STAFF TRAINING : AN ANALYSIS OF REQUIREMENTS AND FUTURE POTENTIAL FOR THE UNIVERSITY OF NAIROBI LIBRARY

BY

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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.