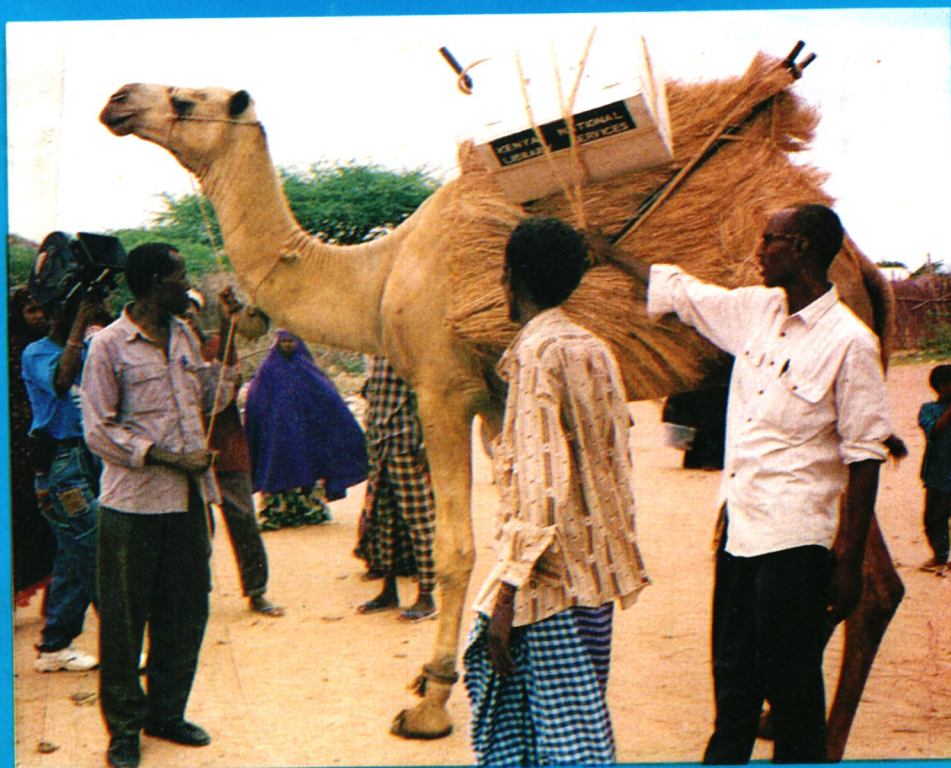


KENAL NEWS



A Kenya National Library Service Newsletter

PARLIAMENT
OF KENYA
LIBRARY



CAMEL MOBILE LIBRARY — GARISSA

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Don't sit on Information



KENAL NEWSLETTER JAN-JUN 1998

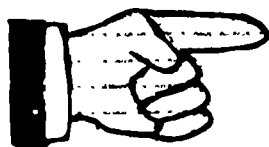


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EDITORIAL

This issue has carried out the recent developments in the history of KNLS. Since its inception in 1965, the year 1996 was the most memorable in the calendar of KNLS events. The most spectacular activities that took place were the introduction of new and unique services. These new services were launched in October, 1996 during the National Book Week. They include the Braille Service for the visually impaired persons; the AIDS Awareness Service; the Bindery Unit; the Primary School Book Box service in Karatina and finally the Camel Mobile Library in Garissa. One common thing about these services is the fact that they will fill the missing link between the users/readers and the information sources.

The Braille Service will ensure that the visually impaired persons access information through the Braille materials.

The bindery service will lengthen the lives of reading materials i.e. the books and periodicals by binding them back to their original or almost original forms. This service is very crucial considering the wear and tear of the library materials caused by high usage.

The AIDS awareness service is very invaluable especially at this time the government is using a multisectoral approach towards the control in the spread of the scourge. Indeed the readers need to be informed of this calamity.

The expansive North Eastern Province cannot adequately be served by the Garissa Area Library. This, coupled by poor road network makes it difficult for the communities in this region to be served effectively. Nevertheless, with the introduction of the camel mobile library, the communities can now breathe a sigh of relief as they can access knowledge in recorded formats - books, magazines, braille etc.

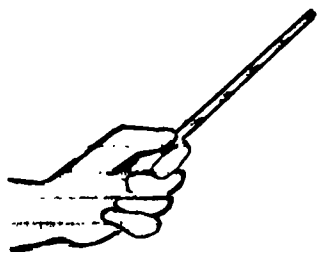
We at the KENAL Newsletter Editorial Board wish to thank the KNLS Board for this well timed foresight in provision of information to all without any discrimination.

As we approach the next millennium, we urge the entire KNLS staff to work diligently and support the KNLS Board so that it (the Board) can realize its set objectives as stipulated in the KNLS Board Act (Cap 225) of the Laws of Kenya.



Editor MR Francis Anyianda

DIRECTOR'S WORD



MOVING TOWARDS THE NEXT MILLENNIUM

The realities of the 21st century are with us. As we usher in this century, there is a need for us not only to expand our services but also to make sure that the services reach the people wherever they are.

Between 25th - 27th April, 1996, I attended a summit on global library strategies for the 21st century. The summit was for world library leaders. The theme that came out clearly in the summit was "libraries as guardians of knowledge in diverse forms and for unpredictable uses". Libraries were viewed as dynamic, intellectual and social forces for human progress.

Libraries serve as gathering places, community cultural centres, educational agencies, sources of national and local pride and respected repository of culture and knowledge. It is against this analogy and the theme of the current issue of the newsletter that I will base my discussion. Some of the issues raised are derived from my response during the summit.

One of the major impediments facing many institutions in Africa is lack of funds/finances. A lot of African institutions have meagre resources. We are still looking for the very basic book that our populations require.

Another issue that we have to take in mind is the ability of our governments and our institutions to be able to meet the cost involved in information technology. It is also important to note that many of our countries are facing the scourges of diseases, poverty, illiteracy etc. so when it comes to funding and budgeting the

national priority will not be the library. However, it is not all gloomy or oomed. There is a lot of hope in many parts of Africa. For example, in Kenya more than fifty private companies today are already linked up to the internet. In recent times, Kenya has been a hub of information technology activities in Eastern Africa. Many conferences and exhibitions on Information Technology have been hosted in the country several times. Despite the inadequate funds we have, the library has continued to expand with new services being introduced. We are coming up with new strategies aimed at providing library and information services to all citizens including those in rural areas.

We are currently collaborating with the local communities in setting up and running libraries. The KNLS Board has embarked on community based approach to library development to ensure that the rural Kenyan gets access to reading materials by the dawn of the next century. This approach is working very successfully and in the last two and a half years, we have established community based libraries chronologically as follows:

- 1991 - Karatina Divisional Library
- 1991 - Laikipia District Library
- 1996 - Mutuyambua Divisional Library
- 1996 - Kinyambu Community Library
- 1996 - Kithasyu Community Library

By the turn of this century, we expect many more to have been established. The advantages of the community based approach are two fold. It reduces dependency on the treasury for development of libraries and it involves the community on the running of the libraries. This community involvement provides confidence to the community on the affairs of libraries. In its efforts to reach as many members of the public as possible, some of whom need special services, the Board launched a package of new services during the 1996 National Book Week.

The new services include the camel mobile library in Garissa, Book Box Services to schools in Karatina, library services to the Visually Impaired Persons and the AIDS awareness services.

Collaboration between libraries and the local community has been very encouraging. However, I still feel that a lot need to be done in dealing with the private sector. This is an area that has not been fully explored. Some of the areas in which the private sector can assist the library include:

- Donation of vehicles to serve as mobile libraries
- Assistance in construction of buildings in KNLS plots and renovation of some of the existing buildings
- Donation of books and/or funds to purchase books
- Donation of equipment such as the perking brailier to assist the visually impaired persons access in formation.

This kind of gesture will ensure that the library of the 21st century will have spread even to the utmost locality of the country. The salvation of information technology advancement in Africa lies with the collaboration between our various countries. The approach I am suggesting is the regional approach. This is so because it would be too expensive for each country to initiate all these things on their own. We can take a regional approach and by taking advantage of some regional networks that are already existing such as SABINET in South Africa. With proper collaboration amongst ourselves, we can flash ourselves into modern age and join the rest of mankind. We can still move downwards to a more localised regional approach consisting of 5 East African countries - Kenya, Tanzania, Uganda, Rwanda and Burundi.

However any collaboration in I.T will only be practical if the collaborating institutions are already in I.T. KNLS has already

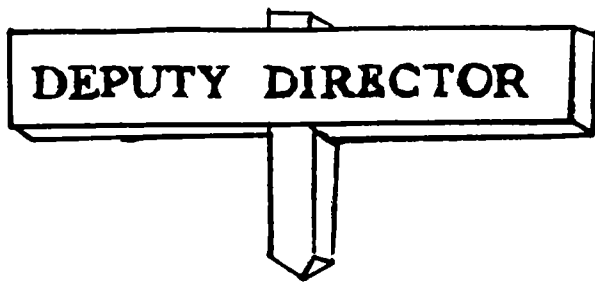
computerised some of its activities notably is the production of the Kenya National Bibliography and the Kenya Periodical Directory. Other areas to be computerised soon include the Accounts and Personnel department. It is the hope of the Board that by the year 2000, all the other library areas will be fully computerised. This will enhance the delivery of library and information services to the readers and ensure efficiency on the part of the staff performance.

In conclusion, I wish to reiterate here that information is power. This is clearly manifested in the recognition of information as an asset towards a country's national development. The developed nations boast of being economically, socially and politically developed because of their ability to manipulate and exploit information resources.

As we approach the 21st century, it is hoped that all Kenyan citizens will be able to access information wherever they are whether in print or electronic. We are foreseeing a scenario where readers and staff are able to access information on the internet within the library or in their homes while taking a cup of coffee/tea, etc.



Mr. S.K. Ng'ang'a, Director KNLS



THE BASIS OF THE KENYA NATIONAL LIBRARY SERVICES OUT-REACH ACTIVITIES.

A library system is a dynamic unit or network set up to collect and disseminate information and other related materials to specific clientele within the community in which the system has been established. In the context of community development, a library system should be viewed as one of the development agencies established to meet the information and other related needs of the society with a view to keeping the society abreast of what is happening around it, as well as elevating and sustaining its literacy levels. It is said that "an informed society is a well-to-do society". The Kenya National Library Service, being the public library service, established and mandated by the government through an Act of Parliament (Cap 225-Laws of Kenya) should provide the above service to the Kenyan society. It is however common knowledge that the public library system is a new phenomenon in developing countries like Kenya. This is particularly so in the rural areas where the majority of the population resides. The majority of the rural population in Kenya is not aware of what KNLS is, what it does, what it can offer and even what benefits they can derive from utilising the facilities and services provided by the KNLS.

On the basis of this understanding and looking into the next millennium, a major concern of the KNLS staff should therefore be the development of appropriate and sustainable "rural user-oriented" programmes aimed at sensitising the rural communities on the roles of KNLS. This calls for a care- fully planned and

continuous activity of identifying and analysing the various segments of the rural communities with a view to establishing their needs and then develop information dissemination programmes that correspond to those needs.

The KNLS should remain aware and respond to the changes that are taking place within the Kenyan society and the various information needs that arise from such changes. In essence this should be the basis of the KNLS out-reach service and activities.

S. M. Maitha.
DEPUTY-DIRECTOR



Mr. S.M. Maitha, Deputy Director

KNB

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CAMEL MOBILE LIBRARY

Introduction

The issue of the Camel Mobile Library was as a result of the visit made by KNLS Board members to Garissa on 4/9/96. They made a visit to one of the towns called Dadaab which is in a rural setting. This made them have a closer study at the camel and its effect on the way of life of people. The camel mobile library was launched on 14/10/96 by Deputy Provincial Commissioner Mr. Ali Mbwari and the occasion was graced by Board members.

More about camels

There are two species of camels available viz. dromedary which has only one hump and is used for riding and the Bactrian camel which has two humps and is used as a beast of burden. A dromedary which is the species available in Kenya stands about 1.2 metre at the shoulder and 2 metres to the top of the hump. It can carry 270 kg for 50 km in a day. A camel caravan travels at the rate of three miles an hour and will cover 80 km in a day. When the dromedary is carrying one rider, it can keep up a pace of 26 km an hour all day; the fastest record for a dromedary is 388 km in eleven hours. The camel is a habitual pacer, that is, the right hind foot and the right fore foot move forward simultaneously, and alternative with the left hind foot and left fore foot. This pacing produces a swaying motion, hence the name "ship of the desert" has been applied to the camel.

Camels have teeth at the front of the upper jaw and can inflict a nasty bite; this, in a small measure, compensates for the absence of horns or antlers. If ill-treated by someone, it will spit its foul smell directly into the person's face. Camels are capable of withstanding extremes of heat and cold and can survive periods of thirst and hunger where other animals would die.

The Camel Mobile Library

Camels have been used for military, trade and religious purposes. The earliest recorded time when the camel was first used was in 1800 B.C. Arab scholars used camels to spread Islam. They used to carry religious books on camels and this system spread to Northern Africa where it was used up to late 1960s when cars came in and the camels gave way.

Why Camel Mobile Library

Camels can be used to reach areas which cannot be reached by cars. There is a lot of sand, shrubs, mud during rainy seasons that a car cannot withstand. More so, camels have been part and parcel of the local people's lives that they have readily accepted it when it is used to ferry books to their settlements. There has been a lot of enthusiasm and we get more than 100 readers a day until we have to send some away to come later.

Mode of Operation

We have two camels in a caravan and one camel rider together with two members of staff. One camel carries the tent and the other carries four book boxes containing approximately 36 books. The caravan (on a pilot basis) serves a radius of 7 km from the centre of the town. The target groups include both adult literacy classes and children. In order to reach out to these groups, the tent is pitched in settlements and not in schools as we do not want it to be seen as a service for schools only. The camel mobile library will therefore operate like other mobile libraries in other branches.

Wycliffe Oluoch

GARISSA PROVINCIAL LIBRARY

KARATINA COMMUNITY BASED LIBRARY

INTRODUCTION

In your issue no. 5 page 8, you carried an article on KNLS strategy in going community. Karatina branch being the Torch Bearer of all up coming community libraries would like in this issue to present its strategy in going rural which is a step further from what you highlighted.

This is based on the understanding that for any meaningful development to enhance the society must be literate and very well informed. A well informed society is very confident in tackling any field of development be it commercial, agricultural, criminal, etc. Given the above phenomenon and considering that Mathira community is starting a literate 98.9% enrolment community library at the divisional headquarters was not enough. If I may quote from one of the local councillors who was confronted by the Librarian here in an effort to sell the idea of the community coming together to raise funds to extend the library building, he comfortably said, "My dear, why do you need the building? - Take the books to our children and to the farmers up there in the farms to read. You do not need them inside the building. Tell us to raise money for books and we will listen to you." For any librarian worth his/her salt this was a challenge and one cannot sleep comfortably with such a provocation.

OUR STRATEGY

Going by what KNLS Board has been charged with in the current Gazetted Development Plan, we have our goal as developing libraries in rural areas and our specific objective is taking information to the people in the villages in four stages:

1. Children in lower primary schools
2. Children in upper primary schools
3. Divisional information Bank (DIB)
4. The literate society outside the town - librarian on a bicycle.

To achieve the above objectives the divisional library came up with a project

proposal which was presented to the Local Development Committee and endorsed. The second stage was the implementation. The modalities were worked out by the staff at the divisional library and was sold to teachers gathered at Gikumbo secondary school in May 1996 and was received very positively. With the teachers forming the back-up support needed, the librarian was ready to start the Primary Schools Book Service or Book-Boxes to primary schools as the first step in our Rural Library Development Strategy.

PILOT PROJECT

Mathira division covers 324 sq km with a population of 188,107 people. Literacy rate is 80% and the enrolment rate is 99.8% of all school going children. The division is divided into 5 educational zones covering a total of 76 primary schools; Magutu, Mathira North, Mathira West, Mathira Central and Mathira East. For our pilot project, we took Magutu zone with 12 primary schools. This is the 2nd smallest zone covering 53 sq km and a population of 31,145 people.

DIMENSION

The size of the box is 10h x 12w x 26.5d (inches) and was designed in such a way that it can carry 200 books and at the same time, it can be used as a shelf to display its contents.

BOOKS

With a total of 12 schools, we needed 13 boxes with 200 books each. Given the above scenario for the pilot project we required $200 \times 13 = 2600$ books.

ACQUISITION

Since the project was a joint effort of KNLS Board and the community, we generated 2 order lists with equal number of books - one for KNLS Board and one for the community. The order list for the community amounted to Ksh. 139, 990/- (One hundred thirty nine thousand, nine hundred and ninety shillings) with that kind of money, the KNLS staff embarked on purchasing the books and within 2 weeks the books were in the library being

processed. The Board kindly bought books worth Ksh. 100,000 (One hundred thousand) and a further donation of 400 copies from Book Aid International.

With that kind of a stock we were able to start the project.

CIRCULATION

Primary Book Service covers class 2 to class 5 in each primary school. The stock has been carefully selected to cater for those levels. Each box is supposed to supplement what the school has and it is supposed to stay in the school for one month. During that month, a child is expected to read at least 3 different titles. To exchange the box in one zone, the KNLS staff is expected to organise for transport from school A to school

B. Each school has its own code so that boxes will not mix up during the exchange process. One complete circulation within a zone takes 3 terms i.e. one year.

Inter-zonal exchange will be co-ordinated by the divisional library but it is hoped that stock circulating in each zone will remain in that zone.

SEMINAR

To induct the teacher / librarian, a seminar was held on 15th October to 17th October, 1996 so that the teacher / librarian may be equipped with the basic skills to manage the service. At the same time the head teacher and the parents representatives from each school were invited to attend the seminar because they are the people who will form the back bone if the project has to succeed. The cost of the seminar was shared between KNLS and the community. By the end of the seminar which was very successful, the project was launched by Mrs A. W. Wang'ombe on behalf of Board Chairman on 17th October, 1996.

SUSTENANCE

During the seminar, the participants : head teachers, PTA chairmen and the teacher / librarian came up with resolutions and Plan of Action. The office of District Education Board was represented by the AEO during the deliberations. Since the project is aimed at establishing libraries in primary schools,

the D.E.B. was asked to include library fee in their primary schools fees structure, so that the project can be sustained. For books lost or damaged, each school is supposed to replace using the KNLS formula. Replenishing by KNLS Board, well wishers and donors was also considered.

MANAGEMENT

The division has a Library Development Committee under the chairmanship of the District Officer (Mathira). The project has been registered with the department of Social Services in our parent ministry.

To assist this committee, there are 5 zonal committees co-ordinating services in each zone. The composition of each committee and terms of reference are clearly stipulated and are available for any interested party to pursue.

CONCLUSION

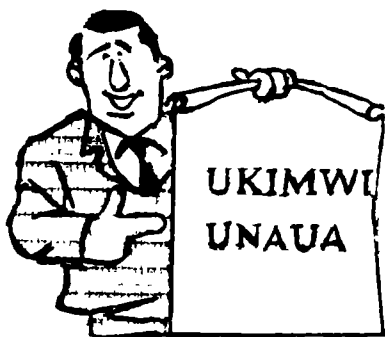
The staff at Karatina were all thrilled to see the first box leave the library at the start of the pilot project on 22nd October, 1996. Pleasant as it was to see the boxes roll out of our library, we had created the necessary awareness and we were faced with real problems which we had not anticipated. The other zones wanted to fit in the project immediately. Therefore, they wanted their lists of books so that they can organise their funds. To generate a list for one zone takes quite some time because the tools used are publishers catalogues and nothing has been published for lower primary locally. Although the market is not limited to generate the list so that you will get good money to cover the cost of the book, any taxation if we have to buy from outside the country and transport necessary is not easy considering that we would like to be transparent as much as possible and also to give the parents the confidence they require.

There was work explosion in the branch since all the books bought had to be processed. Deployment had been done at random disregarding the staff cadres.

By the grace of God we have been able to complete an order list for Mathira North and Mathira East and we hope by the end

of November, the lists for the other 2 zones will be ready. Congratulations to my members of staff who are working tirelessly to generate the order lists, process the books and assist the teachers to carry the boxes to their destination. We are appealing to our brothers and sisters in the profession to assist us buy a small scooter (motor cycle) to help our Library Assistant to transport boxes to the schools since the difficult terrain in the division will not allow him to use a bicycle.

Rosemary Ngumo
KARATINA DIVISIONAL LIBRARY



AIDS AWARENESS SERVICES

The Scourge

AIDS is an acronym for Acquired Immune Deficiency Syndrome. AIDS is caused by a virus called HIV (Human Immunodeficiency Virus). AIDS results in a gradual and progressive impairment of the human immune system. This virus was identified in 1980 - 1984 by teams of researchers in France and in the United States of America. After entering the human host, HIV attacks certain cells of the immune system, in particular a subset of white blood cells called T4 lymphocytes (also known as helper T-cells) that play a crucial role in the co-ordination of the immune response.

Once HIV has invaded the target cell, it may remain latent for extended periods without triggering a reaction from the immune system or producing visible

symptoms. During this period, the infected person, although asymptomatic, can transmit HIV to others.

Transmission

1. Sexual intercourse

90% of AIDS cases in Kenya are as a result of sexual intercourse.

2. Blood transfusion

Exposure to infected blood occurs through transfusion of blood and blood products, injections, traditional practices and skin piercing where instruments are shared.

3. From mother to child during pregnancy or at the time of delivery or through breast-feeding

Note

HIV / AIDS cannot be spread through coughing or sneezing; through saliva, tears or sweat; by shaking hands; by sharing telephones, bathrooms, toilets, plates; by mosquitoes or other insects; by walking barefoot where people have spat or by living or working with a person who has AIDS or HIV infection.

Situation in Kenya

By the end of 1996, 200,000 cases of AIDS were reported in Kenya since 1984, when one case was reported. Currently, the number of persons infected with AIDS in Kenya is estimated at 1.2 million and is expected to reach 1.7 million by the year 2000.

Impact

- AIDS kill young economically productive people (ages 15 - 39 years)>
- Brings hardship to families
- Increases expenditure on health care and adversely affect the country's development

Activities of the AIDS awareness service

The AIDS awareness service combats the spread of AIDS through:

- Provision of books and non-book materials on AIDS

-Provision of referral and reference service on AIDS / HIV

- Compilation of directory of AIDS

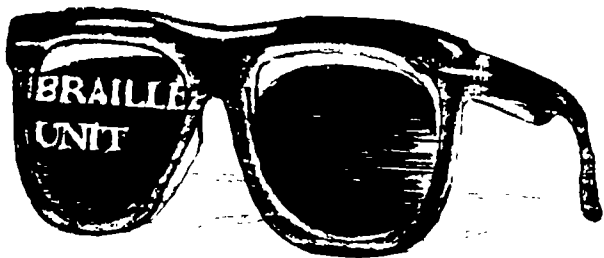
-Repackage information to a form that can be utilized by the user / reader.

-Provide forum for exchange of ideas / issues associated with HIV / AIDS

- Inviting guests to provide lectures and testimonies on HIV / AIDS
- Video shows on HIV / AIDS

To effectively perform the above, the library liaises with other information producing agents such as researchers, policy makers, etc.

Francis Anyenda
AIDS INFORMATION SERVICE



BRAILLE UNIT

Another area that requires a new emphasis in the provision of public library services in Kenya is the organization of resources for the blind and visually handicapped people. Library services to the blind have received minimal attention, thereby depriving the visually impaired persons most of the printed materials accessible to sighted people. This low level of information is of course a most unsatisfactory situation, making these people, to an unacceptably high degree, dependent on sighted people to read for them. The library services for the blind in Kenya has been dormant for over four decades, having been established 43 years ago at Thika town. However, the first public library for VIP was opened in 1968 at Kenya Institute for the Blind (KIB) formerly Hadley schools for the Blind

situated near Wilson airport, Nairobi.

KNLS in fulfilling its function as a public library in Kenya, KNLS Board has the duty of providing library services to all wananchi in this country without any discrimination whatsoever, it is in this light that the need to provide services for the visually impaired persons was felt.

The braille unit was launched in October, 1996 during the National book week celebrations in KNLS headquarters, Nairobi. The section was started with donation of about 600 braille books, a Parkin brailier from the Royal Institute for the blind and Kenya society for the blind respectively. The British Council also gave 20 braille dictionaries and 20 Perkins brailiers for KNLS network.

The idea of establishing this new service came up after one of the KNLS staff member lost his sight after an illness in 1994 and was sacked by the Board later reinstated Mr. Chitti who is currently running / heading the braille unit in Nairobi area library. The positive response that the Board have had from target users (Visually Impaired Persons) in utilization of the braille has been overwhelming and this has forced the Board to look for ways and means for enlarging the services.

The section has received requests from individuals and institutions from as far as Machakos and Thika districts and they are served through the mobile library service and the Board intends to serve them through the KNLS branches since it stands a good chance of taking reading materials to visually impaired persons in rural areas. Therefore, the establishment of library services to visually impaired people through the existing KNLS network will be an important step forward in their advancement and integration into society as a whole.

Eunice M. Mativo
NAIROBI AREA LIBRARY - BRAILLE UNIT

OUTREACH SERVICE - MERU.

Geographical background information

Meru District is one of the 12 districts in ~Eastern province with a total area of 3012 sq. kms divided into 12 divisions. The district has a population of about 430,000 people (1989 census). The most tricky feature in the district is the great mass of Mt. Kenya in the west. The district is a high potential agricultural zone.

Education

- Pre-primary schools - 356
- Primary schools - 333
- Secondary schools - 65
- Youth polytechnics - 16
- Technical training institutes -2
- Farmer's training centre -1
- Multipurpose dev. training inst. -1
- Theological training institute -1

Library Outreach Service

The library is situated in the town centre. Since its inception in 1985 it has strove to serve the district well especially the educational institutions. However there is still a great need for librarians to reach out to the people. Surprisingly there are still people who are completely unaware of the existence of K.N.L.S. Our outreach services have taken various forms.

- 1) Assistance in the establishment of libraries and organizing the existing ones
e.g.

Kaaga Girls High School Library (Meru town)
TAC Library (Meru)
Meru Educational services Library (Meru town)
St. Mary's secretarial college library (Isiolo)
Waso centre for thought & culture
Maua Girls High School library (Nyambene)

- 2) **Introduction training in the library**

We have trained workers from Kanyakine High School

Maua Girls High School(Nyambene)
Isiolo Hospital - Meru
Methodist college - Meru

3) Seminars for teacher/librarians

- K.N.L.S./ Meru Educational services seminar on "The role of the library in socio- economic development" was carried out in Meru District Library between 10th - 17th sept. 1993

- K.N.L.S/ Plan International Seminar on "Training teacher Librarians for effective management and utilisation of school libraries" was held in Nyambene, Maua between 7th - 13th Aug. 1994.

4) Talks to schools

We have given talks to various schools on library use and operations. Some schools also invite us to talk about other topical issues like drug abuse and abortion.

5) We have established a community development

Information section with information on topical issues like AIDS, Family planning, soil conservation etc. The information here is mainly in the form of leaflets, brochures, pamphlets etc.

6) We work hand in hand with the Adult Education department. We normally attend and participate in the yearly Adult literacy days where we are given a chance to address the gatherings. Our main aim here is to educate the graduands of the adult library classes about the library and encourage them to use the library.

Carolyn Kayoro

MERU DISTRICT LIBRARY

MUTYAMBUA COMMUNITY BASED LIBRARY

The Mutyambua community based library is situated in Mutyambua location, Mulala division, Makueni district. It is about 20 km from the main Nairobi - Mombasa road, from Sultan Hamud.

The library project was initiated in August, 1994 when the local community identified space for establishing library services at the Mutyambua Educational multi - purpose centre, a centre that was put up by the local community. The main objective of the library as envisaged by the community was to provide a facility where children and the old people alike, could have free access to reading materials and thus expose the community to up to date information. The children would also have reading materials which would supplement what they learned at school. That way, the community expected the mean score in the surrounding schools to improve, particularly so in the English language. The patron of the project, P.C. Kiilu, then Coast Provincial Commissioner, approached the KNLS Board on behalf of the community with a view to involving the Board at the initial stages for the necessary professional advice in setting up such a facility. A local library development committee was then formed and charged with the responsibility of mobilising the local resources and organising fund raising activities towards the development of the project. As a result the community held a fund raising harambee in December, 1994 during which about Ksh. 80,000 (Eighty thousand shillings) was raised to finance the necessary renovations of the identified building for the library purposes. After the renovations, the KNLS Board inspected the facility and agreed to take it over. Consequently the KNLS Board moved in and established library services at Mutyambua with effect from 5th September, 1995. The Board provided the initial bookstock worth Ksh. 400,000 (Four hundred thousand shillings) and the library was opened to the public in January, 1996.

To date the library has a bookstock of 4213 and a staff force of 8.

PRESENT POSITION

The library is heavily used and during the short period (i.e 1 year) it has been in operation, it has proved to be an essential facility to the community. Due to the high demand of the library services, the readers through the local library committee appealed to the KNLS management to extend reading hours up to 9.00 p.m in the evening. The library committee wishes to thank the KNLS management for the donation of three pressure lamps for the night preps. Also sincere thanks go to the library staff for their dedication and hard work through out the year 1996.

REQUIREMENTS

The current space is quite inadequate compared to the heavy usage of the library. There is therefore the need to expand the library to create more space.

The current bookstock is also quite inadequate compared to the population served.

FUTURE PLANS

The community has set aside a plot (about 3 acres) for the future development of the library. The library committee is once again organizing a fund raising to expand the current building and acquire more books to supplement what KNLS has provided. Due to the continued drought that has hit the area, it is unlikely that the community will be able to raise enough funds to finance the necessary extensions. Thus the committee appeals to the KNLS management to assist in whichever way possible.

On behalf of the entire library steering committee and the library staff, I wish to thank the KNLS management for their continued support and hope that the same will continue in the years to come.

Francis Mutiso
MUTYAMBUA COMMUNITY BASED LIBRARY

A PLACE FOR ALL

KNLS can be termed as a magnanimous body. It is generous to the public. It provides free services to everyone who is capable and fascinated by reading. If you happen to visit any of KNLS branches you will be astounded to find people crowding like a swarm of bees. Those who happen to visit libraries find them to be hackneyed always.

YOU MAY WANT TO KNOW WHICH PEOPLE BENEFIT FROM KNLS SERVICES

- Many people are not able to purchase books because they are expensive so they read them free of charge from KNI S.
- Frustrated people and those who are tedious find it useful to read in libraries in order to release their tension and kill boredom.
- Foreigners visiting our country enjoy visiting our libraries to learn about the history of our country.
- Students find it prudent since they will get precise information they need and also they get all variety of books for their revision.
- During lunch time especially in towns, people visit libraries to read thus minimizing lunch expenses as the cost of living have risen.
- During school holidays many pupils and students enjoy services from libraries instead of staying home idly.

IMPORTANCE OF KNLS

- It helps pragmatic people get acquainted with matters happening daily by use of newspapers and other manuscripts.
- Researchers benefit from libraries since we have reference section for all precise information.
- Students ameliorate their languages since they get every kind of novel they want.
- It helps raconteur people improve their story telling.

- Enigmatical information is obtained since KNLS stocks dictionaries, encyclopedias, etc.
- Provides books on the peril AIDS disease thus making public aware on it.
- Polyglot people improve their speaking and writing of several languages.

"Reading is knowledge"

Stephen Maina
NAIVASHA BRANCH

RULES AND REGULATIONS IN INFORMATION CENTRES

New Webster dictionary defines a rule as an establishment principle, standard or guide for action of something set by authority or custom for guidance and direction.

A rule can also be defined as a recorded statement that governs the day to day conduct of the library users as well as the library staff in using the library. Rules and regulations are required to help the library and its readers to provide the services. The importance of rules and regulations are:-

1. Rules and regulations are informative because they tell users about the facilities and what users have to do to enjoy the services in full.
2. Rules and regulations enable the users to get maximum services out of the limited library resources including books and other information materials, furniture, etc.
3. Rules and regulations prevent the misuse of library resources (both information materials and other equipment) e.g. it states clearly that writing on the reading materials, furniture is not allowed.
4. Rules and regulations allow the discretion of the information specialist to take a decision on his / her own as a special privilege e.g. to issue a reference collection material to a user when need

arises.

5. Rules provide for uniformity of treatment for all library users and protect staff and property, e.g. minimizes biasness when loaning out information material, etc.

6. Rules and regulations act as a tool for defence for the library staff on the action they take.

7. Rules and regulations facilitate consistency in procedures and activities, e.g. opening hours.

8. Rules and regulations facilitate control behaviour which leads to sound conduct among the library users.

In line with the significance of rules and regulations, I want to highlight some factors that should be considered when formulating rules and regulations:

1. The kind of services to be rendered e.g, reprographic, inter-lending, bibliographic services, etc.

It is important to ensure that the rules and regulations are comprehensive enough, i.e. they cover all services provided.

2. Nature and type of information materials since certain information materials require special rules and regulations regarding their circulation and use e.g. reference books, audio-visual materials, etc.

3. Available resources e.g. the stock of information materials, e.g. the sitting capacity of the information centre in relation to the number of users being served e.g. if you have limited sitting / reading area you should allow loaning for outside reading.

4. The type of the information centre.

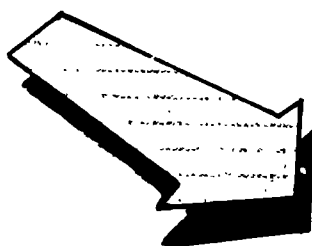
It is important to consider the type of the information centre because various information centres serve different users, have different services, etc.

This will ensure that the rules formulated are suitable for the information centre in question.

5. The objectives / mission of the library because various information centres have different objectives.

6. Lastly, the type of users served due to the various information requirements.

Miriam Ndung'u
NAIROBI AREA LIBRARY



PROFFESIONAL ARTICLES

REVISION OF AACR2 AND D.D.C.

The prospective revision of the above tools should have the support of the entire profession and should enlist the aid of all those who are qualified to make constructive contribution to it.

These are all dependable tools to library services. Probably the most far-reaching change contemplated is the bias allocation of **AREA NUMBERS** to the entire third world countries and to an extent East Africa where Kenya and Uganda share the same area number without further subdivisions for the regions. " **The history of tribal clashes in Molo**" will certainly bear the same class number given for the " **General history of Kenya**"!! Dewey Decimal Classification Scheme therefore, is very limited and heavily biased.

Libraries should face the fact that a basic tool such as the catalogue code (AACR 2) must be receptive to change and that the resulting changes in cataloguing must be provided for adequately.

It is indeed my honest opinion that in preparing the revision in the code, the amount of re-cataloguing which may be involved in changes in the rules should not be considered if the change is otherwise desirable. Here there will be an opportunity for those with knowledge of these materials to make a contribution and more so the professional librarians from both KNLS and other institutions who through education and experience have acquired a specialist's knowledge of the literature of the subject. Their study and criticisms are long overdue in this particular aspect.

It is also my observation that standardization of entries through uniform rules will do much to facilitate the exchange of information regarding personal authorship and more so African names compared to the coverage of personal names from most parts of western and eastern world. In the KNLS case, there is a perpetual problem as to which part of the name should form the entry element. In the circumstances, a book by **ELECHI AMADI** may be found at two access points just because the cataloguers may have opposing views as to Elechi Amadi's and individual choice. In the immediate comparison, works of Grace Akinyi Ogot would be entered in the normal way under OGOT, Grace Akinyi. The above problem exists due to lack of AACR2 guidelines particularly to African names thus, rendering the code inconsistent.

I therefore propose that a committee be set up (and if there is one in existence, then it should wake up to the very challenges) to correct this anormally and save us from this ruin and confusion. The said committee is expected to extend its investigations to the mixture of African and moslem names. It is general knowledge that when an African is converted or married to Moslem religion, he / she is given a moslem name and as a result, forms part of his / her name e.g. **Mohammed Hussein Njuguna**. Ironically, moslems by birth have original names like **Mohammed Sheikh Juma** but when cataloguing a big confusion arises as to which part of the names forms an entry

access point. Another good and tangible example is the works of **SHABAAN BIN ROBERT** who is an African induced to Moslem religion. Here, we genuinely need guidelines from the AACR2 to solve the anormally.

It is an encouraging development that KNLS has recognized the placement of graduate librarians in the system and it is clear that they don't involve themselves in the day to day work of processing materials particularly those in stations out of headquarters. They should be relieved of their administrative responsibilities so as to devote full time contribution to the review of both AACR2 and D.D.C. scheme. A lot is expected from this team. Although it has taken considerable time since some of us made similar observations, one is led to conclude that the picture has not altered to any significant degree. In this connection, I further observe that many of our graduate librarians have gone to administrative positions which leave them little time for original studies and research " **Where are the suckers which will grow when the main banana tree dies?**" Librarianship as a field of research depends upon the successful application of the methods and techniques found useful in other disciplines.

I am proposing this because the cataloguing problems have been allowed to accumulate until they have become too serious to be **ignored** any longer. During my field-attachment in one of the prestigious special libraries in Nairobi a few years back, it was apparent to me that serial publications present a complex of problems for libraries where they may constitute a major part of the collections. Serials have their own separate and distinct characteristics which require special treatment and yet they involve also all the normal processes concerned with books entry, classification and subject heading. However, the approach to serial content by the reader is so largely through printed indexes and other printed sources that the library's primary function in many areas becomes that of providing a record of

holdings. Because serials include many publications of government units and of societies and institutions, the determination of entry involves all the rules for title and corporate entry. Any improvement in the rules for these types of entries will be an improvement in serial processing. A thorough research is therefore, recommended into this problem so as to lead the way and identify suitable solutions to individual libraries.

Another area that yawns for consideration is **Documentation**. Many librarians have been indeed puzzled by the scope of this field particularly its umbrella-like coverage of such areas as **bibliography, indexing, abstracting, etc.** I believe, it is accurate to observe that librarianship and documentation interweave to such an extent that it is often difficult to note the difference between the two. I hope that our proposals made during the views on revitalization of KNLS will establish the concerned components in due course.

In conclusion, I appeal for an urgent creation of the much dwelt review committee of AACR 2 and D.D.C. scheme. Such a committee will be able to tackle these problems and channel them through **International Federation of Library Association (IFLA)** and perhaps make a representation. By all standards we are going to be left behind in view of the changing needs in the library world as a result of information explosion and automation processes.

Tobias Odhiambo Oganda
KISII DISTRICT LIBRARY

COMMUNITY - ORIENTED MATERIALS : ACQUISITION APPROACH

Kenyan society is a multicultural, economically graded and socially multi-faceted in terms of religion, tribes and geographical occupations etc. The complexity of such a society requires a public library that acquires a wide variety

of reading and information materials to meet the ever-rising demand by library users. The achievement and pride of any public institution is to adequately provide its citizens with the necessary, relevant and useful services, in terms of a better product (book provision and other information materials), better services and better value for their money in relation to monetary resources of the nature.

One way to achieve the aforesaid services, is to change the minds of the policy makers whose tendency is to centralize the administration of nations economic, social and political resources. There is always the need to consult the recipients of a project's benefits before initiating a new one in a given community. Consequently, if a viable project on library service provision is to succeed, the local communities in any given community must be consulted before taking up the project. In other words, the project should be transferred to the local community for its administration. This new concept is what is popularly referred to as community-based library services.

Why community-based services?

1. It is socially responsive to the needs of the local population. It is their vehicle for transmission of education, information, communication and leisure. The library service available, would be more relevant and attractive to a much broader cross-section of the population of a given local community. The goals and objective of a community-based library service are all laid down on the basis of an individual and group aspirations and interests.

2. Since from the onset of the library service, the involvement and participation of the local community was at the forefront, the library service develops an umbilical cord between it and the people and is piloted by persons of a caring profession - the Librarians who seek to adequately provide library and information services as effectively and efficiently as the local resources can allow.

The library becomes an epitome of social progress, in terms of good education, health, food, water resources and social welfare of a whole community.

What are the provision prerequisites in form of materials both book and non-book?

As mentioned earlier in this paper, a given community requires specific material provision to meet the specific library needs. Hence the community has to be consulted on matters relating to stock provision so as to participate and give their opinion on selection and acquisition of library materials. More so, community based libraries are a major force in the process of social and economic changes taking place in a given nation. It would also ensure that materials that are provided cater for all the sections of the community in terms of age, educational level, social background, religion, tribe, occupation etc. This would ensure the provision of a more equitable service based upon increased opportunity of access and use. In order to achieve the above, it is necessary to carry out community and user profiles or analysis to determine the characteristics and needs of a given community population groups.

Community Profiles:

These are indicators on age groups, occupation, level of education, sex, class status, religion, disadvantageousness etc.

In order to adequately provide a local community, its composition in terms of population age groups must be identified. This becomes important because the needs of the youth and the elderly are different. In every community, people perform different jobs to earn a living. So, the need for information or knowledge by fishermen is different from that of farmers.

Books and other materials must be selected on basis of the level of education and new literates should be considered on different merits and priority. In short, community profiles offer differences and segments

within a community in order to facilitate the provision of a wide range and better quality of services to individual groups, and also, increase the genuine equality of opportunity to library users.

User Profile:

These are indicators of individual user needs in relation to literacy level, social status, physical and mental abilities, language, ethics, level of income, leisure and recreation needs etc.

User profiles are useful in collection of information and data that serve as indicators to user needs that is, best books, best services and best value for knowledge and issues easily accessed and which contribute to the quality of life in all its aspects and to the achievement of a democratic society.

Once the needs of individuals or specific groups within the society or community are identified, selection and acquisition of book-materials is smoothly carried out, as a joint exercise between the Librarians and the user community.

The team-work created by the librarians and the community has the following advantages:

- (i) Maximisation of a meagre financial resources in relation to increasing demand on library use.
- (ii) The operational environment is conducive to free library services as it is librarian user-friendly.
- (iii) It promotes the low status of the library in the community and improves image and provision.
- (iv) The location of the community within the library, make it easy to identify them with the library as their property .
- (v) There is voluntary nature of library use as stock provided is relevant and useful to the needs of the community.

Stock - Selection and Acquisition

If community libraries are to be relevant to the needs of local community they are serving, the print and non-print materials available for learning and consultation must be able to reflect community needs and interests. A thorough research on needs and interests is carried out through oral interviews, questionnaires, request records and opinions gathered from local barazas, targeting local community. This facilitates people's right to self-expression and the responsibility of responding to their needs in terms of their health, education, employment and spiritual needs, etc. This enable the community to develop local skills and use of local resources on local problems to bring about posture change in their lives.

In brief, the collection of materials selected for library use must be related to the needs of the community in relation to size of the population, education level, beliefs and attitudes, sex, age groups and the environment. The problem of material selection is a very complex exercise, and the role and advice of a professional librarian is very crucial, to make sure that the right book gets in the hands of the right reader.

We should also remember that a good stock of a library and its contents, reflect the kind of community the library is meant to serve. Books and other information materials must and should be acquired to meet, in the most effective way, the needs of a local community as they play a critical part in the development of awareness in an individual and the entire society .

J. J. Njeru
ACQUISITION & PROCESSING
DEPARTMENT

KENYA NATIONAL LIBRARY **OUTREACH SERVICES (PAST,** **PRESENT AND FUTURE)**

The KNLS was established by an Act of parliament cap. 225 of the laws of Kenya in 1965, the actual service started in 1967. KNLS is managed by a Board, whose functions are:

1. Promote, establish, equip, manage, maintain and develop libraries in Kenya.
2. Plan and coordinate library, documentation and related services.
3. Advise the government, local authorities and other public bodies on all matters related to library and documentation services.
4. Provide facilities for the study of and for training in procedures and techniques of library and information sciences.
5. Advise the government on library education and training needs and documentation.
6. Sponsor, arrange or provide facilities for conferences and seminars for discussion of matters in connection with library and related services.
7. Carry out and encourage research in the development of library and related services.
8. Participate and assist in campaign for the eradication of illiteracy.
9. Stimulate interest in books and promote reading for knowledge, information and enjoyment.
10. Acquire books produced in and outside Kenya.
11. Publish the Kenya National Bibliography (list of books published in Kenya and about Kenya and provides bibliographical and Reference services)

The first development plan of the library Board was to set up libraries in all provincial headquarters. This was achieved in having the Nairobi area library established in 1969. Other area libraries and date of establishment are:

- a. Kisumu 1969
- b. Embu 1970
- c. Nyeri 1971
- d. Kakamega 1972
- e. Eldoret 1976
- f. Mombasa 1976
- g. Nakuru 1976
- h. Garissa 1980

In addition, KNLS operates mobile library services. These are specially designed trucks which can carry 4,000 books to lend to readers in and around the following centres:

1. Nairobi
2. Eldoret
3. Embu
4. Kisumu
5. Mombasa
6. Nyeri
7. Kakamega
8. Kabarnet

On the other hand during the second phase of the library development plan, the aim was to establish libraries in all the district headquarters thus moving closer to the people. So far the following district libraries are operational:

- a. Kisii and Thika 1981
- b. Kericho 1982
- c. Meru 1985
- d. Wundanyi 1987
- e. Kabarnet 1987

In all the provincial and district as well as in the mobile libraries, different reading materials are acquired, organised and arranged systematically to facilitate reading for knowledge, information and research necessary for the development of our nation. These materials are loaned to all (children and adults) free of charge for a period of two weeks.

KNLS has continued to aim at becoming the people's university through the provision of life-long free opportunity for all to pursue knowledge. In addition the library service has been supplementing formal education, supporting non-formal education (vocational education).

Encouraging reading in relation to people jobs and occupations, while at the same time promoting the use of books and non-book materials for individual intellectual development finally developing reading habits and reading capabilities of both children and adults, thus facilitating reading for purposeful use of leisure time.

Other areas that have been very active include:

1. Provision of reference services - the Board acquires standard reference tools - dictionaries, year books and encyclopedias. These are used in the libraries to answer specific queries or information.

2. Postal services - for the sake of wananchi living far from the existing libraries. The Naivasha library operates a lending service by post, this allows a reader to borrow two books for four weeks. Many have benefited from this service (there is an annual subscription fee to cater for postage).

3. School Advisory services. KNLS assists in the organization of school and institutional libraries as well as training teacher librarians.

4. Book donations - KNLS is the distributing centre of books donated by Book Aid International from United Kingdom, to schools or other institutions desiring to set up their libraries.

Initially most of the libraries were situated in urban centres, thus leaving many Kenyans in rural areas without the knowledge of what the library is all about.

Due to this fact and with the limitation of resources to meet the demand of providing library services the KNLS Board adapted a new strategy in this decade of the 1990's -

community based libraries -setting up libraries on cost sharing basis where the community put up the physical structures (according to a model plan).The library Board provides the staff,books and other reading materials.This is picking up very well and at the moment community-based libraries are operating in Naivasha, Laikipia,Karatina,Mutyambua and Kinyambu.Others are in the pipeline.This strategy has opened opportunities for many Kenyans to be exposed to the use of books thus fulfilling the KNLS Board's motto "Reading is knowledge".

In addition,KNLS Board has been able to launch the first camel library to serve nomadic tribes in the north eastern province, as well as braille library service to the blind and special collection on the deadly AIDS disease.As we look to the end of the twentieth century and enter in the 21st century,the KNLS Board will need to do more than the routine library roles and move out where the people are with vigorous awareness campaigns in schools, institutions,colleges provincial administration barazas and farmers training centres, sensitising the public on the role of the library in society and the benefits one gets by acquiring information before starting a project.In addition,systematic user education and publicity programmes will need to be incorporated in the day to day operations of all the library branches to introduce our users and non-users to the services, facilities and information materials available to them that can assist them in making decision backed with facts. For the future the KNLS Board will need to co-operate with all other institutions (public and private) so as to have well co-ordinated development of information systems (libraries, archives, documentation centres and record centres) in this country, thus avoiding duplication of scarce resources.

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Joseph D. Maundu



INTERNAL AUDITORS A WATCHDOG TO THE ORGANISATION

The main objective of internal auditing is to assist members of the organisation in the effective discharge of their responsibilities. Internal auditing is a managerial tool which acts as a watchdog over the organisation's entire internal control system.

What is internal control system?

Internal control system is a plan of organisation and all the methods adopted by the management of an entity to assist in achieving the management objectives of, ensuring as far as practicable the orderly and efficient conduct of its transactions including adherence to management policies, safeguarding of assets,the prevention and detection of fraud and error, the accuracy and completeness of accounting records and timely preparation of reliable financial information, tight budgetary control and effective internal audit.

Role of internal auditors.

An Internal Auditor is a specially assigned staff within an entity with the objective of determining whether other internal control measures are well designed and properly operated.This role calls for Auditors to be independent,meaning he/she is free from influences of any factors,when expressing his opinion without any bias or prejudice. Internal Auditors normally investigate immediately,cases where there are suspected fraud,theft or irregularity. Auditors' scope of work or reporting arrangement is usually negatively viewed as to make their work ineffective "they

have been seen as bloodhound". Auditing is an aid to management and should ensure that:

1. Internal control exist. These include test requiring inspection of documents supporting transactions to get evidence that controls have operated properly e.g verifying that documents have been authorised, observation of control which leave no audit trail.
2. Review the reliability of records.
3. Monitor the implementation of management decisions.
4. Ensure the efficient use of the authority resources.
5. Review management report to ensure they are useful and complete.
6. Report his material finding in a clear and precise manner and suggest to the management as to how problems should be solved.

Basically K.N.L.S. internal Audit section is a sister to accounts department and is under an Auditor who normally report his finding to the Director. Kenya National Library Services has approximately 19 branches all over Kenya headed by Divisional, District and Area Librarians. Head Librarians apart from supervising staff are entrusted with the responsibility of safeguarding the library assets e.g money, motor vehicles, machines, books among others.

They are in charge of a float and therefore act as finance managers. They surrender petty cash receipts periodically to the Headquarters for analysis, classification and the ascertainment of whether the transaction conforms to the organisation's needs for subsequent reimbursement. The auditors in this respect observe the following.

A. Stock-taking.

This is the valuation of stock held by the organisation each year. The information is needed in the preparation of balance sheet.

Auditors duties in relation to stock-taking include:

1. The verification of stock through attendance at physical stock-taking.
2. To ensure that stock is properly valued which must be at the initial purchase cost.
3. To ensure that stock is properly disclosed as:
 - i. Discarded books.
 - ii. Books on loan.
 - iii. Misplaced books.
 - iv. Books on shelf.

Importance of stock-taking.

1. To detect over valuation of stock by not providing for damages.
2. Inclusion of stock of books e.g. misplaced by readers and already recorded in the accession register.
3. Incorrect valuation of bookstock especially the donated books whose prices are not labelled.

B Petty Cash

Auditors ensure that petty cash is maintained on imprest system.

1. Ensure that the head librarians keep adequate float advanced to them from HQ.
2. To ensure that petty cash vouchers are raised and signed by the recipient and the issuing officer, who in this case is the head librarian. Review whether the transaction depict a true and fair view.

C. Adherence to organisation policies.

1. It is Auditor's responsibility to ensure that they act within the umbrella of the laid down policies.

D. Follow-up correspondence with third parties eg creditors.

(i) Ensure that transactions are executed in accordance with specific authorization.

E. Verification of mobile assets

F. Prepare Asset schedule creditors schedule which is important for comparison purposes.

G. Bank account.

1. Vouch monies paid into the bank by referring to pay-up slip

2. Payment of bank by referring to the counterfoil.

3. Cash paid into the bank directly obtain bankers advice and compare with bank statement among others.

The famous quotation from Auditing case law that "Auditors are watchdogs not bloodhounds" is as pertinent to internal Auditors as to the statutory Auditors. Nevertheless an image of the auditors as bloodshed persists. He is still viewed as a trouble maker, ransacking the past transactions to unearth every minor mistakes. It suggests that those whose work is subjected to audit examination are assumed to "guilty" until proven innocent" a serious misconception. Internal Auditing is an independent appraisal function established within an organisation to examine and evaluate its activities as service to the organization's management. It's part of the process of monitoring performance to help achieve the organisational targets and plans adopted by the organisation. The scope of auditing has gone further by providing a re-assurance to all levels of management and contributes to improvement in operational performance. "Auditors have become not only watchdogs but also Guidedogs."

**By AUSTIN AYIETA- WAMBURA
SUPPLIED DEPT HEADQUARTERS**



A LADDER TO MOTIVATION AT WORK.

No matter what your business or career is, you can't do it alone. The more success you have, the more likely it is that you'll have other people on your "success team." How you treat those people can make the difference in whether your business takes off or falls flat. You must treat them with HONESTY and INTEGRITY before you expect them to treat you the same way.

It is important to remember that people are pretty much like you. People you hire or deal with are just as scared of being cheated by you, as you are by them. They have been hurt too and as much as you would like to think they can tell you are different, they are just as hesitant to trust as you are. The best way to turn that situation around is to start understanding people and treat them the way you would like to be treated. Remember nobody needs a "boss", everybody needs a leader. A leader to me is any person who is in-charge of a certain group. He takes care of their welfare as well as looking at their performance. This therefore includes the heads of messengers to the highest category. People should see their boss as a leader of their team and not look at him with fear. The word BOSS is a big mistake. How many people can relax and do a good job around someone whose job is to "BOSS" them? You can make people work by threatening them with their jobs but you cannot make them respect you and care for you. You cannot build a business long-term without other people who are loyal and committed to the same cause as you are. Genuine praise is one of the strongest forms of motivation for any success in life.

It's like magic because nothing encourages people to work harder and produce quality results like having their accomplishments noticed and praised.

My belief is that part of treating people good is making them feel good about their work. The best way of doing this is by rewarding the positive things they do instead of dwelling on the errors they make. If you want someone to succeed, you start by praising him when he begins to do things right. Everybody wants praise for a job well done. If you start praising for successful behaviour, the person will want to strive to get the same recognition again and again. Your expectations as a leader are not lost on your people. People have a way of rising to the level that you set for them. If you have faith in their ability to develop new talents and improve performance, pretty soon they will believe they can do it. When you want to praise people for something they have done right, it is great to tell them, but it is even greater if you tell them in front of other people, who could be motivated too.

HOW TO BE A MASTER MOTIVATOR

1. Praise people, their attitude, their ideas and success, nothing good is too small or too minor to praise.
2. Know the individual's first name and use it.
3. Make sure everyone hears your praise since at times those listening get motivated too.
4. Have fun with your praise, be creative with your recognition.
5. Use praise as a gentle nudge.
6. Use praise, not criticism to get results. Don't fuss at the people doing it wrong. Praise the folks who are doing it right and those on the wrong will get the message.

7. Praise people when they are down and hurting, know when they are down and be there to remind them of their dream and tell them that they are special.

8. Praise must be sincere. You can never have too much praise as long as it's sincere and from the heart. Everybody has a good quality to praise. It may take you a while but find it and praise it.

9. Praise at home. These principles work wonders with your family life too. Start with your spouse and children. Make them feel special.

10. Do not stop praising. You may have to praise people 1,000 times before they win but if you only praise them 999 times you lose.

To conclude, people make positions, it's not the other way round. Nothing is free to a leader. You cannot demand respect, loyalty, trust or love from your people. You cannot fake honesty, integrity or belief. You must be sincere. As a leader you have got to remember that it's not good enough just to be right. Your people must believe and see that you are right before you can gain their trust and respect. Stop worrying about the old model losses. Forget the fear factor and add the human factor to your business or career. Treat people 'good' and they will respond to you and your business or career, with a new kind of commitment and enthusiasm. You will feel better about your business or career and about yourself.

Try it! God bless you.

GLADYS KAVULANI
Mombasa Provincial Library :

SOURCES AND MANAGEMENT OF ORGANISATION CONFLICTS

Organisational conflict is disagreement between two or more organisation members or groups arising from the fact

they must share scarce resources or work activities and/or from the fact that they have different status, goals, values or perceptions. Organisation members or submits in disagreement attempt to have their own cause or point of view prevail over that of others. Terms which go hand in hand with conflict.

(i) Competition:-

This exists when the goals of the parties are incompatible but the parties cannot interfere with each other.

(ii) Cooperation:-

This occurs when two or more parties work together to achieve mutual goals. It impossible for conflict and cooperation to co-exist e.g two parties may agree on goals but disagree strongly on how to attain these goals. When we speak of managing conflict we mean that the managers should try to find ways of balance conflict and cooperation.

Types of conflict

1. Conflict within the individual
2. Conflict between individuals.
3. Conflict between individuals and groups.
4. Conflict between groups in the some organization.
5. Conflict between organizations.

SOURCES OF ORGANIZATION CONFLICT

The major sources of organizational conflict include:-

1. The need to share scarce resources:

Workers, money materials, equipment and office accommodation are limited and conflict arises on how to allocate them.

2. Difference in goals between departments.

Departments tend to become specialised or differentiated as they develop dissimilar goals, tasks and personnel. Such differentiation frequently leads to conflicts of interest or priorities, even when the overall goals of the organization are agreed

upon.

3. Interdependence of work activities in the organization

Work interdependence exists when two or more submits.

4. Difference in the values or perceptions among organization units.

The difference in goals among the members of the various units in the organization are frequently accompanied by differences in attitudes, values and perceptions that can also lead to conflict.

5. Individual styles:

Some people enjoy conflict, debate and argue and when accommodated, mild discord can stimulate organization members and improve their performance. Some individuals however escalate their conflicts, debates and arguments into full scale battles.

6. Organizational ambiguities:

Ambiguous communication can lead to intergroup conflict especially when the same phrase has different meaning for different groups.

CONSEQUENCES OF ORGANIZATIONAL CONFLICT

1. Increased cohesion

Group members in an intergroup conflict situation close ranks and put aside former disagreements.

2. Rise of a leader

When conflicts become intense individuals in the group who can most contribute to victory become leaders.

3. Distorted perceptions

Group members perceptions of their own and the opposing groups become distorted. Each group regard their skill and performance as superior to those of other groups and rationalize or dismiss their own shortcomings and emphasize those competitors.

4. Increase the negative stereotypes

As each side belittles the others ideas, the differences between the groups are seen as greater than they actually are.

5. Selection of strong representatives

To deal with the other side, each group selects representatives that it believes will not cave into the pressure from the other group.

6. Development of blind spots

competitive struggle adversely affects the rivals ability to grasp and think accurately about their respective positions.

MANAGING CONFLICT

There are different ways of managing conflicts focusing either on interpersonal relationships or on structural changes.

1. Avoidance

Avoidance of the situation that cause conflict.

2. Smoothing

Emphasizing the areas of agreement and common goals and de-emphasizing disagreements.

3. Forcing

Pushing one's own view on others which of course will cause overt and covert resistance.

4. Compromise

Agreeing in part to the other persons view or demand.

5. Change behaviour

Attempts can be made to change the behaviour of individuals, a very difficult task indeed.

6. At times, it may also be possible to re-assign an individual to another organizational unit.

7. Higher person

In many situations conflicts are resolved by the person higher up in the organization unit who has sufficient authority to decide on the issue of conflict.

8. Problem solving approach

Differences are openly confronted and the issues are analyzed as objectively as possible.

9. Structural changes

This means modifying and integrating the objectives of groups with different view points.

10. Changing organisational structure

Organisational structure may have to be changed and responsibility, authority relationships clarified.

11. Coordinating activities

New ways of co-ordinating activities may have to be found.

12. Re-locate work and tasks

Tasks and work locations can also be re-arranged. Often one must not only decide on the necessary changes but also select the appropriate process.

F.G MUCHOMBA PERSONNEL DEPARTMENT

FEATURES

TAKING THE BOOK TO THE NOMAD : The grim picture on remote regions

The first time I came into contact with a Kenya National Library Service was in 1991. I had gone to attend a P.S.C.K. interview for a journalism course in Nanyuki town. Here, I met most of my school mates. We were so overwhelmed by the fact that we were attending one interview or another. We had no white-collar jobs then. Mostly, we were preoccupied with the pastoralist job of herdmanship in our homes.

Two of my friends, Tunkei Serpe and Jeremiah Leng'iro were carrying in their files things that captivated my mind - nice looking pace-setter novels. A book never escaped my eyes and I had to take one off from Tunkei's hands unexcused.

"This book looks good." I commented excitedly, "The Catastrophe", I read the title.

"It's a very interesting novel." He said.

"Where did you buy it?" I asked.

"I didn't buy it. I borrowed it."

He replied enthusiastically.

"From a friend or what institution is this?" I remarked hastily, as I browsed through the pages, I could notice some peculiar stamp:

**KENYA NATIONAL LIBRARY
SERVICES.**

"That's where we borrowed the books from!" He said. "You can as well borrow one or two, if you can become a member."

"A member of what; a reading club?"

I gaped.

"Of that institution K.N.L.S."

"How much do they charge?"

"It's free of charge."

"Wow! That's marvellous. Take me there then. You know I am a bookworm"

I enthused.

"We can go there after the interview.

You'll get more information."

He concluded.

After the interview, we certainly sauntered into the then apparently new facility within the precincts of the D.C's office. We were served amicably by the scanty staff. Tunkei and Leng'iro were returning and borrowing books. I was furnished with information and offered some form to go and fill. It looked an easy service; especially when no money was being mentioned!

Unfortunately, unlike my friends who had some relatives in the town, I had to go back home, in Loiborsoit, some 70km away. This would mean that I would only come to the town occasionally when there was a pressing need. Therefore, before I knew it, I had already forgotten about the form that I was so excited to have and got engrossed in other local responsibilities. (I discovered it tacked between the pages of a book a year later when I became an employee of the organisation.) I didn't stay long at home. We set off with another friend to visit a kindred in Maasai Mara. We stayed at a place called Meguara where I could make occasional visits to Supa lodge or Osieur camp with a hope of getting some 'kibarua' (job) as my hopes of journalism didn't seem to get fulfilled.

This world seemed remoter than our own area. For the only cars and means to town, Narok, were the tourist vehicles that kept the rough roads busy. Public means were scanty and this made the region too bad to stay in. Most people here are illiterate or semi-literates and interacting with them was quite a challenge. The young and old literates are scattered in the vast plains and others have gone into towns and drowned themselves in the maze of urban lifestyle.

You may be wondering why I am telling you such a long story. Nothing so peculiar about it; but the wearer of the shoe knows where it pinches. I am trying to give a picture of what hardship there is out there and how scarcely people are informed. Some of us are elites, remarkable community intelligent or eradiates of our formal professions. Mostly, we stay in town or centres of public service and we have not ventured into these 'pathetic' lands where only the ecology - hardened locals can live. I was born and brought up in this kind of environment. Because of this I have moved around with ease and executed my errands without demur. Among the places I have ventured into are: Samburuland, some parts of Baringo, Isiolo, Narok, Kajiado and of course criss-crossing my home district, Laikipia.

These areas are inhabited by people mostly leading a nomadic kind of life. Due to this, the majority of them are either illiterate or semi-literate. Illiteracy is the crux of underdevelopment in any society. Though these people have tried to gain some kind of semi-permanence, where only the livestock could be moved in time of need, the problem of illiteracy is far from being tackled. There are few boarding schools in these areas, mostly established by either N.G.O.s or missionaries. The library service is still scarcely felt or heard!

To improve these people's lifestyle, their mode of existence would also need some attention. The harsh climatic conditions and a retarded progress in the development of infrastructure e.g. roads, is quite detrimental to the general development of these regions. Education therefore comes at a sluggish pace as taking services to these regions is greatly hampered.

How then would we eliminate illiteracy from this society? K.N.L.S. has an obligation to avail its services to all regions, regardless of the ecological factor. Employing its already existing methods, it can avail the book to the nomad effectively.

(i.) Postal lending services could be a more convenient method of extending the library services to these hardship - prone areas. The literates and semi-literates will have the opportunity to advance in knowledge and enhance their academic potential through correspondence.

(ii) The provision of mobile services, which also incorporates camel and donkey libraries, should be greatly emphasized. Mostly, schools or trading centres can be used as service points as most potential users are students / pupils and their teachers. This improves the performance of the students / pupils and inculcate a reading culture in the society - our eight mobile libraries are far from being effective.

(iii) User education programmes is vital as it erases the element of ignorance and

re-awaken a thirst of knowledge in the potential clientele. This is due to the fact that most people scarcely know what goes on in libraries / information centres.

(iv) The emphasis on the creation of community based libraries is an effective venture that should be extended far and wide including the hardship - prone regions.

I reckon that if these strategies are effected in the Board's contingency development plans, we would not be surprised to see libraries in places like Lodwar, Wamba, Doldol, Narok, Moyale, etc. Coming up in the second millennium.

Have a development conscious period!

Milton T. Manyas
NAIROBI AREA LIBRARY



LEISURE/JOKES/POEMS/HUMOUR

A Course To Inflation

"Oh inflation you have continued to bite deep, your enormous belly has no drop of sympathy for humanity.

"your hospitality to God's creatures is drained dry like the Sahara Desert.

You have left man naked and together the curse.

May the lice in your shirts marry the bedbugs in your mattresses.

Any may their offspring eat remains in your drawers.

"Oh inflation, you are like the old devil your mouth opens wide like a sword. Your breath is as hot as fire that burns in hell.

Men are tired of you and together they curse.

May all your teeth fall but one remain for toothache.

Created and compiled by
WESLEY A. CHEPCHIENG
KABARNET BRANCH

Dear Mathematics

I open up my letter to calculate a few equations, I have in my Computer brain, to solve in sixty seconds.

Really, I am happy to tell you about the co-ordinative party we had last night.

Cosines, tangents and reciprocals came but the climax reached when Binomial who was the fuest of honour arrived. Then we had supper of pure maths using compasses setsquares and rulers for gradients playing a game of circles and degrees of course worn.

When time for differentiation arrived, hyperbola clycod and lozi caused some simultaneous equation, to solve as their way to rectangular. I tell you we had a fantastic time drawing the latest.

We are so happy and tired that instead of going to bed, we slept on Geometry and Algebra till morning.

Please reply soon or else percentage and ratio will not come to see you.

I remain sincerely
Two plus one
Solve using logs

W.A. CHEPCHIENG
KABARNET BRANCH

I am a Tireless Hunter

I am a tireless hunter
for places where happiness dwells
for in my home
The airs are often unruly
too remote to catch on peace.

I am a tireless hunter
for places where love reigns supreme
for in my home the rave of hate
has drowned the glory of love.

I am a tireless hunter
for places where peace prevail the skies
for in my home the doomed voice of
thunder rumbles across the hills.

I am a tireless hunter for place where
laughter is heard for in my home the cry is
mankind assail the moons

I am a tireless hunter
for places where poems and harmony live
for in my home there's only a trail of dust,
left in the scramble for the elusive
harmony.

MILTON MANYAAS
NAIROBI AREA LIBRARY

WHEN GOD MAKES A MAN

When God wants to drill a man
And thrill a man
And skill a man
When God wants to mould a man
To play the noblest part;
When He yearns with all His heart
To create so great and bold a man
That all the world shall be amazed
Watch His methods, watch His ways!
How He ruthlessly perfects

Whom He royally elects!
 How He hammers him and hurts him
 And with mighty blows converts him
 Into trial shapes of clay which
 Only God understands;
 While his tortured heart is crying

And he lifts beseeching hands!
 How He bends but never breaks
 When His good he undertakes
 How He uses whom he chooses

And with every act induces him
 To try His splendour out
 God knows what He's about!

Salome Ndinda Musyoki
NATIONAL REFERENCE &
BIBLIOGRAPHIC DEPARTMENT



Future KNLS marketing strategies

READING CULTURE

The KNLS and publishers in this country and Africa in general have a hard time convincing people to read. This might be due to the marketing techniques others are using to convince Africans to put their time and money into.

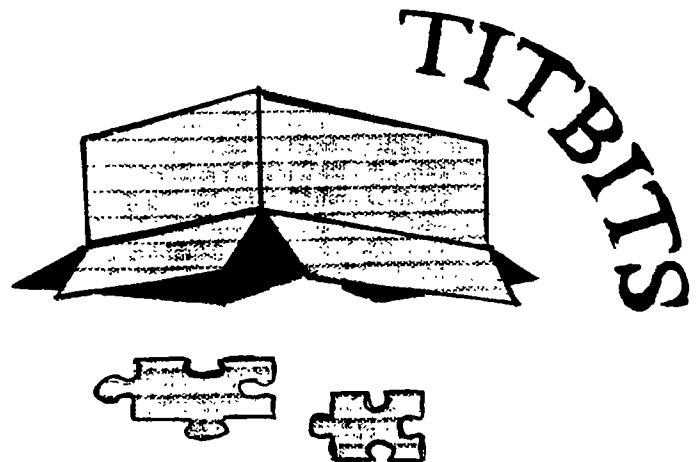
Take for example Kenya Breweries which spends a lot on promotion of its products. This means that more and more Africans are spending the little money and time in pubs and bars instead of **READING** a good book either in a library or at home.

The government through KNLS needs to spend more money on promotion of reading as a **CULTURE**. The youth should be targeted.



INTERNET SERVICE TO GIVE KNLS A FACE LIFT

It is said that this is an information age. Everyone is talking about information technology and information in general. The installation of the Internet services at Reference section will bring a lot of people to the library. The government should help KNLS install internet facilities to all branches country-wide to enable Kenyans to have a go on the usually over priced services. This will help KNLS achieve its goal of providing information to all. The library needs to improve its image!



LIBRARY AUTOMATION

Technological improvements have brought about advancements in information technology. In the west and developed world, libraries are becoming smaller and

smaller as space required for books is reduced. Books are electronically written as volumes and volumes of books are written on CD ROMS. This means that a lot of materials are on CD ROMS are on circulation to readers. The Inter-library loan is automatic since libraries are networked and the readers too can connect to the library, via phone or E-mail.

For us in Kenya still in the third world, the best we could do to improve library services is to install computers and have a network with all the branches connected. This means that all librarians will share information at a click of a button thus reducing the paper-work and will improve the quality of services offered by libraries. At the moment libraries in Kenya depend on donation from donors, little purchases can be done due to lack of funds.

The donors mostly give books that are hardly relevant to the needs of readers in this country.

KENYA NATIONAL BIBLIOGRAPHY

The Kenya National Bibliography is an important document. This is a compilation of the books or foreign materials of interest to Kenya or written by Kenyans. It is arranged according to DDC and catalogued as per the AACR with full author and title index. In many developed countries, the National Bibliography is compiled by independent bodies and the issues are at times for sale. The KNLS National Reference & Bibliographic Department has the task of producing a KNB each year. The latest one is the 1995. Computerization automation in the department could mean production of KNB at the end of each year. The KNLS should take the KNB seriously since this indicates to the outside world and other readers the quality of work at the headquarters. The classification should be taken very seriously and many more senior librarians should be involved in the classification of the books on KNB. KNB tells a lot about our services at the KNLS.

TIT BITS BY:

Otieno G. Awuor

KENYA NATIONAL REFERENCE & BIBLIOGRAPHIC DEPARTMENT

GOD'S LOVE FOR US

God's love is deeper than the deepest ocean

God's love is warmer than the warmest sunshine

God's love is brighter than the brightest stars that shine all night above

And there is nothing in this world that can change His love, because God's love is higher than the highest mountain.

LAZY BONES

It's early in the morning and Chizi is woken up by the cocks which are crowing outside his house.

He then decides to switch on the radio and the news headlines have just been read by Zuzu.

Then all of a sudden as Chizi is debating on whether to wake up or not, listens to a familiar tune which is sang by a famous musician known as Dede.

It goes like " na sasa wewe kijana amka kumekucha, sasa ni wakati wa kwenda kazi". Chizi feels like going nuts whenever he listens to this song because it makes him sick.

You might be wondering why it makes him go nuts. It's because Chizi is a senior bachelor and he is very lazy. He also hates the proverb that says " If you don't work don't eat" but because "God made man, man made money, money made man mad."

Chizi has got no otherwise but to work so that he can earn some money in order to survive in this world because he believes " Survival is for the fittest". But he's got a million and one weaknesses i.e. he goes late to work and he is the untidiest person you have ever seen because once you glance at him you wouldn't dream of glancing at him again.

In our society, Chizi isn't the only person who is lazy and untidy. There are millions of people who are like that, they don't keep time and all in all they are lazy like Chizi.

I wish they were like Dede who cautions people not to be lazy and they should stop their beliefs that "Africans don't know how to keep time".

RISKS

To laugh is to risk appearing a fool

To weep is to risk appearing sentimental

To reach out for another is to risk involvement

To expose feelings is to risk exposing your true self

To place your ideas, your dreams before a crowd is to risk their loss.

To love is to risk not being loved in return.

To live is to risk dying

To hope is to risk despair

To try is to risk failure

But risks must be taken because the greatest hazard in life is to risk nothing

They may avoid suffering and sorrow but they can't learn, feel, change, grow, love, live.

Chained by their attitudes, they are a slave.

They have forfeited their freedom

Only the person who risks is free

Hope Wavinya

**NATIONAL REFERENCE &
BIBLIOGRAPHIC DEPARTMENT**



MR. JACKSON ABUGA

Mr. Jackson Abuga was born in 1943. He joined Itibo primary school in 1951 up to 1958 and later joined Itibo - Kenyoro Intermediate schools upto 1962.

In 1963, Mr. Abuga undertook a mechanic course in Kericho Central workshop from where he qualified as a full mechanic. Between 1964 - 1968, he was employed as

a farm manager on Nyansiongo farm. He quit in 1968 and started driving classes. He was later employed with Gusii Bananas Ltd. transporting bananas from Kisii to Nairobi till 1969. In 1970, he was employed as a driver with Gusii County Council and a year later he was transferred to the Ministry of Works. He worked in the ministry for only 1 year and in 1972, he was employed with the Kenya National Library Services (Hqs) where he has worked to date.

Mr. Abuga is married to two wives - Mary Bosibari (1960) and Aska Kerubo (1971). He has 9 children (4 boys and 5 girls) 3 of his children are still in school, one is in the U.S.A. studying a masters degree in commerce, another child is in India and another one has just finished a B.A. degree in economics. Mr. Abuga holds several responsibilities at work and outside the employment. He is the KNLS chief shopsteward since 1977. Other responsibilities he holds include:

- Treasurer of Parents' Teachers Association (P.T.A.) St. Peter's Primary school - Nairobi
- Board of Governors member - Uthiru secondary school
- Chairman of Eastleigh primary school since 1978
- Chairman of Board of Governors
- Maina Wanjigi secondary school since 1989
- Committee member in Eastleigh market, etc.

When asked how he is able to manage all these, Mr. Abuga replies that it is through dedication, commitment and interest.

Mr. Abuga considers educating his children and active participation in business as his biggest achievement. He cannot remember any serious disappointment in life.

His hobbies include attending welfare activities such as harambees and meeting friends and relatives.

His biggest ambition is to become a politician.

His word of advice to staff is:

" Work very hard, obey your leaders,have respect to others and utilise your finance to educate your children.Be honest in your place of work."

Mr. Abuga will be retiring in July 1998.

**BY FRANCIS ANYENDA
PR UNIT**



WELFARE NEWS **THE ROLE OF THE SHOPSTEWARD**

In 1971, recognition was made between KNLS Board and KUCFAW for the workers benefits. At that time the KNLS staff were about 12. The first shop-steward was the late Julius Mbithi. Other people who have been shop-stewards since then are: S. M. Maitha (currently Deputy Director - KNLS), the late Daniel Munyoli upto 1977 and Jackson Abuga, from 1977 to date.

As a chief shop-steward, I have made several Collective Bargaining Agreement (C.B.A.) negotiations with the management through KUCFAW. The major role of the union is to improve working terms and conditions for the workers which are changing from time to time. This is done through the negotiations. However, the unionisable staff are supposed

to obey rules and regulations laid down by management so as to avoid confrontation. The management should also respect the C.B.A. which is a guideline of terms and conditions within the organization. KNLS has 21 branches and each has a union representative. The work of each representative is to solve any problems raised at branch level before forwarding to the Director's office for disciplinary action.

The role of the chief shop-steward is to provide a link between the union, management and workers when solving staff problems.

**Jackson Abuga
NAIROBI AREA LIBRARY**

MAKTABA WELFARE ASSOCIATION

Maktaba Welfare Association was registered as a Welfare Association and started its operation in May, 1992.

1. Objectives

- (a) To arrange, organize and raise funds for the members in regards for funeral arrangements, retirement and resignation.
- (b) To establish and maintain funds by means of collecting money by way of contribution and harambees.
- (c) To assist members who may have problems in any way that the Executive committee may deem fit either financially or by any other means.
- (d) The association shall be none political or affiliated to any political Organization.

2. Membership

The Welfare is operated on voluntary basis and all employees of KNLS wishing to join it are free to do so. Each member contributes Ksh. 100 as membership fee and a monthly subscription of Ksh. 100 through the check off system.

Termination of membership is through death, resignation, dismissal, termination of employment and retirement from KNLS

Board services.

3. Beneficiaries:

- (a) Legal or recognized spouse(s)
- (b) Legal or Biological parents (two only)
- (c) Member's children under the age of 22 years or those still attending school/college and are fully dependent on the parents.
- (d) Members leaving the KNLS Board services for other reason.
- (e) weddings

4. Payments

The payments of benefits to members is worked out as follows for the time being:-

- (a) Death of a contributor - Ksh.20,000
- (b) Death of a spouse - Ksh.15,000
- (c) Death of a child - Ksh.10,000
- (d) Death of a biological parent - Ksh. 6,000
- (e) Simultaneous death of a contributor and spouse - Ksh.50,000
- (f) Weddings - Ksh. 5,000
- (g) Cessation of service for any other reason and have not benefited shall be refunded their contribution plus 5% of their total contributions.
- (h) Members who have benefited more than their contributions and opt to withdraw shall not get any refund.

(ii) Conditions of Payments

(a) A minimum of six months service and contributions will be required for eligibility of 4 (i) (a) to (f).

NB.

One is paid his/her rightful dues him/herself or through his next of kin. On withdrawal, the member has to request in writing. Sixty days notice is required on withdraw and to re-join one has to

complete six months.

5. Banking:

The Association operates a Saving Account at Barclays Bank, Kenyatta Avenue, Nairobi and the signatories are:- Chairman, Vice-Chairman, Secretary and Treasurer.

6. Auditors

The Auditors of the Welfare Association shall be appointed in the Annual General Meeting.

7. Funds:

These consists of the:-

- (a) Kshs. 100 membership fee
- (b) Kshs. 100 monthly subscription
- (c) Interest from the Welfare Savings Account and Treasury Bill.
- (d) The surplus form the operations of the Welfare.

8. The Committee System

(i) Maktaba Welfare Association manages its affairs through the following committees:-

- (a) Annual General Meeting - (AGM)
- (b) Special General Meeting - (SGM)
- (c) The General Committee
- (d) The Executive Committee
- (e) The Trustee

FUNCTIONS

1 The Annual General Meeting

The Annual General Meeting is the committee for all the members which shall meet annually.

- (a) It shall elect the general committee
- (b) It shall receive and decide on the Audited statement of Accounts for the

previous year.

(c) It shall receive the previous year's report on the Welfare activities.

(d) It shall decide on the outgoing general committee recommendations by way of resolutions.

(e) It shall appoint Maktaba Welfare Association Auditors.

(f) It is supreme but must abide by the Societies Act and the constitution.

(ii) The General Committee shall (a) Plan, organize, direct, co-ordinate and supervise the activities of the Welfare.

(iii) The Executive Committee of Chairman, Vice-Chairman, Treasurer and Secretary shall be the signatories of Maktaba Welfare Association cheques and implement the policies of the General Committee.

(iv) The three elected trustees shall act as general supervisor of the Association and check the progress and report to the members during AGM or SGM.

(v) The elected representatives, one in each Branch shall co-ordinate all welfare activities in their branches for a period of two years.

All members of staff are encouraged to give full support to this worthy scheme by registering as members of the Welfare.

9. Next of Kin Form

(i) Every member must fill in the "Next of Kin" form when joining the welfare.

(ii) The next of Kin shall be given all the member's dues on the **Member's Death**. That is the answer to the question after a member's death, what next? when claiming, the next of kin must produce a copy of Burial permit or death certificate.

Set up of the Committee

(a) The Management Committee

1. Mr. H. K. Katoni Chairman
2. Mr. E. N. Muiru Vice-Chairman
3. Mr. T. N. Odhiambo -Secretary
4. Mrs E. W. Mbuthia -Treasurer
5. Mr. E. I. Kamwere -Asst.
Secretary

(b) Trustees

1. Mrs. S. Otieno
2. Mr. P. Mumbo
3. Mr. J. Ngugi

(c) Patron

Mr. S. K. Ng'ang'a - Director
KNLS

All members of staff are encouraged to give full support to the Welfare.

H. K. Katoni

MAKTABA WELFARE ASSOCIATION

- Chairman

ANNOUNCEMENT !

**13TH STANDING FOR EASTERN, CENTRAL AND
SOUTHERN AFRICAN LIBRARIANS (SCESCAL)**

DATE: 27th - 31st JULY 1998

**HOSTED BY KENYA LIBRARY ASSOCIATION
ASSISTED BY KNLS**

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NAIROBI

NEWS IN PICTORIAL



The Chairman, Archbishop Stephen Ondiek addressing staff at a Welfare Association meeting.

NEWS IN PICTORIAL



In consultation, the Deputy Director in the Director's office.



Launching the Camel Mobile Library in Garissa

NEWS IN PICTORIAL



Displaying a trophy for the best stand at the ASK Show



Director KNLS signing a Collective Bargaining Agreement for the Unionisable staff

NEWS IN PICTORIAL



Story Telling Session at the Headquarters



Chairman KNLS Board, Director, Deputy Director and other Senior Staff after the Management Workshop at the Nairobi Club

NEWS IN PICTORIAL



Reading in the Children Section - Karatina Community Library

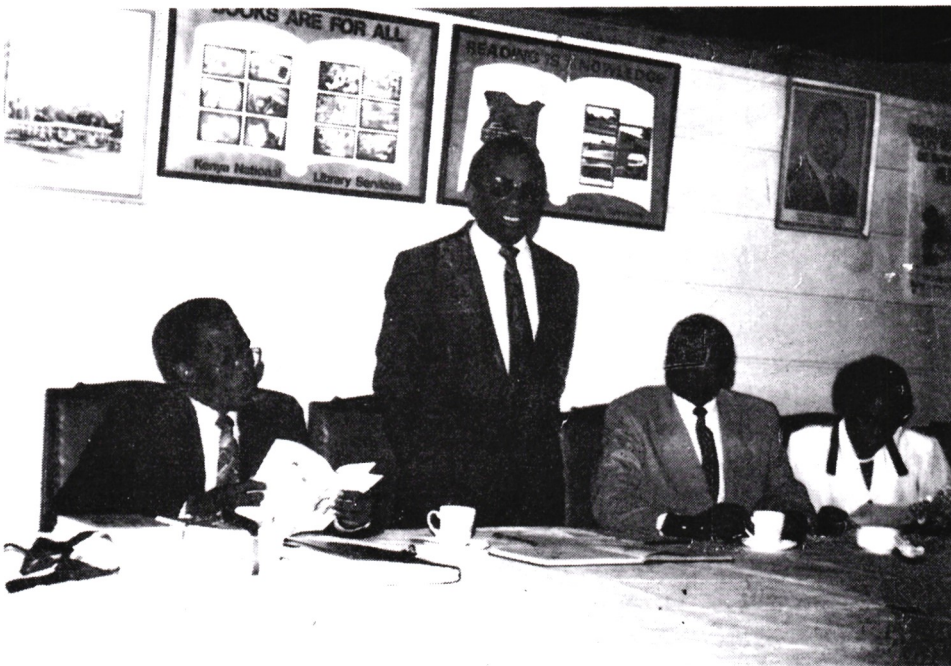


Children Library at the ASK Show In Nairobi

NEWS IN PICTORIAL

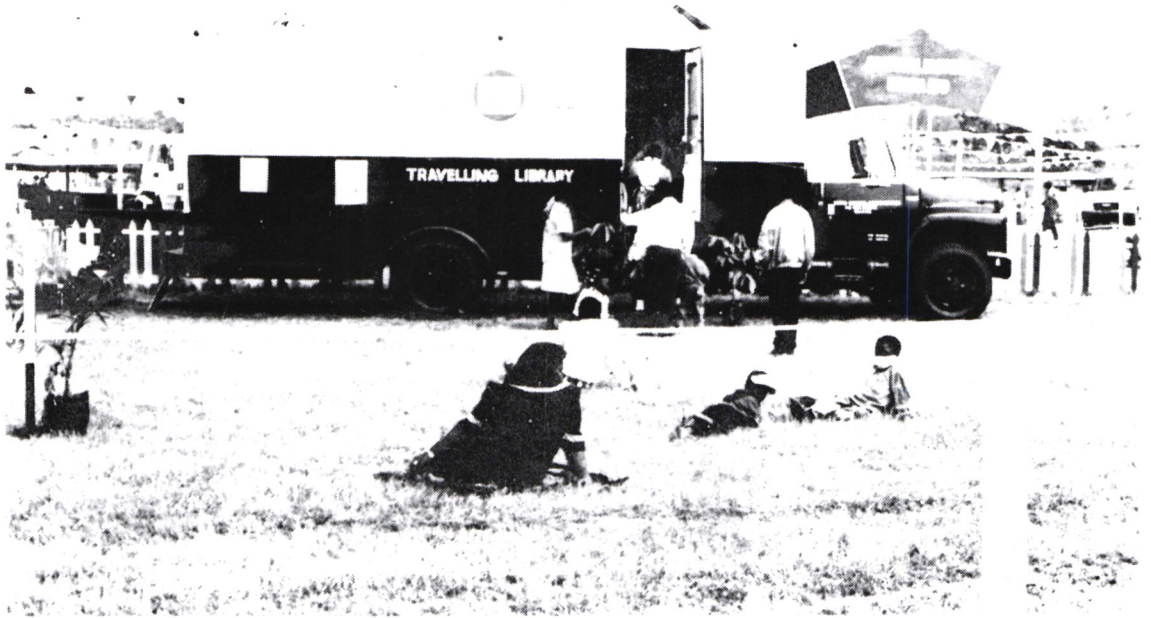


"Fare Well" to Mrs. Nyanganga former CPO



The late Dr. Martin Kayo - former Programme Manager National AIDS and STD Programme addressing staff during the AIDS Awareness Campaign at the Headquarters.

NEWS IN PICTORIAL



The Mobile Library Serving readers at the ASK show.



Mutyambua Community Library

NEWS IN PICTORIAL



Outgoing Shopsteward , Mr. J. Abuga addressing staff at a Welfare Association meeting.



Election time during the Maktaba Sacco AGM



DID YOU KNOW THAT !

THAT WHERE THEY BURN BOOKS THEY EVENTUALLY
BURN HUMAN BEINGS

READERS DIGEST -MAY 1995(HEINRICH HEIN)

KNLS IS NOW ON-LINE

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NAIROBI



SCHOOL LIBRARY SERVICE — KARATINA



BOOKS SERVICES TO RIVER BANK PRIMARY SCHOOL — MATHIRA DIVISION