STAFF TRAINING : AN ANALYSIS OF

REQUIREMENTS AND FUTURE POTENTIAL

FOR THE UNIVERSITY OF NAIROBI LIBRARY

BY

EMILY HUGIRU GATHIMBU

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Supervisor:Mrs. Anne Morris . B.Sc.,M.Sc.,PGCE.

Department of Library and Information

Studies.

ABSTRACT

This study considers the training of library staff at the
University of Nairobi (U.O.N.) library to be a vital
component in the effective provision of library and
information services. The background to the U.O.N. is
given in chapter two, followed by a general discussion of
the possible training programmes in chapter three. The
programmes include among many others, formal practical
courses, continuing education and "on-the-job training".
Other issues raised in this chapter include the advantages
of a well trained staff, training policy, training the
trainers, identification of training needs, training aids
and the evaluation of training. In order to exemplify how
these theories could be put into practice, case studies of
staff training at Manchester and Leicester Polytechnic
libraries are given in chapter four.

Among the issues raised in chapter five include the current
training practices at the U.O.N. and the problems hindering
effective training. A proposal for a systematic training
programme is given which includes induction of new staff,
"on-the-job training", formal courses and continuing
education. The methods suggested for carrying out these
programmes include visits, role-play, job rotation,
conferences, seminars, workshops etc.

Since the U.O.N. is in the process of automation, the staff need to understand at least the basic elements and capabilities of computerised systems. Chapter six discusses the special issues associated with training staff for automation. Chapter seven concludes that systematic training is a pre-requisite to the effective and efficient running of the library service in the U.O.N. One of the key recommendations put forward is that, a member of staff be designated as the officer in charge of training and that he should be trained first for that post.