

RECORDS MANAGEMENT PRACTICES BY LIBRARIANS FOR IMPROVED LIBRARY ADMINISTRATION IN UNIVERSITY LIBRARIES IN NORTH WEST NIGERIA

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Abstract

This paper adopt descriptive survey design. The population of the study consisted of 437 professionals and para-professionals in the university libraries in North West Nigeria. The sample size for the study is two hundred and five (205) professional and para-professional librarians drawn using multi stage sampling technique. Records management practices by librarians for improved library administration questionnaire (RMPLILAQ) and observation checklists were used for data collection. Out of 205 copies of questionnaire distributed, 200 copies were correctly filled, returned and used for data analysis. The data collected were analyzed using frequencies and percentages also mean and standard deviation were used for answering research questions. The results reveled that professional and paraprofessional librarians did not differ in their opinion on the planning processes employed for records creation, organization and preservation practices employed by librarians for organizing and preserving records for improved library administration in university libraries in North West Nigeria. The study recommended preservation methods such as microfilms, fumigants, digitization, should be used for effective and efficient preservation, to enhance records management practices, competent and trained personnel should be recruited for effective organization and preservation of records in the library.

Keywords: Records, management practices, library administration, university libraries .

Introduction

Records are central to university service delivery, especially university library whose function is to create large amount of records in paper and electronic on a daily basis for planning, decision-making, research and development as well as teaching and learning. As a result the university's mission and vision depend heavily on information, records and knowledge.

Records play a major role in promoting the strengths and values of teaching, learning and research in universities in Nigeria. Universities are tertiary institutions at the highest level of education that educate, train and develop high level manpower for the nation. The main objective of universities in Nigeria is to provide the manpower (work force) needed for the engineering of social, political, economic and cultural development of Nigeria. The aim of the university education in Nigeria was to train the country's labour force; to fill the vacancies created by the departing Europeans and to help champion future economic and social development. Similarly, it is believed that university is a high level educational institution where students study for various degrees and academic research is done. It is at the peak of educational institutions in Nigeria. This objective can be achieved through the establishment of university libraries whose primary purpose is to provide the information resources in multifaceted formats that are both in book/ physical and non-book/ electronic formats to promote teaching, learning and research.

The university library is an indispensable and vital subset of a university system. This is simply because the university library houses various information resources that are of relevance for the sustenance of academic activities in the various colleges, faculties, and departments in the university system. This type of library falls under the category of an academic library. An academic library as cited by Nkamnebe, Udem, and Nkamnebe (2014) is a library that is an integral part of a college, university, or other institutions of postsecondary education, established to meet the information and research needs of its students and staff. University libraries exist to serve the goals, core values, objectives, and mission of the university. Every library system must support the university's total program. In other words, a university library aims to advance the functions of its university

The university library is managed by group of professionals called "Librarians". librarians can be describe as a group of professionals trained in library schools. The professional duties of librarians are to manage both on-print information resources for effective use by their customers in the library. T s are expected to assist the library users to acquire their information needs and make precise information materials available for utilization. It is worth noting that, there are two categories of librarians that work in the library. They are:

professionals and paraprofessionals. Professional librarians are librarians who hold a minimum of first degree in library and information science and other related fields or a first degree in another discipline and masters in Library and Information Science degree and registered with Librarians' Registration Council of Nigeria. Paraprofessional librarians are those librarians who undergo training in library and information science but lack a degree certificate. These categories of librarians hold a minimum of National Diploma (ND), Ordinary National Diploma (OND), and University based Diploma certificate and High National Diploma in Library and Information Science, (LRCN, 2019). These categories of library staff, all play vital roles in record management practices for effective library administration in university libraries.

The term 'record' derived its origin from the Latin word 'recordari' meaning to be mindful of, or to remember. Records are any documentary information, regardless of form or medium received and maintained by an agency, institution or organization, or individual in pursuance of its legal obligations or in the transaction of business of any kind (Akuffo& Adams, 2016). Thus records are documentary evidence of transaction made or received in pursuance of legal obligations regardless of the physical form or characteristics of the media. They are information identified by the particular functions they perform in support of business, accountability and cultural heritage. They substantiate who did what, where and when. Records can be seen as all papers, registers, printed matter, books, plans, maps, photographs, microfilms, cinematographic films, sound recording or the documentary materials regardless of physical forms or characteristics made or received by public or state office or by business houses or companies, private bodies and individuals in pursuance of their legal obligations or in connection with the transaction of their proper business. Therefore, records can be said to be any information or communication captured and retained in some reproducible media. Records in this case become the object, the document or medium, which carries the information. Records therefore, are information created and valuable enough to be retained. Most records are paper-based; that is to say that the information carriage can also be in other forms like images, graphics, diskettes, machine readable disks, flash drives and pictorial media, be it photographic or not.

Management is the organization and directing of different kinds of resources for specific purposes. Management is the act of running and controlling a business or similar organization. In addition, Victor (2020) defined management as the organization and mobilization of all human and material resources in a particular system for achievement of some specified organizational objectives in the most rational manner. It involves the combining of the traditional factors of production (land, labour, capital) in an optimum manner, paying due attention, of course, to the particular goals of the organization. Management is all about harnessing all the resources of an organization towards the achievement of the goals of the organization. Contextually, management will be seen as the process of designing and maintaining an environment in which individuals, working together in groups, efficiently accomplish selected aim.

Furthermore, management contains the following principles: planning, organization, staffing, supervision and control. Planning involves determining the aims of the university library services, setting targets for attaining the aims and preparing realistic decisions to ensure that the objectives will be reached through rational and reasonable use of available resources. It also involves policy formulation, stating objectives and goals of the university library, budgeting, preparation of programme of services as well as procedure and methods.

Statement of the Problem

University library's ability to offer services and support its responsibilities to the staff, students and other immediate or local community to protect their rights depends on sound records management practices. It serves as the foundation for formulating policies, accountability, controlling resources, and providing services to a university. Records management is the systematic and scientific control of all recorded information that is necessary for a university library to carry out its activity. Without sufficient and comprehensive records management practices, the university library cannot provide the essential information, risking the loss of highly important documents. University library frequently do not realize how crucial records management practices may be until they are unable to carry out some administration functions.

There is the likely concern that while informational records regarding university libraries in the North-west, Nigeria, and services are frequently generated, they are not always adequately managed. Such records must be comprehensive and trustworthy. Instead, handful of setbacks are observed in terms of improper security of records, incompetent personnel, use of manual system in recording, creation, organizing, and storing of information, and negative attitude of staff towards records management practices causing unnecessary long delay in administration processes.

As a result, it is apparent that effective records management practices has not been identified by Librarians in university libraries in North West Nigeria. The need to achieve greater records management practices by librarians in university libraries in North-West Nigeria makes it imperative to conduct this study. The study therefore, sought to examine records management practices by librarians for improved library administration in university libraries in North-West Nigeria.

Research Questions

The study was guided by the following objectives:

1. What are the types of records created by librarians for improved library administration in university libraries in North-West Nigeria?
2. To what extent which the planning processes for records creation employed by librarians improved library administration in university libraries in North-West Nigeria?
3. What extent to which records organizing practices employed by librarians for improved library administration in university libraries in North-West Nigeria?
4. To what extent to which records preservation practices employed by librarians improved library administration in university libraries in North-West Nigeria?

Review of Related Literature

University Library is a library situated in the learning environment of a higher institution specifically called the University for learning, research, and teaching. University library in other context is also referred to as Academic libraries, according to Reitz in Nkanebe, Udem and Nkanebe (2015) a library that is an integral part of a college, university, or other institutions of

postsecondary education, administered to meet the information and research needs of its students, faculty, and staff. The prime purpose of university libraries as could be seen from the above discussion is to support the teaching, learning, and research activities of their parent institutions. In consonance with the National Universities Commission (NUC) policy which encourages bringing library services closer to the students and staff, university libraries are considered one of the fundamental necessities required for accreditation of academic programmes in Nigerian universities.

University library has both human and information resources. Sanusi (2019) university library information resources are seen as all inputs which are utilized in the library in order to provide good learning environment for students and lecturers (staff) to achieve educational goals. The author also submitted information resources can be in print and electronic formats including textbooks, journals, indexes, abstracts, newspapers, magazines, reports, CD-ROM databases, internet facilities, email, video tapes/cassettes, diskettes and computers. All the aforementioned resources in the library are marketed by librarians using social media platforms in order to persuade users to make effective use of them for academic, reference and research purposes. Library resources therefore, are those information bearing materials that are in both printed and electronic formats. They are the materials acquired by a university library to meet the information needs of library users. On the other hand human resources in university libraries can be seen as personnel that work manned the affairs of the libraries. They are called library staff or librarians.

Records management is the process of maintaining and controlling all of the steps involved in the life of a record. According to Mwangi (2017) the concept of records management is embedded in the lifecycles of records which states that records have life similar to that of a biological organism. At the first stage records are created or received (being born), the next stage is maintenance and use that is current and semi-current use (living), and the last stage is disposal or transfer to archival institution (death). Records transferred to archival institution are those adjudged worthy of permanent preservation because of the enduring value they possess. It is at this stage of archival records that the researcher is interested in studying. The place of archival materials and their management in a university library cannot be neglected.

Staffing of libraries is one essential aspect of the management of libraries. For without staff, the libraries will be mere empty shells as records and buildings will lie in waste. A librarian is a person who works professionally in a library providing access to information, and sometimes social or technical programming, or instruction on information literacy to users. According to Bello (2018) Librarians are group of professionals who their professional duties are to manage both print and non-print information resources for effective use by customers in the library. The librarians are expected to assist the library users to acquire their information needs and made precise information materials available for utilization. It is worth to note that, there are two categories of librarians that work in the library. They are: professionals and paraprofessionals. Professional librarians according to Librarians' Registration Council of Nigeria (LRCN) (2019) are librarians who hold a minimum of first degree in Library and Information Science and other related fields or a first degree in another discipline and masters in Library and Information Science degree and registered with Librarians' Registration Council of Nigeria. Paraprofessional librarians are those librarians who undergo training in Library and Information Science but lack a degree certificate. These category of librarians hold a minimum of National Diploma (ND), Ordinary National Diploma (OND), University based Diploma certificate and High National Diploma in Library and Information Science, (LRCN, 2019).

There are several records management practices that can be implemented in university libraries to improve library administration. Dano and Ibrahim (2021), says creating records in a library involves several planning process to ensure accuracy, accessibility, and organisation. The author identified the following steps typically involved: Define Records types: determine the different types of records that need to be created, such as cataloging information, borrower records, and acquisition details. Establish records standards: define the standards format, structure, and metadata for each type of record. This ensures consistency across all records in the library.

Cataloging policy development: create policies for how records will be cataloged, including rules for subject headings, classification schemes, and authority control. Training and skill development: provide training to library staff responsible for creating records. This training

should cover cataloging rules data entry procedures, and the use of cataloging tools. Furthermore, Tondo (2020) added the followings as the steps that must be taken in consideration for records creation:

Records inventory: Conduct a comprehensive inventory of records in the library to identify and categorize different types of records. This helps in understanding the scope of the records collection and facilitates effective management.

Records classification and organization: Develop a standardized classification system for records that aligns with the library's organizational structure and functional areas. Categorize records based on their content, format, and importance. Establish clear file plans and folder structures to ensure consistency and ease of retrieval.

Records retention and disposal: Establish retention schedules that outline the appropriate length of time records should be retained before disposal or transfer to archives. Adhere to legal and regulatory requirements regarding the retention and disposal of records. Implement secure and confidential methods of record destruction when necessary.

Digital records management: Implement electronic document management systems (EDMS) or content management systems (CMS) to manage digital records. Ensure proper metadata tagging and indexing for easy search and retrieval. Implement measures for the long-term preservation of digital records, including backup and migration strategies.

Access and security controls: Establish access controls to protect sensitive or confidential records. Define user permissions and roles to ensure authorized access to records. Implement security measures such as firewalls, encryption, and authentication protocols to safeguard records from unauthorized access or data breaches.

Records preservation: Implement strategies to preserve and protect valuable and historical records. This may include proper storage conditions, such as temperature and humidity control, and the use of archival-grade materials for physical records. For digital records, implement digital preservation techniques to ensure long-term access and usability.

Training and awareness: Conduct regular training sessions for library staff on records management best practices. Raise awareness among staff about the importance of records

management, compliance requirements, and the role of each staff member in maintaining records.

Continuous evaluation and improvement: Regularly evaluate the effectiveness of records management practices in the library. Seek feedback from library staff and users regarding the usability and accessibility of records. Continuously improve processes and systems based on lessons learned and emerging best practices.

The author concluded that, Implementing these records management planning processes in university libraries can contribute to improved administration, streamlined workflows, enhanced access to information, and effective preservation of valuable records for the benefit of the academic community. The author further mentioned the following processes of records management, namely;

Alphanumeric: using a combination of letters and numbers.

Similarly, Mwangi, (2017) identified five types of filing systems namely: alphabetic, numeric, subject, chronological and geographical. Alphanumeric is a common filing systems which involves the combination of both letters and numbers.

With the demise of the typewriters and the rise in use of the word processor, majority of documents in university libraries are now created in electronic formats. Practices used by university libraries to manage electronic records have not changed in relation to its growth. Mwangi, (2017) indicates that electronic records are virtual and not physical hence need special filing and management practices. University library create volumes of records on daily basis and hence the need to have an organized filing system to enable quick retrieval. Due to the advancements in technology, university libraries have adopted the use of both paper and databases as retrieval systems. The main purpose of an organized system is to enable retrieval of the right document at the right time (Lawson, 2018).

A good filing system provides two major benefits to those using it that is, precise retrieval and timely retrieval. Filing systems that result in records taking too long, would only give part of information required, or give back much more than needed. Poor filing systems is generally attributed to factors that include inadequate management attention, poor organization and structure of files, poor labeling and indexing procedures, uncontrolled growth of records,

high incidents of missing, misfiled or lost records, poorly trained personnel and lack of record keeping procedures (Bowen and Johnston 2015).

Dispersal, Duplication and Storage: Dispersal is the practice of duplicating records and storing them in different locations. This method is based on the premise that it is unlikely that the same records stored in at least two different locations would be destroyed at the same time. It is the information in the records that are actually being protected, and duplication does not necessarily have to be the same medium as the original. It can be done in any medium: floppy and microform, flash, optical disk, paper or photocopy.

. In addition, Shepherd and Yeo (2018), when assessing the need to create and capture records, suggested that it is essential to consider the requirements of the organizations or particular business units that need records to provide evidence and information for operational use, the requirements of the organizations, particular business units or external stakeholders that need evidence to ensure accountability, the cost of creating, capturing and maintaining the records that organizations require and the risk to them if they do not have these records.

International Organization for Standardization (ISO) as cited by Mwangi (2017) is of the view that a policy for creating records is also necessary. It should stipulate the requirements for capturing, registering, classifying, retaining, storing, tracking, accessing and disposing of records. Organizations create and keep records so that designated users, mostly from within the organizations and occasionally from outside, can use them when they need to.

Methodology

This study adopted descriptive survey design, and covered the North west Nigeria, which consists of seven (7) states. These include: Kano, Kaduna, Katsina, Jigawa, Kebbi, Sokoto and Zamfara states. The university libraries in North West Nigeria used for this research work include: Kashim Ibrahim library Ahmadu Bello University Zaria (KILABU), Abdulahi Fodio library Usman Danfodio University, Sokoto (AFLUDUS), Bayaro University central library, Kano (BUK) and Professor Bello Daura Library, Umaru Musa Yaradua University Katsina, (PBDLUMYUK). The population for this study was four hundred and thirty seven (437) librarians comprising 167 professional librarians and 270 Para-professional librarians in four university libraries in North Western Nigeria. The sample size for the study is two hundred and

five (205) librarians both professionals and para-professionals. Multi-stage sampling procedure was adopted for the study. Observation checklist and questionnaire titled Records Management Practices by Librarians for Improved Library Administration in University Libraries (RMPILAQ) were used to collect data from the selected respondents used for the study. Data collected were analyzed using descriptive statistics such as frequency counts, simple percentages and mean and standard deviation.

Data Analysis and Interpretation

Here, the results are presented in Tables in line with the research questions and the corresponding null hypotheses that guided the study. Summary of findings of the study is also presented.

Research Question 1: What are the types of records created by librarians for improved library administration in North-West Nigeria?

Table 1: Observation checklist of Record Management Practices by Librarians for Improved Library Administration in North-West Nigeria

S/N	Types of Records created by Librarians	KILABU		PBDLUM YUK		AFLUDUS		BUKCL	
		C	NC	C	NC	C	NC	C	NC
1	Financial Records	√		√		√			√
2	Budget requests	√		√		√		√	
3	Actual budget allocation	√		√			√	√	
4	Statement of expenditure	√		√		√		√	
5	Shipment receipts and purchase order	√		√			√	√	
6	Receipts of money received	√		√			√	√	
7	Personnel Records	√		√		√		√	
8	Initial application form	√		-			√		√
9	Result of physical examination	√		-			√	√	
10	Interview notations	-		-			√		√
11	Periodical appraisal /promotion/confirmation records	√		√		√		√	
12	Disciplinary issues	√		√		√		√	
13	Releases and retiring	√		√		√			√
14	Taxes paid		√		√		√	√	
15	Manuals	√		√		√		√	
16	Reports	√		√		√		√	
17	Directives	√		√		√		√	
18	Minute of meetings	√		√		√		√	
19	Policy statements	√		√		√			√
20	Machine-readable records	√		√		√		√	
21	Library board records	√		√		√		√	
	Percentage (%)	90.5	4.8	81	4.8	66.7	33.3	76.2	23.8

Key: C = Created, NC = Not Created, KIL ABU= Kashim Ibrahim Library, Amadu Bello University, Prof. Bello Daura Library, Umaru Musa Yaadua University Katsina, Abdulahi Fodio Library, Usman Danfodio University, Sokoto, Bayero University Central Library Kano

Table 1 shows the types of records created by librarians for improved library administration in North-West Nigeria. Result as presented in Table 1 showed that 90.5% of the types of records created by librarians were found in KI among which are financial records, budget requests, actual budget allocation and oth ever, while taxes paid (4.8%) records created by librarians were not found in KILABU, respondents were undecided over the availability and non-availability of interview notations records in KIL ABU. Table 1 also showed that 81% of the types of records created by librarians were found in PBDLUMYUK, among which are financial records, budget requests, actual budget allocation and others. However, while taxes paid (4.8%) records created by librarians were not found in PBDLUMYUK, respondents were undecided over the availability and non-availability of initial application form, result of physical examination and interview notations records in PBDLUMYUK. Again, Table 1 showed that 66.7% of the types of records created by librarians were found in PBDLUDUS, among which are financial records, budget requests, statement of expenditure and others. On the contrary, 33.3% of the types of records created by librarians were not found in AFLUDUS, among which are actual budget allocation, shipment receipts and purchase order, receipts of money received and others. In a similar vein, Table 1 showed that 76.2% of the types of records created by librarians were found in BUKCL, among which are budget requests, actual budget allocation, statement of expenditure and others. On the contrary, 23.8% of the types of records created by librarians were not found in BUKCL, among which are financial records, initial application form, interview notations and others.

Research Question 2: To what extent at which the following planning processes of records creation are employed by librarians for improved library administration in university libraries in North West Nigeria?

Table 2: Mean and Standard deviation responses of respondents on the extent at which the following planning processes are employed for records creation by librarians (N=200)

S/N	Item Statement	\bar{x}	SD	Dec
1	Preparation of forms	1.88	0.65	NE

2	Identification of record types to be created	3.21	0.57	HE
3	Establishment of record standards	3.17	0.86	HE
4	Selecting of cataloging rules	3.13	0.77	HE
5	Providing training to librarians responsible for record creation	1.70	0.59	NE
6	Implementation of measures to ensure accuracy and completeness of records	3.26	0.63	HE
7	Establishment of procedures for managing updates to records	1.54	0.52	NE
8	Implementation of measures to protect sensitive information in records	3.17	0.68	HE
Grand Mean		2.63	0.31	E

Key: N = Number of respondents, \bar{x} = mean, SD = Standard Deviation, H E = Highly Employed, NE = Not Employed, Dec. = Decision.

The grand mean of 2.63 with a standard deviation of 0.31 in Table 2 show that librarian highly employed planning processes for records creation to improved library administration in university libraries. These are Implementation of measures to ensure accuracy and completeness of records (\bar{x} =3.26, SD =.63); Identification of record types to be created (\bar{x} =3.21, SD =.71) and Establishment of record standards (\bar{x} =3.17, SD =.86). Furthermore, planning processes highly employed indicted in items 4 and 8. While 1,5,7 indicated not employed. The standard deviation values for items in the Table above ranged from .63 to 1.18 which implied that the respondents were not far from one another in their responses.

Research Question 3: To what extent which the following organizing practices are employed for records organisation by librarians for improved library administration in university libraries in North West Nigeria?

Table 4: Mean and Standard deviation responses of respondents on the extent to which the following records organizing practices are employed for records organisation by librarians for improved library administration in university libraries (N = 200)

S/N	Item Statement	\bar{x}	SD	Dec
1	Opening and closing file	3.45	0.61	HE
2	Records are store in computer file	3.35	0.51	E
3	Use of steel shelves	3.33	0.62	E
4	Records are place on wooden shelves	3.33	0.63	E
5	Records are held electronically on shared area	3.55	0.53	HE
6	Establishing number system	3.48	0.59	HE

Grand Mean

3.41

0.38

HE

Key: N = Number of respondents, \bar{X} = mean, SD = Standard Deviation, H E = Highly Employed, E= Employed Dec. = Decision.

The respondents were asked to indicate extent to which records organizing practices are employed for records organization for improved library administration in university libraries. Using the principle of real limit of numbers responses to Table 4 indicated that records organizing practices are highly employed for organization of records in university libraries. These are Establishing number system (\bar{X} =3.48, SD =.59); Records are held electronically on shared area (\bar{X} =3.55, SD =.53) and Opening and closing file (\bar{X} =3.45, SD =.61). More so, other records organizing practices that employed include 2, 3, and 4. Again, the overall mean showed that Records are held electronically on shared area (\bar{X} =3.55, SD =.33) is ranked highest, while Use of steel shelves (\bar{X} =3.33, SD =.62) is ranked lowest as regard to records organizing practices employed for the organization of records in university libraries.

Research Question 4: What is the extent tot which the following preservation practices are employed for records preservation by librarians for improved library administration in university libraries in North West Nigeria?

Table 6: Mean and Standard deviation responses of respondents on the extent to which the following preservation practices are employed for records preservation by librarians for improved library administration in university libraries (N = 200)

S/N	Item Statement	\bar{X}	SD	Dec
1	Shredding	1.78	0.58	NE
2	Pulverizing	1.66	0.66	NE
3	Burning	1.71	0.59	NE
4	Duplication	3.10	0.80	E
5	Dispersal	1.62	0.67	NE
6	Regular cleaning	3.12	0.77	E
7	Binding	3.16	0.76	HE
8	Photocopying	3.13	0.79	E
9	Microfilming	2.15	0.65	NE
10	Maceration	2.12	0.70	NE
11	Lamination	3.45	0.66	HE
12	Use of insecticide	3.22	0.59	HE
13	Digital Imaging	1.53	0.60	NE

14	Reformatting	1.50	0.60	NE
15	Installation of air conditioners	1.53	0.63	NE
16	Pulping	1.51	0.66	NE
17	Incineration	1.52	0.64	NE
Grand Mean		2.22	0.24	NE

Key: N = Number of respondents, \bar{X} = mean, SD = Standard Deviation, H E = Highly Employed, Employed NE = Not Employed, Dec. = Decision.

The respondents were asked the extent to which preservation practices are employed for records preservation by librarians in university libraries. The over all mean ($\bar{X}=2.22$, $SD=.24$) shows that librarians do not employed many of records preservation practices for preservation of records in university libraries. Adopting the real limit of numbers, data in table 4 indicated that; Lamination ($\bar{X}=3.45$, $SD=.66$); Use of insecticide ($\bar{X}=3.22$, $SD=.59$); and Binding ($\bar{X}=3.16$, $SD=.76$) are records preservation practices highly employed for preservation of records in university libraries. Also, Duplication ($\bar{X}=3.10$, $SD=.80$); regular cleaning ($\bar{X}=3.12$, $SD=.77$); and Photocopying ($\bar{X}=3.13$, $SD=.79$) are employed. While items 1,2,3,5,9,10,13,14,15,16 and 17 were indicated not employed.

Discussion of Findings

The findings of this research were discussed based on the research questions under the following subheadings.

Types of records created in university libraries for improved library administration in North-West Nigeria

The evidence from the analysis and presentation of data on the observation checklist in these libraries, it was discovered that all the sampled libraries have created more than half of the records listed. The major ones include budget requests records library board records, minute of meetings, reports, manuals, personnel records, periodical appraisal, promotion, confirmation records, manuals, budget requests, statement of expenditure, actual budget allocation, shipment receipts and purchase order, result of physical examination etc. Some others like financial records are not created in two of the sample university libraries. However, Taxes paid record are not created in all the four university libraries. Nevertheless, the creation of the records in greater number in these university libraries calls for its immediate management for improves library administration.

This result is also supported with the works of Noluvuyo (2010) who indicated that correspondence; accounting documents; personnel files; pay roll; minutes of meetings (senates, university council, meetings of faculty and departmental boards); students' registration; students' admissions and examination records; inventory of facilities; budgetary information; list of courses offered; timetables for lectures; speeches; legal documents; deeds; financial records; letters (appointment, confirmations, admissions, sick leave, queries) and minutes of meetings were the types of records created in the university libraries.

Planning processes for Records Creation by Librarians for Improved Library Administration in University Libraries

Findings from the analyzed data on the planning processes employed for records creation revealed that, preparation of form, identification of record types, establishment of records standards, selecting of cataloging rules, providing training to library staff responsible for records creation, implementation of measures to ensure the accuracy and completeness of records, establishment of procedures for managing update to records and implementation of measures to protect sensitive information in records. This result is consistent with Akin-Fakorede and Ottong (2018) who stated that planning processes for records creation used in university libraries include, identification of types of records to be created, selection of cataloging rules establishment of procedures for managing updates to records. Also Abdulrahman (2015) point out that, preparation of forms, identification of records types, providing training to library staff responsible for records creation, implementation of measures to ensure the accuracy and completeness of records, establishment of procedures for managing updates to records and implementation of measures to protect sensitive information in records are planning processes involved in records creation in university library.

Records organizing practices by Librarians for improve Library Administration in University Libraries

Findings from the analyzed data show that records are held electronically on shared area, opening and closing file, uses steel shelves, establishing number systems, records are store in

computer file records are placed on wooden shelves. The present finding agrees partly with Omotoso, Amusa, Bello and Lateef (2016) the result of the findings revealed that records are organized in file alphabetically, numerically, alphanumeric; subjects code and are also file together. In support of this finding, Bakare, Abiola and Issa (2016) reported that in organising records, organisations make use of file plan which is a plan by which documentation is arranged and stored to facilitate efficient retrieval and disposal. It also guides officials on how to allocate file numbers on document for easy retrieval; use of schedule for records other than correspondence files which enables governmental bodies to manage records other than correspondence, for example, plans, calendars, minutes, microfilms, diagrammes, CDs, and others; use of register of files opened that contains a description and opening dates of all files that were actually opened according to the subject provisions in the filing system.. The essence of organizing records in university libraries is for easy identification, location and use. This fact is supported by Akporhonor and Iwhiwhu (2007) who's stated that description and arrangement of records in university libraries does not only ensure proper organization of the records but also enhance easy and quick access to the records when required.

Records Preservation practices by Librarians for Improved Library Administration in University Libraries in North West Nigeria

Finding demonstrate that preserving practices that the most commonly used are duplication, regular cleaning, binding, photocopying, lamination, use of insecticide, Digital Imaging. The use of regular cleaning, use of insecticide, dispersal etc. are common, because they are affordable and easy to get unlike those rarely used. Again, it does not require any skills or power source to operate. Air conditioners on the other hand are very essential not only for preserving the records in the library but also human lives. It is an important preservation method that no organization, institution or individual can afford to overlook. This finding is in line with Abdulrahman (2015) who identified reformatting, digitization, cleaning and dusting, control of environment by installation fans and air conditions lamination and binding as methods of preservation of records in university libraries. The author further reported the prevalence of these preservation facilities in universities in North Central Nigeria. Ololube (2013) corroborate the findings by pointing out that facilities such as installing air – conditioners, shelving library materials to allow for free

flow of air, binding, encapsulation, photocopying, digitization, de-acidification, provision of adequate security system to prevent theft mutilation and defacing of paper- based materials, cleaning and dusting are necessary for preservation of records.

Recommendations

Based on the findings of this study, the following recommendations were made to the relevant authorities to improve on those areas:

1. The university libraries should endeavor to create more records and manage them so as to support library administrators in decision making and improve library administration.
2. University libraries should strictly follow records creation planning processes, so that the creation of records will be accurately and completes.
3. There should be a laid down policy for records organisation in the university libraries. The records manager should develop records management practices and ensure that they are approved by the heads of the libraries and their top management teams. This is necessary to set its established procedures.
4. There should be a provision for other records preservation practices such as microfilms, fumigants, digitization, etc. for effective and efficient preservation.
5. There should be continuous training of librarians
6. Library administrators should educate librarians responsible for record management practices to be proactive in their provision of services.
7. University library should keep a reliable global memory that documents its activities, serves as a meaningful compilation of its educational and research outcomes, and serves as records of its contributions to academic community and the larger society

Conclusion

The study's findings indicated that records management practices have many advantages, including enhancement of accountability, it ensures that vital records are not discarded, and help easily retrieval of information among others. However, it faces various challenges, including lack of adequate storage facilities, lack of records management policy, an epileptic electricity supply, inadequate funds for records management, unfavourable climatic condition, among

others. Finally, in order for the university library to efficiently carry out its records management practices, the university library administration needs appropriate funding.

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