



IMPACT OF RECORDS KEEPING IN THE UNIVERSITY LIBRARIES IN NORTH WEST NIGERIA

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Abstract

The study examined the impact of records keeping in the university libraries North West Nigeria. Two objective and two research questions were formulated to guide the study. The study adopted the descriptive survey research design. The population of the study is 171 library managers comprising of library managers in Kaduna State University and ABU Zaria University Libraries. However, simple random sampling was adopted to select 100 library managers from the two universities in North West, Nigeria which are Kaduna State University and ABU Zaria. A four-point response, item questionnaire was used as the instrument for data collection. One expert in the Department of Science Education Measurement and Evaluation was given the drafted copies of the questionnaire for face and content validity. Cronbach Alpha was used to ascertain the reliability of the instrument. The data collected were analyzed using z-test statistics. The Statistical Package for Social Sciences (SPSS) does not have a specific option for the z-test for the difference between two proportions. However, the chi-squared test was used instead. The p-value resulting from this chi-squared test is equivalent to the two-sided p-value that would have resulted from the z-test. The findings of the study showed that records' keeping is very important for effective planning of the office. Despite the importance of records keeping on office management, it has been constrained by lack of funds, insufficient skills, poor storage, and lack of infrastructure etc. Furthermore, the null hypotheses were accepted. Based on these findings, the researcher recommended that government and school authorities should provide adequate funds and sufficient skills for the effective management of office records, there should be adequate training and retraining of office managers, also there should be adequate infrastructure in the school.

Keywords: records, universities, libraries and records keeping.

Introduction

University libraries, remain an inseparable part of the institution that provides adequate information required to sustain and promote the intellectual activities of such institutions. According to Sadiq (2020) posits that university libraries are system established, administered and funded by a university to meet the information, research and curriculum needs of its student, faculty and staff. The university have libraries whose primary objective is providing literature support for the entire academic, research and extension programmes of the parent institutions. They serve as an extension of teaching and learning activities hereby providing conducive environment for personal development and access to wide range of educational resources required for higher academic achievement. Consequently, university education is incomplete without the existence of functional university libraries.

Furthermore, Ekere (2014) stated that, no university can exist without a library since the university is meant to teach and carry out research. For the undergraduate the library is supposed to provide information material and services specifically designed to meet their needs. For postgraduate students, teaching staff and research fellows, the university library is to provide information resources and services of sufficient quality and diversity. The university library is supposed to provide a variety of services. It is also supposed to “serve” all the area of knowledge taught in the university. For a university library to perform its general functions, its collection must not only include books but other materials such as general and specialized reference collection, made up of journals, newspapers, manuscripts, history maps, government publications, clippings letters, thesis and audio-visual.

Records are evidence of transaction on paper or any other media like audio or video films, CDs, VCDs, DVDs, Diskettes, pictures, correspondence, etc. Managing these involves identifying, collecting, preserving and disseminating such information professionally. Records have a life cycle from creation i.e. (1) current, (2) semi-current to (3) archives. At each of these levels, there is need for collection, collation, organization, preservation and retrieval (accessibility). The performance of the above functions requires accommodation, staffing (i.e. professional records managers), equipment- computers, pamphlet boxes as well as vehicles, (Abdul, 2017).

Records are any recorded information, regardless of form or medium received and maintained by an agency, institution or organization, or individual in pursuance of its legal obligations or in the transaction of business of any kind (Ifedili and Agbaire 2011). Thus records are documentary evidence of transaction made or received in pursuance of legal obligations regardless of the physical form or characteristics of the media. They substantiate who did what, where and when. Asogwa (2004) opined that records of data generated in the course of execution of legitimate function of an institution should be kept and managed properly.

Furthermore, Egwunyenga (2005) noted that proper record keeping by library managers are constrained due to insufficient skills of librarians, lack of infrastructure, problem of storage, poor supervision and poor records management programme in Nigerian Universities. Thus, management of school records becomes an issue of great concern to stakeholders in education. Thus, in the face of the aforementioned challenges it is pertinent to determine the impact of records keeping of office managers' efficiency in Nigerian Universities.

Despite the importance of record keeping, it has been observed that University libraries in Nigeria especially Kaduna State University and Ahmadu Bello University, Zaria are at an intersection with lack of finance and resources allocations for the purchase of record keeping equipment and training and retraining of record keeping staff. This is because they are operating in an era of dwindling resource where financial and materials are not forthcoming. Nigerian university libraries derive the greater part of their funds from the government (both Federal and State). However, it is regrettable that such finances are not forthcoming as most university administrators tend to flout that decision. This situation also tends to portray a gloomy picture as the story seems to be the same in most university libraries like Kaduna State University and Ahmadu Bello University, Zaria, Nigeria. This ugly situation affects the efficiency and effectiveness of their functions especially in the aspect of records keeping.

These records as noted by Igwoku, (2008) that the uncoordinated records management program in Nigerian public service has led to inefficiency in administration and to the loss or unavailability of vital information needed for decision-making. he opined that records should be properly kept and managed for proper utilization and retrieval when needed. A well organized records saves a lot of money for the management. It helps to control the quality and quantity of

information that is created. This is important because information can be maintained in a way that effectively serves the need of the organization and any information that are no longer necessary can be disposed of efficiently.

Purpose of the Study

The aim of the study is to examine the impact of records keeping in the university libraries in North West Nigeria. The specific objective of the study are to identify:

1. The role of records keeping on effective planning of the library by library managers in Universities in North West, Nigeria.
2. The impact of record keeping on efficient control of information in the library in Nigerian Universities.

Research Questions

The following research questions guided the study:

1. What is the role of record keeping on effective planning of the library by library managers in Universities in North West, Nigeria ?
2. What is the impact of record keeping on efficient control of information in the library in Nigerian Universities?

Null Hypotheses

The following null hypotheses tested at 0.05 level of significance guided the study.

1. There is no significant difference in the response of experience and inexperienced library managers in the role of records keeping on effective planning of the library.
2. There is no significant difference between the response of experience and inexperienced library managers in the role of records keeping on efficient control of information in the library.

Methodology

The study was carried out in Kaduna State University and ABU Zaria. The population of the study comprised of the entire library managers in Academic Libraries in North West, Nigeria. However, purposive sampling was adopted to select 100 library managers from two universities

in North West, Nigeria. The study made use of survey design. A 25 item questionnaire was used for data collection. The instrument was divided into two sections, section A sought for demographic information while section B contained 19 items arranged in four clusters. The instrument was subjected to reliability test and it yielded a reliability index of 0.88 using Cronbach Alpha Coefficient.

The research questions were analyzed using mean and standard deviation while the hypotheses were tested using z – test, at 0.05 level of significance. SPSS does not have a specific option for the z-test for the difference between two proportions. However, the chi-squared test was used instead. The p-value resulting from this chi-squared test is equivalent to the two sided p-value that would have resulted from the z-test.

Results and Discussion

The results are presented in tables, in line with the research questions and hypotheses as follows:

Research Question 1: What is the role of record keeping on effective planning of the library? Items 1-10 in section B of the questionnaire were used to solicit the opinions of the respondents to research question one and their responses were presented in table 1

Table 1: Mean Response of Respondents on the Role of Record Keeping on Effective Planning of the library.

S/N	Items	N	Mean	SD	Decision	
1	Record keeping provides proper and sufficient information	100	3.77	0.49	Agree	
2	It facilitates decision making	100	3.51	0.58	Agree	
3	It enables the office to plan the activities	100	3.27	0.53	Agree.	
4	It helps in implementation	100	3.31	0.53	Agree	
5	It facilitates the functioning of other departments	100	3.33	0.57	Agree	
6	Record keeping helps in retrieval of information.	100	3.76	0.49	Agree	
7	It enables the office to maintain a high level of confidentiality honestly, care and prudent	100	3.26	0.76	Agree	
8	It provides security.	100	2.97	0.72	Agree	
9	It enhances policy compliance.	100	3.12	0.61	Agree	
10	Record keeping stimulates management of library fund	100	3.37	0.34	Agree	

Data analyzed in table 1 indicated that the respondents agreed in all the items 1-10, since they have means of not less than 2.5. The result shows item 1 (3.77), 2(3.51), 3(3.27), 4 (3.31), 5 (3.33), 6 (3.76), 7 (3.26), 8 (2.97), 9 (3.12) and 10 (3.37). This mean could be considered high, which signify the extent to which records keeping are very important and helps for effective planning of the library.

On research question 1 which sought to find out the role of record keeping for effective planning of the library. It could be seen that the findings of this research revealed that records keeping is very important for effective planning of the library. Even though it is generally accepted that records are important tools for the smooth running of institutions, the study revealed that any record not well kept for future use can hinder the effective running of the library. Furthermore, when records are efficiently kept, they can help in the effective planning of the library by office managers and this will eventually control the flow of information in libraries.

Research question 2: What is the impact of record keeping on efficient control of information in the library?

Table 2: Mean response of respondents on the Impact of record keeping on efficient control of information in the library

S/N	Items	N	Mean	SD	Decision
1.	Record keeping enables departments to manage their ongoing operation.	100	3.67	0.49	Agree
2.	Deliver program and services	100	3.57	0.59	Agree
3.	Record keeping create room for proper accountability It helps to ensure orderly and smooth administration	100	3.29	0.64	Agree
4.	It helps to retain the records needed as essential evidence.	100	3.55	0.54	Agree
5.	It ensures proper classification in the library.	100	3.48	0.5	Agree
6.	Record keeping helps to prevent dishonestly	100	3.22	0.54	Agree
7.	Record keeping help to prevent embezzlement and misuse of office funds.	100	3.31	0.69	Agree
8.	Record keeping helps to set up coordination between various departments of the organization.	100	2.11	0.49	Agree

9.	Record keeping ensures compatibility of forms used throughout the office/units to facilitate systems integration.	100	3.44	0.2	Agree
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Analysis of data in table 2 showed that questionnaire items 11-19 scored above the 2.5 mean cut off point, however, the result showed that items 11 (3.67), 12 (3.57), 13 (3.29), 14 (3.55), 15 (3.22), 17 (3.31), 18 (3.11) and 19 (3.44), were agreed by the respondents that record keeping are highly needed for efficient control of information in the library.

The result of the data analyzed in table 2, focused on the impact of record keeping on efficient control of information in the library. The first two items with the highest mean score is that record keeping enables departments to manage their ongoing operation and to deliver programs and services. In support of this, Ijaduola and Sotunde (2006) have posited that proper records management go a long way in enhancing effective administration of the library. The opinion was in accordance with Noris (2013) who said that an effective records management program is one that creates all the records it needs, and none that it does not need.

H₀₁: There is no significant difference between the response of experience and inexperienced office managers on the role of records keeping for effective planning of the library. In order to test these hypotheses, Chi-square method was applied.

Table 3: Chi-Square test analysis on the difference between the response of experienced and inexperienced library managers on the role of records keeping on effective planning of the library

Chi-Square tests			
	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	5.952 ^a	99	1.000
Likelihood Ratio	5.970	99	1.000
Linear-by-Linear Association	.001	1	.975
N of Valid Cases	715		

a. 198 cells (99.0%) have expected count less than 5. The minimum expected count is 2.93.

The p-value of the Pearson chi-square (1.000) which is greater than 0.05, we therefore fail to reject the null hypothesis (H_0) at 5% level of significance, there is no significant difference in the

mean response of experienced and inexperienced office managers in the role of records keeping on effective planning of the library.

Ho2: There is no significant difference between the response of experienced and inexperienced office managers on the impact of record keeping on efficient control of information in office. In order to test these hypotheses, Chi-square method was applied.

Table 4: Chi-square test analysis on the difference between the response of experienced and inexperienced library managers on the impact of record keeping on efficient control of information in the library.

Chi-Square test			
	Value	Df	Asymp. Sig. (2-sided)
Pearson Chi-Square	7.185 ^a	99	1.000
Likelihood Ratio	7.207	99	1.000
Linear-by-Linear Association	.000	1	.995
N of Valid Cases	717		

a. 198 cells (99.0%) have expected count less than 5. The minimum expected count is 2.94.

The p-value of the Pearson chi-square (1.000) which is greater than 0.05, we therefore fail to reject the null hypothesis (H_0) at 5% level of significance. This showed that there is no significant difference between the response of experienced and inexperienced library managers on the control of information in the library.

Summary of the Findings

Findings from research question revealed that records keeping is very important for effective planning of the library. The results of this study are similar to research findings by Durosaro (2002) who stated that records are important tools for effective planning and administration of a school. In support of this, Egwunyega, (2009), stated that availability of relevant data and information help to ensure sound planning. Eneasator expressing his views said that, a school administrator who does not keep records is always confused and approaches school functions on a trial basis. This implies that, if there are no records, library management will be crippled in its planning and decision making.

Also findings from the test of the null hypothesis 1 (H_{01}) showed that experienced and inexperienced library managers and administrators do not differ with regards to management of records for effective planning of the library. In support of this, Eze (2004) stated that irrespective of the experiences in the library, the basic role of record keeping is necessary for effective planning of the library the calculated t is less than the critical value, the null hypothesis was accepted.

From the null hypothesis 2 (H_{02}), result showed that there is no significant difference between the response of experienced and inexperienced library managers on the control of information in the library. It was observed that records keeping aids management in control of information and in decision making. In support of this Popoola (2000) stated that information and records management are the bedrock of business activity. Also, records keeping help to control the quality and quantity of information that is created, that experience does not really come to play. Thus, the null hypothesis was accepted.

Conclusion

Based on the above findings on the impact of records keeping on office manager in tertiary institutions, it is clear that records are meant to enhance the performance of management. When records are kept and utilized appropriately, execution of management functions is likely to be easy and effective. Records keeping also enables library managers and administrators to be alive to their responsibilities and work conscientiously towards the achievement of educational objectives. Furthermore, the researcher concludes that there exist no significant differences in the effective management of records by library managers with regards to experiences.

Recommendations

Considering the findings of the study, the following recommendations were made:

1. Library managers should develop a positive attitude towards records keeping.
2. There should be adequate funding by the management and government to maintain records in tertiary institutions.
3. School authorities should employ library managers who possess adequate skills for records keeping.

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