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The Need of Library Statistics in the Management of Library and Informaton Centres

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This library statistic is to examined the influence of library statistics in the management of library and information centres has helped in the potential been fits of a quantitative approach to library management. It points out that every aspect of a library function, e.g. can be attractive target for quantitative management and evaluation in order to enables librarians to find better ways to provide more library services to their users. Statistics models possess the potential of becoming the only valuable aid to decision making for library and information centres. The research found that the type of services of statistics that are generated determined the type of services offered different department of the library such as circulation department, Reference, Serial, Collection development, and Inter-library co- operation. The statistics generated from these services are used in planning of library programmers, monitoring of trends services, collection and persons evaluation as well as evaluation of the services for decision making in the management of library service.

Keyword: Library Statistics, Use of library Statistics, Management of library, library services and Information Centers

Concepts of Management of Library and Information Centres

I. Introduction

The term management originated from an Italian word maneggi are means handle it has been defined by various scholars and writers of organizational behavior as; the function of an enterprise which concerns itself with the direction and control of various activities to attain the business objective. Management is essentially an executive function; it deals particularly with the active direction of human effort William Spriegal, in Bose (2003). Okumbe (2012). Defines management as the process of designing, developing, and effective organizational goals

Bose (2003) supports Okunbe by stressing that management is the function of getting done through people and directing efforts of individuals towards a common objective.

The two definitions put emphasizes on the role of getting people's work efficiently with resources towards organizational objectives. The main purpose of a manager therefore is to design, direct and control organizational task towards successful performance and this call for individual skills and ability to manage others.

Management is also defined as an act of managing people and their work, for achieving a common goal by using the organization's resources. It creates an environment under which the manager and his subordinates can work together for the attainment of group objective. It is a group of people

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who use their skills and talent in running the 8complete system of the organization.

Management refers to a processing of selecting, acquisition, preservation and storage for easy statistics record and easy retrieval of information resources at the library, management entails some elements or action doing works, which characterizes it to be called management is a process a profession, social process, involves group effort, aims at achieving predetermined objectives, required at any levels of management and it is also a profession.

Influence of library statistics on management in library and information centres

Jain, (2009) referred to statistics it as the record of library services maintained on daily operation in such library activities as cataloguing and classification, reference unit, serials, circulation and other forms of library services, library statistics influences the library management in the decision process. They provide data on which judgment can be made. They are very useful in making decision about internal and external operation of the library

Library statistics shows at a glance the growth of the library with respect to its resources, fund, staff etc. for a given period of time. Thus, librarians and other staff can measure the performance of the library through the proper use of library statistics. The practice of collecting some common statistics for reporting purpose is part of their activities. In the library, managerial decisions can be wisely made only in the light of knowledge of present library use through the aid of careful estimates of future use.

Library statistics is taken to know the number of students that use the library every day and also the information materials that are mostly used in the library. Through this, the library staff will know if they are satisfying the needs of their clients or not and also to know if there is the need for the school to employ professional librarians into the library in order to achieve the aims and objective of the library. It is also to justify the value of library services and give detailed accountability for the money spent and to investigate new way to maximize the available resources such as money, staff, space and equipment.

Library statistics are used for the management of the library, it is used to influence the planning of library programmer, monitoring of trends of the library services and defense for increased in personnel so as to cope with expanding services. Library statistics are used to influence the management of personnel evaluation, comparing the services of the library especially similar ones either at local, state or national levels. The statistics data also assist in publicizing library services, predicting the future of library developments as well as collection evaluation and evaluation of library services for decision making on whether there is the need to modify an existing services, discard a particular services or introduce a new one.

Modern library statistics demands the maintenance of proper statistics because statistics because statistical information is necessary for making complex decision. It was observed that most library statistics are collected for a long time and kept in the librarian's cabinet without putting it into proper use. Statistical information is necessary for making complex decisions, formulation of a set of goal followed by throughout programmes for execution. Statistical information provides the backbone for planning and execution of programmes and subsequently realization of the set of goals.

Library use and library users are essential for revealing and confirming the outstanding value that libraries provide. As the information value of such statistics depends their comprehensiveness and speed, the participation of all libraries in the country will be necessary. Library statistics are necessary for the effective management of libraries, but they are still more important for promoting library services to the different types of stakeholders, policy makers and funders, library managers and staff, actual and potential users, the media and the funders, they are essential for decision on levels of services and future strategic planning,

Library statistics can reveal a wealth of material, of hidden success stories where libraries have opened and ensured access to relevant information for all groups of the population, By measuring the input into libraries (resources including buildings and equipment, staff and collection), library statistics show the engagement of politics and authorities for library services. By counting the output, the usage of traditional and electronic library collections and services, libraries show that their services are adequate to the respective population. Comparing input and output data demonstrates whether libraries are organizing their services in a cost-effective way.

Data about the use and acceptance of library service can also indicate the outcome of libraries on the population. Such outcome (on literacy, information seeking skills, educational success or social inclusion) will be more visible where qualitative data from user surveys are added to statistics results. Libraries have assumed new

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responsibilities in a changing information world; they need new statistics for managing and promoting new tasks.

Challenges Associated with Use of Statistics in Management of Library and Information Centres

With regards to the problem affecting the management of library statistics, it been identified that Luke warm attitude of staff in handling the statistics data, non-regular recording of the data, and entrusting the recording and analysis of the statistics to Para- professional are problems affecting the management of library statistics. Library statistics are not generated in all the services of the library that maintains chanllant attitude of the library staff to words it.

Due to the absence of properly kept statistics Nigeria is responsible for lack of clear standards in Nigerian libraries

Another challenged with the use of library statistics is that library that maintains statistical services rarely use them for important decision making. It could as well as be possible that some libraries do not even keep statically record of their daily operation. One therefore wonders why library statistics are not maintained by the library management. The library does not really know the needs of their users and that is why there is low patronage by users of the library. This is know how to communicate it to the library and this can be made known to the library through library statistics Other problem also include wrong analysis /interpretation, lack of statistics for the compilation and poorly designed forms for recording data.

Strategies for Enhancing Use of Library Statistics in Management of Library and Information Centres

Standards generally are vital to the success of the activities of all organizations. They are important to all field of knowledge including library and information science. Library standards however, differ significantly from engineering and industrial standards because they are more or less regarded as models to be followed rather than codes as it the case with engineering standard. Library standards therefore, could be said to be the criteria by which library services are measured.

King and Bryant (2007) observed that standards may interpreted as the pattern of idea, a model procedure, a measure for appraisal, a stimulus for future development and improvement and an instrument to assist but by layman concern indirectly with the instrument. If this statement accurately what library standard should be, then the existing standards in Nigeria are inadequate. There standard discourage progress since meeting the standard implies adequacy hence there is financial constraints. To this, Adeniyi (2013) pointed out that we need clearly defined, carefully reasoned, unequivocal standard for our libraries. Standard according to him can only be useful when they are related to the economic level of the libraries and their parent institutions.

Correct, reliable and comparable data are crucial for the value and usefulness of library statistics. The quality of national and finally from the international library statistics depends on accurate and timely delivery by each library and on careful editing to detect errors and misunderstandings, to make results comparable between regions or countries. The same definitions and methods must be used.

There are requirements that must be met when formulating standards without which the standard would have little or no value. He identified and following as the requirements.

1. Research in the compilation of statistics
2. Measurability to provide basic for evaluation and judgments
3. Appropriateness to the institutions or services to evaluated
4. Authoritativeness which basic the standard on practice and research

Statistics being the first requirement explaining that, statistics plays a significant role in the formulation of library standards because it explains the services of a library at glance. the statistics of services of libraries in a particular region, state or at national level can be collected and analyzed by formulated which in turn assist library management to improve their services.

The type of statistics that can be kept in library and information center's is as follows.

1. Number of those who use the library every day
2. Number of and the kind of questions asked \ answered the user of the library and the staff of the library
3. Number of newly added books and information and communication technology equipment to the library
4. Books removed for binding
5. Shift duly record
6. Number / records of internet / online searches

7. Number of equipment in each section of the library
8. Financial records – income and expenditure
9. Total number of stock / holdings
10. Services rendered
11. Inter library loans records

Recommendation for Effective Statistics in Management of Library and Information centres

There is no doubt that library statistics can improve the proper management of the library, for effective use of library information resources and organization of the users of the library. Hence, the recommendation for library statistics and how it as influences the management of the library should be based on the following.

Nigeria Library Association, (NLA) should make library statistics as the theme of its annual conference and general meeting so that professionals should be made more aware of the implications of information science.

Library and Information centres should intensify effort to ensure that statistics data are kept properly and recorded regularly for reliability. This can be achieved by entrusting the responsibility of recording and analysis of data to higher and more responsible officers.

Workshops and seminars could be organized internally so that the staff can be educated on the proper management of statistics records as well as exploring better ways and means of generating reliable and accurate data. Library statistics should be maintained at local, state and national levels by the respective libraries. Library and information centres at these levels should compile statistics and make returns to a graphical and usable form the picture of library situation

A central collection agency should be identified in Nigeria for the collection of library statistics. This agency could be the national library of Nigeria (NLN) with the assistance of the federal office of statistics which has the expertise and experience in the collection of statistical data.

Library and information centres should encourage library professional to do more research work on library statistics

Library statistics should be maintained and manage by professional staff of library and information centre's.

The collection of library data will always start in the individual library, but the aim should be a compilation of the data on the regional and national level. For this purpose, libraries should collaborate to form regional /national network for library statistics in order to ensure that a national library system is running effectively.

II. Conclusion

Statistics are generated from the services offered in the library. It was also found that these statistical data are used in the library for planning of library programmes, monitoring of trends of services, personnel recruitment and evaluation, comparison of library services, collection evaluation and evaluation of library services for decision making. To investigate the new ways to maximize the available resources in the library, due to the absence of properly kept statistics Nigeria is responsible for lack of clear standards in Nigerian libraries.

The problem of library statistics is that they are not generated in all the services of the library due to non- chanllant attitude of the library staff towards the keeping of statistics of library users. They are rarely used for decision making in the library by the library management.

The solution to the problems of effective management of library statistics are organization of workshops and seminars should be organized for the library staff, library statistics should be properly kept and recorded regularly for reliability, library should be maintained and managed by professional staff of the library and finally the collection of library data will always start in the individual library.

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