

# Challenges of Training Needs of Librarians for Management of Archives of University Libraries in North West Nigeria

Aliyu Abdu Kofar Sauri<sup>1</sup>, Dr. D. V. Singh<sup>2</sup>

<sup>1</sup>PhD Research Scholar, Department of Library and Information Science, SRM University Delhi-NCR, Sonapat, Haryana, India

Email: [abdualiyu38\[at\]gmail.com](mailto:abdualiyu38[at]gmail.com)

Phone Number-9034748369

<sup>2</sup>Professor and HOD, Department of Library and Information Science, SRM University Delhi-NCR, Sonapat, Haryana, India

Email: [dvsingh\[at\]srmuniversity.ac.in](mailto:dvsingh[at]srmuniversity.ac.in)

**Abstract:** *This study examined the training needs of librarians for the management of archives of academic libraries in North West, Nigeria. Three research questions were drawn and three hypotheses. The study covered University, Colleges of education and Polytechnic Libraries. A descriptive survey design was adopted for the study with a population of 129 library staff, 59 professionals and 70 Para-professionals librarians. The structured questionnaires with 21 items were used. The instruments were validated by experts and trial tested. Data generated and analyzed was presented using mean of 3.50 and above agreed below disagreed reliability coefficient of 0.84. Cronbach alpha the hypotheses was tested at 0.05 level of significance. Findings include Knowledge of environmental control against any disaster; Proper planning of archival resources; Improve funding for training programme and Provision of on-the job training. Recommendations: Management should create knowledge of environmental control against any disaster, Librarians should develop proper planning of archival resources; institutions should improve funding for training programme and Provision of on-the job training.*

**Keywords:** Library, Archives

## 1. Introduction

Education in most parts of the world is ranked high and given topmost priority as agent of change and human development. In Nigeria, like any other developing nation, education is regarded as the route that leads to wealth and prestige. It is a primary obligation in the educational industry for learners to keep abreast of educational development in the school but also make them to mature and progress in other areas that are associated with academic development in institutions. Libraries, archives and museums are heritage institutions established to keep records of human knowledge. They are established to acquire, process, disseminate and preserve recorded knowledge for onward transmission from generation to generation and for development of human society through academic library.

Academic library is regarded as an essential facility for the administration of academic excellence in any academic institution, because the effectiveness and efficiency of academic libraries are measured by the richness of their collections and how they are preserved for access for teaching, learning, research and community services. These are libraries in universities, colleges of education and polytechnics. The primary responsibility of academic library is to aid the parent institution in carrying out its academic program, institutional teaching, study, and research objectives. Malmmo (2007) opined that academic library goes at length to provide all forms of human records in all fields of knowledge needed by members of the academic community for the successful pursuit of academic program such as teaching, study and research. The academic library

sources or resources according to University of Nigeria (2012) usually includes all forms of recorded information or knowledge emanating from the academic community and beyond, also in extension William and O'conner (2003) historical materials; general and specialized reference materials; curricular and research materials; rare materials such as: first edition; newspapers and periodicals publications of local and foreign governments as well as those of the United Nations; special materials such as results of research; theses and dissertation. Academic libraries are those libraries that are established in the universities as systematic information resource bank of recorded knowledge organized by professionals in order to serve their parent institutions, to provide information needs of researchers such as undergraduates, postgraduates and staff. This type of library according to Ekere (2014) is distinct from other libraries such as public libraries, national libraries, school libraries and others. This is because they provide information materials in different formats to support teaching learning and research. The university library has many divisions; these include: collection development, technical service, public service and special collections form archival unit. Archives are collections of historical records as well as the place in which they are kept. They are mainly the primary documents of an institution that accumulate in the course of running the institution or society. Archival unit of the university library is in the special collections division. The prime function of any academic library is to provide the most needed and up to date information materials that will support teaching, learning, and research. Today, libraries especially academic libraries are confronted with intricate and constantly developing network of knowledge. According to Uhegbu (2004) archives can be seen as a collection of records and documents in different formats

Volume 12 Issue 5, May 2023

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which are organized and managed by professionals because of their importance to their parent institutions or establishments. Archives also consist of records that have been selected for permanent preservation because of their values. Purcell (2013) stated that Archival materials are unique because they can only be found in a single repository unlike library materials that can be found in the collections of other libraries. The information contained in the archives is useful for research. Kemoni (2002) insists that archival information contributes immensely to research, individual enlightenment, and provision of solutions to practical problems, benefits users and advances scholarship. Saleh (2011) stated that archival materials in university libraries are useful for legal, administrative and research purposes. These university archives play vital roles such as preserving and celebrating the history of the academic institutions where they exist. They also provide keys to unlock and examine the past and present events. Therefore, the beneficiaries of archives of university libraries are biographers, documentary filmmakers, independent writers, local historians, and scholars such as undergraduates, postgraduates and staff. Management of archives in academic libraries involves directing, controlling, appraising, acquiring, accessing, organizing, preserving information materials with enduring values in archives. This content Weech and Tammara (2009) stated that archives and records management is also based on the principles of regular review and controlled retention or destruction with the general aim of ensuring cost-effective business processes, legal and regulatory compliance, and corporate accountability. According to Ngulube (2005) opined that "Proper archives and records management involves establishing systematic controls at every stage of the record's lifecycle in accordance with established principles and accepted models of records management." This therefore means that practicing proper records management leads to good management because university's activities are based on access to the information contained in records managed by professional library personnel.

Library and information science professionals need to be responsive to these changes brought about by technological innovations and digital revolution and substantially embrace the utilization of information technologies in their information handling processes. They need to acquire the necessary new skills and be responsive to dynamic changes as they occur in rapidly globalized world. Librarian is a person who works professionally in a library, providing access to information and sometimes social or technical programming. According to Singh and Shahid (2010) academic librarian's roles are to co-ordinate with academic staff to ensure that students and researchers have the material they need or access to it. Tahourie (2006) stated that archivist can be specialized librarians who deal with archival materials, such as manuscripts, documents and records, though this varies from country to country. Other duties of librarians in archives of university libraries according to Rodden (2010) include: appraising records for permanent preservation and safeguarding, cataloguing and classifying archival resources, arranging records for easy retrieval, providing access to records and documents, creating current awareness services about their materials (selective dissemination of information) and keeping records

accurately. Libraries render these services to provide support to the entire university community such as undergraduates, post graduates and researchers. Seemingly, most librarians do not have adequate training in acquisition, institute, dissemination and preservation of archival materials since administration and management of archives and records is an elective course and not a core course in library schools in Nigeria. This is in view of Pandit (2010) in this era of information and communication technology, archival services can be upgraded using ICT facilities such as archival Training in process of acquiring knowledge and software skills. Training is a process of acquiring knowledge, skills and attitudes that are necessary for employee effectiveness and efficiency towards achieving administrative goals and objectives. Staff training is important because it enhances efficiency and productivity. Ajidahun (2007) opined that training of personnel enhances productivity; education and training are generally indicated as the most important direct means of upgrading the human intellect and skills for productive employment. Training programmes should also be directed towards improving efficiency and job performance. It is not only initial training that is useful but also continuing training in order to ensure, maintain, upgrade and update one's skills as the job progresses.

Librarianship means the art and science of selecting, acquiring, organizing, describing, classifying, administering, preserving, conserving, utilizing books, journals, non-book materials including the dissemination of information and knowledge. Training can place or move librarians to the peak of their working career and the librarians are expected to keep archives under physical and intellectual control. According to Azino (2010). Training needs are basically any shortfall in employee performance or potential performance, which can be remedied by appropriate training. Cole (2002) stressed that there are many ways of overcoming deficiencies in human performance at work, and training is only one of them. It is important to recognize this fact, since sometimes training staff are asked to meet needs which ought to be dealt with in some other way, such as improving pay, replacing machinery or simplifying procedures. As lack of training is dysfunctional; to managerial performance, adequate care should be taken to recognize when training is needed. In Nigeria, educational institutions generate several records in their various departments using a combination of electronic and paper based methods. In many of them you find that computers are used to write reports of all activities and then hard copy prints are produced and kept in the cabinets. The fear loses of a good number of records generated in bursary departments and some academic departments are fairly more computerizes than those of the registry and other support service departments makes it necessary to identify the training needs of librarians for the management of archives of university libraries in North West Nigeria

## 2. Statement of the Problem

Library is the most important parts of the education in world is ranked high and given topmost priority as agent of change and human development. In Nigeria, like any other developing nation, education is regarded as the route that

leads to wealth, knowledge and prestige. It is a primary obligation in the educational for learners to keep abreast of educational development in the school. Archives, being major source of information, provide researchers a first hand and direct contact with necessary facts and data. The fundamental reason for setting up archives is that they serve as a memory based. Just as individuals cannot function without memory, as do establishments and universities, without archival recall, they would have no prospective on which to base planning. The benefit of tertiary institutions cannot be overemphasized; it increases productivity, efficiency and communication. ICT has a vital role to play in record keeping in tertiary institutions.

Hence, ICT have transformed archives records creation, use, maintenance, storage and dissemination of information in order to instruct the end-users, librarians themselves need to be trained on how to access, search and interpret different database. The archives of academic libraries are repositories for the primary and historical documents of the institutions where they exist. The preliminary observation by the researcher and extensive literature search show that there is lack of standardization in the classification of archival documents in the academic libraries. It also brings order to archives and the information contained in the archives can be retrieved for researcher's maximum use due to current ICT globalization. Unfortunately, the archival materials are not properly preserved. These materials can easily fade away because of the effects of weather and other environmental factors on them such as dust, water, humidity, excessive dryness and other factors. Archives records keeping in academic libraries appear to be evident is that there exists no research that has been conducted on the training needs of librarians for the management of archives of academic libraries in North West Nigeria. That knowledge gap seems to be more apparent when it is situated in the context of the training needs of librarians for the management of archives of academic libraries in North West Nigeria. There is clear evidence of the training needs of librarians for the management of archival materials in academic libraries is vital to the effective handling of archival materials as well as information service delivery of archival sections of these libraries. It is against this background that this study is situated to address the seeming lack of clear perspective or identification of training needs of librarians for the management of archives of academic libraries in North West, Nigeria.

#### Purposes of the Study

- 1) Control measures adopted for effective management of archives of academic libraries in North West Nigeria;

- 2) Operational training needs adopted for effective management of archives of academic libraries in North West Nigeria;
- 3) Resources training needs adopted for effective management of archives of academic libraries in North West Nigeria.

#### Research Questions

- 1) What are control measures adopted for effective management of archives of academic libraries in North West Nigeria?
- 2) What are operational training needs adopted for effective management of archives of academic libraries in North West Nigeria?
- 3) What are resources training needs adopted for effective management of archives of academic libraries in North West Nigeria?

#### Hypotheses

H<sub>01</sub>: There is no significant difference in the mean responses of Professional and Para-professional librarians on control measures adopted for effective management of archives of academic libraries in North West Nigeria.

H<sub>02</sub>: There is no significant difference in the mean responses of Professional and Para-professional librarians on operational training needs adopted for effective management of archives of academic libraries in North West Nigeria.

H<sub>03</sub>: There is no significant difference in the mean responses of Professional and Para-professional librarians on resources training needs adopted for effective management of archives of academic libraries in North West Nigeria.

### 3. Methodology

This study examined the training needs of librarians for the management of archives of academic libraries in North West, Nigeria. Three research questions were drawn and three hypotheses. The study covered University, Colleges of education and Polytechnic Libraries. A descriptive survey design was adopted for the study with a population of 129 library staff, 59 professional and 70 Para-professional librarians. The structured questionnaires with five point likert scale Strongly agree, Agree, undecided, Disagree and Strongly disagree (54321 respectively) 21 items were used. The instruments were validated by experts and trial tested. Data generated and analyzed was presented using mean. of 3.50 and above agreed below disagreed reliability co efficient of 0.84 Cronbach alpha the hypotheses were tested at 0.05 level of significance

### 4. Results

**Table 1:** Research Question One: What are control measures adopted for effective management of archives of academic libraries in North West Nigeria?

| S/n | Control measures adopted are; -   | X    | SD   | RMK |
|-----|---|------|------|-----|
| 1.  | Knowledge of environmental control against any disaster.                                    | 4.02 | 1.04 | A   |
| 2.  | Knowledge of digitization of archival documents for proper preservation                     | 3.96 | 1.04 | A   |
| 3.  | Knowledge of training staff on how to apply security measures for archival resources.       | 3.71 | 1.25 | A   |
| 4.  | Knowledge of repair of damages archival documents.  | 3.91 | 1.20 | A   |
| 5.  | Knowledge in reprographic services by producing and replacing damages archives materials    | 3.66 | 1.06 | A   |
| 6.  | Knowledge of fumigation in order to control insects attacks on archives using insecticides. | 3.91 | 0.94 | A   |

Table 1 shows that items ranges from 3.66 to 4.02 all items have their mean above 3.50 which was above the cutoff point meaning all respondents agreed with the items on control measures adopted for effective management of archives of academic libraries in North West Nigeria.

**Table 2:** Research Question Two: What are operational training needs adopted for effective management of archives of academic libraries in North West Nigeria?

| S/n | Effective operational of archives involves: -   | X    | SD   | RMK |
|-----|---|------|------|-----|
| 1.  | Knowledge of the needs for scanning of archival documents in case of loss or damages. | 3.76 | 0.93 | A   |
| 2.  | Inadequate funds by host institution  | 3.95 | 1.02 | A   |
| 3.  | Lack of archival record management policy   | 3.84 | 1.10 | A   |
| 4.  | Lack of resources for archival training programme                                     | 3.88 | 1.12 | A   |
| 5.  | Lack of sponsorship   | 4.28 | 1.00 | A   |
| 6.  | Improper security of archival records   | 4.29 | 0.95 | A   |
| 7.  | Inadequate storage facilities for archival resources                                  | 4.01 | 0.97 | A   |
| 8.  | Improper planning of archival resources   | 4.22 | 1.02 | A   |
| 9.  | There is no written job specification for each staff                                  | 4.33 | 0.84 | A   |
| 10. | There is low staff motivation   | 4.16 | 0.95 | A   |
| 11. | There are no sufficient professional staff  | 3.94 | 1.02 | A   |

Table 2 shows that items ranges from 3.76 to 4.33 all items have their mean above 3.50 which was above the cutoff point meaning all respondents agreed with the items on operational training needs adopted for effective management of archives of academic libraries in North West Nigeria.

**Table 3:** Research Question Three: What are resources training needs adopted for effective management of archives of academic libraries in North West Nigeria?

| S/n | Resources training needs adopted are:-                          | X    | SD   | RMK |
|-----|---|------|------|-----|
| 1.  | Improve funding for training programme                          | 4.21 | 0.95 | A   |
| 2.  | Recruitment of adequate, qualified and competent staff          | 3.98 | 1.09 | A   |
| 3.  | Adequate storage space and facilities under good                | 3.89 | 0.99 | A   |
| 4.  | Environmental condition should be provided                      | 3.80 | 1.05 | A   |
| 5.  | Provision of on-the job training                                | 4.16 | 1.04 | A   |
| 6.  | Provision of off-the job training                               | 1.95 | 0.99 | D   |
| 7.  | Provision of relevant training resources                        | 2.28 | 0.77 | D   |
| 8.  | Extension or correspondence                                     | 2.33 | 0.76 | D   |
| 9.  | Computer assisted programmes                                    | 2.61 | 1.08 | D   |
| 10. | Postgraduate programme in archives management                   | 2.53 | 0.92 | D   |
| 11. | Proper supervision of staff                                     | 2.79 | 0.94 | D   |
| 12. | Provision of relevant training facilities                       | 2.69 | 0.93 | D   |
| 13. | Motivation of librarian for training in archives administration | 2.21 | 0.77 | D   |

Table 3 shows that items ranges from 1.95 to 4.21 items numbers 1, 2, 3, 4, and 5 have their mean above 3.50 which was above the cutoff point meaning all respondents agreed with the items while items numbers 6, 7, 8, 9, 10, 11, 12 and 13 was below 3.50 cutoff point meaning respondents have disagreed with the items on operational training needs adopted for effective management of archives of academic libraries in North West Nigeria.

## Hypotheses

### Hypothesis1

H<sub>01</sub>: There is no significant difference in the mean responses of Professional and Para-professional librarians on control measures adopted for effective management of archives of academic libraries in North West Nigeria.

**Table 4:** t-test Analysis of Mean Response on control measures adopted for effective Management of archives of academic libraries in North West Nigeria.

Professional librarians 59  
Para-professional librarians 70.

| S/n | Control measures adopted are; -   | X    | SD   | t-test | RMK |
|-----|---|------|------|--------|-----|
| 1.  | Knowledge of environmental control against any disaster.                                    | 4.02 | 1.04 | 0.92   | S   |
| 2.  | Knowledge of digitization of archival documents for proper preservation                     | 3.96 | 1.04 | 0.37   | S   |
| 3.  | Knowledge of training staff on how to apply security measures for archival resources.       | 3.71 | 1.25 | 0.14   | S   |
| 4.  | Knowledge of repair of damages archival documents.  | 3.91 | 1.20 | 0.90   | S   |
| 5.  | Knowledge in reprographic services by producing and replacing damages archives materials    | 3.66 | 1.06 | 0.97   | S   |
| 6.  | Knowledge of fumigation in order to control insects attacks on archives using insecticides. | 3.91 | 0.94 | 0.53   | S   |

Table 4 shows that the calculated t value for all items are above 0.05. This indicates that there is significant difference in the mean responses of the Professional librarians and Para-professional librarians Therefore, the null hypothesis was therefore rejected for those items control measures adopted for effective management of archives of academic libraries in North West Nigeria.

## Hypothesis 2

H<sub>02</sub>: There is no significant difference in the mean responses of Professional and Para-professional librarians on

operational training needs adopted for effective management of archives of academic libraries in North West Nigeria

**Table 5:** t-test Analysis of Mean Response operational training needs adopted for effective management of archives of academic libraries in North West Nigeria  
Professional librarians 59  
Para-professional librarians 70.

| S/n | Effective operational of archives involves:-  | X    | SD   |      | RMK |
|-----|---|------|------|------|-----|
| 1.  | Knowledge of the needs for scanning of archival documents in case of loss or damages. | 3.76 | 0.93 | 0.27 | S   |
| 2.  | Inadequate funds by host institution  | 3.95 | 1.02 | 0.43 | S   |
| 3.  | Lack of archival record management policy   | 3.84 | 1.10 | 0.57 | S   |
| 4.  | Lack of resources for archival training programme                                     | 3.88 | 1.12 | 0.53 | S   |
| 5.  | Lack of sponsorship   | 4.28 | 1.00 | 0.01 | NS  |
| 6.  | Improper security of archival records   | 4.29 | 0.95 | 0.27 | S   |
| 7.  | Inadequate storage facilities for archival resources                                  | 4.01 | 0.97 | 0.03 | NS  |
| 8.  | Improper planning of archival resources   | 4.22 | 1.02 | 0.13 | S   |
| 9.  | There is no written job specification for each staff                                  | 4.33 | 0.84 | 0.66 | S   |
| 10. | There is low staff motivation   | 4.16 | 0.95 | 0.19 | S   |
| 11. | There are no sufficient professional staff  | 3.94 | 1.02 | 0.40 | S   |

Table 5 shows that the calculated t value for items number 5 and 7 are below 0.05. This indicates that there is no significant difference in the mean responses of the Professional librarians and Para-professional librarians on the items. Therefore, the null hypothesis was upheld. However, items 1, 2, 3, 4, 6, 8, 9, 10 and 11 had their calculated t value above 0.05. Therefore, there is significant difference in the mean responses of the respondents on those items. The null hypothesis was therefore rejected for those

items librarians on operational training needs adopted for effective management of archives of academic libraries in North West Nigeria.

## Hypothesis 3

H<sub>03</sub>: There is no significant difference in the mean responses of Professional and Para-professional librarians on resources training needs adopted for effective management of archives of academic libraries in North West Nigeria.

**Table 5:** t-test Analysis of Mean Response on resources training needs adopted for effective management of archives of academic libraries in North West Nigeria  
Professional librarians 59  
Para-professional librarians 70.

| S/n | resources training needs adopted are: -                         | X    | SD   |      | RMK |
|-----|---|------|------|------|-----|
| 1.  | Improve funding for training programme                          | 4.21 | 0.95 | 0.88 | S   |
| 2.  | Recruitment of adequate, qualified and competent staff          | 3.98 | 1.09 | 0.31 | S   |
| 3.  | Adequate storage space and facilities under good                | 3.89 | 0.99 | 0.12 | S   |
| 4.  | Environmental condition should be provided                      | 3.80 | 1.05 | 0.36 | S   |
| 5.  | Provision of on-the job training                                | 4.16 | 1.04 | 0.17 | S   |
| 6.  | Provision of off-the job training                               | 1.95 | 0.99 | 0.37 | S   |
| 7.  | Provision of relevant training resources                        | 2.28 | 0.77 | 0.30 | S   |
| 8.  | Extension or correspondence                                     | 2.33 | 0.76 | 0.21 | S   |
| 9.  | Computer assisted programmes                                    | 2.61 | 1.08 | 0.20 | S   |
| 10. | Postgraduate programme in archives management                   | 2.53 | 0.92 | 0.37 | S   |
| 11. | Proper supervision of staff                                     | 2.79 | 0.94 | 0.10 | S   |
| 12. | Provision of relevant training facilities                       | 2.69 | 0.93 | 0.69 | S   |
| 13. | Motivation of librarian for training in archives administration | 2.21 | 0.77 | 0.41 | S   |

Table 6 shows that the calculated t value for all items are above 0.05. This indicates that there is significant difference in the mean responses of the Professional librarians and Para-professional librarians Therefore, the null hypothesis was therefore rejected for those items on resources training needs adopted for effective management of archives of academic libraries in North West Nigeria.

- 4) Inadequate storage facilities for archival resources
- 5) Improper planning of archival resources
- 6) There is no written job specification for each staff
- 7) There is low staff motivation
- 8) Improve funding for training programme
- 9) Provision of on-the job training
- 10) Inadequate storage facilities for archival resources

## 5. Findings

- 1) Knowledge of environmental control against any disaster.
- 2) Lack of sponsorship
- 3) Improper security of archival records

## 6. Recommendations

- 1) Management should create knowledge of environmental control against any disaster,
- 2) Librarians should develop proper planning of archival resources

- 3) institutions should Improve funding for training programme and
- 4) Provision of on-the job training
- 5) Provide adequate storage facilities for archival resources

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