



LRCN

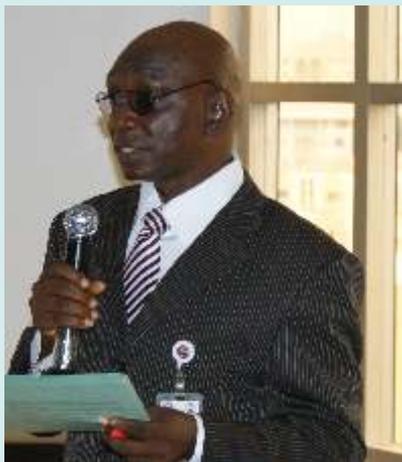
Bulletin

A Bulletin of the Librarians' Registration Council of Nigeria

Vol. 1 No. 3 - June 2011

LRCN SECOND DEPARTMENTAL BRIEFING: THE DEPARTMENT OF ADMINISTRATION IN FOCUS

ISSN: 2141-9388



Mr. Pius Ejiga, CAO

In sustenance of its efforts to keep all staff abreast of the activities going on in every Department in the Council, the second departmental briefing delivered by the Department of Administration was held on 29th June, 2011. During his presentation, the Chief Administration Officer (CAO) Mr. Pius Ejiga, reinstated the mission of the Librarians' Registration Council of Nigeria (LRCN) and in this highlighted the duties of his department towards the realization of the LRCN mandate. The CAO noted that managing human resource is the greatest asset of LRCN, and as a result the Department of Administration is poised to plan, provide and maintain a crop of highly motivated and dedicated Staff, backed by adequate logistics that will enable them perform their functions at an optimum level towards the achievement of the objectives of LRCN and at the same time promote all activities that will lead to Staff development and retention. The CAO went further to enumerate the functions of the Department as follows;

- Manpower Planning, recruitment and selection
- Documentation and verification of staff documents for authentication
- Induction and Orientation programmes for employees
- Analysis of employees training needs for best performance
- Implementation of LRCN's Policies
- Dealing with disciplinary matters for the maintenance of standards.
- Annual performance appraisal
- Control over staff records and keeping custody of these records
- Promote effective communication between departments of LRCN
- Maintenance of LRCN equipment
- Collection and distribution of mails
- Provision of support services to all standing and ad-hoc committees
- Ensures sanitary condition of the work environment.



A cross section of staff at the briefing

The briefing from the CAO also included a lecture on how to write official correspondences within a formal Organization. This dealt with several errors observed in the correspondences circulated in LRCN departments. Such correspondences include;

1. Internal memorandum

This according to the CAO is an official information circulated within the same organization, commonly called "internal memo". It is preferable to write this type of memo on a letter headed paper, but a plain sheet could be used provided the address is correctly written.

...continued on page 2.

The LRCN Bulletin is an internal, monthly publication of LIBRARIANS' REGISTRATION COUNCIL OF NIGERIA.
Address: 8 Zambezi Crescent
Maitama, Abuja
Telephone: 08130000149
E-mail: lrcn.info@yahoo.com

All Rights Reserved.

2. External memorandum

An external memorandum is official letter from one organization to another. External memo must be written on a letter headed paper. All memos are written with caution to insert the right punctuation at the appropriate positions so as to get the right meaning.

3. Reports

A report is the account of an event. It is usually divided to various parts such as the Theme/Topic of the event, Introduction, the main report (the body), conclusion and an analysis or recommendations about the event which would be considered in a good report.

On the 28 Day Allowance, the CAO explained that it is a fringe benefit paid to newly recruited Civil/Public Servants employed to work in a town outside his/her area of domicile. It includes transportation fares to the employee, spouse and four children.

During a question and answer session after the major presentation, staff members asked questions that bothers on the functions of the Administration Department. The CAO promised to send soft copy of the detail presentation to each staff through e-mail.

In her comment, the Registrar/CEO thanked the CAO and Administration Department for their effort so far and urged the Department to send the soft copy of the CAO's presentation to members of staff. She encouraged staff that requires further information on any issue addressed by the CAO's presentation to meet the CAO personally for more clarification. She noted that the ICT Unit is to design a letter headed paper to be used consistently for writing correspondences. The Administration Department was also mandated to develop file reference numbering format for use in LRCN official correspondences. On the verification of staff certificates, the Registrar announced that a time frame should be set to which the exercise should be completed.

Compiled by
Ayuba A. Garba (PSD)

LRCN BULLETIN

EDITORIAL COMMITTEE
Chukwuemeka Nwakanma
Catherine Umebali
Ifaka Inazu
Seriki A. A.
Jephthah Daure
Musa Dauda

PHOTOGRAPHER:
Shuabu Usman

EDITORIAL ADVICER:
Dele Omotoso

PUBLISHED BY:
The Librarians' Registraion Council of
Nigeria (LRCN)

ALL CORRESPONDENCE TO:
Editorial Committee

Second Quarterly Staff General Meeting: Highlights

An important issue in this meeting was the schedule for training of Staff. The CAO informed the Staff that, the Registrar/CEO has approved the training schedule which is to be conducted batch by batch. There would be an in house and external training but all will depend on the availability of funds.

In another development, the Council is planning to install inter-com gadget for effective communication among Staff members.

The Director PSD, Mr. Dele Omotoso, on behalf of the Staff appreciated the Council for the provision of some vital Office equipment like the waste baskets, wall clocks and notice boards.

The meeting agreed that staff applying for casual leave should write through their Heads of Department and also send a copy of the application to Administration Department.

Announcement:

The LRCN Staff Multi-purpose Co-operative Society has concluded arrangement for take off; Registration fee is one thousand naira (N1000) only.

Conditions of service for Staff has been drafted, they are undergoing modification before members of Staff will receive them.

The Chief Librarian (PSD), Dr. Nwakanma, C. D. thanked the Management and Staff of LRCN for their concern during his Father's death and burial.

Mr. Sunday M. Adewale, Clerical Officer (PSD), showed his gratitude for the support he received during his wedding.

Editorial Committee

LRCN MEETS WITH NUC

The Registrar of LRCN, Ms. Victoria Okojie, accompanied by some very senior staff paid a courtesy call on the Executive Secretary, National Universities Commission (NUC), Prof. Julius Okojie to intimate the Commission with the activities of LRCN and to seek areas of collaborations and partnership in the regulation of LIS education in Nigerian universities.

The Executive Secretary of NUC, Prof. Julius Okojie in his welcome address, appreciated the gestures behind the meeting and stressed the need for both parastatal, under the supervision of the Federal Ministry of Education, to work together as contributions of the two agencies to LIS educational development in Nigeria cannot be underestimated. The NUC boss took time to highlight some of the effort being made by his Commission to improve the quality of education in Nigerian universities. These include information sharing through e-learning by subscribing to electronic journals that are accessible by the Nigerian universities; the development of virtual library projects to encourage information sharing in Nigeria. In his advice to the Council, he emphasized the need for advocacy and sensitization as these will create awareness among other agencies about the activities of the Council.

The Registrar in her response expressed her unalloyed appreciation to the Executive Secretary and his management staff for taking time from their busy schedule to receive her team. She explained that LRCN is a regulatory agency that is mandated to regulate the practice of librarianship in Nigeria. Apart from this, LRCN is to determine who is a librarian, set and maintain standard for all categories of libraries and accredit library school programmes.

According to the Registrar, in the short period of the existence of LRCN, the Council has developed a three-year strategic plan of action, engaged in improving the capacity of teacher-librarians to deliver better library and information services by organizing a series of workshops in different geo-political zones, and produced a teacher-librarian manual for use in Nigerian schools. She informed

the Executive Secretary that the Council is in the process of registering the second batch of librarians.

On the issue of accreditation of library school programmes, the Registrar solicited for partnership with the NUC to provide professional input to set benchmarks for establishing LIS Programmes, develop core skills and competences, develop guidelines for accreditation and implement minimum standards for LIS Programmes. The need for a Memorandum of Understanding (MOU) was also emphasized by the Registrar of LRCN on this issue.

She also appealed to the Executive Secretary to enforce the agreement reached between Academic Staff Union of Universities (ASUU) and Federal Government of Nigeria in

1993 which stipulates that 10% of the university recurrent budget should be set aside for library development.

The issue of the appointment of University Librarians in the new Federal Universities and the retirement age of the University Librarians were also raised. She

commended the efforts of the Federal Government, and NUC for establishing nine new universities. While acknowledging the appointment of the Vice Chancellors and Registrars for the new universities, she appealed to the Executive Secretary of the NUC to facilitate the appointment of the University Librarians so that they can be involved in the planning process from inception. She further appealed to the Executive Secretary of NUC to review the retirement age of University Librarians to be the same with that of Professors.

In response to the Registrar's appeals, the Executive Secretary was of the view that all the issues raised by the Registrar are very important and that NUC will look into it. He also promised to include LRCN in NUC accreditation team of LIS Programmes in the universities. The Executive Secretary thanked the staff of the Council for the visit and expressed his willingness to cooperate with the Council to achieve its mandate.



Prof. Julius Okojie, Executive Secretary NUC with Ms. Victoria Okojie, Registrar LRCN

SOCIAL DIARY



A baby boy, Epueogenna Enoch born on 10th of June, 2011 to the family of Mr. & Mrs. Victor Igiamoh of Professional Services Department.



Mr. Adewale Matthew Sunday of Professional Services Department took Miss Julianah Olawunmi Adebisi as wife on 25th June, 2011 at Christ Apostolic Church, Akeredolu, Ogun State.



A baby girl, Kwaghdoo Oluwakemi born on the 5th of February, 2011 to the family of Mr. & Mrs. Andrew Osove of Registrar/CEO's Office.



A baby boy, Mavellous born on 24th February, 2011 to the family of Mr. and Mrs. Lucky Eneteare of Registrar/CEO's office.

A CELEBRATION OF LIFE

The Management and staff of LRCN wish to condole the Chief Librarian and the entire Nwakanma family on the passing into glory of Rev. Canon O. N. Nwakanma (JP) on May 22nd 2011 after a brief illness.

Late Rev Canon Nwakanma was 69 years old and left behind his wife – Ezinne Chioma Nwakanma (nee Okike), Children – Emeka, Chikezirim, Chinenye, Oluchi, Ezinwanyi, and Ihuoma, his aged mother – Mama Bessy Nwakanma, twelve grandchildren, four sons-in-law and three brothers, including a host of other relatives.

His body was laid to rest on Friday the 24th of June, 2011 at Rev. Canon Nwakanma's country home in Umuanunu Ukwu Village, Nenu Town, Obingwa LGA, Abia State

May his soul find eternal rest in the bosom of the Lord, Amen.

BIRTHDAYS

Ehido Paulinus C.	June 4th
Aigbogun A. Eric	June 5th
Chigbu Chigemezu (mrs)	June 6th
Donald Nungul	June 9th
Philomina Peter	June 15th
Lawal Biola	June 16th
Olufumbi Oyebanjo	June 17th

LRCN wishes you all a wonderful birthday!