

GATHERING DATA AND WRITING LIBRARY ANNUAL REPORT: AN OVERVIEW

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Abstract

All university libraries, in order to support the university's curriculum; to support the research of the university faculty and students; and for planning purposes, writes an annual report. This annual report gives details about the activities of the library in terms of, achievements (Success Stories), key statistics to back up claims, staff matters, challenges, among others, during the year under review. It is amazing that in practice this library culture is being eroded in new generation librarianship due to the fact that in the library school this practice is neither taught nor laid emphasis upon again while many professionals do not know how to gather the necessary data and write useful library report. Upon this backdrop this paper presented detail data gathering method for useful annual report writing.

The study adopted a narrative methodology while in the analysis of the study the data to be generated for library report was described to be the core functions of the university. The university library (i.e. Kenneth Dike Library, University of Ibadan), over years, has been living up to expectation in this direction of generating these data. The data is to be used to write reports expected to highlight the activities of the entire university library system that occurred during the year under review. This strategic responsibility is a germane one for the university library in academic community, therefore, cannot be over emphasized. Some of the data were highlighted as Access and Collection Development (ACD); Community Engagement; Information Services regardless of their geographical locations; and strategic Academic Role. Suggested stages involved generally in report writing information flow includes: Set sectional/units' goals for the year and give brief description of how to achieve it; Make presentation at divisional/sectional/unit level, as the case may be, to review the set goals/objectives before commencing implementation; Commence implementation and meet, fortnightly/ monthly to present progress report, backed up with statistics; Hold quarterly meetings to present quarterly report of

activities; At the end of the fourth quarter (i.e., July to September), collate the reports of the four (4) quarters and generate your annual report based on the statistics you have at your disposal; Call library management meeting for final presentation of sections/units' reports by the divisional heads; The final collation of the reports is done by the administrative officer of the library who is the secretary at the library management meeting; The university librarian writes foreword and a covering memo attached to the report for onward submission to the university management. While the suggested outline for writing library annual reports includes: Introduction; State the major activities being carried out in the sections/units; Staff Affairs; State the set goals for the year as well as how to achieve it; Data presentation and analysis on quarterly basis and ensure that success stories are highlighted; Present challenges which are militating against the success of sections and units; Summary and recommendations.

Annual report is an important document for research, planning and policy formulation for library and the university.

Keywords: *Annual report, Collection development, Community engagement, Academic role.*

INTRODUCTION

University Libraries exist to serve two complementary purposes, namely: to support the university's curriculum, and to support the research of the university faculty and students. In order to be successful in our contemporary globalised, information-saturated world, students and researchers must not only acquire content knowledge in their selected disciplines but also develop their abilities to find, evaluate, and use information efficiently and ethically. Kenneth Dike Library has been helping students and researchers to develop these research and information literacy (IL) competencies through the provision of a variety of research contents and instructional services. Working with both individuals and groups has been given topmost priority so that students and researchers can develop the lifelong learning skills that are critical to success, not only in their academic pursuits but professional and personal lives. In our efforts to support teaching, learning, and research (TLR) initiative of the University of Ibadan, library uses a variety of strategies in terms of packaging of contents and instructional delivery platforms.

The Library, being the heart of the University, supports the University in its mission, "to advance learning and knowledge by linking theory and practice in all disciplines, and to prepare students for lifelong learning, leadership and careers in a changing multicultural world." Librarians are educators with a wide range of

specialisations; as such they help students and researchers in the discovery, evaluation, and teach them how to critically and ethically use information resources. In presenting Library's annual report, we do not have to be economical with information because our strength lies in it. The reason for this is not farfetched because some erroneously assume that libraries and staff rendering services there have become less relevant in the digital age, losing sight of the fact that they are needed now more than ever before. Librarians are in charge of, not only selecting the digital scholarly resources for students and faculty members for teaching, learning, and research (TLR) but also teach them how to access and effectively use these tools. For example, when students or researchers approach the librarians with advanced research questions, they assist them to refine their focus, determine which kinds of information formats are appropriate to their needs, select search tools, refine search results, and evaluate the suitability of materials found for their specific research topics. On this note, the relevance of libraries and those rendering services there in the information age cannot be over emphasized. Hence, this annual report gives details about the activities of the library in terms of, achievements (Success Stories), key statistics to back up claims, staff matters, challenges, among others, during the year under review (Indicate the year).

However it is amazing that in practice this library culture is being eroded in this new generation librarianship due to the fact that in the library school this practice is neither taught nor laid emphasis upon again while many professional do not know how to gather the necessary data and write a useful library report. Upon this backdrop this paper presented the detail data gathering method for useful annual report writing. The study adopted a narrative methodology while in the analysis of the study the data to be generated for library report was described to be the core functions of the university.

KENNETH DIKE LIBRARY WITHIN THE UNIVERSITY OF IBADAN ACADEMIC COMMUNITY, WHAT ROLE?

The Kenneth Dike Library, University of Ibadan supports the vision and mission of the University through embracing the traditional values of higher education adapted for the global community in the 21st century. Kenneth Dike Library, over the years, has been building its collections and provides access to information and services to support teaching, learning, research (TLR) and creative endeavours of the University of Ibadan. The purpose of establishing academic Libraries within the University framework is to identify, acquire, organize, store, and provide on demand access to the available intellectual and research products worldwide to faculties and students, as well as to the greater community of learners beyond the University community. Kenneth Dike Library, University of Ibadan, over the year, has been living up to expectation in this direction. The strategic

responsibilities of the Kenneth Dike Library to the University of Ibadan academic community, therefore, cannot be over emphasized. Some of these are hereby highlighted:

- * **Access and Collection Development (ACD):** Provision of greater access to digital collections while continuing to build and improve access to collections in all formats to meet the research and teaching needs of the university.
- * **Community Engagement:** Be a comprehensive resource center for the documentation, investigation, and interpretation of the complex realities of the University and provide an international focal point for the students and researchers.
- * **Services:** Actively foster user-focused environment committed to identifying and delivering information resources and services that meet or exceed users' expectations, regardless of their geographical locations..
- * **Academic Role:** Conscious and strategic efforts that ensure the University of Ibadan graduates information literate students through information literacy programme.

Central to the foregoing is its ability to create an educational environment that encourages the full personal development of those it serves. Also, students are being assisted in learning about and meeting the intellectual and ethical challenges of responsible citizenship and a full and productive life through opportunities to acquire the knowledge and experiences that enhance critical thinking, leadership skills, aesthetic sensitivity, and social integrity.

The community of users of the Kenneth Dike Library, University of Ibadan is identified as: undergraduate and post graduate students, faculty, staff, and visitors.

GATHERING DATA AND WRITING LIBRARY ANNUAL REPORT: AN OVERVIEW

- * Each year, the management of the university makes a request through memo to all entities in the university community to submit annual reports which will detail activities being performed backed up with statistics to the management. The University of Ibadan Library system had been responding accordingly in the past years. The period the report will cover starts from October the previous year to September of the current year). There are three quarters in a year and this can be broken down as follows: October to December, January to March,

April to June and July to September, making four (4) quarters. The report is expected to highlight the activities of the entire university library system that occurred during the year under review. The coordination of data collections is done by the divisional heads for presentation to the library management by heads of the divisions. In the event that the affected sections/units have direct link with the office of the university librarian, the coordination and presentation of such reports are done by the affected sectional heads to the university librarian. FIG. I gives an overview of the University of Ibadan Library System Report Writing Information Flow Organogram (UILSRWIFO). The components of UILSRWIF are hereby highlighted:

COMPONENTS OF THE UNIVERSITY OF IBADAN LIBRARY SYSTEM INFORMATION FLOW ORGANOGAM (CUILSIFO)

These can be grouped under the following headings:

- * The University Librarian
- * The Library Management
- * The Deputy University Librarian, heading various divisions including Medical Librarian.
- * Heads of Sections/ Units including Faculty Librarians
- * The Admin & Account Officer

At this point, the University of Ibadan Library System's Report Writing Information Flow (UILSRWIF) will be presented. UILSRWIF as presented in FIG. 1 gives us a holistic view of how the Kenneth Dike Library is structured in terms of information flow.

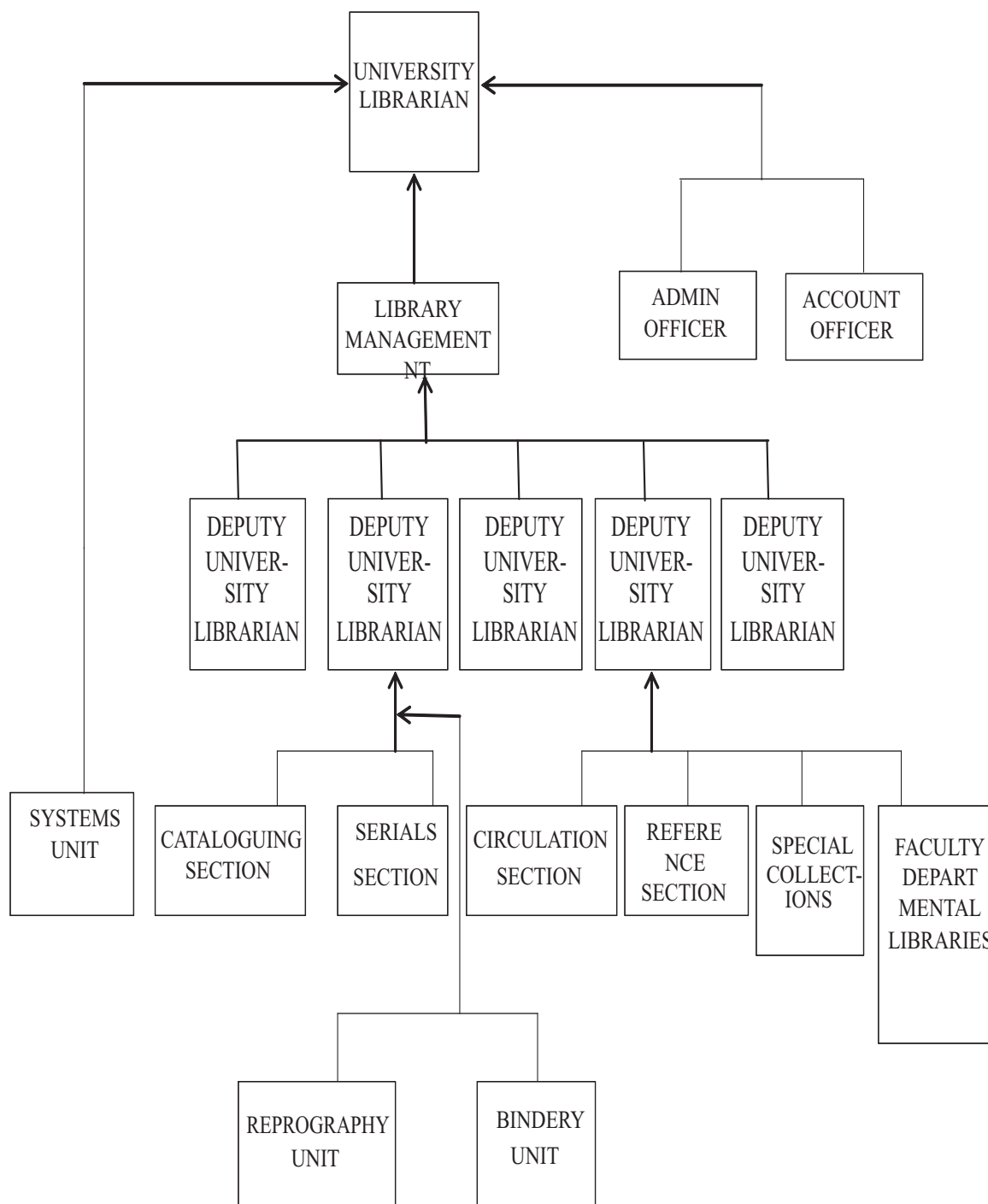


Fig.1 University of Ibadan Library System Report Writing Information Flow (UILSRWIF) Source: (Self-Designed UILSRWIF: Ojo&Ajala, 2018).

Fig.1 shows self-designed the University of Ibadan Library System Report Writing Information Flow (UILSRWIF). In respect of writing annual report, data requirements are captured based on the activities being performed by staff of:

Sections, Faculties and the affected Units. Data Collections take backtracking approach, that is, subordinate gathers and passes data to the superior officers (in this case, divisional heads). The final collations are done by office of divisional heads, the outcome of which will be presented to the management at which point the final collation is done by the admin officer the outcome of which is finally presented to the University librarian. The University Librarian will now write the foreword and a covering memo for onward submission to the University management where collation is done for all entities on campus. This leads to briefly looking at the general overview of activities in some sections and units of the library.

SUGGESTED STAGES INVOLVED IN UNIVERSITY OF IBADAN LIBRARY SYSTEM'S REPORT WRITING INFORMATION FLOW (UILSRWIF).

STEP 1: Set sectional/units' goals for the year and give brief description of how to achieve it.

STEP 2: Make presentation at divisional/sectional/unit level, as the case may be, to review the set goals/objectives before commencing implementation.

STEP 3: Commence implementation and meet, fortnightly/ monthly to present progress report, backed up with statistics, to ensure that goals and objectives are met.

STEP 4: Hold quarterly meetings to present quarterly report of activities. the report of activities must be presented with statistics in tables. This must be held four (4) times before the end of academic year (i.e, October to September).

NOTE: There are four (4) quarters in one (1) academic calendar year: October to December, January to March, April to June, & July to September.

STEP 5: At the end of the fourth quarter (i.e., July to September), collate the reports of the four (4) quarters and generate your annual report based on the statistics you have at your disposal.

NOTE: For the sections under a division, your reports should be submitted to your divisional heads for presentation at the library management meeting before submitting same to the office of the university librarian.

STEP 6: Call library management meeting for final presentation of sections/units' reports by the divisional heads.

STEP 7: The final collation of the reports is done by the administrative officer of the library who is the secretary at the library management meeting.

STEP 8: The university librarian writes foreword and a covering memo attached to the report for onward submission to the university management.

SOME SECTIONS/UNITS WITH THEIR DATA REQUIREMENTS FOR WRITING REPORTS.

Highlighted below are samples of data requirements of some sections and units of the library based on the perceived activities being performed when writing annual report.

Circulations Reports:

Brief introduction of operations and services of the section should be stated. Under this the following items should be discussed:

In the circulation section, access services are provided, primarily to facilitate physical access of library materials for our users via the circulation desk, book shelves and Online Public Access Catalogue (OPAC). Some of the activities of this section that can be used as data requirements for generating report include:

- * Patrons' Registration.
- * Checking in and out of library materials,
- * Handling fees, fines, and overdue notices and
- * Sundry activities during the year under review (shelf reading, shelf maintenance and active participation during programmes/resource accreditation in the year under review.
- * Provision of access to miscellaneous services such as "lost and found" and related allied services, e.g security

Patrons' Registration: Here statistics of library registered members should be stated. Using the example bellow:

Table1 : Number of Library registered users

Quarter	User Category					Total no of registered users for the year under review.
	Academic Staff	Senior Staff	Undergraduate	PG Students	Junior Staff	
1 st	3	0	9	0	1	32
2 nd	9	2	162	2	6	227
3 rd	10	12	85	3	2	217
4 th	3	5	103	1	1	209
Total	25	19	359	6	10	685

Table 2: Materials added to the Library Collections

Material Type	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total of materials added to the collections
Books	320	166	200	-	686
Journals	500	400	-	-	900
Reference Materials	60	34	-	-	94
Multimedia, etc	3	4	-	-	7

Table 3: Use of resource: Total number of library materials consulted.

Resource Type	Quarters				Total
	1 st	2 nd	3 rd	4 th	
Books	500	400	400	200	1500
Journals	200	230	200	23	653
Reference Materials, etc	25	26	50	50	151

Internally generated revenue: Here all funds generated by the library from overdue fines, photocopy, bindery, Internet services, etc. are reported here. A table presenting funds generated by different sections and units should be depicted in the table on a quarterly basis.

Table 4: Internally Generated Funds Collected through Circulation during the year under review

Sections/Units	QUARTERS				Total Amount Generated (₦ N)
	1 st	2 nd	3 rd	4 th	
Circulation					
User Registration Package	4,000,000.00	2,000,000.00	600,000.00	500,000.00	7,100,000.00
Overdue Fines	100,000.00	80,000.00	50,000.00	50,000.00	280,000.00
Replacement of Loss Materials	23,000.00	12,000.00	-	-	35,000.00
Replacement of Cards	50,000.00	-	-	-	50,000.00
Cards issues to external users	100,000.00	-	-	-	100,000.00
Clearance of graduating students	50,000.00	60,000.00	-	100,000.00	210,000.00
GRAND TOTAL .	4,323,000.00	2,152,000.00	650,000.00	650,000.00	7,775,000.00

Acquisition/Ordering Section: The report of this section will include:

- * Acquisitions by purchase,
- * Acquisition through donation,
- * Total number of materials purchased for the year under review
- * Amount spent on books and journals for the year under review, on quarterly basis
- * Total number of materials added to the collection in the year under review and
- * Materials acquired, processed and sent to cataloguing for processing during the year under review. All these must be presented in tables with statistics.

Table 5: Acquisition by Purchase

INVOICE DATE	VENDOR	DEPARTMENT	TITLES	VOLUMES	TOTAL AMOUNT(₦)
20/03/2018	Rombic Concepts	Chemistry	2	4	68,000:00
25/03/2018	Jadekat Ventures	Computer Science	80	80	1.5
.....					
29/03/2018	DASHDAAD Books	Books	50	600	2,000,000.00

Table 6: Acquisition by Donation

S/N	DATE	DONORS	ITEM LOCATIONS	TITLES	VOLUME
1	10/01/2018	Dr. X	Political Science	1	1
2	27/02/2018	Prof. Y	Computer Sc.	5	5
.....					

Table 7: Materials labeled during the year under review

Item Type	QUARTERS				Total
	1 st	2 nd	3 rd	4 th	
New Books	209	300	400	400	1,309
Old Books	105	200	300	200	805
Total	314	500	700	600	2,114

CATALOGUING SECTION

The activities of this section include:

- * Preparation of bibliographic details of library materials(Cataloguing) and
- * Maintaining the integrity of library database.

Table 8: Materials catalogued, using different sources

Sources Used	CIP	LCOC	ORIGINAL	TOTAL
Titles	97	142	141	380
Volumes	156	209	214	579

Systems Unit:

The activities of the systems unit should be reported here. These include: Information Technology applications and systems maintenance. For example: E-Resources: reports here include e-resources acquisitions and amount paid on subscription. (See Table below) Usage statistics should also be presented in another table.

Table 9: E-Resources Acquisitions

Item type	Period of subscription	Amount paid
R4Life	April 1 st , 2017 to March 31 st 2018	\$1000.00 (N898, 000.00)
Proquest	June, 2016 to July, 2017	N8, 000,000.00
Ebrary	June, 2016 to July, 2017	N2000,000:00
Total		

List of E-Resource Databases & Status

Table 10: IP Regulated

Databases	Status
Proquest/ebrary	Not working
Sciencedirect	Not working
Jstor	Working
Emerald	Working
Springer	Not working
Web of Science	Working

Table 11: Access Combination

Databases	Status
Hinari	Working
Oare	Working
Agora	Working
Ardi	Working

Open Access (All Open for Access)

- * ERIC
- * Intechopen
- * Bookboon
- * Freefullpdf
- * Ejournal

- i. **Reference Section:** reports on activities in post graduate libraries should be reported here. This report could include numbers of theses received, books acquired and usage statistics.
- ii. **Library organized workshops:** workshop organized by the library should be reported here (if any).

5. Staff Affairs

- * Professional
- * Para-Professional
- * Others

Although the library continues to improve and branch out with its resources and services, there is limit to how much we can continue to extend ourselves without increasing our staff. There is need to continue to examine our staff strength to improve our effectiveness and to improve efficiencies while at the same time working to obtain approval to fill necessary positions. The librarian to student ratio is 1.400. As at the last Earned Academic Allowances (EAA). computation, the number of professional staff who are supposed to be on ground is eighty seven (87). It is sad to report that only thirty (30) of us are currently on ground.

On this note, issues relating to staff should be discussed here under the following headings.

- * **Staffing** –total number of staff should be listed in tables based on categories of library staff. Previous year can be included in the table to compare whether there is increase or decrease in the number of staff.
- * **Staff development:** here list of conferences, seminars and workshop attended by the staff should be reported. Note that only workshop and conferences sponsored by the university should be included.
- * **Discipline/ staff members' attitude to work:** this only reports staff attitude throughout the year whether it is satisfactory or not. Staff members that receive commendation should be reported here.

- * **Appointment and Promotions:** New appointments and promotions should be reported here with the list of staff appointed or promoted.
 - * **Confirmation of appointment:** this should also be reported here.
 - * **Notable events:** any notable events during this period under review should be stated. For example, if the library or staff wins an award or grant.
6. **Challenges:** Challenges, holistically, should be looked at in the context of the entire University library system throughout the year under review.

SUGGESTED OUTLINE FOR WRITING LIBRARY ANNUAL REPORTS

Introduction

- * State the major activities being carried out in the sections/units
- * Staff Affairs
- * State the set goals for the year as well as how to achieve it.
- * Data presentation and analysis on quarterly basis and ensure that success stories are highlighted.
- * Present challenges which are militating against the success of sections and units

CONCLUSION

Annual report is an important document useful for research, planning and policy formulation both in the library and in the university as a whole. It helps the library, the researcher and the university planners to have a glimpse of the activities of the university with facts and figure.

Summary and Recommendations

It must be noted that the overall summary as well as foreword of the entire reports can be added by the University Librarian after the management meeting where the reports are finally presented for approval.

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Author's Brief

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