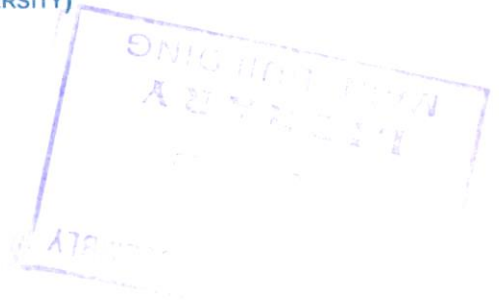


PARLIAMENT
OF KENYA
LIBRARY

SRCC

STRATHMORE RESEARCH AND CONSULTANCY CENTRE
(A SUBSIDIARY OF STRATHMORE UNIVERSITY)



Kenya National Assembly Library

LIBRARY HOLDINGS CATALOGING PROJECT

19/09/2007 – 21/12/2007 (extended to 29/02/2008)

ASSIGNMENT COMPLETION REPORT



OVERVIEW

The object of this document is present, in summary, the execution and outcome of the cataloging of the holdings of the Library of The Kenya National Assembly (hereafter referred to as either the library or simply the client) as commissioned by the client with the cooperation of the United Nations Department of Social and Economic Affairs (UNDESA) under the aegis of the Africa i-Parliaments initiative. It is divided into a 'main' section highlighting the areas of primary interest and a 'discussion' section that presents the rationale behind decisions made during the exercise and the specific action areas that need to be addressed by the Parliament staff. The signing of duplicate copies of this document by both parties marks the formal conclusion of the exercise

BROAD AIM OF EXERCISE

The broad aim of the exercise was to enhance the information service delivery capacity of the parliament library through the use of ICT within the confines of existing IT infrastructure.

IMPLEMENTATION OBJECTIVES

The specific objectives of the implementation exercise were:

- To catalogue the holdings of the library according to the Anglo-American cataloging rules.
- To classify the holdings using the Dewey Decimal Classification scheme
- To index the holdings using a combination of controlled and natural language terms.
- To aid storage of holdings by application of relevant physical markings
- To re-generate an authoritative accession register of the library's holdings.

DELIVERABLES

The specific deliverables were:

1. An estimated 10,000 items fully catalogued, classified and indexed.
2. An electronic copy of the library catalog in a format(s) easily compatible with any Integrated Library Management System.
3. A copy of a register listing all the items ordered by accession number.

METHODOLOGY

The exercise was conducted as follows:

1. Two contact persons were nominated by the client to be consulted during the duration of the exercise as listed below:
 - Isaac Songoro – Senior Librarian/Head - Continental House Branch
 - Grace Mwakio – Senior Librarian/Head - County Hall Branch
2. A proposed workplan was prepared, circulated and agreed upon with minimal amendments. This has been attached as an appendix.
3. The ICT training room in continental house was availed to the consultant's team for the duration of the exercise together with workstations and network/internet connectivity.
4. A thrice-per-week schedule was established for the transfer of holdings from the County Hall Library to the Continental house working area to expedite the expressed desire of the client to keep the library operational during the duration of the exercise.

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