

**MINUTES OF THE 15TH HEADS OF SECTIONS MEETING HELD ON 2ND MARCH
2020 IN THE IBML BOARD ROOM**

MINUTE	AGENDA	ACTION BY:
1/03/2020	Prayer The meeting was opened with a word of prayer by Mr. Denis Kakande	
2/03/2020	Members Present <div><div><div>1. Dr. (Mrs.) Prisca K. G. Tibenderana</div><div>2. Mrs. Jackline K. Mayende</div><div>3. Mrs. Dorcas Kigozi</div><div>4. Ms. Diana Nuwajuna</div><div>5. Mr. Mike Sekirabi</div><div>6. Ms. Hope Kyomuhendo</div><div>7. Ms. Lucy Chelimo</div><div>8. Mr. Dennis Kakande</div><div>9. Mr. Agatha Neema</div></div><div><div>CUL (Chairperson)</div><div>DUL</div><div>Chief Cataloguer</div><div>Ass. Systems Librarian</div><div>Ag. Head Reference</div><div>Ag. Head, RBS</div><div>Ag. Head, PG&RL</div><div>Ag. Head E-resource</div><div>Head Law Library</div></div></div> Members Absent <div><div>1. Dr. Bola</div><div>2. Mrs. Rose Kabugo</div><div>3. Ms. Stella Mbabazi (On leave)</div></div> In Attendance <div><div>Ms. Rose Bogere</div><div>Library Administrator</div></div>	
3/03/2020	Adoption of the agenda <div><div>1. Prayer</div><div>2. Recording of Members</div><div>3. Adoption of the Agenda</div><div>4. Communication from the Chairperson</div><div>5. Reactions from the Chairpersons’ Communication</div><div>6. Reading and adoption of previous minutes</div><div>7. Matters arising from the previous Minutes</div><div>8. Addressing challenges in;<div><div>E-Resources</div><div>Sections-Heads of Sections</div><div>Entire Library –cleanliness</div></div></div><div>9. Matters/Issues arising from the Management Meeting</div><div>10. Quarterly Reports from Sections</div><div>11. A.O.B</div></div> <td></td>	

	Mrs. Jackline Kiwelu Mayende (DUL) proposed the adoption of the Agenda with amendment, and was seconded by Mr. Denis Kakande	
4/03/2020	<p>Communication from the Chairperson</p> <p>The Chairperson welcomed all members to the meeting.</p> <p>She informed members that;</p> <ul style="list-style-type: none"> a) Meetings should always take place even if the secretary is not around. b) CUL emphasized on productive meetings. c) She informed members that many people had resigned. d) CUL informed members that there were changes in the University Administration. e) She told the members that there was a new DVC/AAF who replaced Prof. Nansinyama. f) She informed members that the Library had two deputies, Dr. Bola and Mrs. Jackline Kiwelu, Mrs. Rosemary Kabugo is the systems Librarian assisted by Ms. Diana Nuwajuna. g) CUL also told members that 5th floor of the Library is now occupied by Research and Innovation Department h) CUL also informed members that Kennedy resigned. 	
5/03/2020	<p>Reactions to the Chairperson's Communication</p> <ul style="list-style-type: none"> a) Mike welcomed the new members of staff. b) CUL asked all Heads of Sections their roles as Heads and every Head of Section mentioned their roles, CUL noticed that some roles were left out that is, Dspace and Newspapers. c) CUL emphasized that every Head of Section must know their roles. d) CUL clarified that Dspace is the center of postgraduate with direction of IR manager. e) Newspapers are managed by Reference Librarian. f) Systems Librarian is responsible for Koha and OPAC operations and the systems librarian works hand in hand with the chief cataloguer. g) The chief cataloguer suggested that the Library administrator be responsible for the shelves but CUL said library administrator is not a librarian. h) CUL told the committee that the Chief cataloguer was in charge of 	<p>HOS</p> <p>Ref. Librarian</p> <p>Systems Librarian & C.C</p>

<p>6/03/2020</p>	<p>the shelveers.</p> <p>i) DUL inquired why Dspace was being pushed to Postgraduate and Research Library, CUL said that every Research output should be in PGRL.</p> <p>Members agreed that,</p> <p>Digitization/Dspace be discussed in the automation meeting and Secretary Automation Committee invites ICT, Research innovation and HRM.</p> <p>Reading and adoption of the previous Minutes</p> <p>The minutes were read, corrected and adopted by Mr. Mike Sekirabi and Seconded by Ms. Diana Nuwajuna</p>	<p>Ms. Nuwajuna</p>
<p>7/03/2020</p>	<p>Matters arising from the previous Meeting</p> <p>Emailing Lists</p> <p>Ms. Nuwajuna told the committee that Emailing lists were created but most library staff had forgotten their passwords.</p> <p>Agreed</p> <p>All members to send their emails to the systems librarian and Ms. Bogere was to move to sections and write down the emails of members and forward them to the systems librarian.</p> <p>Fumigation</p> <p>Mike said fumigation was needed because there were insects and mosquitoes within the Library.</p> <p>CUL informed members that book ends were very expensive and estate suggested that we put it at hold.</p> <p>Suggestion</p> <p>DUL suggested that at least they should buy book ends slowly by slowly.</p> <p>Agreed</p> <p>Every section were encouraged to count all the book ends they have and know how many are needed.</p> <p>Printing and photocopying</p> <p>Printing and photocopying services was still a challenge because the Lady who was providing the service was no longer working.</p>	<p>Ms. Rose Bogere</p> <p>HOS</p>

<p>8/03/2020</p>	<p>Suggestion</p> <p>Mr. Denis Kakande suggested that, a group of library staff can contribute and buy a small photocopying machine and share the profits.</p> <p>Addressing challenges</p> <p>a).In E- Resources</p> <p>Mr. Denis Kakande asked why postgraduate e-resources looks like a stand-alone section instead of merging it with the closed access like Law Library.</p> <p>CUL told the committee that Ag. Head of PGRL fore sees the whole postgraduate floor including E-resources and it's the Ag. Head to report to head E-resources.</p> <p>b) Sections</p> <p>Heads of Sections</p> <p>CUL told the committee that Heads of sections are supposed to get allowance of 50.000sh but whenever there is a transfer HRM should transfer the allowance too.</p> <p>CUL told the committee that minutes of every meeting should be sent to the management so that if there are some issues they can be tackled.</p> <p>c). Entire Library cleanliness</p> <p>Mike told the members that traps were bought and they were effective but now the major challenge is the mosquitoes and also paper eating insects that are eating also Library cards.</p> <p>Suggestion</p> <p>Denis suggested that electric trappers can work.</p> <p>Agreed</p> <p>The Committee agreed that estates should work on the issue of mosquitoes that had invaded the library.</p>	<p>Ag. Head PGRL</p> <p>All committee Secretaries</p>
<p>9/03/2020</p>	<p>Issues/ Matters arising from the management meeting</p> <p>CUL told members that all the minutes from different committee meetings i.e. Library Management committee meeting, Library Automation meeting,</p>	<p>CUL</p> <p>All Committee Secretaries</p>

	<p>Training committee meeting, Heads of Section committee meeting, General library meeting should be forwarded to management so that the library shall be evaluated according to the activities.</p> <p>The end result of every meeting must be communicated to management.</p> <p>CUL added that we are supposed to write quarterly reports so that they are sent to the management.</p> <p>CUL emphasized on the time staff are supposed to report to work that is from 8:00am and sign out at 4:00pm and HOS should not cover up for their staff.</p> <p>DUL inquired how we Should be reporting quarterly reports, that is to say how many month.</p> <p>CUL told the committee that Quarterly reports should cover three month except Dspace and Koha reports which should be reported monthly.</p>	<p>HOS</p> <p>HOS</p>
10/03/2020	<p>Quarterly Reports from Section</p> <p>A. <u>Reference & Circulation Section</u> Reference & Circulation Ag. Head reported that they;</p> <ol style="list-style-type: none"> Registered a total of 474 undergraduates and 72 postgraduate new students from Jan-April, 324 were registered from April-July 2019 and 34 were Postgraduate students, 1,042 students were registered from Sep._ Dec and 71 were Postgraduate students, 249 students were registered from Jan –March 2020 and 49 were postgraduate Trained 462 students on the use of Online Public Access Catalogue from Dec 2019-March 2020 Changed 10300 Library cards from Feb 2019- March 2020 Cleared 20,200 students for graduation. Feb 2019- March 2020 Managed the News Room Orientation and training of New students. <p>Challenges</p> <ol style="list-style-type: none"> Chairs are always taken from the news room Security problems Power interruptions <p>B. <u>Law Library</u> The Librarian in Charge of Law Library Reported that they;</p> <ol style="list-style-type: none"> Served 45,753 students in Closed Access from April 2019-January 2020 Served 1249 students in E-Resources Trained 14 students on how to use OPAC Referred 65 students to E-resources 	

- e) Took 138 books to technical for binding
- f) Received one new book on introduction to criminal Law

Challenges

- a) Some bulbs are blown especially at the serving points
- b) WIFI has been down for long
- c) OPAC has been unstable
- d) Photocopying services is still a challenge
- e) Need a lockable drawer in E-Resources

Way forward

Continue serving

D. Technical Section

The Chief Cataloguer Reported that they;

- a) Processed 906 New books from April – Sep 2019
- b) Edited 111 records April – Sep 2019
- c) Bounded 179 books from April 2019 –June 2019 and 258 from July –September 2019
- d) Loaned out 14 books from April –June 2019 and 29 from July –September 2019
- e) Supervised Interns.

Challenges

Internship students do not comply with the rules

Lack of CPU's, use of thin clients slows down work in technical

Reaction

CUL said interns are always taken through every section, so it was not only in technical Section

E. Postgraduate and Research Library

Reported that they;

- a) Attended to a total of 474 individual requests in Closed Access from April 2019-February 2020
- b) Attended 1615 student in E-Resources from August 2019 to Feb 2020
- c) Trained 35 students on how to locate books using OPAC April 2019 – July 2020
- d) Did blowing and shelf reading both closed and open in May 2019
- e) Followed up question past papers for 2019
- f) Uploaded 48 Newspaper articles
- g) Made List of dissertations

Challenges

- a) Most bulbs had blown.
- b) Book ends especially for Open shelves

	<p><u>F. Reserved Books Section</u></p> <p>Reported that they;</p> <ul style="list-style-type: none"> a) Attended to 9,722 patrons from April-December 2019 b) Trained 74 patrons on how to use OPAC. c) 95 books were bound d) Carried out shelf reading <p>Challenges</p> <ul style="list-style-type: none"> a) Photocopying services b) Wi-Fi was not working <p>Reaction</p> <p>Staff in Reserve Book Section do not encourage students to use OPAC DUL Emphasized that every librarian should show case their profession</p> <p><u>G. Periodicals & E-Resources Section</u></p> <p>Librarian in charge of Periodicals & E-Resources Section</p> <ul style="list-style-type: none"> a) Presented a table of data usage <p>Reactions</p> <p>CUL asked the Head of E-Resources why he presented his report in a table form only, and training and orientation were missing in his report</p> <p>Agreed</p> <p>CUL told Head of E-Resource that the table should always be a summary of a report</p>	<p>HOS</p> <p>Head of E-resources</p>
11/03/2020	<p>A.O.B</p> <p>There was no A.O.B</p>	
12/03/2020	<p>Closing Prayer</p> <p>The meeting was adjourned at 3:18 pm with a prayer by Rose Bogere</p> <p>Chairperson: Dr. (Mrs.) Prisca K.G .Tibenderana.....</p> <p>Secretary: Lucy Chelimo.....</p>	