faculty.

Some funds shall be set aside for purchase of materials for
recreational purposes and self-improvement.

The library collection shall be reevaluated continuously as it relates to improved curricula, changing needs, and the academic program. This process leads to replacement of outmoded materials and the discarding of materials which are no longer useful.

ORGANIZATION

Under the direction of the library director and his/her staff, the materials housed in the library shall be organized for efficient retrieval at the time of need and shall be readily accessible to all faculty and students.

There shall be a catalog of the library's holdings that permits items to be identified, regardless of format, generally by author, title, and subject using an established classification system.

In addition to the catalog, there shall also exist subordinate files such as serial records, shelf lists, and indexes to non-monographic materials.

Patrons shall have direct access to the library's holdings. Rare books or other extremely valuable materials may require special security in closed stacks.

Ellen G. White publications which appear in the _Comprehensive Index to the Writings of Ellen G. White_ may be organized in a separate area and cataloged under "W". Libraries using the Library of Congress (LC) classification should be aware that the Association of Seventh-day Adventist Librarians (ASDAL) publishes and maintains _A Classification for Adventists and Ellen White_ as an expansion of the LC schedules.

STAFF

The library staff shall be of adequate number and skill to meet agreed-upon objectives. The director of the library shall be a professional librarian. All professional librarians shall hold recognized professional library degrees from library schools of comparable quality to that of a program accredited by the American Library Association. It is also recommended that professional librarians have some education (pedagogy) and management courses. The number of librarians required shall be computed as follows: one professional librarian for each 400 full time equivalent (FTE) students or fraction thereof.

The staff shall include an appropriate balance of librarians, support personnel, and part-time assistants so that every staff member is employed commensurate with his/her library training, experience, and capability.

Library policies and procedures shall be designed with modern personnel management practices in mind. A job description shall be prepared for each professional and support staff position, and job descriptions may also be of value for student employee positions.

Library technicians who perform some part of a professional responsibility shall take at least one course in library science. Each library staff shall include at least one employee, in addition to the director, who has had course work in cataloging and/or reference.

The library director shall have acquired an understanding of the principles and theories of selection, acquisition, organization, interpretation, and administration of library resources. Support staff members shall have normally received specialized or on-the-job training for particular assignments within the library. Such assignments can range in complexity from routine or business functions to highly technical activities which may require degrees in fields other than librarianship. Well-managed academic libraries shall also utilize some part-time assistants, many of whom are students. Although students usually perform repetitive or clerical tasks, given good training and adequate experience they may perform at relatively skilled levels and constitute an important segment of the library team.

Professional librarians shall comprise at least 25-35% of the total full time equivalent library staff, not including student hours. All libraries require at least a part-time secretary or typist. Trained individuals shall be responsible for technical services, reference and circulation. Some of these positions may be filled by professional librarians or library technicians while others may be those trained on-the-job. Until it has met the other standards of this document, the developing library shall employ at least one additional professional librarian or library technician than is usual for the academic library.

SERVICES

The academic library shall establish and maintain a range and quality of services that will promote the academic, social and spiritual program of the institution and encourage optimal library use.

Proper service shall include continuing instruction to patrons in the effective use of libraries, guiding patrons to the library materials they need, and providing information to patrons as appropriate.

Library material shall be circulated to qualified patrons under equitable policies and for periods as long as possible without jeopardizing their availability to others.

The availability of reading materials shall be extended, wherever possible, by providing inexpensive means of photocopying. Librarians should, however, be aware of copyright laws and abide by them as closely as possible.

The quality of the collections available locally to patrons shall be enhanced through the use of interlibrary loan service and other cooperative agreements which provide reciprocal access to resources of other libraries.

The hours of public access to the materials of the library, its study facilities, and the library staff shall be consistent with reasonable demand during the normal study week, including evenings, as well as weekends and vacation periods.

When academic programs are offered away from a campus, library services shall be provided. This shall include delivery of materials, a budget to finance these services, and proper planning for the use of the materials within the context of the academic curriculum. These services, however, shall not jeopardize the regular needs of users who are in ongoing classes on campus.

FACILITIES

The college shall provide secure facilities for the library. The building shall have adequate space for the administration of resources by the staff, ample space for the technical services required to process materials, and comfortable quarters and furnishings for patrons.

The library building shall be designed to properly store materials free from excesses in humidity and temperature, and from rodents and other damaging factors.

The size of the library shall be dependent on three factors:
(1) Space for readers. One seat for every four (4) full time equivalent (FTE) students is required in a residential school where students live on campus. If fifty percent (50%) or more of the FTE students live off-campus, one seat is required for every five (5) students. For each library seat there shall be at least 25 square feet (2.32 square meters) of floor space.
(2) Space for books. There shall be 0.10 square feet (93 square centimeters) per volume. Adequate space shall also be provided for audiovisuals, utilizing similar space allowances.
(3) Space for administration and technical services. The space required for administration, cataloging, ordering, acquisitions, files and other work space shall be approximately one-fourth of the sum of the space for readers and books.

Handicapped persons shall be considered in the library plan by allowing ample aisle space, providing rest rooms with adequate equipment, ramps where needed to gain access to the building and other features which may be consistent with local needs and practices.

The library should be located conveniently on the campus and have an inviting appearance. The arrangement of the library should take into consideration the flow of traffic, supervision of library use, easy utilization of library materials and services, aesthetic features, proper lighting--both artificial and natural, acoustics, and adequate heating and cooling.

The building and furnishings shall be designed for the users' safety. For example, construction shall meet fire codes, including provision of proper electrical wiring and outlets. Fire extinguishing equipment shall be readily accessible in the building. Exits shall be well-marked. The area shall be kept free of protrusions, splinters and litter.

ADMINISTRATION

The academic library shall be administered to encourage the fullest and most effective use of its resources. The director is responsible for the functions of the library as outlined by the objectives set forth in this document. In harmony with good management practices, the director shall seek advice and listen to counsel from the professional librarians, other members of the library staff, as well as the faculty and administration. To accomplish this, there shall be regular library staff meetings. In addition, a standing advisory committee, comprised of students and teaching faculty, shall serve as the main channel of formal communication between the library and its users. The library director is often the secretary of the committee; the chairperson should be an interested faculty member or administrator. Any

interested faculty member or administrator may attend these
meetings, but only acknowledged committee members may vote on
recommendations made by the committee. The committee shall meet at
least three times per year.

The library director shall be a professional librarian. He/She and
all other professional librarians on the staff shall be members of
the faculty and should be present at faculty meetings. The
director, or another professional librarian designated by the
director, shall be a member of the courses and curriculum committee
of the institution and such other committees required to alert the
director of plans which will affect the library. The director
shall report to the appropriate academic administrator.

The library shall maintain written policies and procedure manuals
which define its governance and operations. The library shall
compile statistics not only for purposes of control and planning
but also to use in reports which inform its publics of the
library's problems and accomplishments. Typical statistics are
those gathered from circulation records, accession records,
holdings, and expenditures. It is also helpful to have a record of
the number of reference questions asked and interlibrary loans made
each year.

There shall be a document defining the responsibility and authority
vested in the office of the library director as well as the
procedures for his/her appointment. This document shall also
clarify the scope and nature of the duties of the director and
specify to whom the director reports.

BUDGET

The library director shall have the responsibility for preparing,
defending, and administering the library budget. The amount of the
library appropriation shall also be expressed as a percentage of
the total institutional budget for educational and general
purposes. The budgeting process and the amount of the allocation
shall be set at least four months before the beginning of a new
fiscal year.

The director has sole authority to apportion funds and initiate
expenditures within the approved library budget in harmony with the
guidelines of this document and institutional policy. The library
shall maintain internal accounts for approving invoices for
payment, monitoring encumbrances, and evaluating the flow of
expenditures.

Experience has shown that library budgets (exclusive of capital
costs and the costs of physical maintenance) which fall below

six (6) percent of the institution's total educational and general expenditures are seldom able to sustain the range of library programs required by the institution. Moreover, this percentage will run considerably higher during periods when the library is working to overcome past deficiencies, to raise its "grade" on collections and staff as defined in these standards, or to meet the information needs of new academic programs. Institutions which initially do not meet the minimum standards of this document shall budget up to ten (10) per cent or more of its educational and general expenditures for the library until the standards have been reached.

Research topic: **Managing Resource Sharing in selected SDA Tertiary Institutions in Africa: problems and prospects.**

Researcher: Margaret Adeogun

OBSERVATION GUIDE

1. The level of adequacy/inadequacy of information resources

2. Currency of:
   Monographs

   Periodicals

   Indexes and abstracts.

3. Observe the quantity of available resources in relation to set standards and in particular the standards for SDA tertiary institutions. (Ask for enrolment statistics and major and minor programs statistics for the current year.)

4. Check periodical holdings against standard indexes.

5. Bibliographic control

   Availability of :
   Union catalogues

   Union list of periodicals

   Locally produced indexes

   Any other

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GENERAL QUESTIONNAIRE ON THE LIBRARY.

This questionnaire is intended to derive general information about the library and the characteristics and services of the library's resource sharing unit. The information gathered will assist the researcher to prepare for a field visitation and conduct oral interview.

1. Basic Information

Name of Library:_____

Year Established:_____

Name of Institution:_____

Name of branch library, if any:_____

Name of person completing questionnaire:_____

Position:_____

Date:_____

2. Library Staffing

	1996-97	1997-98	1998-99	1999-2000	2000-2001
Professional					
Para-Professional					
Support Staff.					

3. User Population

	1996-97	1997-98	1998-99	1999-2000	2000-2001
Academic Staff					
Post Graduate					
Undergraduate					
Community Users.					

4. Library Resources

	1996-97	1997-98	1998-99	1999-2000	2000-2001
No. of monograph volumes held.					
No. of Periodical subscriptions.					
No. of CD-ROM subscriptions.					

5. Library Budget Allocation in US $.

	1996-97	1997-98	1998-99	1999-2000	2000-2001
Books					
Periodical Subscriptions					
Electronic Databases.					

6. Library Budget -Actual spent in US $

	1996-97	1997-98	1998-99	1999-2000	2000-2001
Books					
Periodicals					
Electronic Databases.					

7.0 Acquisitions

7.1. Acquisitions-Monographs.

No. of volumes acquired by:	1996-97	1997-98	1998-99	1999-2000	2000-2001
Purchased(own fund)					
Purchased (donor fund)					
Exchange					
Donation					
Deposit					
Others					
Total					

7. 2. Acquisitions-Periodicals

No.of Titles acquired by:	1996-97	1997-98	1998-99	1999-2000	2000-2001
Purchased(own fund)					
Purchased (donor fund)					
Exchange					
Donation					
Deposit					
Others					
Total					

8.0 Library automation

8.1. Is the library fully or partially automated? Yes ☐   No ☐
8.11. If partial, which services are automated?

8.12. Give the name of your automation software.

8.2 .How many workstations are available for OPAC searching?

8.3. How compatible is your automation system with most networks and bibliographic software?

9.0. Internet access.
9.1. Does the library have access to the Internet? Yes☐ No.☐
9.11. What type of access?

9.2. What is the average speed of your Internet connectivity?_____

9.3. How many computers are available for online surfing?_____

9.4. Is your catalogue on the Web?_____

9.5. Are the library patrons able to search other library holdings and databases
online?_____

9.51. If so, which bibliographic software installed on your computer enables this extended
access?_____

9.52. Does you access include fax-server devices that can automatically create a faxable archive
of interlibrary loan request?_____

10.0.Library Association/Committee/Seminars

10.1. List at least three professional organizations you belong to.
10.12. What is the frequency of meeting?_____
10.13. When did you last attend meetings?_____
10.14. When did you last pay your membership fees?_____

10.2. Which library committees outside your institution do you belong?_____

_____

_____

10.21. What is the frequency of meeting?_____

10.22. How frequently do you attend the meetings?_____

10.23. What is the main objective of the committees?_____

10.24.What has it achieved so far?_____

10.25. What is your assessment of the functionality of the committees?_____

10.3. How many seminars and workshops have you attended in the last 5 years ?

225

11.0. Library cooperation/Visitation
11.1. How far is the nearest tertiary institution library to your institution?_____

11.11. How often do you visit this library?_____

11.12. When was the last time you visited?_____

11.2. Which university libraries in your country have you visited in the last one year?_____

11.3. How many university libraries are there in this country?_____

11.31. List the libraries within and outside this country with which your library has resource sharing cooperative agreement.

11.32 What are the terms of the cooperation? (Document can be attached.)

12.0. RESOURCE SHARING MANAGEMENT

12.1. Resource Sharing Department
12.11. Does your library operate a separate unit for resource sharing?

12.12. If yes, what is the title of the person responsible for resource sharing operations?_____, Qualifications?_____

12.13. How many people run the department?

12.2. What percentage of your budget is allocated to resource sharing services?

12.3. Borrowing

Indicate the number of resources borrowed for each year specified.

	1996-97	1997-98	1998-99	1999-2000	2000-2001
Borrowed from within the country					
Borrowed from within Africa					
Borrowed from other SDA universities					
Borrowed from outside Africa.					
Loaned within the country					
Loaned within Africa					
Loaned within SDA universities.					
Loaned internationally					

12.4. Estimate the percentage of use of each of the methods by which Interlibrary loan requests are received and/or sent.

	Borrowing	Lending
Online request to local libraries		
E-mail		
Postal Mail		
Commercial online delivery systems(e.g. OCLC)		
Fax		
Phone		
Personal visitation		
Others		

12.5. What equipment do you use for interlibrary lending? Check X against all that apply.

	Borrowing	Lending
Fax		
Own ILL software		
PCs		
Scanners		
Photocopying machines		
Others		

12.6. Which document delivery suppliers do you employ for borrowing and lending?

12.7. Document delivery methods. Fill in the appropriate figures in the table below:

	Borrowing requests between 1996-2001	Lending requests between 1996-2001
Fax		
Mail		
Internet		
Commercial courier services		
Personal delivery		
Others		

13.0. Turnaround time

9.1. Estimate the turnaround time for documents requested from:

a. a local library._____

b. within the continent but outside your country.___

c. outside the continent._____

14.0. Costs

Costs for the academic year 2000-2001(In U.S.$)

	Borrowing	Lending	Total
Phone			
Fax			
E-mail			
Transportation			
Internet			
Others			

14.1. Borrower fees for the academic year 2000-2001(In U.S.$)

	Returnables	Non-returnables	Total
Coupons and vouchers			
Invoices			
Copyright royalty payments			
Document delivery			
Others			

15.0. Filled Rates.

15.1. Estimate the percentile filled rates for resources requested from the following sources:

a. within your country_____

b . within the continent but outside your country_____

c. outside the continent_____

d. commercial document delivery suppliers._____

File:a:/qlibrary

229