Management of Print Non-current Records Materials for Utilization in Nigerian University Library-based Archive

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Abstract: *The paper purposely discusses management of print non-current records materials in university library-based archive in university library. The print non-current records materials have varieties of values for decision making. Descriptive survey design was adopted for the study. Questionnaire and interview were used for data collection. Forty seven (47) copies of questionnaires were administered to librarians who work in Nigerian university libraries and thereby attended 52nd National Conference of Nigerian Library Association (NLA) held at Enugu State, Nigeria from 22nd-27th June,2014. Hence, the population of the study was accidentally selected at the conference. The questionnaire consists of Table 1 and 2. Table 1 was designed to know the availability of university library-based archive in Nigerian university library. Simple percentage was used to analyzed data where 50% and above were considered agree while below 50% were considered disagree. The analysis shows that 44 (93.6%) respondents indicated there is no university library-based archive in their university library but 3(6.4%) indicated yes to it availability and therefore their questionnaires were used to determine the extent of availability of print non-current records materials; challenges with print non-current records materials; and strategies to overcome the possible challenges in university library-based archive (Table 2). Criterion mean were used for data analysis where ≥ 2.50 were acceptable or considerate and < 2.50 were not acceptable or not considerate. It was discovered that there are low extent of availability of print non-current materials; very great extent challenges; and low extent strategies to overcome the challenges. Recommendations were provided in segments and presented in Table 3, 4, 5, & 6.*
Keywords: *Non-current records, University library-based archive, Management, Nigeria*

I.   Introduction

Management of records is significant because of the roles records play in organizations. To a very great extent, it can be stated that "No effective records management; no development in organization". This is because, records can help one to know what has happen in the past; and upon this decision can be made. It is worth noting that, no organization of any kind can progress effectively without depends on the records produced and kept about them. Records are evidential materials. It is an evidence of activities performed, or and carried out within designated time and based on purpose. According to Nguyen (2011) the universal definition of records and records management continue to be at the center of debate among writers and practitioners in the archives and records management communities.

However, the majority of researchers agreed that "records" hold the evidential value (Shephered and Yeo, 2003; Crockett, 2006; O'shea, 1996). Also, Bello (2013) noted that record is all information created, sent and received in the course of carrying out business of an organization which there-by provides proof of what occurred, when it occurred and who enact decisions. It is imperative to note that records can be provided both in print and electronic. Consequently, Yeo (2007) reviews different statements about the nature of records. Emphasizing either the evidence or information aspect or proposing the concept of records as persistent representative of activities created by participants or deservers or their authorized process.

Thus, in both electronic and print environment records has three characteristic namely: content, structure, and context. Content: that which conveys information (text, symbol, number, image, version). Structure: the appearance and arrangement of the content (relationship between fields, entities, languages, styles, fonts, pages, paragraph breaks, links and others editorial devices). While, context: includes the background information that enhances understanding of technical and business environment to which the records relate (Hunter, 1997). It is very important to note that every organizations and, or institutions need to manage print non-current records in their designated archive. University inactive or non-current records can be managed by creating archive division within university library. Despite, in general, archive consist of records that have been

selected for permanent or long-term preservation on grounds of their enduring cultural, historical, or evidentiary value.

II. Brief Literature Review

Based on the topic and nature of this study, literatures are briefly reviewed on records management, Print non-current records materials and university library-based archive.

2.1 Records Management

Standard strategies, methods and basic activities are needed to ensure proper management of records. This will ensure life elongation of records life; and it effective use. It is worth noting that management of records begins right from the points the records is created or captured to the final stage of disposition. According to National Archive of Australia (2007) records management involves making and maintaining complete, accurate, and reliable evidence of business transactions in the form of recorded information. In International Standard Organization: ISO 15489-1 (2001) records management is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records. In the same vein, National Archive of United States (2007) view record management as planning, controlling, directing, organizing, training, promoting, and other management activities involved in records creation, maintenance and use, and disposition in order to achieve adequate and proper documentation of the policies and transaction of the organization and effective and economical management of agency operations.

Thus, from the definition given by the different archives and organizations above, one cannot but agreed that records management is essential activities that are needed in every organization for the making of holistic decisions. It is also worth noting that not all records generated or captured in an organization or institution are worth of managing. For any record to be managed in any organization it must have either or combination of fiscal, financial, litigation, reference, evidence, legal, administration and operational values.

Hence, universities as institutions have a lot of records that contain forth-mentioned values. Therefore they are needed to be managed professionally in an archive centre created within the university library. This is because, Bello, Azubuike and Onyam (2014) noted that library is an information control centre. So, it is a place where non-current records materials can be managed by either or both librarians and archivists.

2.2 University Library-based Archive

The need of records cut across all organizations and institutions. Archive as a building is a place where non-current records are kept and receive professional treatment for effective utilization by the information seekers. University library which is considered as most important organ of the university by Fabunmi (2004) a division within it can be created and named archive. This is because; archive and library are agency or institution setup to manage information and information resources.

More to this, most librarians can perform basic activities of archivists at least in an archive that can be referred to as attachment to an organization which run low level management practice on non-current records. Because the records might not be too many and librarians must have done little about archive administration while in library school. But professionally record proprietors and custodians can manage non-current records available in university library-based archive (Bello, 2013). Hence, Ekere (2012) noted that using university library-based archive for storing of inactive records is articulated to the following benefits. These include improving efficiencies, significant savings in record storage cost, and extraordinary convenience of assured easy retrieval of records. This implies that university library-based archive can provide secure, low cost and convenience store of non-current records for easy utilization.

2.3 Print Non-current Records Materials

Non-current records can be referred to as inactive records or archive records. These categories of records are usually unpublished and copies are few unlike text books. However, they can be classified as primary source documents that have been gathered over a long period of time from organizations or by individual for the purpose of evidence. Hence, the important of print materials can never be over-emphasizing despite the introduction of electronic devices for managing information in this contemporary age of information gluts. Print non-current records materials can be accessed anytime without using any electronic gadget to stimulate it. They are in different form and sizes. No wonder, National Archive Act of Nigeria (1992) identified print non-current records materials as all papers, registers, printed matters, books, maps, plans, photographs…and other documentary materials regardless of physical form or characteristic made or received by institution either public or state offices, or by business houses or companies, private bodies or individuals in pursuance of their legal obligations or in connection with the transaction of their proper business or administrative works; but does not include library or museum materials made or acquired solely for reference or exhibition purpose, extra copies of records kept only for convenience of reference or stocks of publication.

Progressively, Ekere (2012) identified the records that can be kept in university library-based archive as follows administrative, subject field, committee, correspondents, image, publications and committee records. The categories of records must be properly managed in the university library-based archives because of their importance and easy access. More to this, Special Collection Research Centre (2012) noted that university archive does not retain duplication or extraneous materials. These include routine of biweekly and monthly account ledgers, purchase requests, orders, invoice, petty cash account statement, multiple duplicate copies of publications, forms, office equipment and supply catalogs, envelops and routing slip, blank form; also, records not produce by university offices and duplicated elsewhere. This shows that, university library-based archive is selective in keeping non-current records.

III.   Objectives Of The Study
The following objectives guide the study
1. To ascertain the availability of university library-based archive in Nigeria university libraries.
2. To know the extent of availability of print non-current records; challenges; and strategies in management of university library-based archive in Nigeria university libraries.

IV.   Statement Of The Problem
The values in the records make it management important. Management of print non-current records materials for utilization can help university and its community to move from the state of difficult to clarity when it come to the point of making decision. Managing of university non-current records in the university library-based archive will stimulate easy access to information content of the records and effective management by librarians even in the situation where there are no professional archivists. On a contrary, information seekers who need information from print non-current records in the university community for all or either evidential, reference, litigation, legal, fiscal, financial, historical and operational values will not have access to them and librarians will not have been an alternative to support in management of the print non-current records if the archive in the university is not university library-based. These justify the study and the question in view is: what is the state of managing print non-current records materials for utilization in Nigerian university library-based archive?

V.   Significance Of The Study
Group number of people will benefit from the outcome of this study. The groups include university management, librarians, archivists, researchers and students of library and information science. To university management, the study will help them to know whether there is university library-based archive in their university library and informative values it play. To librarians and archivists the outcome of the will help them to know the different print non-current records to be provided; possible challenges in university library-based archives and different strategies to manage the archive. To researchers and students of library and information science, the study will be a reference point.
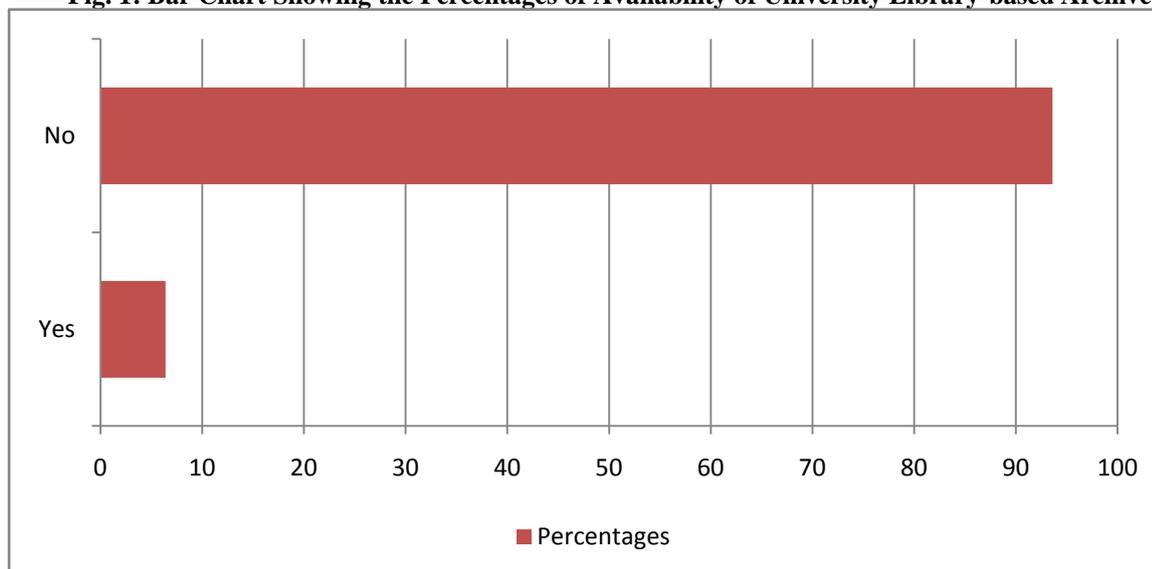
VI.   Research Methodology
Descriptive survey design was adopted for the study. Questionnaire and literature search were used as instrument for data collection. Forty seven (47) copies of questionnaires were administered to librarians, who work in Nigerian university libraries and thereby attended 52nd National Conference of Nigerian Library Association (NLA) held at Enugu State, Nigeria from 22nd-27th June, 2014. Hence, the population of the study was accidentally selected at the conference. The questionnaire consists of Table 1 & 2. Table 1, were design to know if the university library has university library-based archive. Three (3) respondents signify agreed that they have university library-based archive in their university library. Hence, their questionnaire were used to determine the extent of availability of print non-current records materials; challenges with management of print non-current records materials; and strategies in management of print non-current records in university library-based archives (Table 2). Simple percentage was used to analyzed data in Table 1 where 50% and above is considered agreed while below 50% were considered disagreed. Furthermore, criterion mean was used to analyzed data in (Table 2) where ≥ 2.50 is considered significant (considerable response) and < 2.50 is considered not significant (inconsiderable response). Specifically, the real limit of numbers was used to determine the decision level as follows: Very Great Extent (VGE): 3.50 and above, Great Extent (GE): 2.50-3.49, Low Extent (LE): 1.50 – 2.49, No Extent (NE): 0.00-1.49. More to these, for simplicity chart was used to present results of data analyzed in Table 1.

VII. Data Analysis

Table 1: Availability of university library-based archive in Nigerian university library

Items	Respondents	Percentages (%)
Yes	3	6.4
No	44	93.6
Total	**47**	**100%**

Fig. 1: Bar Chart Showing the Percentages of Availability of University Library-based Archive

From table 1 and chart above, option "Yes" has 3 (6.4%) while, option "No" has 44 (93.6%). It can be deduced that majority of university library do not have university library-based archive.

Table 2: Extent of Availability of Non-current Records, Challenges with Management of Non-current Records and Strategies to Manage University Library-based Archive

S/N	Items	Mean (X)	Rank	Decision
1.	Availability of non-current Records	1.63	2nd	LE
2.	Challenges with management of non-current records	3.89	1st	VGE
3.	Strategies in management of non-current records	1.54	3rd	LE

Key: LE- Low Extent; VGE- Very Great Extent

From table 2 above, "Challenges with management of non-current records", "availability of non-current records" and "strategies in management of non-current records" has mean of weight of 3.89, 1.63 and 1.54 respectively. It can be concluded that challenges with management of non-current records is more; availability of non-current records and strategies in management of non-current records is low.

VIII. Summary Of Major Findings

The summary of the major findings were derived based on the objectives of the study and data analyzed.

- From table 1 it was discovered that majority of Nigerian university library do not have university library-based archive. Only three (3) university libraries have university library-based archive out of forty-seven (47).
- It is also discovered that the few that has university library-based archive have Low Extent (LE) available of print non-current records materials; the challenges they are facing is of Very Great Extent(VGE); and Low Extent (LE) of strategies to manage print non-current records materials.

IX. Discussion And Implications Of The Study

From data gathered and analyzed, it was discovered that very few Nigerian university library has university library-based archive. It was further confirmed that those few that has university library-based archive they don't have reasonable print non-current records materials, they are faced with a lot challenges with poor strategies in managing them. Hence, for effective values of non-current records to be easily acquired by the prospective seekers in university community; for them to make decision as noted by Bello (2013) they are most

be university library-based archive within the university library; because it is information control center as noted by Bello, Azubuike and Onyam (2014). And if this system is not established within the university library and managed by archivist, and or librarians it will affect the efficient, storage cost, and easy retrieval of record which is against Ekere (2012) opinion. It is also imperative to note that, it will cause values-information black out to the university management and other non-current information seekers both within the university community and its environs.

X.   Conclusion

It is grossly observed that university library-based archive is mostly not available in Nigeria university libraries with little of print non-current records and faced with a lot of challenges with little strategies to come overcome them. Despite the roles university library-based archive can play in scholarly communication and decision making. However, recommendations are proffered.

XI.   Recommendations

For effective availability of university library-based archive and it management in Nigerian university library recommendations are provided in four designated segments and presented in Table 3, 4, 5 & 6 below.

11.1 Table 3: Steps and Activities in Setting-up University Library-based Archive in University Library

Steps	Activities
1.	Identify university library and create archive division therein.
2.	Personnel's (Librarians and Archivists) should visit all offices within the university community to identify the print non-current records with values.
3.	Compile an inventory of those print non-current records with values
4.	Ensure good and appropriate university library-based archive records policy which to work with.
5.	Transfer the identified print non-current records to the university library-based archive.
6.	Categorized the records as indicated in Table 4 and create appropriate access points.
7.	Provide storage facility to the university library archive.
8.	Store the records at appropriate storage facilities for accessibility and use.

Source: Authors' Experience and Literature Search

11.2. Table 4: Categories and Specific Print Non-current Records Materials to be made Available in University Library-based Archive

S/N	Categories	Specific
1.	Administrative Records	*Annual reports *meetings reports *programme file *faculty appointment files *curriculum vitae, resume and bibliographies of staff *files on scholarship *fellowship *files on awards
2.	Subjects Fields Records	*Lecture time-table *Lecturers course a location *copy of examination paper *copy of continue assessment papers *copy of students project supervisor list *copy contain file of students project list *subjects file *university curricula materials and course description.
3.	Committee Records	*advisory board records *consultancy records *committee report *committee group *consultancy committee *others committee available with the university campus.
4.	Correspondent Records	*Letters to university management *letters from university management to various faculties and units within the university *minutes of boards *bulletins *memorabilia.
5.	Financial Records	*Internal generated income *solicited generated income *expenditure records *annual budget summaries *endowments *grant proposals *gift and grant reports.
6.	Image Records	*university and events photographs *campus maps *plans *university organizational chart *blueprints and floor plan of the university.
7.	Publication Records	*academic plans records *university pamphlet, brochures *directories *symposium lecture* materials on university hosted conferences and workshops *alumni and development campaign publication letters *solicitations *re-union documents.
8.	Press Release Records	*announcement and other types of publicity records materials within the university.

Sources: Authors Experience and Literature Search

11.3 Table 5: Challenges with Management of Print Non-current Records Management in University Library-based Archive in University Library

S/N	Challenges	Natures/Examples/Agents
1.	Finance	*Lack to make resources and management possible effectively
2.	Storage facilities	*Cabinet *drawers *combo boxes *short boxes *shelves *spaces
3.	Arrangement	*Alphabetical arrangement *chorological arrangement *sectorial arrangement and departmental-based arrangement.
4.	Personnel	*Librarians (professionals and paraprofessionals) * archivist (professionals, proprietors and custodians)
5.	Waters	*water leakage from roofs *flood *water drop *water splash from staff
6.	Mutilations	*Records mutilated by staff *records mutilated by information seekers
7.	Fire	*Electrical spark *fire transfer from within and external environment *fire drop from smoking
8.	War fare	*Advance unrest situation from external environment can lead to burning of building *students riots.
9.	Mal-handlings	*Archive personnel mal-handlings *archive users mal-handlings
10.	Dusts store	*Dust cause by sand stones *dust cause by industries e.g sawmail *dust cause during sweeping.
11.	Insect attack	*Silver fish *cockroaches *psocide *bookworms *brown house moths *mud wasps *finer brats *termites etc
12.	Rodents	*Rats *squirrel *moths etc
13.	Dryness	*Direct exposure of records to sunlight *high intensity of sunlight
14.	Mildew	*Dampness of the cooled air on records which gives room for fungi to grow
15.	Poor Building	*Poor planning *immature or inexperience builders *use of inferior construction and building materials.
16.	Theft	*Theft by personnel *theft by archive users.

Sources: Authors Experience

11.4 Table 6: Strategies to Overcome the Challenges with Management of University Library-based Archive

S/N	Challenges	Strategies
1.	Finance	*University management should make provision for enough funds for the effective's practices. This is because all activities therein University library-based archives system require funds.
2.	Storage facilities	*Provision of good metal cabinet, drawers, strong shot boxes, combo boxes and shelves form reputable vendors. *archive division in the library should be spacious.
3.	Arrangement	*Arrangement of records within the storage facilities should be made by alphabetical and chorological orders based on the nature of the records *records should be arranged sectionally and departmentally i.e based on the categories identified in Table 4 in the archive
4.	Personnel	*Both librarians and archivists should always attend seminars conferences and workshop that will enhance their practices
5.	Waters	*Good plumbing system *constant inspection of the roofs *good channelization *wars against using water when close to records
6.	Mutilation	*Staff should occasionally observe records users as they use records *provision of enough institutional security men but not on uniform to work within the system *provision of surveillances electronic devices
7.	Fire	*Provision of fire extinguisher at every nooks and corners of the system *mixed detergent soap with water to quench fire if occur and is not much *there should be installation of fire alarm within the building *instant contact to fire-fighting department when the fire outbreak is much.
8.	Ware fare	*Well constructed building *provision of strong area- this can survive small scale war fare.
9.	Mal-handling	*Users should be thought how to handle records *disintegrate records should be bind immediately to avoid continual destructions.
10.	Dusts store	*There should be wind breakers at all opening in the system *constant use of vacuum dusting devices or cleaners to remove dust from the records *Cleaners should be thought how to clean records, not by slapping the records which could lead to tearing.
11.	Insect attack	*Installation of mosquitoes net-like to the windows *constant fumigation of building and the records with preservation chemicals *Brush wooden shelves with thick layers of Xylamon-BN-Clear, Soligium *University library-based archive should always be clean
12.	Rodents	*All holes that can serve as entrance for rodents should be blocked *use of fumigation is also encouraged *environment of the should always clean
13.	Dryness	*Installation of air condition devices *bind required records with emulsion and waxes *records should not be expose to direct sunlight
14.	Mildew	*Keep the relative humidity of the university library-based archive below 55^0C through air conditioning
15.	Poor building	*University library-based archive should always have the following: *lighting conductors fitted to the roof *penetration of sunlight should be prevented *digital burglary-proof should be provided *all woods should be painted with Xylamon
16.	Theft	*Records should be constantly processed as they are channel into university library-based archive *physical watch men should be provided within the archive *electrical or digital surveillances device should be installed.

Sources: Authors Experiences and Literature Search

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