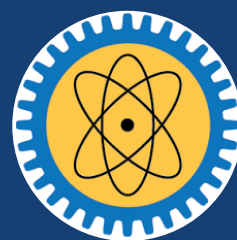


# BUSITEMA UNIVERSITY LIBRARY

Annual Report  
2022 – 2023



**BUSITEMA  
UNIVERSITY**  
*Pursuing excellence*





# The Distinctive Signifier of Excellence

Through  
demonstrating quality  
and value in our  
services and  
programmes, Busitema  
University Library is  
confident of exceeding  
your expectations, and  
retain your loyalty.

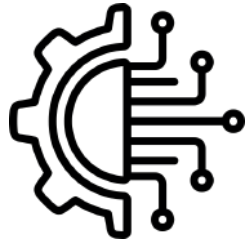
Learn more at: [www.library.busitema.ac.ug](http://www.library.busitema.ac.ug) or follow us at @BusitemaUni

# University–Library Strategic Goals Mapped

## MANDATE

University				Library		
<b>Vision</b>	A Centre of academic and professional excellence in science, technology and innovation			The Distinctive Signifier of Excellence in the provision of library and information services		
<b>Mission</b>	To provide inclusive high standard Training, quality research and outreach for industrialization and sustainable development			To signify excellence by providing world–class library and information services that support the intellectual life of the University		
<b>Values</b>	Respect, Professionalism; Customer First, Innovativeness and Integrity			Demonstrate Quality and Value; Exceed User Expectations; & Retain User Loyalty		
<b>University Strategic Goals (USG)</b>	Strengthening Excellence in Education and Student Life 			Increasing High Impact Research, Innovation and Entrepreneurship 	Strengthening Partnerships and Engagement for Growth 	Increasing productivity through Effective Leadership, Governance and Management 
<b>Library Strategic Goals (LSG)</b>	Promote Access to, and Discovery of, Library Content & Collections LSG1	Support Teaching and Learning Programmes LSG 2	Expand Library Collections LSG 3	Promote Innovation LSG 4	Sustain Partnerships and Collaborations LSG 5	Build a Robust Assessment Programme LSG 6

# LIBRARY SERVICES AND PROGRAMS



## ICT Services

- Computer Labs
- Wi-Fi points in the library
- Power Outlets – how to use them
- Computer literacy instruction - booking



## Librarian Office Hours



## Borrowing and Returning of Books

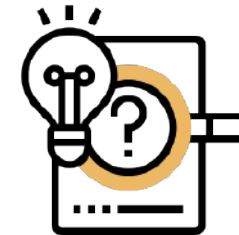


## Electronic Resources – E-Books, E-Journals, E-Newspapers



## Discussion Rooms / Closed Reading Spaces

- Individual
- Group Open/



## Online/ Virtual Research Support



## Document Delivery Services (DDS)



## Information and Reference Services



## Individual and Group Research Support



## Information Literacy Instruction and User Education

# THE LIBRARY STAFF 2022/2023



**Fredrick Kiwuwa Lugya (Ph.D)**  
University Librarian  
Busitema Campus



**Abdu Karim Isala**  
Maritime Institute Librarian  
Namasagali Campus

## Librarians



**Eva Naggayi**  
Campus Librarian  
Busitema Campus



**Isaac Mukungu**  
Campus Librarian  
Nagongera Campus



**Eriya Ntaga**  
Librarian I  
Namasagali Campus

## Library Assistants



**Aida Namukose**  
Library Assistant  
Busitema Campus



**Alice Mwijukye**  
Library Assistant  
Busitema Campus



**Glorias Asiimwe**  
Campus Librarian  
Mbale Campus



**Jonathan Kalangha**  
Library Assistant  
Namasagali Campus



**Joseph Wejuli**  
Librarian II  
Palisa Campus



**Rogers Mukose**  
Library Assistant  
Nagongera Campus



**Sam Simati**  
Librarian II  
Arapai Campus



**Wilberforce Obonyo Omalla**  
Library Assistant  
Nagongera Campus

## LIBRARY STAFF 2022/2023- Continued

### Senior Library Clerks



**Caroline Muruga**  
Library Security Assistant  
Namasagali Campus



**Moses Isogol**  
Senior Library Clerk  
Busitema Campus



**Penina Anyango**  
Library Security Assistant  
Arapai Campus



**Sheilla Kongai**  
Library Assistant I  
Busitema Campus



**Winnie Musuya**  
Library Assistant  
Nagongera Campus

### Library Clerks



**Kasenge Ayub Kalulu**  
Library Security Assistant  
Namasagali Campus



**Topista Adekere**  
Office Assistant  
Busitema Campus

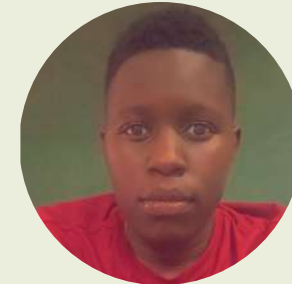




**Abubakari Ssemwogerere**  
**Information Processing Assistant (IPA)**  
Bachelor's in Library and Information Science



**Christopher Lubega**  
**Library Administrator Fellow**  
Bachelor's in Business Administration



**Ester Nakibuka**  
**Information Processing Assistant**  
Bachelor's in Library and Information Science

## THE GRADUATE FELLOWS



**Ivan Bageya**  
**Systems Librarian Fellow**  
BSc. in Computer Science



**Koyada Ssemirembe**  
**Information Processing Assistant**  
Bachelor's in Library and Information Science



**Rebecca Mugala**  
**Information Processing Assistant**  
Bachelor's in Library and Information Science



**Sarah Nalumu**  
**Information Processing Assistant**

Bachelor's in Library and Information Science



**Winfred Nakanwagi**  
**Information Processing Assistant**

Bachelor's in Library and Information Science



**Sharon Nandera**  
**Information Processing Assistant**

Bachelor's in Library and Information Science




**Veronica Jenta Nakitari**  
**Information Processing Assistant**

Bachelor's in Library and Information Science

# THE LIBRARY WEBSITE

Is a gateway and a one-stop Interface for all library and information services -  
<https://library.busitema.ac.ug/>


**BUSITEMA UNIVERSITY LIBRARY**  
*Signifying Excellence*

[About](#)
[Library Services](#)
[Libraries & Library Hours](#)
[Technologies](#)
[Research Services](#)
[Borrow Materials](#)
[Find Materials](#)
[2020-21 Update](#)

[My Account](#)


[All](#)
[Books](#)
[Journals & Articles](#)
[IR](#)
[Google Scholar](#)

Connect to the electronic library resources from off-campus via the Sempertool. Click on the Sempertool Icon, and will send you through the proxy server (Eduroam) and prompt you to login with your Busitema University E-mail and Password

Ask a Librarian


Sorry, We are offline. But you can send us an email on:  
[library@busitema.ac.ug](mailto:library@busitema.ac.ug)

[Add free live chat to your site](#)



Self Checking Machine

**New Arrivals**



**Open Hours**

**Monday - Friday**  
07:00 - 11:00pm (During Semester)  
08:00 - 06:00pm (During Recess/Holidays)

**Weekends & Holidays**  
08:00 - 6:00pm (During Semester)  
08:00 - 09:45pm (Exams Period)

How do I find...?

[Books](#)
[Course Reserves](#)
[Local Research](#)
[Subject Guides](#)

How do I...?

[Cite Resources](#)
[Search Catalogue](#)
[Reserve a Room](#)
[Clear with the Library](#)

**LIBRARY NEWS**

**The DVC Search Committee Nears Decision Day: Deputy Vice-Chancellor Selection Process Reaches Critical Stage**  
Sun, 09/24/2023 - 11:22

**Busitema University Participates in the SAGE Uganda Workshop on Empowering Women in Mathematics.**  
Thu, 09/07/2023 - 09:42

**Professor Elly Sabiti Appointed as Acting First Deputy Vice Chancellor Academics Affairs**  
Wed, 08/30/2023 - 11:28

**First-Year Students'Orientation at the Faculty of Engineering and Technology**  
Mon, 08/28/2023 - 14:26

**Busitema University's Newest Cohort of International Students Pick their Admission Letters**  
Thu, 08/24/2023 - 17:31

**Exploring New Horizons: Unveiling the Latest Collections on JSTOR at Our Library**  
Mon, 08/21/2023 - 20:07

[Read More News](#)

**UPDATES**

**Appraisal of Library Staff for the FY 2022/23 - Schedule for University Librarian**  
Thu, 08/10/2023 - 12:09

**Research Seminar on Electronic Resources Use**  
Thu, 08/03/2023 - 16:43

**Embase Training at Busitema University by Elsevier**  
Tue, 06/13/2023 - 15:42

**Library General Meeting**  
Sun, 06/04/2023 - 15:12

**Library Management Meeting**  
Sun, 06/04/2023 - 15:00

**Professorial Inaugural Lecture by Professor Julius W. Wandabwa**  
Sat, 11/19/2022 - 18:20

[Read More Updates](#)

**TWEETS**

**Contact us**

Busitema University Library  
Email: [library@busitema.ac.ug](mailto:library@busitema.ac.ug)  
Tel: +256-4544-488

**Borrow & Requests**

[My Account](#)  
Document delivery services  
Course Reserves  
Remote access to E-journals & Databases

**Research support**

[Ask a Librarian](#)  
Research guides & Campus Libraries  
Citation & writing software  
Anti Plagiarism  
More research support options

**About the University**  
Study at Busitema  
Campus Libraries  
Map  
News  
Events  
Job opportunities



# BY THE NUMBERS

## MONEY

**UGX 1.4Bn**

Total Library Budget FY 22/23

**UGX 445.4M**

Research Grants Earned

## LIBRARY USERS SERVED

**500**

Staff

**4,637**

Students

**1,963**

Reference Questions  
Answered

**821**

Chat Reference  
Questions Answered

**76,320**

Visits to the Library  
Website

**182,627**

Physical Visits to the  
Library

## COMPUTING TECHNOLOGIES

Created and maintained

**13**

Library Systems

**34**

Websites (Subdomains)

## LIBRARY STAFFING

**9**

Professional Staff

**21**

Support

**12**

Graduate Fellows

## POLICY FORMULATION AND GUIDELINES

5

Policies sponsored

12

Guidelines/manuals

## COLLECTIONS

1:60

Student – Book ratio  
Ideal per NCHE Standards

75,093

Physical books

156

Electronic Databases

30M

E-Books – general

500,000

E-Books –  
Specialized Titles

200,000

E-Journal Titles Approximately

1,856

Digital Library: Calibre

1,651

Volumes

Titles added FY 22/23 (New Books)

## DOCUMENT DELIVERY SERVICES (DDS)

108

DDS Requests Honored

58

Local Requests

27

Institutions

11

Countries



11 Countries that mostly request for Document Delivery Services (DDS)

- United States
- India
- China
- Singapore
- Kenya
- Rwanda
- Nigeria
- South Africa
- Zimbabwe
- United Kingdom
- Germany

## LIBRARY BUILDING – SPACE

6

Libraries

5,102 sq.m

Library space

2m<sup>2</sup> per one student

Good per NCHE Standards

60%

Reading Space

32

Library Signage  
created/ Wayfinding Guides

6 Rooms

Group Study Rooms

3 Rooms

Discussion Rooms  
Capacity – 30 students in a single seating

## LIBRARY AUTOMATION – USE OF TECHNOLOGIES

61%

Level of Automation

# INSTITUTIONAL REPOSITORY COLLECTIONS

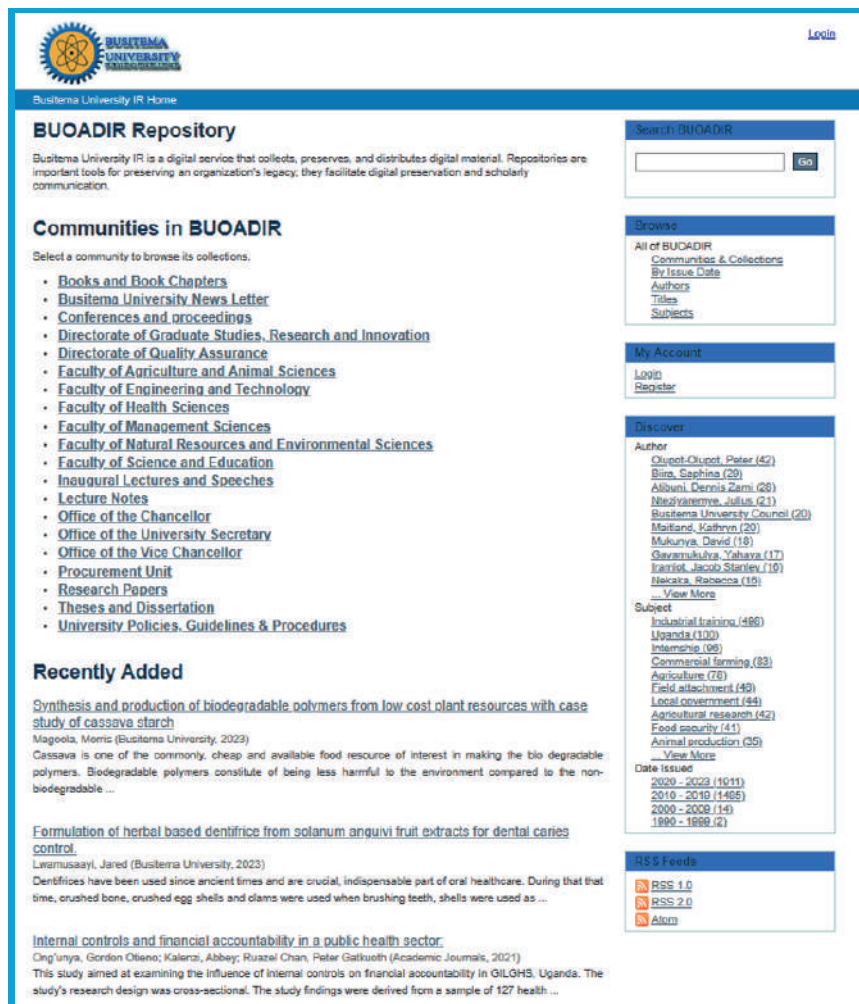
2 IRs

3,410

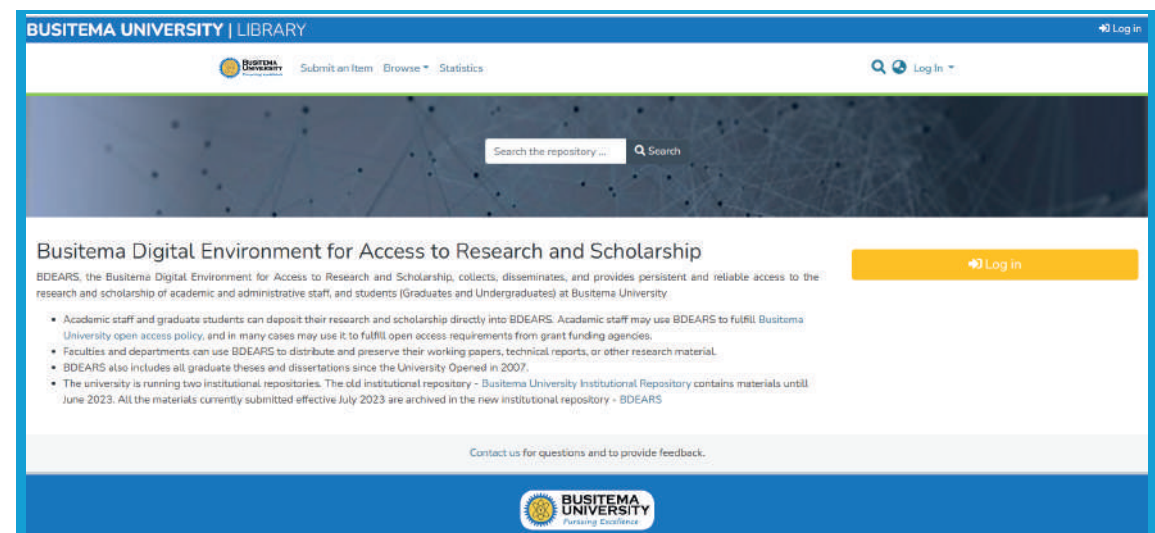
Busitema University IR

321

Busitema Digital Environment for Access to Research and Scholarship (BDEARS)



The screenshot shows the 'BUOADIR Repository' page. It features a search bar, a list of communities, and a 'Recently Added' section. The communities list includes: Books and Book Chapters, Busitema University News Letter, Conferences and proceedings, Directorate of Graduate Studies, Research and Innovation, Directorate of Quality Assurance, Faculty of Agriculture and Animal Sciences, Faculty of Engineering and Technology, Faculty of Health Sciences, Faculty of Management Sciences, Faculty of Natural Resources and Environmental Sciences, Faculty of Science and Education, Inaugural Lectures and Speeches, Lecture Notes, Office of the Chancellor, Office of the University Secretary, Office of the Vice Chancellor, Procurement Unit, Research Papers, Theses and Dissertation, and University Policies, Guidelines & Procedures. The 'Recently Added' section lists three items: 'Synthesis and production of biodegradable polymers from low cost plant resources with case study of cassava starch', 'Formulation of herbal based dentifrice from solanum anguivi fruit extracts for dental caries control', and 'Internal controls and financial accountability in a public health sector'.



The screenshot shows the 'BUSITEMA UNIVERSITY | LIBRARY' page. It features a search bar, a list of communities, and a 'Recently Added' section. The communities list includes: Books and Book Chapters, Busitema University News Letter, Conferences and proceedings, Directorate of Graduate Studies, Research and Innovation, Directorate of Quality Assurance, Faculty of Agriculture and Animal Sciences, Faculty of Engineering and Technology, Faculty of Health Sciences, Faculty of Management Sciences, Faculty of Natural Resources and Environmental Sciences, Faculty of Science and Education, Inaugural Lectures and Speeches, Lecture Notes, Office of the Chancellor, Office of the University Secretary, Office of the Vice Chancellor, Procurement Unit, Research Papers, Theses and Dissertation, and University Policies, Guidelines & Procedures. The 'Recently Added' section lists three items: 'Synthesis and production of biodegradable polymers from low cost plant resources with case study of cassava starch', 'Formulation of herbal based dentifrice from solanum anguivi fruit extracts for dental caries control', and 'Internal controls and financial accountability in a public health sector'.

<https://bdears.busitema.ac.ug/home>

<https://ir.busitema.ac.ug/>



# HIGHLIGHTS

## CELEBRATED

**UGX 445.4M in research and project funding awards.**

being the **nation's top digital library** with over 156 Journal databases, 30 Million E-Books, and 20,000 e-Journal Titles

**designation of Library staff to academic status**

**full automation of all Library functions** using Koha

a **UGX 46 Million increase** in the library budget

being the **nation's 3rd ranked library in Electronic Resources Usage**

**growing the library staff establishment to 72 positions**

**Expansion of the unique collections and resources** across all Campus Libraries - **101 titles added** - subject-specific Encyclopedia, Dictionaries, and handbooks

## WELCOMED

**Mr. Mukungu Isaac** - Science and Education Librarian, Nagongera

**NCHE Team** to Science and Education, and Health Sciences Libraries for **accreditation of Courses**

**1,276 New Students/ Freshers**

**PSFU Team** to review **Busitema University's readiness** for the Work Readiness Programme

## LAUNCHED

**BDEARS** - the **Busitema Digital Environment for Access to Research and Scholarship**, collects, disseminates, and provides persistent and reliable access to the research and scholarship of academic and administrative staff, and students (Graduates and Undergraduates) at Busitema University

celebration to **mark the International Open Access Week, 2022** - <https://library.busitema.ac.ug/library-news/open-access/2022>

## Digital Applications Developed

**13 library systems** to increase access to the library's services and programmes

**102 staff profiles**

**22 subject guides**

**33 Electronic Reserves**

**05 Information Literacy Courses** on LMS

## PARTNERED

with **3 secondary school libraries** to improve library services through organizing collections and training

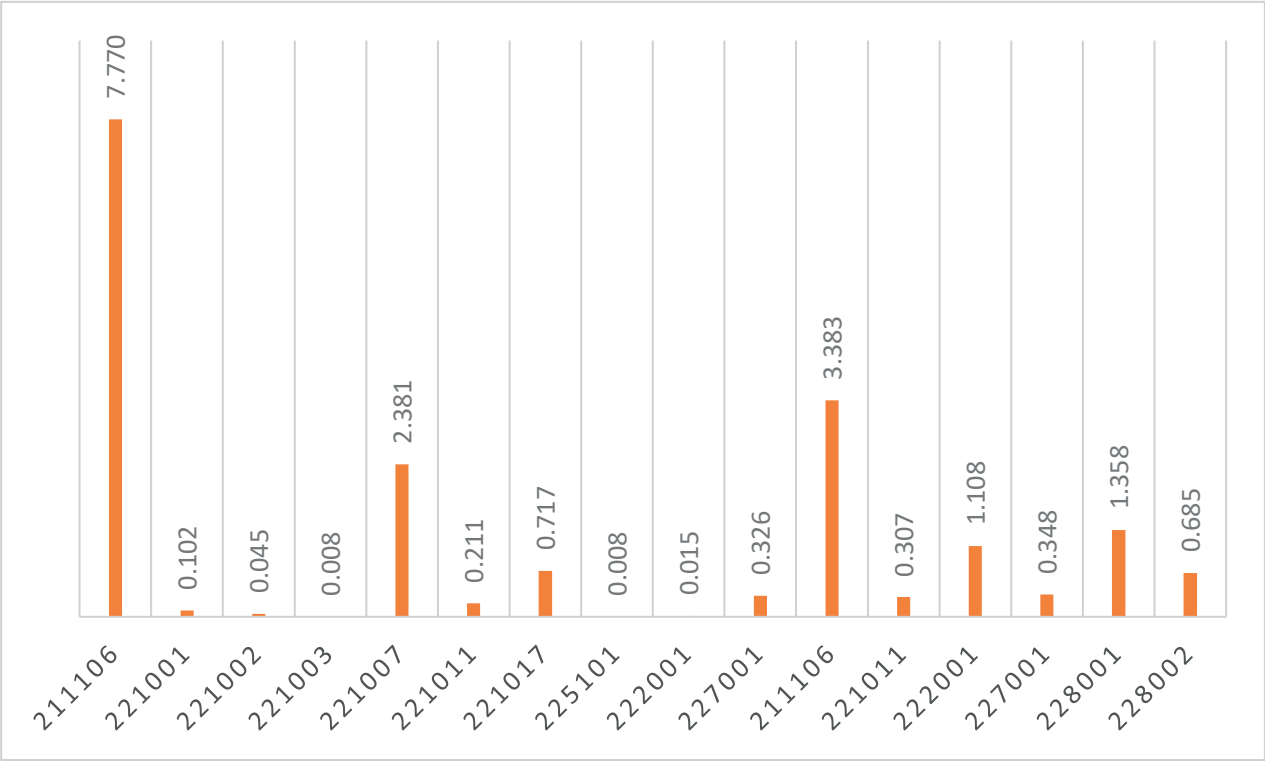
with **Engineering Information Foundation (EiF)** and **revised 12 academic programs** to include information literacy for engineering students under the Literate Engineer Program

with **PSFU** through the **Skills and Governance (SG) Plus Project** under the Work Readiness Program to **recruit and hire recent graduates** for skilling into academic staff ranks.

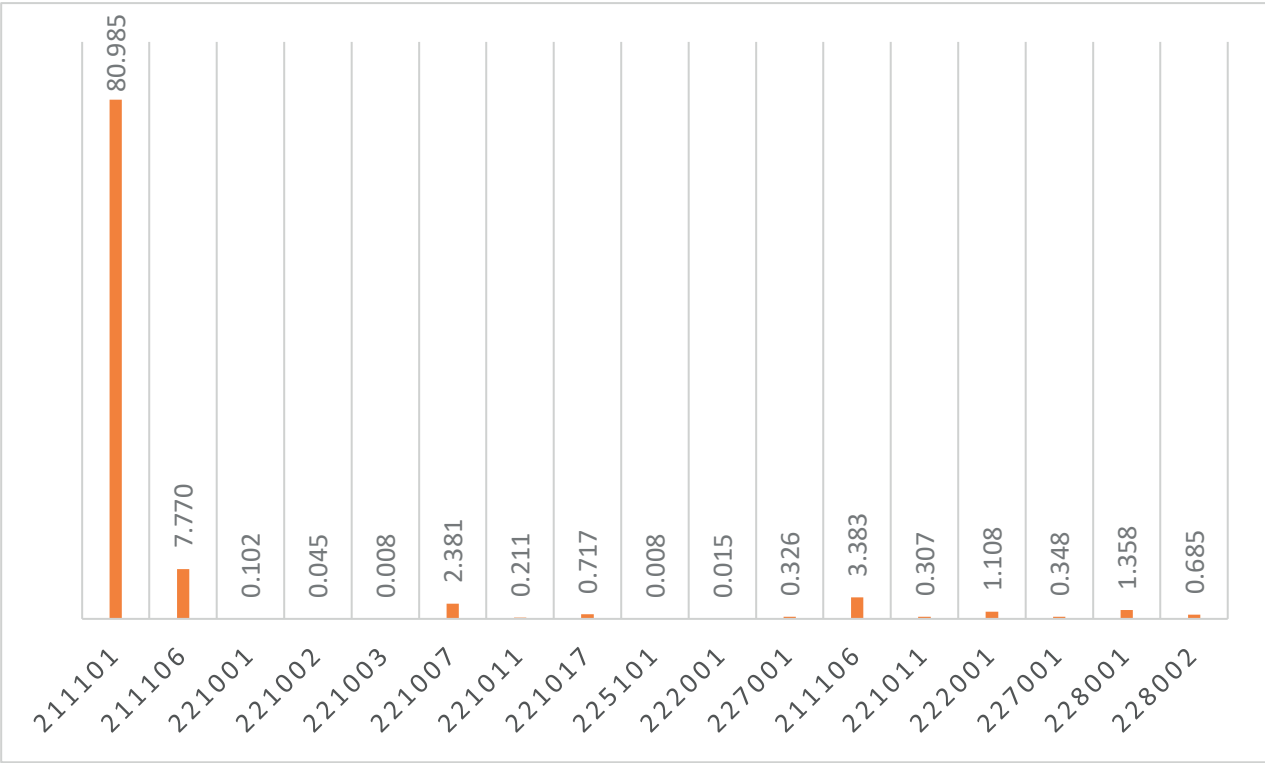
## LIBRARY BUDGET EXPENDITURES

CLASS 2	EXPENSES SUMMARY	
Budget Line	Description	Percentage
211101	General Staff Salaries	80.985
211106	Allowances (Incl. Casuals, Temporary, sitting allowances)	7.770
221001	Advertising and Public Relations	0.102
221002	Workshops, Meetings and Seminars	0.045
221003	Staff Training	0.008
221007	Books, Periodicals & Newspapers	2.381
221011	Printing, Stationery, Photocopying and Binding	0.211
221017	Membership dues and Subscription fees.	0.717
225101	Consultancy Services-Recurrent	0.008
222001	Information and Communication Technology Services.	0.015
227001	Travel inland	0.326
211106	Allowances (Incl. Casuals, Temporary, sitting allowances)	3.383
221011	Printing, Stationery, Photocopying and Binding	0.307
222001	Information and Communication Technology Services.	1.108
227001	Travel inland	0.348
228001	Maintenance – Buildings and Structures	1.358
228002	Maintenance – Transport Equipment	0.685

Budget line graph showing summary expenses of Busitema University without general staff salaiaies

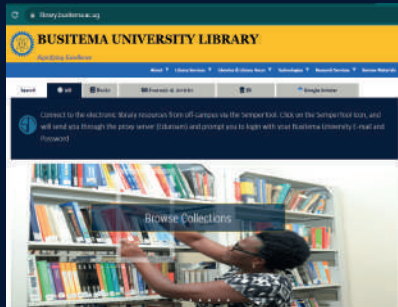


Budget line graph showing summary expenses of Busitema University inclusive of general staff salaiaies

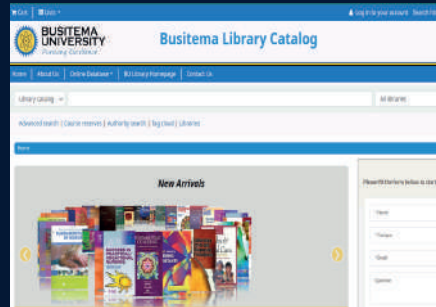


# LIBRARY SYSTEMS CREATED AND IMPLEMENTED

The Library Website  
<https://library.busitema.ac.ug/>



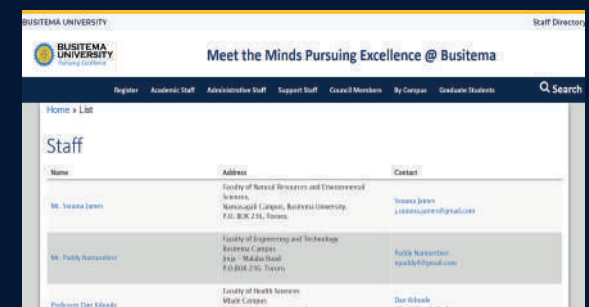
Library catalogue (Koha)  
<https://libcat.busitema.ac.ug/>



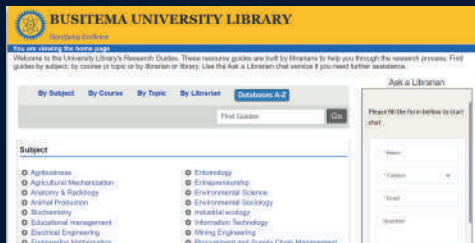
Individual Researcher Portals - 10  
<https://research.busitema.ac.ug/>



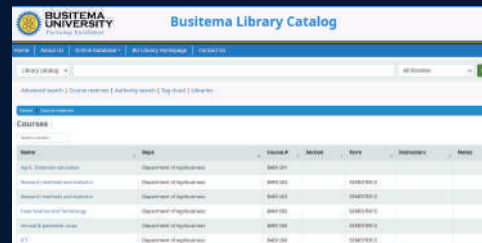
Staff profiled - 102  
<http://people.busitema.ac.ug/>



Subject Guides - 22  
<https://researchguides.busitema.ac.ug/s/subjects/index.php>



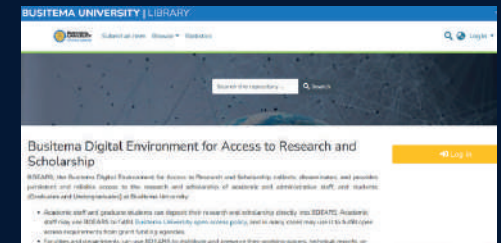
Electronic Reserves - 33  
<https://libcat.busitema.ac.ug/cgi-bin/koha/opac-course-reserves.pl>



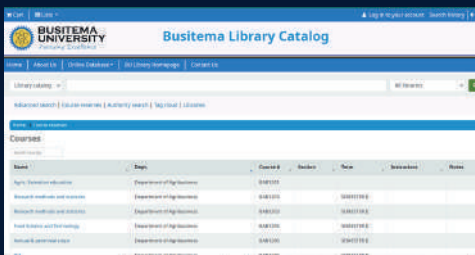
Busitema Institutional Repository  
<https://ir.busitema.ac.ug/>



Busitema Digital Environment for Access to Research and Scholarship (BDEARS)  
<https://bdears.busitema.ac.ug/home>



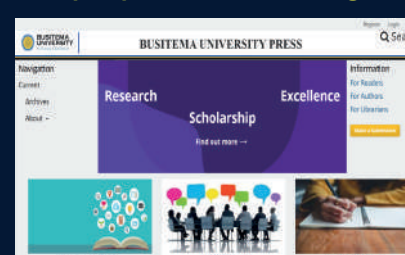
SemperTool - Grants remote access to Journal articles and e-books



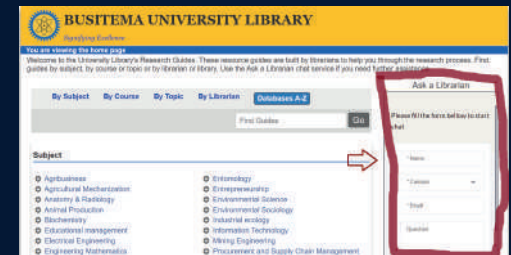
Registry  
<https://registry.busitema.ac.ug/>



Journal Management System  
<https://press.busitema.ac.ug/>



Ask a Librarian



Records Management System  
<http://rim.busitema.ac.ug:8080/share/page/>

# UNIVERSITY WEBSITES/ SUBDOMAINS CREATED

## The Library

<https://library.busitema.ac.ug/>

## Busitema University Main Website

<https://www.busitema.ac.ug/>

## Peoples Website/ Staff Directory

<https://people.busitema.ac.ug/>

## Graduation Website

<http://graduation.busitema.ac.ug>

## Busitema University Council Website

<https://council.busitema.ac.ug/>

## Faculty of Agriculture and Animal Sciences

<faas.busitema.ac.ug>

## Faculty of Health Sciences Website

<https://fhs.busitema.ac.ug/>

## Faculty of Management Sciences Website

<https://fms.busitema.ac.ug/>

## Faculty of Natural Resources and Environmental Sciences

<https://fnres.busitema.ac.ug/>

## Faculty of Engineering and Technology

<https://foe.busitema.ac.ug/>

## Faculty of Science & Education

<https://fse.busitema.ac.ug/>

## Busitema University Governance

<https://governance.busitema.ac.ug/>

## Natural Products Research & Innovation Centre

<https://bunapric.busitema.ac.ug/>

## Busitema University Senate

<https://senate.busitema.ac.ug/>

## Assets Management System

<https://assets.busitema.ac.ug/>

## Institutional Repository

<ir.busitema.ac.ug>

## Library Catalogue (KOHA)

<https://libcat.busitema.ac.ug/>

## Research Guides Site

<https://researchguides.busitema.ac.ug/>

## Journal Management System

<http://press.busitema.ac.ug>

## Electronic Library System

<elibrary.busitema.ac.ug>

## Busitema Digital Environment for Access to Research and Scholarship

<bdears.busitema.ac.ug>

## Busitema University Strategic Plan

<https://strategicplan.busitema.ac.ug/>

## Services Website

<services.busitema.ac.ug>

## Tenders Website

<tenders.busitema.ac.ug>

## News Website

<news.busitema.ac.ug>

## Library Policy Website

<https://policies.library.busitema.ac.ug/>

## Knowledge Base System

<http://knowledgebase.busitema.ac.ug/>

## VIVO – System

<kb.busitema.ac.ug:8080/vivo>

## Document Management System

<http://rim.busitema.ac.ug:8080/share/>

## Events System

<events.busitema.ac.ug>

## Registry System (Customized KOHA)

<registry.busitema.ac.ug>

## Jobs Website

<jobs.busitema.ac.ug, hr.busitema.ac.ug>

## Media Space Website

<https://media.busitema.ac.ug/>

## Media Space Site

<mediaspace.busitema.ac.ug>



# PARTNERSHIPS AND COLLABORATIONS



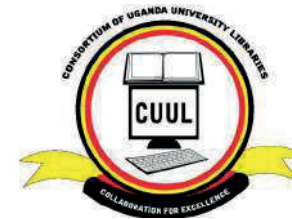
Private Sector Foundation  
Uganda (PSFU)

—  
**UGX 69.6M**



Engineering Information  
Foundation (EiF)

—  
**UGX 75M**



Consortium of Uganda  
University Libraries  
(CUUL)



International Federation  
of Library Associations  
and Institutions (IFLA)



International Association  
for Social Science  
Information Service and  
Technology (IASSIST)

**ALA** American  
Library  
Association



**Uganda Library and  
Information Association**

# IMPROVEMENTS MADE AND ACHIEVEMENTS

## GOAL 1

### PROMOTE ACCESS TO, AND DISCOVERY OF, LIBRARY CONTENT AND COLLECTIONS

Procured <b>5 external hard-discs</b> to backup all systems on a biweekly basis	<b>56 webpages</b> added on the Library Website – maintained and updated	Developed and implemented a workplan for the recovery of library catalogue data lost following a disc failure at the server – recovery process ongoing and will be completed in the 3rd Quarter of the 2023/24 FY
<b>13</b> Library Applications created and maintained – based on open-source	Library search widget improved and updated – SemperTool added and MyLOFT removed	<b>1,368</b> Eduroam users registered of which 1,105 are students and 263 are Staff – the Library provided a point of registration and recruited and maintained a Graduate Fellows for this assignment. Eduroam provides a point of authentication for off campus access to electronic resources
<b>1,963</b> Reference Questions answered of which 147 were research-based questions	<b>821</b> Chat Reference Questions answered	<b>12</b> Library User manuals created and published on the Library Website (for information literacy instruction) - <a href="https://library.busitema.ac.ug/library-services/information-literacy-instruction/tools-and-handouts">https://library.busitema.ac.ug/library-services/information-literacy-instruction/tools-and-handouts</a>
<b>108</b> document delivery requests honored – requests from 11 countries and 27 institutions	<b>76,320 visits</b> received on the Library Website	<b>13</b> Information literacy assignments developed and published on the library website - <a href="https://library.busitema.ac.ug/library-services/information-literacy-instruction/assignments">https://library.busitema.ac.ug/library-services/information-literacy-instruction/assignments</a>
<b>5,102</b> library spaces maintained and the physical environment	3 group study rooms with 30 student capacity created and furnished	

## IMPROVEMENTS MADE AND ACHIEVEMENTS – Continued

### GOAL 2

#### SUPPORT TEACHING AND LEARNING PROGRAMMES

**2,856** digital resources added to the Institutional repository

**BDEARS** (Busitema Digital Environment for Access to Research and Scholarship) **developed and maintained**

**321 articles** added to BDEARS

**1,276** Fresher men and women oriented in access and use of library services

5 Information literacy courses developed and approved by University Council

22 subject guides developed

**33** Electronic Reserves implemented

**3rd top-ranked University** in usage of electronic resources – made possible with Eduroam, EduVPN, and Sempertool implementation that allow off campus access to electronic Resources

### GOAL 3

#### EXPAND LIBRARY COLLECTIONS

**1,651** Volumes/ **1,233** titles of books added to the collection

Draft of the Collection development policy (CPD) ready

Collection management procedures operationalized

**Open Access to Scholarly Works** and Institutional Repository Policy at Busitema University **approved**

Print News Papers procured - **368** New vision, Saturday & Sunday Vision; **368** Daily, Saturday & Sunday Monitor; **184** Red Pepper, Saturday & Sunday Pepper; and **54** East African Newspapers.

**180** volumes of newspapers bound

**156 e-resources** databases subscription renewed giving access to **over 30 million general reading e-books**, **over 500,000 subject-specific e-books** (encyclopedias, dictionaries, handbooks, etc), **200,000 e-journal titles** and millions of journal and news paper and magazine articles).

## IMPROVEMENTS MADE AND ACHIEVEMENTS – Continued

### GOAL 4 SUSTAIN PARTNERSHIPS AND COLLABORATIONS

Private Sector Foundation Uganda (PSFU), received Ugx **63,360,000** in Work Readiness Program funding – Boosted Graduate Fellows monthly salary for one year

**3 Outreach visits** to Secondary schools made – part of the Library's **Corporate Social Responsibility (CSR)**

Membership to professional organizations renewed  
International

- International Federation of Library Associations and Institutions (IFLA)

- Academic and Research Libraries Section, IFLA

- American Library Association (ALA)

- Association of College & Research Libraries (ACRL)

National

- Uganda Library and Information Association (ULIA)

- Consortium of Uganda University Libraries (CUUL)

Records and Information Management Foundation for Africa (RIMFA)

### GOAL 5 PROMOTE INNOVATION

Received Ugx **165.2 Million** in grant funding

**15** Graduate Fellows maintained and tremendously improved Library staffing leading to better service delivery - Graduate Fellow Policy – PSFU funding **Ugx 84,600,000<sup>1</sup>**

**56** wayfinding **signage** installed at the Engineering Library, Busitema Campus

5 of the 10 computers in the E-Learning Center installed with LinuxRank improved from **14,467** to **13,590**

University ranking stabilized at 6th position, improved World Ranking from **4,871** to **4,632** the highest position attained in its 17 years history and the **Impact Rank** improved from **14,467** to **13,590**

**61%** Library functions automated and digitize

A draft of the Master of Science in Data and Information Science programme presented to Top Management and due for revision

<sup>1</sup> <https://library.busitema.ac.ug/about/graduate-fellow>

## IMPROVEMENTS MADE AND ACHIEVEMENTS – Continued

### **GOAL 6** **BUILD A ROBUST ASSESSMENT PROGRAMME**

All library systems configured to collect user and usage statistics for the different library functions	Key performance indicators (KPIs) set to guide the assessment of library programmes, e.g. number of users entering the library, number of book bought
Monitoring and evaluation tools designed to measure performance of services	Held periodic meetings with students to gather feedback on library services
Setup a <b>Guild-UL WhatsApp group</b> to ease feedback gathering and communication between student leaders and the library	4 reports produced per campus librarian – totaling to <b>24 reports</b> in FY2022/23
Annual Library Report produced	12 Library User manuals produced and available online
<b>21</b> job descriptions for the library staff updated	Collection management procedures produced



# CROSS-CUTTING SERVICES

## A. WEBSITE DEVELOPMENT AND MAINTENANCE



University ranking stabilized at 6th position, improved World Ranking from 4,871 to 4,632 the highest position attained in its 17 years history and the Impact Rank improved from 14,467 to 13,590

34 University Websites/ Subdomains created and maintained – totaling to 47 applications – based on open source

102 Staff profiled on the staff Directory platform – people.busitema.ac.ug

## B. ADMINISTRATION AND MANAGEMENT

Library structure with 72 staffing establishment approved; library staff designated academic	21 job descriptions (JDs) developed and approved by Library Management	Arrival – Departure Register enforced	Library Strategic Plan 2021/2022 to 2025/2026 updated
Attended Senate, Council, and other University Committee Meetings	Foster corporate governance by advocating for Campus librarians attend Faculty Board, Curriculum Review and other meetings	29 Library Staff and 12 Graduate Fellows appraised, developed performance agreements, workplans, and maintained all administrative tools that monitor and evaluate performance – 100% compliance	
Administrative tools like Timesheets, Performance Agreements, Workplans maintained	<b>Chaired</b> <ul style="list-style-type: none"><li>• 6 Library Management Committee Meetings</li><li>• 4 Library Finance and Facilities Committee Meetings</li><li>• 2 Library Appointments, Promotions, and Disciplinary Committee</li><li>• 1 Library Collections Management Committee</li></ul>		

## C. CENTRAL REGISTRY – DOCUMENTATION, RECORDS AND ARCHIVES

Alfresco Software - an Enterprise Content Management System (ECM) to manage the Busitema University Central Registry - an Electronic Document, Records, and Archives Management System installed, configured, Customized, and populated;

Alfresco configurations and setup based on ISO 13008:2022 - Digital records conversion and migration process; ISO/TR 13028:2010 - Implementation guidelines for digitization of records; ISO 16175-1:2020 & ISO/TS 16175-2:2020 - Processes and functional requirements for software for managing records – Part 1&2: Functional requirements and associated guidance for any applications that manage digital records; ISO 23081-1:2017 & ISO 23081-2:2021 - Records management processes – Metadata for records – Part 1&2: Principles; and ISO 30300:2020 - Records management – Core concepts and vocabulary

Created and implemented a local filing system for the University's Registry by customizing Koha Integrated Library Management System and digitized over 1,000 KM of the records;

Paper Records collated into 526 bundles as at June 30th 2023

A strategic framework developed to provide a Vision and strategic planning of the Registry works - The Central Registry: Witnesses of the Past and Bridges to Modernity

## D. FUTURE PLANS, INITIATIVES AND PRIORITIES

<p>Review and update the Library Strategic Plan to reflect emerging technologies, new service models, changes in scholarly communications, user preferences, and to expand library outreach programmes.</p>	<p>Systematize procedures for developing cross-functional library teams to support university research groups, especially those that are multi- or inter-disciplinary, inter-institutional, and/or international.</p>	<p>Expand information literacy services and accompanying education initiatives, focusing on awareness and use of electronic resources.</p>	<p>Continue to develop tools and technologies to optimize discovery of, access to, and accessibility of all library resources, collections, and services.</p>
<p>Systematize access to library experts and increase internal and external collaborations, including mechanisms for user requests for assistance and instructional support.</p>	<p>Develop a consistent and integrated library-wide outreach, engagement, and marketing strategy, including designating staff to support this work.</p>	<p>Develop collaboration spaces and incubator environments to foster research and learning, enable the creation and application of new knowledge, and support student success within and across disciplines – Establish a Library Incubation Center.</p>	<p>Create an ongoing and systematic process for auditing and reconfiguring individual, group and public user spaces relative to changing pedagogical practices.</p>
<p>Lead regional and national efforts to shape cooperative collections and related services - through Consortium of Uganda University Libraries (CUUL)</p>	<p>Expand access to subject-specific collections and resources -especially operationalization of the Subject guides and Electronic Reserves</p>	<p>Leverage international engagement to develop unique collections, services, and partnerships that support the University's national and globalization efforts.</p>	<p>Provide education and training programs to enhance the research library workforce</p>

# LIBRARY PRINCIPLES

## Mission-focused

The Mission of the University Library and the Mission of the University shall provide a roadmap and serve as the broad parameters for action as we deeply engage the teaching, learning, research, engagement, and economic development purposes of the University

## Action Oriented

Busitema University Library shall be a proactive unit that will carefully create a future path that builds on past success while encouraging experimentation and innovation.

## User-Focused

Busitema University Library will be guided by user needs in developing services, collections, and spaces, including current and emerging practices in teaching, learning, and scholarship, through our collaborative relationship with our user communities.

## Evidence-based

The University Library will use assessment, input from our communities, research and development, best practices from the profession, peer review, and benchmarking in making decisions and evaluating our success.

## Inclusive

Busitema University Library will act intentionally to include all members of its community in pursuing its Mission, recognizing the strengthening effects of diversity, dialogue, and difference and of engaging inclusive processes.

## Empowering

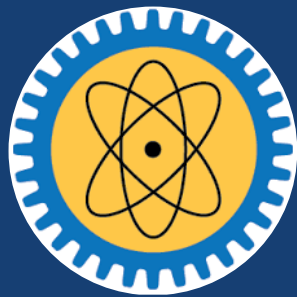
Busitema University Library chooses strategies and approaches that empower library employees and users to carry out their work independently while also recognizing our collective responsibility.

## Leading

Busitema University Library will strive to be a leader on campus, locally and regionally in research, development, and building partnerships to work collectively and collaboratively to address challenges and increase impact.



Learn more at:  
[www.library.busitema.ac.ug](http://www.library.busitema.ac.ug)  
Email: [library@busitema.ac.ug](mailto:library@busitema.ac.ug)  
follow us at @BusitemaUni



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