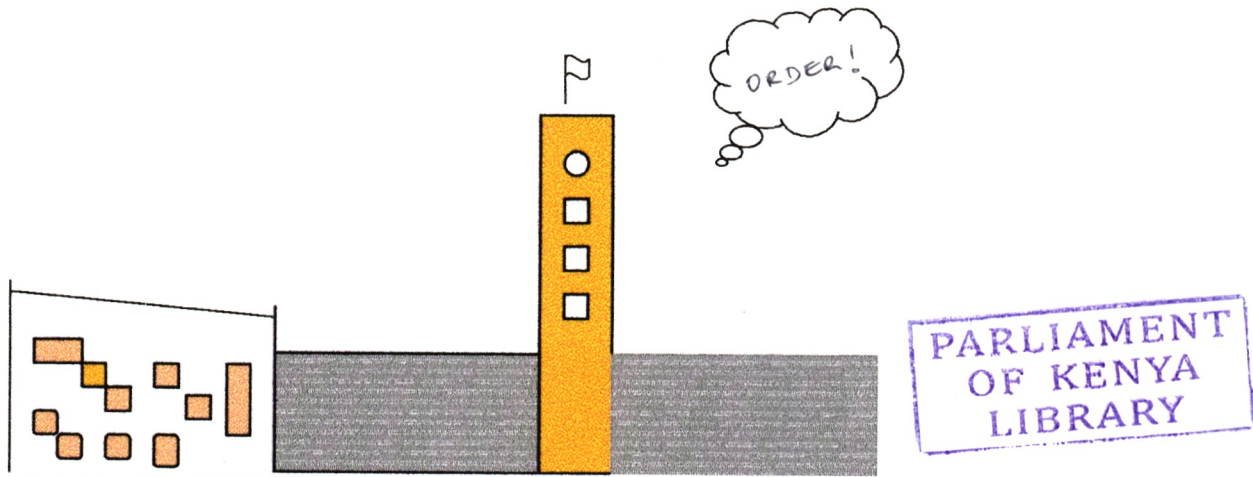


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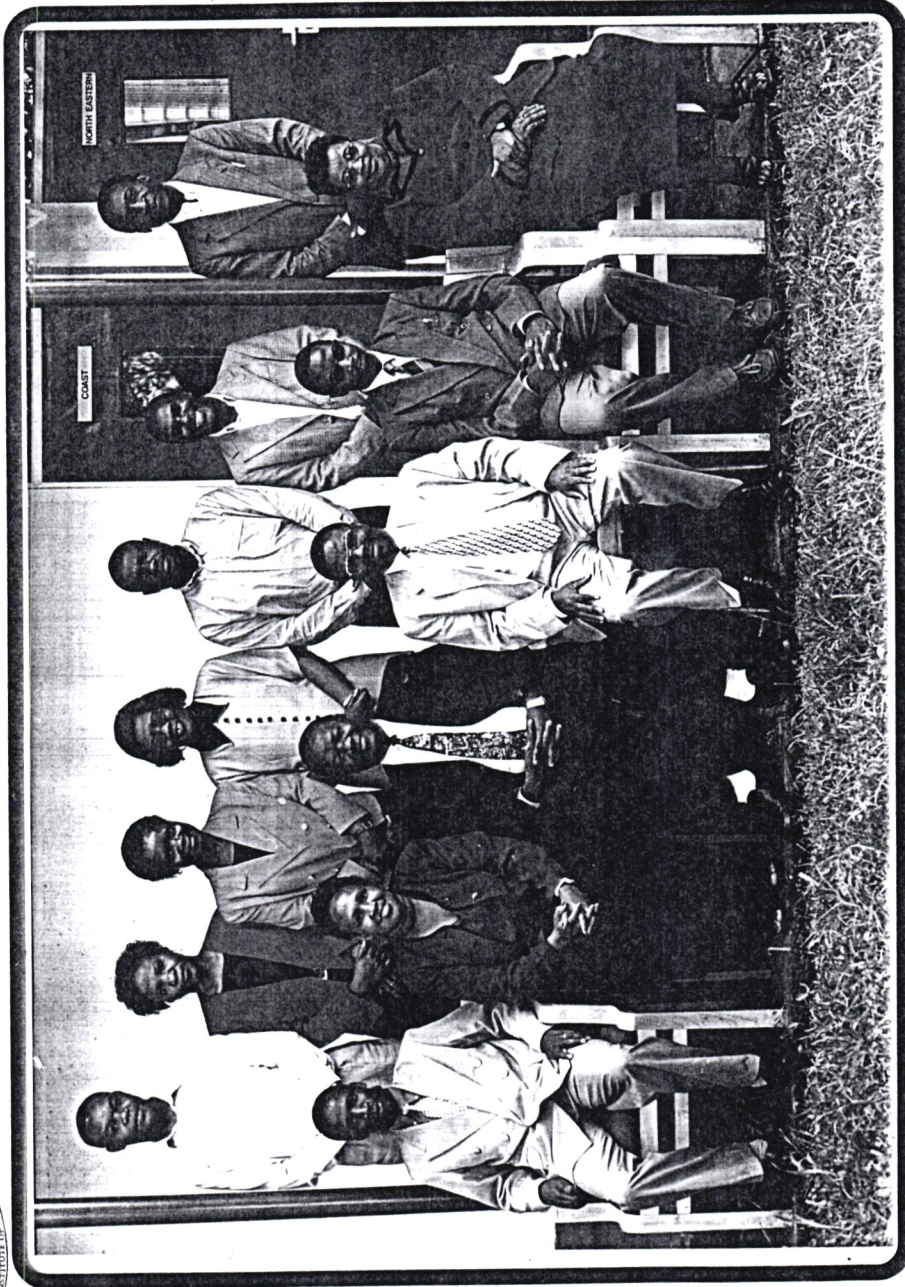
INFORMATION SERVICE AT THE PARLIAMENT OF KENYA LIBRARY



Prepared by Peter Fred Iraya in partial fulfillment of the
Computer Application in Office Management (CAOM)
course at the Kenya Institute of Administration (KIA) 14th
May to 8th June Year 2001.



KENYA INSTITUTE OF ADMINISTRATION
Computer Application to Office Management No. 44. 2001
14TH MAY TO 8TH JUNE 2001



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PREPARED BY PETER IRAYA AS PART OF THE COMPUTER APPLICATION FOR OFFICE MANAGEMENT COURSE MAY 14TH TO JUNE 8TH 2001.

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ACKNOWLEDGEMENT

My acknowledgements go first and foremost to the Almighty God for enabling me to undertake this very special course.

My special thanks are extended to the Clerk of the National Assembly and his entire senior management staff for offering me the opportunity to train.

My gratitude's go to the Librarian of the National Assembly Library for nominating me for consideration.

ABSTRACT

Given that the Parliament of Kenya is an institution where Laws of the state are enacted, it is imperative that the role of the Parliamentary Library be most paramount as it is the chief source of information service area.

The Library is the place where the MPs and the senior staff of the National Assembly are provided with the necessary information, both current awareness and research services..

This small project will attempt to examine and point out some key aspects of information service, routing of documents from the library shelf to the ultimate user.

CHAPTER ONE

INTRODUCTION

1 BACKGROUND INFORMATION

Information service is a unit or system designed and organized to provide information to users. Such a system or unit can be organized within a Library or any other information center.

Libraries realize their roles through the services they offer to the society.

The most distinct functions of Libraries are to Inform, Educate, organize and offer recreational information. These roles and functions can only be fulfilled with the support of an effective and sufficient Library information service. The Parliament Library in this case, is the main source of information in the Parliament as an institution. The stock of documents here constitutes of all types of publications as shown below:

- *Reports from all government Ministries and Departments*
- *Votes and Proceedings*
- *Orders of the Day*
- *Journals of Political awareness*
- *Commonwealth Publications*
- *U.N Publications*
- *World Bank reports etc.*
- *General Books Collection*

Kenneth (1973) noted that

.... government ministers have at their disposal good library facilities in their departments and substantial research organizations and the whole apparatus of the civil service, to provide them with facts and information of all kinds. If parliament is to carry out its function of criticizing and controlling the executive, it is necessary for individual members to be equally well informed with facts and figures and, the parliamentary library is the main factor in bringing this about.

It is the duty of the library to provide superior up-to-date knowledge on all subjects that will assist the Members of Parliament to effectively and meaningfully participate in the debates that come before the House.

The parliamentary library is charged with the responsibility of collecting and organizing relevant parliamentary information and assisting in effective dissemination of the same. It should provide an up-to-date knowledge on all subjects in un-biased and objective manner. To protect parliamentary democracy, the library should make available to all members, all documents that relate to their work.

Only when all information is available, can real solutions to problems of political, social and economic development be found.

Laundy (1980) summarizes the role of a parliamentary library as
...must serve the member not only in his capacity as a legislator and critic of government. It must serve him as the representative of a constituency, as a member of any committee or other investigatory body to which he may belong, as a delegate to national and international conferences, and as a person involved in a wide range of public affairs.

A Member of Parliament serves in multifarious capacities and the Parliamentary library should take this into account if it aims at providing him^{or her} with ideal services. It is just as important to a member that he be well briefed when investigating a constituency grievance, addressing a group of high school children, representing his country at an International conference etc, as when he is making a speech in the House on an important piece of legislation.

Jayson (1969) notes that
there was a day when a famed American historian and philosopher could say with considerable justification, that practical politics consisted of ignoring facts. But that day is long gone and the legislator who ignores facts today will surely risk defeat at the polls tomorrow. The art of political survival now requires a

full and often an intimate knowledge of the facts that underlie issues of concern to his constituency

A major problem facing parliamentarians today is how to become knowledgeable and informed about National and International issues. The solution to the Members' problem lies in the library and therefore the performance of this important organ in the institution of parliament needs to be investigated in order to find out how they go about their daily routines, why they do things the way they do them and at the time they do them. This way the researcher attempted to unearth the underlying problems and eventually made appropriate recommendations, which may save the situation from what it is currently.

The basic task of politics is to shape the system of government, to monitor and analyze problems and issues, to influence social change and to constantly adopt and improve the legislative framework to changing requirements.

Masood (1997) noted that

Any member of parliament who wishes to operate successfully in his political process has to depend on a constant flow of information for his political works and policy decisions. Individual Mps must therefore have access to the basic information. Those with access to and control of information will be the power brokers of the future.

Parliamentary Librarianship is a very distinct kind of information work.

Robinson (1995) commented that

In any Parliamentary system the key to an effective legislature is the knowledge and information that permit it to both play an active role in the policy making process and to make reasoned choices for society on specific policy issues.

3

**PARLIAMENTARY
LIBRARIANSHIP
AND IFLA.**

The International Federation of Library Association (IFLA) and Institutions was founded in 1927. It was created to provide librarians through out the world with a

forum for exchanging ideas, promoting International Cooperation, unifying library practices and advancing the course of librarianship.

Parliamentary libraries of the world, as distinct type of librarianship, form their own sections within IFLA. This is section 03, which belongs to the Division 1.

Although a separate section was not established within IFLA until 1976, there had previously been Parliamentary and administrative libraries section, a combination which had been criticised because the two kinds of libraries had different purposes Laundy (1980).

The purpose of this section is to apply the general objectives of IFLA to the particular situation of Legislative libraries. Parliamentary Librarianship is a distinctive form of information work, mainly for Members of the legislature, who work under great pressure and who use and create information.

The main objectives of the section are: -

- ❖ To assist in development of parliamentary libraries by providing assistance and support in various regions of the world.
- ❖ To encourage programmes which could foster the adoption of the latest information technologies to parliamentary library services

- ❖ To strengthen the co-operation between the Inter-Parliamentary Union (IPU) and parliamentary libraries.

4

CHALLENGES TO PARLIAMENTARY LIBRARIANSHIP.

For the parliamentary library the future is full of challenges. The parliamentarian's need for information has encouraged the growth by various kinds of services; all of them able to justify their existence to a greater or lesser extent but all of them are dependent on the library for their effective operation. Without this basic resource service many of those who scurry through the corridors of power in search of information could easily lose their way.

Another challenge that faces Parliamentary Librarianship especially in developing countries as noted in the (APLESA) proceeding of 1998 in Zambia is lack of funds for developing and up-dating their collections. There are not enough publishers in these countries hence most of the books and periodicals are purchased from overseas. This raises the cost of books to prohibitive levels. These financial constraints have

led to reduced quality and quantity of services being offered by the said legislatures.

Parliamentary libraries should however find cheaper and precise means of satisfying the information needs of their clients. Recent times have witnessed a virtue revolution in the technological basis for information dissemination and the importance of computerization has been recognized. Parliamentary libraries can exploit their technology to facilitate exchange of knowledge and experiences and to encourage one another professionally. Even with their poor budget they can be creative and distribute information among themselves. This exchange can make a lot of differences in their collections. Unfortunately this has yet to be realized in most African parliaments where computer technology is yet to be appreciated and money to purchase equipment is unavailable.

Most parliamentary libraries especially in Africa suffer form shortage of qualified staff to man them. Many of these libraries have their staff recruited by the public service commissions who are not the best employers. This leads to high staff turn over of the highly qualified

staff, leaving the semi-professional and non-professional staff to man those libraries.

No studies have been carried out in Kenya to investigate these issues. Therefore it is an opportune time for an investigation to be carried out with a view to address these problems.

The few studies that have been carried out dwell on the kinds of information needed by parliamentarians for particular activities. For instance Russell (1991) carried out a study on the information needed by MPs for their daily routines. In this report the researcher found out that MPs require various categories of information to support their profession. This includes information needed for committee work, information necessary for legislation formulation and statistical materials in support of parliamentary work.

Another study of importance in this area is one carried out by Strehlow, T.J. "An investigation of the information needs of a state Legislature: A project report submitted in partial fulfillment of the requirements of the University of North South Wales in UK for the degree of Master of Librarianship."

The study however also investigated the information needs of parliamentarians. It established that indeed Members of Parliament require a variety of information to help them in their day today deliberations in the August House. It also established that Members of Parliament request for information at such short notice and therefore, that information should be organized in such a manner that quick retrieval is possible within the shortest time possible.

Another important finding in that report was that MPs also require a variety of information not only for parliamentary work but also as individuals with special information needs.

This study is close to the study at hand in that they are both directed to the information needs of legislators and the importance of information to the institution of parliament.

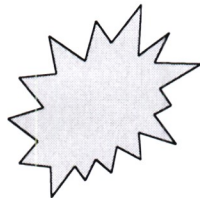
However the two studies also differs in that the one at hand was an investigation of the factors which influences utilization of parliament library the Kenyan experience while other study investigated the information needs of a State Legislature.

In essence all these studies have been based on the information needs for Members of Parliament and were based in the United Kingdom.

To the best knowledge of the researcher no investigation on the

factors influencing utilization of any Parliament Library has been carried out especially as it applies to the Kenyan situation.

THE WAY FORWARD FOR PARLIAMENTARY



LIBRARIANSHIP.

A good Parliamentary Library should become an instrument for reinforcing parliament. It should become an organization whose prime function is the provision of information, consultant and research services in multifarious forms. These services should be provided both orally and in writing and should be designed to meet both instant and longer-term requirements. They should be provided by both conventional and technological means, or by a combination of both, utilizing every available source of information within and beyond the library itself. The library should strive to become an integral part of the parliament operation, which the modern parliamentarian finds indispensable to his needs.

The needs of Members must be guaranteed priority at all times if the library is to fulfill its functions with maximum effectiveness. Parliament belongs to the people and in serving Parliament the library is serving the public interest. Several factors influence Library information services at the Parliament library. These factors include,

- 1) The nature and type of the information resources
- 2) The exponential growth in the number of publication
- 3) Complex and diverse skills and information seeking behavior of both the staff and the users.

5

NATURE AND TYPE OF THE INFORMATION RESOURCES

Some of the information carrying materials come in formats that would require play back equipments. Examples of these are:-

- Video Tapes
- Micro Fische
- Micro Films
- Transparencies
- Large Maps
- Photographs

THE EXPONENTIAL GROWTH IN THE NUMBER OF PUBLICATIONS.

The book selection tools (such as publisher's catalogues, book reviewing periodicals, book reviews appearing in newspapers, etc.) are scanned systematically. For each item selected from these tools, a book selection list is prepared. Preliminary checking is done so that items available in the library or those on order do not get selected.

A *successful programme for the acquisition of documents requires a knowledge of publishers, of the book selling trade,*

and an understanding of the ordering policies, procedures, practices and policies regarding gifts and exchanges.



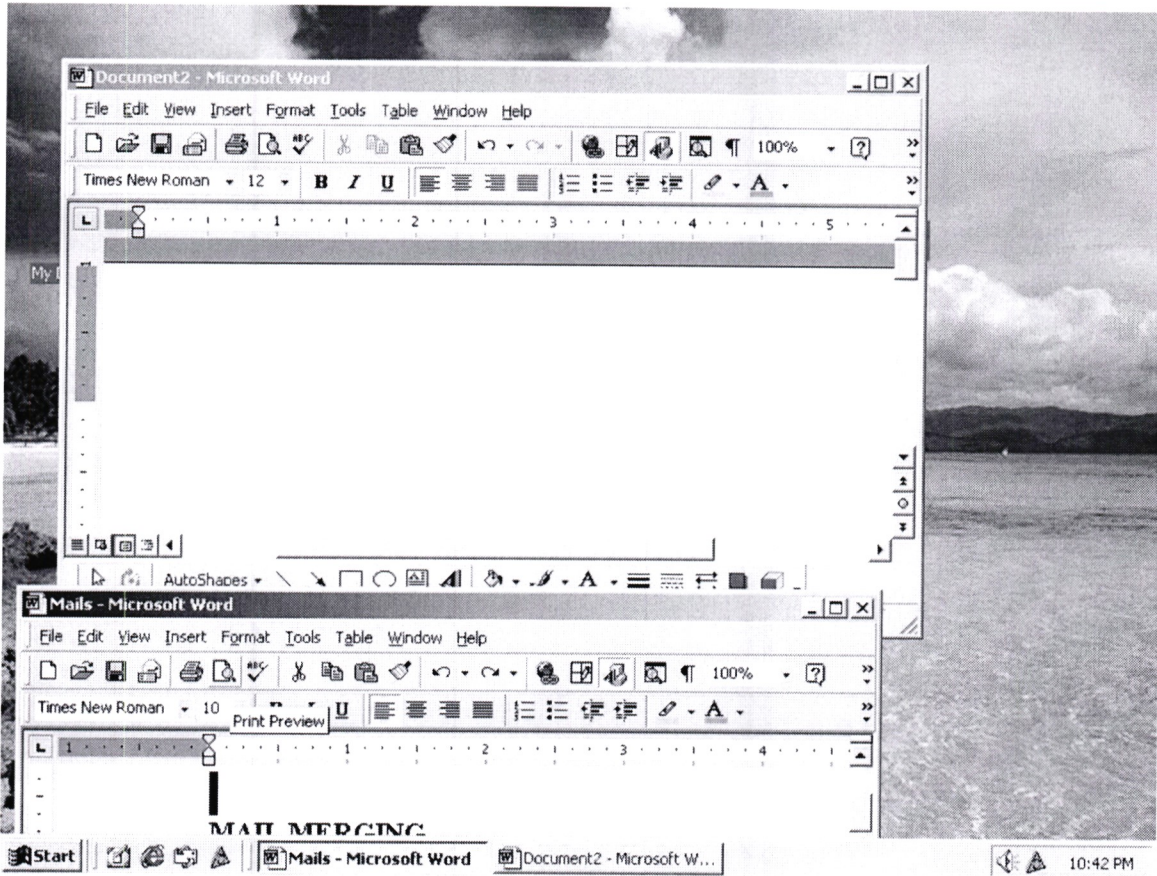
The Librarian should have bibliographical flair to be able to detect cases of the duplication either in the indent or in the order list. The Parliament Library stock has expanded and increased from a mere "three shelf" stock to the current one of almost over 6,000 titles excluding magazines, Journals, article alerts and Newspapers.

SAMPLE OF THE INWARD REGISTER

ACCESSION NUMBER	DATE	AUTHOR	CLASS NUMBER	TITLE	PUBLISHER	COPIES	PRICE	REMARKS
5510	4/20/93	KASHA.P.C. SUBHASH	328	RULES OF PROCEDURE AND CONDUCT OF BUSINESS IN LOCKSHABA	GOVERNMENT OF INDIA	4	\$25.00	DONATED BY THE LOCK SHABA SECRETARIAT

MAIL MERGING,

Title	First Name	Last Name	JobTitle	Address	City	Country	Work Phone	DISTRICT
Dr.	Kimani	Mwaura	Manager	41842	Nairobi	KENYA	221291	NAIROBI
Mr.	Sankona	Kirusua.	Leader	44914	Kisii	KENYA	1 88830	KISII
Prof.	Wanyoko	Kimani	Manager	242098	Kikuyu	KENYA	0727171	KIAMBU
Sir.	Mbiuva	Jordan	Lawyer	423488	Masaku	KENYA	0733283	MAKUENI
Mr.	Iraya	Peter	Manager	33489	Eldoret	KENYA	0356532	Kakamega



MAIL MERGING

To: Dr. Kimani Mwaura
Manager
P.O. Box 41842
Nairobi
KENYA

COURSE PARTICIPANTS MEETING

You are hereby notified of a Course participants meeting to be held on 10th July 2001, at 10.00 am in the Old Chamber.

I enclose copies of minutes of the previous meeting held on 6th January 2001, for your perusal.

Agenda items for the next meeting if any, should be submitted to the undersigned on or before 10th January, 2001 to facilitate preparations for the said meeting.

RITA A. ANDALO
For: CHAIRPERSON

To: Mr.Sankona Kirusua
Leader `
4914
Kisii
KENYA

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RITA A. ANDALO
For: CHAIRPERSON

To: Prof. Wanyoko Kimani
MANAGER
P.O. Box 242098
Kikuyu
KENYA

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RITA A. ANDALO
For: CHAIRPERSON

To: Sr. Mbiuva Jordan

Lawyer

423488

Masaku

KENYA

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RITA A. ANDALO

For: CHAIRPERSON

To: Mr. Iraya Peter
MANAGER
P.O. Box 33489
Eldoret
KENYA

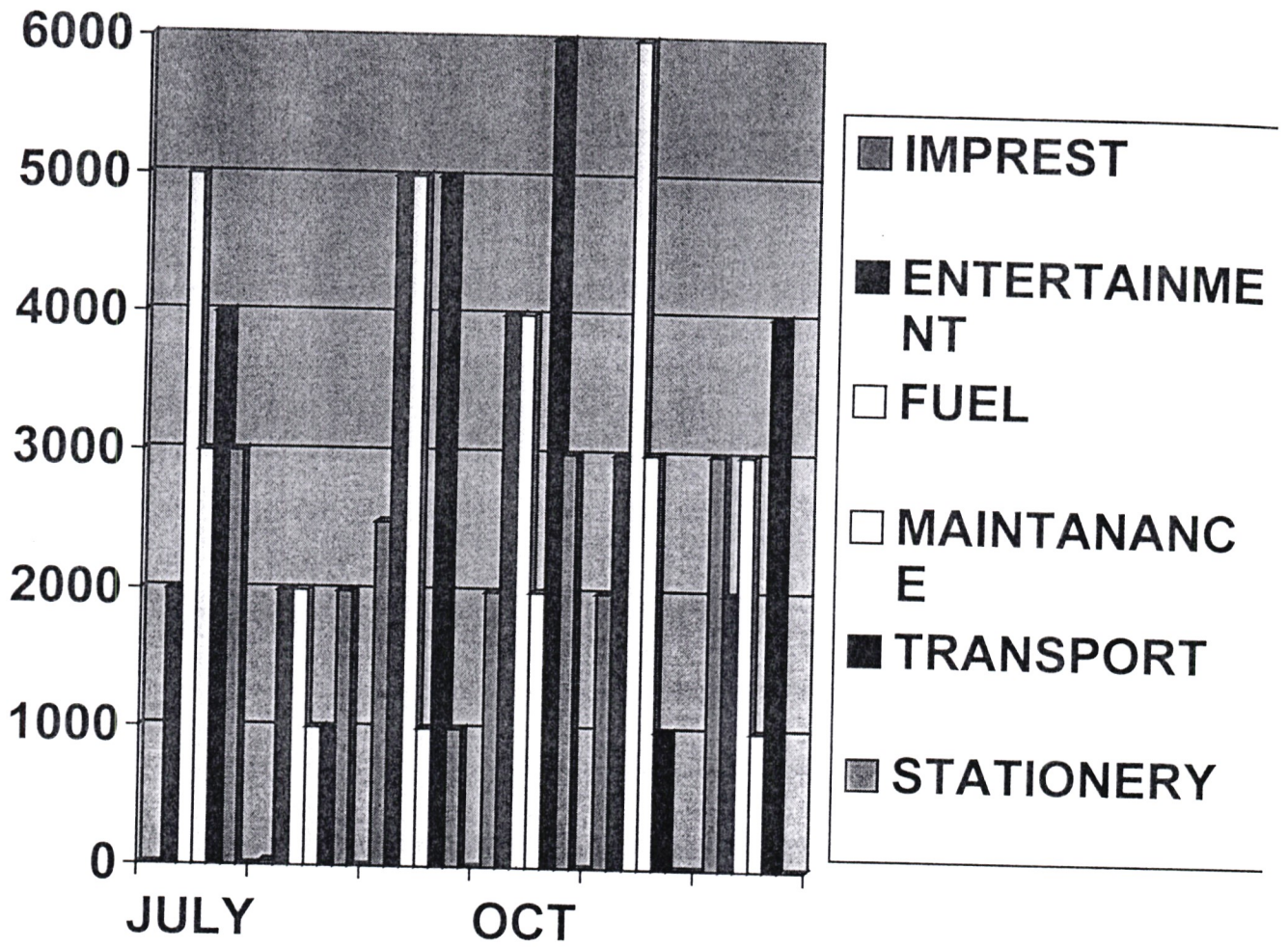
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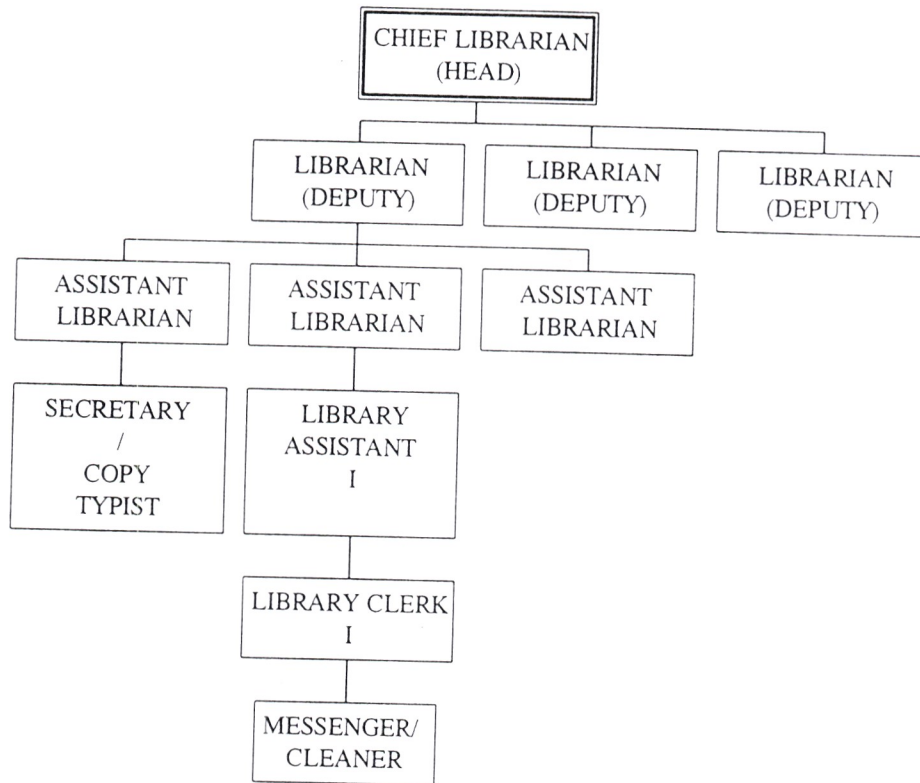
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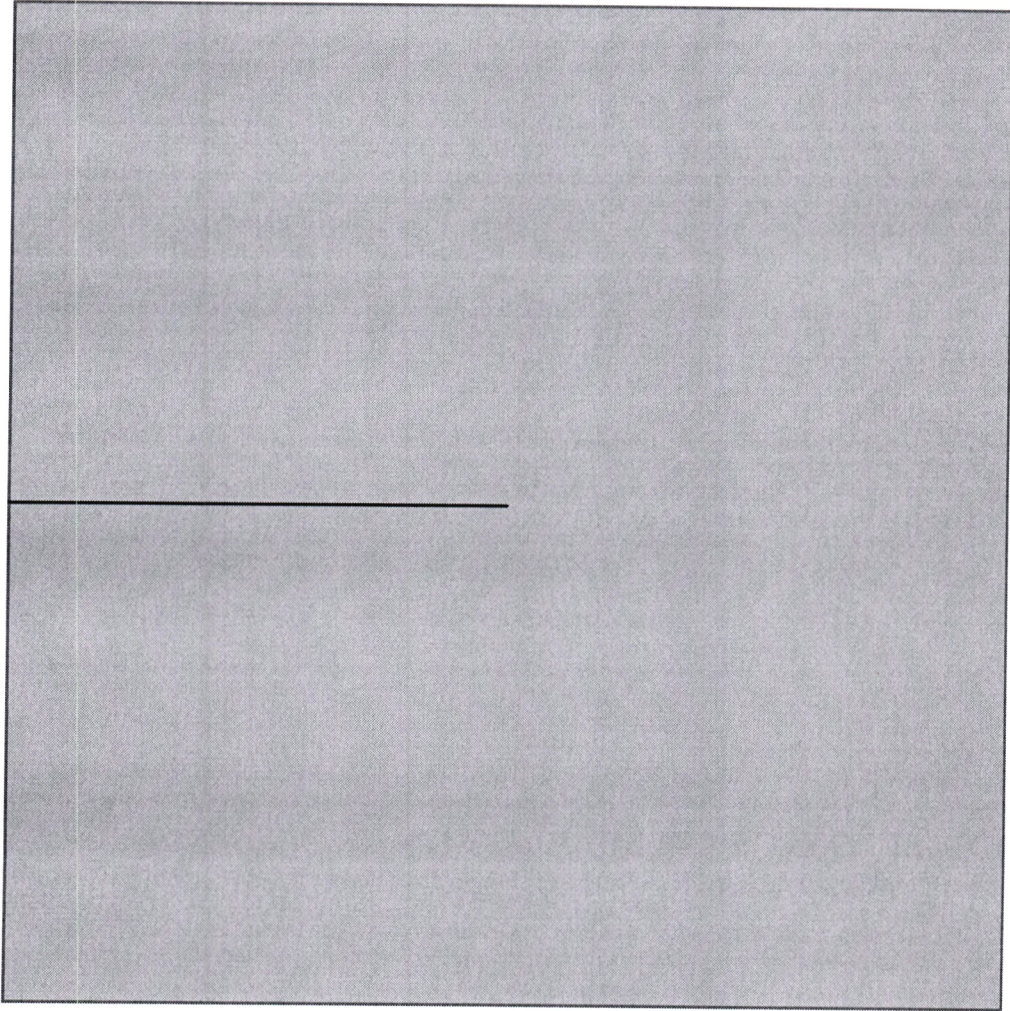


ORGANIZATION OF NATIONAL ASSEMBLY LIBRARY



PREPARED BY MR. IRAYA AS PART OF THE COMPUTER APPLICATION FOR OFFICE MANAGEMENT COURSE, MAY 14TH TO JUNE 8TH 2001.

TITLE	AUTHOR	PRICE	DATE OF PURCHASE
THINGS FALL APART	CHINUA ACHEBE	\$600.00	3/5/00
MAN AND THE ENVIRONMENT	U.N.E.P	\$200.00	4/6/00
NEW LOOKS	ELSA	\$300.00	6/20/00
MAN AND HEALTH	DR. GATHERE	\$4,000.00	6/7/00
AFRICA SOUTH OF SAHARA	EUROPA PUBL.	\$4,000.00	12/30/00
NOT YET UHURU	OGINGA ODINGA	\$250.00	1/20/00
BASIC FACTS ABOUT UNITED NATIONS	UNITED NATIONS	\$60.00	6/20/00
CHOICE FOR LOCAL GOVERNMENT	M. CLARKE	\$60.00	6/20/94



TILTLE AUTHOR BORROWER

THINGS FALL APART ACHEBE HON.
ACHOLA

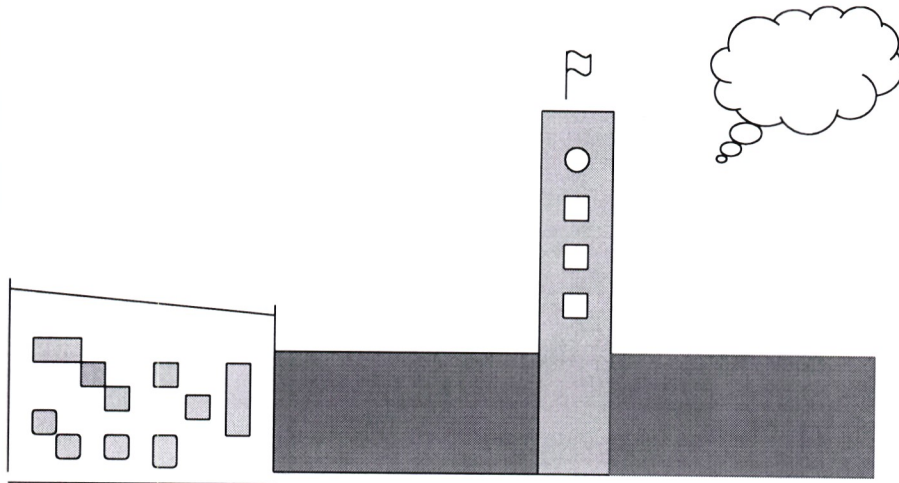
THORNS OF LIFE HILLS MR.KILIKU

MANGOES GEFREY HON. KITUYI

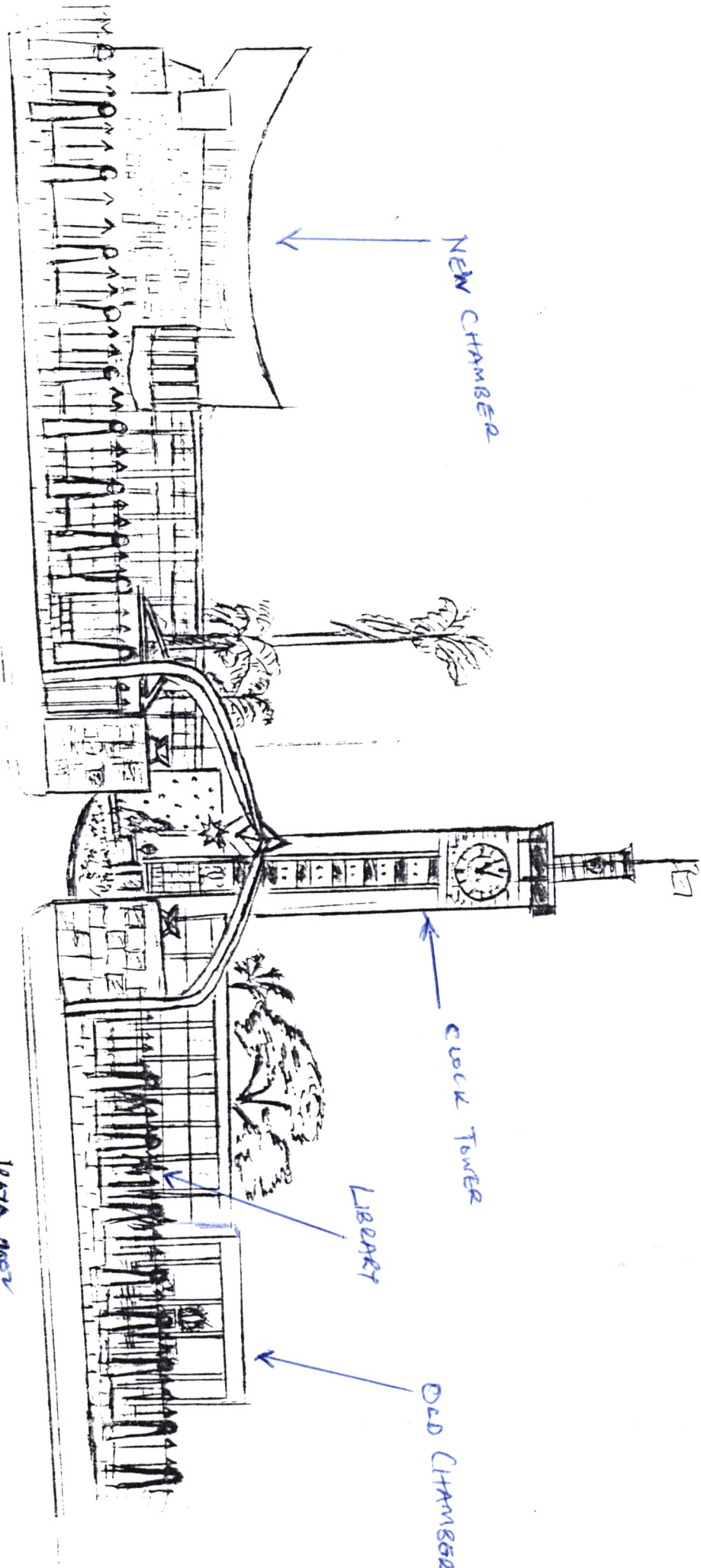
AIDS IN KENYA UNDP HON.KULUNDU

THE NEW CONSTITUTION SHEPHERDS
HON. RAILA

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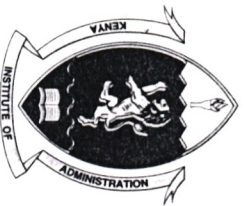
NEW CHAMBER

CLOCK TOWER

LIBRARY

OLD CHAMBER

KATA 1902



CA 1549

KENYA INSTITUTE OF ADMINISTRATION



This is to certify that

Peter Inyaga

successfully completed

Computer Application to Office Management
Course No 41/2001 and is hereby granted this

Certificate of Achievement

Result: *Pass*

Date *7th May ~ 8th June, 2001*

Head of Department

Director

