

# BUILDING A LIBRARY : some pointers

*RTI & Records Management Training*

30 September 2020

IN ANY institution or community ,  
BIG OR SMALL, AN IMPORTANT  
ASSET TO HAVE IS:

# **A LIBRARY**

RESOURCE CENTRE OR INFORMATION  
CENTRE



# WHY IS A LIBRARY IMPORTANT?

- ▶ PROVIDES STORAGE SPACE FOR LEARNING/RESEARCH AND PUBLISHED RESOURCES
- ▶ SUPPORTS INSTITUTION'S PROGRAMS
- ▶ SUPPORTS THE RESEARCH NEEDS OF AN INSTITUTION
- ▶ PROVIDES LEARNING / READING Materials TO meet People's INFORMATION NEEDS
- ▶ PROVIDES A SPACE FOR CONTINUOUS UPSKILLING AND EMPOWERMENT ACTIVITIES
- ▶ ENCOURAGES READING AS A PROFESSIONAL ACTIVITY

# IMPORTANCE OF PROFESSIONAL READING

- ▶ Encourages professionals further their education philosophy
- ▶ Shapes views and widens perspectives
- ▶ Provides theory/practical know-how > enhance practices
- ▶ Offers new ideas, and introduces trends
- ▶ Leads to **informed** decision-making
- ▶ Ensure a progressive organisational culture
- ▶ As a leader, being well read in one's field of expertise helps in gaining staff trust and support



# IMPORTANT STAKEHOLDERS

## ➡ INSTITUTIONS ADMINISTRATION

- ▶ MAKE DECISIONS, INSERT INTO PLANNING DOCUMENTS

## ➡ PERSONS IN AUTHORITY

- ▶ PROVIDE SUPPORT – E.G. SEEK OR RAISE FUNDING, PROVIDE RESOURCES, MANPOWER

## ➡ PERSONS OF INFLUENCE

- ▶ PROVIDE SUPPORT – E.G. SEEK OR RAISE FUNDING,

## ➡ OTHER SIMILAR INSTITUTIONS

- ▶ PROVIDE PROFESSIONAL SUPPORT AND SOLIDARITY

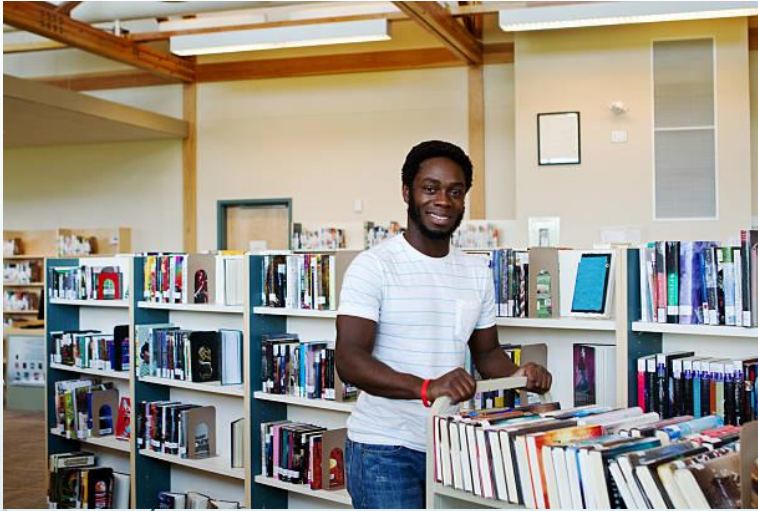
# DESIGNING LIBRARY SPACES

## ► DESIGN PROCESS

- GATHER INFORMATION AND ADVICE
- ENGAGE THE INSTITUTION'S MANAGEMENT AT ALL STAGES
- VISIT OTHER LIBRARIES TO GATHER IDEAS
- TALK WITH LIBRARIANS FOR BEST PRACTICES AND STANDARDS
- THINK ABOUT THE NEEDS FOR BEST PRACTICES AND STANDARDS
- THINK ABOUT THE NEED OF YOUR USERS – MANAGEMENT, STAFF, RESEARCHERS, YOUR RELEVANT SECTOR
- WHAT DO YOU WANT YOUR LIBRARY TO BE USED FOR?
- WHAT SPECIAL SPACES WILL YOUR LIBRARY HAVE?
- WHAT FACILITIES WILL YOUR LIBRARY HAVE?
- WHAT DO YOU ALREADY HAVE? WHAT WILL YOU NEED IN FUTURE?

## ► ENGAGE THE ASSISTANCE OF EXPERTS

# EXAMPLES OF LIBRARY SPACES



Shelving or storage



Online research



Meeting or training



Entertainment/Leisure

# EXERCISE

## ▶ ANSWER THE FOLLOWING QUESTIONS

- ▶ IF YOUR OFFICE ALREADY HAS A LIBRARY, WHAT CAN YOU DO TO IMPROVE IT?
- ▶ IF YOUR INSTITUTION IS PLANNING TO BUILD A LIBRARY:
  - ▶ LIST YOUR STAKEHOLDERS (REFER TO SLIDE 5)
  - ▶ LIST YOUR IDEAS USING THE DESIGN PROCESS (REFER TO SLIDE 6)
  - ▶ DRAW A SIMPLE FLOOR PLAN OF YOUR LIBRARY





# CONCLUSION

- ▶ REPORT BACK
  - ▶ Q & A DISCUSSION TIME
  - ▶ END
- 