

**AN ASSESSMENT OF SELECTION AND ACQUISITION OF INFORMATION
MATERIALS IN ZANZIBAR UNIVERSITY LIBRARIES**

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**A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE DEGREE OF MASTER OF LIBRARY
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CERTIFICATION

The undersigned certifies that he has read and hereby recommends for acceptance by The Open University of Tanzania a dissertation entitled: **“An Assessment of Selection and Acquisition of Information Materials in Zanzibar University Libraries”**. In partial fulfillment of the requirements for the award of degree of Master of Library and Information Management of The Open University of Tanzania.

.....

Dr. Henry L. Mambo

(Supervisor)

Date.....

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DECLARATION

I, **Juma H. Juma**, declare that, the work presented in this dissertation is original. It has never been presented to any other University or Institution. Where other people's works have been used, references have been provided. It is in this regard that I declare this work as originally mine. It is hereby presented in partial fulfillment of the requirement for the Degree of Master of Arts in Social Communications of the Open University of Tanzania.

.....

Signature

.....

Date

DEDICATION

This work is dedicated to my beloved mother and father for their warm and lovely care they gave me during my childhood. I also dedicate this work to my beloved wife and my children for their patience during the period of studying.

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My special thanks go to the Almighty God, who in His infinite mercy gave me the grace, strength, health, endurance and foresight to prepare this research and complete it to the satisfaction of the set standards of the Open University of Tanzania.

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ABSTRACT

An assessment of selection and acquisition of library materials in academic libraries is one of the most important activities in any library collection development and usage. The main objective of this study was to assess the selection and acquisition of information materials in academic libraries in Zanzibar. The study adopted the descriptive survey design with a sample of sixty respondents including deans of faculties, staff and directors of libraries, head of departments. The study has shown that the mode of selection and acquisition of library materials used by universities libraries of Zanzibar is based on two ways namely; use of the selection and acquisition policy, for those universities libraries which had the policy, and by taking the opinions from the library users who provides reference list which assist in purchasing library materials. The key issues surrounding selection and acquisition of information materials are lack of enough budget to facilitate the purchasing of library materials, lack of selection and acquisition policy and finally the absence of awareness among the university stakeholders. The study concluded that the universities have little capacity in the areas of selection and acquisition of library materials. Therefore, the study recommends number of measures to enhance the effectiveness in the provision of quality services by academic libraries. They include; increasing budget for libraries, recruitment of more qualified professional librarians and the library directors and all management as a whole should prepare seminars, workshops, colloquiums and other activities periodically to help increase awareness to all stakeholders of the library.

Keywords: *Library materials, academic libraries, library collection, libraries in Zanzibar.*

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LIST OF ABBREVIATIONS

AUL	African University Library
CD	Collection Development
CDPs	Collection Development Policies
HEC	Higher Education Council
HRM	Human Resources Management
MLIM	Master of Library and Information Management
MoEVT	Ministry of Education and Vocational Training
OUT	Open University of Tanzania
PA	Public Administration
SUZA	The State University of Zanzibar
ZU	Zanzibar University

CHAPTER ONE

1.0 INTRODUCTION

1.1 Background of the Study

This is an introductory chapter. It consists of seven sections of which, section one is about the background of the study, section two focuses on the problem area, section three is objectives of the study, section four focuses on the research questions, section five is on the scope of the study, while section six and seven gives the significance of the study and the study limitations respectively.

Selection of library materials is the process of deciding which materials should be added to a library collection. Selection decisions are usually made by the librarians/information specialists on the basis of reviews and standard collection development tools that are preferred as selectors in specific subject areas, based on the interests and fields of specialization (Ezema, 2002). Selection and acquisition of library materials depend on the kind of library since each library is interested in serving primarily its clientele which could be homogenous or heterogenous (Ezema, 2011).

In academic libraries, selection may also jointly be done by members of the teaching faculty in their respective disciplines of studies (Carr, 2007). In very large academic and public libraries selection is done through an approved plan or blanket order plan. The processes of selecting, ordering, and receiving materials for libraries or archival collections are usually done through purchase, exchange, or gift. which one may include budgeting and negotiating with outside agencies, such as publishers, dealers,

and vendors, to obtain resources so as to meet the needs of the institution's clientele in the most economical and expeditious manner (Laulos, 2006).

Selection and acquisition of library materials require skills, knowledge, and the right tools to use in the selection of appropriate library materials and sources that meet the needs of community (Carr, 2007).

Library users are needed during selection of materials in order to develop a balanced hybrid collection that meets and satisfy their needs. It is difficult to have a strong and balanced collection without users' involvement. In view Olaojo and Akewukereke (2006) librarians must encourage library users to participate in developing a hybrid library collection.

Brindley (1988) has identified the needs of users as the primary basis on which to provide or acquire documents and render services. Brindley (2007) further stressed that; the selection of documents must be related to the current needs of users. In other words, libraries need as a starting point to relate acquisition policies to the importance of meeting current user needs. On the other hand, Cabutey-Adodoadji's (1988) stated that, current perception of collection development is towards user needs. The key environmental factor for collection development is the very high level of the expectation of the public. This reinforces the importance of the needs of potential users. It must be noted that university libraries must make a conscious attempt to meet the research interests of their clientele which include students (undergraduate and postgraduate) and members of the academic staff.

In discussing the role of acquisition in the African University Library, (AUL) Ifidon (1994), outlined the importance of the different categories of users. Ifidon (2000) argued that library materials must be provided to meet the academic needs of undergraduate and post-graduate students and lecturers, if the university library is to fulfill its dynamic mission.

1.2 Statement of the Problem

According to Sahai (2009) “adequate care should be taken to equip library with properly selected books, journals and periodicals. Librarians must ensure that the balancing act of selecting books and other literally materials of different formats are judiciously done. In addition to matching the diversity of the institution and the society as a whole, librarians are charged with the responsibility of providing the patrons with resources that inform on the diversity of the nation specifically and the world in general despite limited budgets.”

Principally, availability of adequate, sufficient, relevant library materials is a prerequisite to libraries globally (Gill, 2001). Despite such necessity, there are persistent complaints regarding ability of most libraries to provide reading materials to the satisfaction of its users all the time. Such complaints are caused by several factors such as; outdated materials, inadequate and inclusive selection process, poor budget for acquiring up-to-date materials, fast and the ever-changing needs of the users. While these seem to be global scenarios, there has been no thorough assessment of such factors and others, which could have resulted into improved libraries services of Zanzibar University libraries and education system in specific.

The aim of this study is to assess selection and acquisition process of information materials in Zanzibar university libraries with a view to suggest ways of improving them for the betterment of education system in Zanzibar.

1.3 Objectives of the Study

The objectives of the study were categorized into general and specific objectives.

1.3.1 General Objective

The general objective of this study was to assess the selection and acquisition of information materials in university libraries with reference to Zanzibar University Libraries.

1.3.2 Specific Objectives

The specific objectives were:

- i) To study mode of selection and acquisition of library materials used by Universities libraries of Zanzibar;
- ii) To examine key issues surrounding selection and acquisition of information materials in the Universities under consideration;
- iii) To examine the institutional capacity on selecting and acquiring information materials in Zanzibar University Libraries in Zanzibar; and.
- iv) To examine challenges facing Zanzibar University libraries in the selection in and acquisition of information materials.

1.4 Research Questions

The following research questions guided the study:

- i) What were the modes of selection of information materials used by University libraries in Zanzibar?
- ii) What were the issues surrounding selection and acquisition of library materials by Zanzibar University Libraries?
- iii) What were the institutional capacity of Zanzibar Universities for selection and acquisition of information materials?
- iv) What were the challenges regarding the selection and acquiring of information materials in academic libraries?

1.5 Significance of the Study

This study is significant in the following ways:

- i) The study would reveal the strengths and shortcomings in the institutional capacity of selecting and acquiring of information resources;
- ii) The study would assist the institutions under the study and other people to fill some of knowledge gap that exist on the issue of selection and acquisition of information materials in the University and provide them with possible ways of overcoming the inherent problems;
- iii) The study would provide direction on the better ways of selection and acquisition of information resources; and
- iv) The study findings would assist as a reference to other researchers who would like to pursue further issues that have not been dealt with this document.

1.6 Definition of the Key Terms

Selection: Is the process of picking and choosing of books or other materials

according to user's needs (Rubin, 2004).

Acquisition: Is the systematic process of obtaining library materials to satisfy the needs of user's and its work (Nnadozie, 2006).

Collection: Are books or other information materials on one subject or one kind or collected by one person, group of people or organization. (Rajinder, 2017).

University Libraries: These are libraries in the Institution of higher learning which are devoted to academic institution. They support teaching, learning and research. They include University, polytechnics and colleges of educations libraries (Mirza, 1990)

CHAPTER TWO

2.0 LITRATURE REVIEW

2.1 Introduction

This chapter deals with literature reviews. It reviewed literature along key issues in the selection and acquisition of information materials for University libraries globally, regionally and in Tanzania. Through such reviews; issues of theories emanated and contribute in shaping this study.

2.2 Selection and Acquisition of Information Materials in Academic Libraries

Carr (2007) has referred to acquisition of information resources as a core activity of libraries. Libraries all over the world still acquire and maintain massive book collections while also managing other reading formats. Despite prophecies of vanishing printed collections and emergence of the digital formats, printed books still have a central role in library collections and publishing industry now and in near future.

Literature on acquisition, access, and management of library collections has continued to grow over years. Most of the discussions still revolve around access versus acquisition and other issues related to electronic collection management (Cassell, 2004, Horava, 2005). Acquisition of print materials is also still of interest. For example, Dali and Dilevko (2005) portray the ways that collection development specialists in North American libraries acquire books from Slavic/Eastern European countries.

Khurshid (2000) writing on the book production in Pakistan and problems of library purchases concludes that better mutual relationships between the book industry and libraries are crucial for both of them. Mirza (1990), a prominent bookseller and importer, discusses the problems of supplying books to libraries. Mirza (1990) noted that insufficient size of collections in university libraries to be one of the problems that are the results of poor acquisition.

Until 2005, collections in Pakistan's University Libraries (UL) mainly consisted of books (foreign), when the Higher Education Commission (HEC) of Pakistan provided access to thousands of digital databases (Government of Pakistan, Higher Education Commission, 2005). A study by Ameen (2005a) found out that in Pakistan, university libraries annual collection funds were mostly spent on new books and serial publications. Such funds have been increasing each year under the present regime.

Furthermore, Kanwal (2005) and Carr (2007) have noted that acquiring information resources is a core activity of academic libraries. Libraries all over the world still acquire and maintain massive book collections while also managing other formats. Despite prophecies of vanishing printed collections and emergence of the digital format, printed books still have a central role in library collection and publishing industry (Carr, 2007).

2.3 Role of Subject Librarians in the Selections and Acquisition of Library Materials

Part of the role of the subject librarian in the university is the selection of materials

for the library's collection (Munro & Philps, 2008). This requires them to have knowledge of current publications, book vendors and approval plans, to balance needs and wants with the budget, to assess the collection, and to communicate with faculties, academics and other library stakeholders. There are numerous advantages to subject librarians being primarily responsible for the collection development. In the selection process, academic librarian considers factors such as; expense, curriculum relationship, other sources of access, reputation of publisher, and authority of publication. Even though faculty members have a specialized knowledge in their subject areas, reliance on academics for collection development can result in a narrow focus in collection building leading to gaps in the collection. Reliance on librarians as selectors should ensure that the collection has a balanced range of resources. Optimal selection is evident when librarianship skills are paired with subject expertise. (Munro & Philps, 2013).

Harold (1979) has emphasized that it is incorrect to speak of book selection for a local studies research library, instead, one should think in terms of comprehensive acquisition which correctly implies that once a publication is identified as being connected with the locality, then it must be acquired. Harold (1979) has made further emphasis that on choosing and obtaining the relevant materials should not rely solely on user's demands without evaluating the qualification or other circumstances from authors concerned.

On the other hand, Heintze (1963), emphasized that selection of books for the Academic library's collection is one of the most important and also one of the most

difficult of librarian's duties. The reason is that, general principles of book selection apply to both the small and large library in building up a comprehensive and balanced stock to satisfy the needs and interests of a university community.

According to Henczel (2001), the role of the acquisition's librarian should be to locate and acquire the resources required for the library collection and for distribution to information users. These include hardcopy resources such as; books and serials, electronic resources in form of books, serials, CD-ROMs, databases, online services and multimedia resources like video and audio tapes. They can also include microfiche and microfilm although these are becoming less common in special library environments.

User's needs and interests must be known and selections of library materials address them accordingly. Line (1993) has emphasized that the knowledge of the needs and opinions of the potential users of the libraries and the amount made of the existing collection as, fundamental to effective collection development and management. Line (op.cit) argued that selection is done taking into account the funds available for acquisition and space available to accommodate additional resources. Each library, therefore, has to have a book selection policy and has to apply it strictly to build its collections on an ongoing basis. Selection is the one of the most important functions in libraries and information work as far as collection development is concerned and it is important to maintain it consistently and effectively. Therefore, it is advised to involve the user community when selection is conducted in order to get materials which are relevant to them.

2.4 Methods of Selection and Acquisition of Library Materials

There are many methods of obtaining library resources. Such methods are conducted with involvement of book sellers. However, the process needs consultation of members as well as faculty administration and staff members in the selection process of library materials. To guarantee an effective selection of library and information materials for a university library, a qualified selector is required who is expected to possess qualities that will enable selection of materials that will result in balanced collection in the university library (Adomi, 2006).

According to Wise, (1985) every member of faculty, library staff, university administration and students should be involved in book selection.

An effective selection process may not sufficiently translate into an efficient library system without proper attention on how the selected and acquired information resources are acquired and organized. According to Edoka (2000) organization of academic library collections are achieved through assembling, maintaining and extending the collections of library. For selection and organization of information resources in schools and academic libraries to be effectively done it must satisfy the five laws of library science as formulated by Ranganathan (1931). These are; “Books are for use, every reader his books / her books, every books its reader, save the time of the reader and the library is a growing organism”.

Academic Libraries collect materials in a variety of types including but not limited to books, magazines, newspapers, pamphlets and maps. Audiovisual formats continue

to change, and the library will collect and provide movies, music and audio-books in whatever format that meets the needs of its users. Digital resources can also be provided to library users when they meet the library's mission and goals and are selected according to the available guidelines. Library collects both hardback and paperback editions, with a preference for paperback editions when they are available (Ononogbo & Akanwa, 2004).

However, Brindley (1988) and Anyanwu et al (2006) have identified what they thought to be common channels or methods of acquisition of library materials in academic libraries. These include; purchase, gift and exchange, legal deposits, and professional association. They stressed that, the selection of documents, must be related to the current needs of users such as; libraries needs as a starting point to relate acquisition policies to the importance of meeting current user needs".

In academic libraries, selection of materials lies with the academic services librarians. Each librarian is allocated with a Dewey range, given individual ownership of each particular subject collection. All monograph purchases must be approved by the academic services (Munro, 2008), submit materials for the collection based on their subject knowledge, new publications, research needs and teaching requirements of university. Selection is governed by the collection development policy. Academics are considered to be important in the identification of relevant materials because of their specialist knowledge, and may submit collection suggestions through an online purchase request form. Outreach librarians are responsible for ensuring that academics' needs are met, liaising between

academics and academic services librarians. In academic libraries, academicians have direct contact with academic services through the submission of purchase requests and research consultations for resource selection. A large portion of the collection is acquired through an approval plan selected according to detailed subject profiles (Bruce, 2015).

Collection development and management activities do not emanate from a vacuum. Several factors have a direct bearing on the way in which collections are developed and managed in the academic libraries (Ghalib and Rubina, 2016). These factors are bridges and barriers for effective collection development and management. Several factors have a direct bearing on the way in which collections are developed and managed in the academic libraries. These factors include but not limited to goals of collection development and management policies and procedures, user needs, collection development policies (CDPs), collection development budgets, collection evaluation to determine the strength and weaknesses of various subjects in the collections, selection of reading materials. Others are formats in which materials are selected, the issues of access versus ownership, cooperative collection development, resource-sharing programs and legal issues in collection development and management. These are the factors that influence collection development activities in the academic libraries. The factors provide an insight for the selectors of library resources to take these factors into account for effective building collections in the academic libraries (Ghalib, 2016).

2.4.1 Importance of Collection and Acquisition Policy

According to ALA (2018) acquisitions policy is a statement that details how the resources identified by the selection process are to be acquired for library or for access by information users within an organization. It sets out the procedures that are to be followed and it clearly states who does the work. Collection development policy is designed to be an 'in-house' and a 'living' document that must be regularly reviewed and updated. When changes are made on how things are done in practice, they must be reflected in the Acquisitions Policy. Lyness (1974) is of the view that availability of policy which helps in the process of selecting and acquiring of equivalent library materials according to the user's needs is an important aspect of librarianship since the quality and strength of a library collection solely depends on the materials acquired.

Furthermore, Abayomi (2018) has emphasized that "acquisition is one of the aspects of collection development that logically succeeds the selection process of information resources in the library as it is the bedrock upon which stock development of information resources is based upon". Poor funding of library has resulted into an ineffective acquisition of library materials". Olusegun (2018) analyzing selection and acquisition of information resources in University or academic libraries has noted that there has been contentious issues for librarians and the library community. However, the prevalent situation of inadequate funding in University libraries in Nigeria as is the case with other countries globally has posed great challenges for library/information resource centers to satisfy the target audience in the area of selection and acquisition of information resources". In discussing the

role of acquisition in the African University Library, Ifidon (1994), clearly outlined the importance of the different categories of users.,emphasized that library materials must therefore be provided to meet the academic needs of undergraduate and post-graduate students and lecturers if the university library is to fulfill its dynamic mission. ,noted that the major problem is that most academic libraries do not have a well-articulated written collection policy, no up-to-date selection aid, non-existence of acquisition policy statement in some cases and absence of qualified professional librarians.

Wittenbach (2005) has argued that for the library to have a good collection development it is important to have collection development policy. Such policy serves as a necessary tool as well as guideline for acquiring useful and relevant material in the library. The policy helps in developing and implementing library collection which includes; identification, selection, acquiring and evaluation of reading material. The policy is a best practice for libraries and archives and it should be in written format. A good collection development policy helps to set the objectives of parent organization along with long term and short term goals.

According to Wittenbach (2005) the purpose of such policy include; Planning and accountability; States users group and their education level and needs; Act as a rational guide for budget allocation; Helps in determining the best method of acquisition; Helps as a standard for selection and weeding out of materials; Facilitates cooperative programs like interlibrary loan, resource sharing and

networking; and Helps in description of information resources which needs to be acquired.

Assessing the relationship between African studies programs and the acquisition of African imprints in four selected American academic libraries, Adomi, Holley and Paul (2006) have noted that staff responsible for election of library resources must be able to know various publishers in order to get relevant and current materials. The tools used usually guide a selector to choose the items which are relevant to users. Once materials have been selected by staff or requested by users the acquisition process starts. This means the process of confirming the details of price and publication, locating the item, ordering it and processing once it arrives.

On the other hand Kaugamno and Ilomo (1979) have argued that in case of Tanzania, acquisition of local library materials is a serious problem because for economic reasons, most publishing and printing houses most don't issue trade lists or publisher's catalogues and those that issues them they do so unevenly.

On the other hand, Dulle (2010) noted that "Library users in academic libraries in Tanzania complained of poor access to current library resources and difficulties for subscription to online scholarly content". Impliedly, this affects teaching and learning process, research and consultancy services. Furthermore, poor selection and acquisition policies and procedures, lack of comprehensive and written collection development policies in academic libraries are other factors that affect most library collections.

Msonge (2013) advocates that, the role of selection of library resources should be on the hands of librarians and should also involve library users. Msonge (2013) further stressed that academic library users in developing countries', lack sufficient information, literacy proficiency to contribute, evaluate, search, and access the available collection on its physical and/or online state.

2.5 Challenges of Selection and Acquisition of Library Materials in Academic Libraries

At a time when African education systems is expanding, the financial support for them is declining Mugaju (1991). This has also affected services related to education such as library and others. Due to current economic conditions in most African countries, there is a book famine in most of them which has affected the entire society, its future development, and well-being. Ifidon (1990) has surveyed collection development theory and practice in eighteen universities in English-speaking African countries in the larger context of university structures and priorities, as well as in relation to library organization. Ifidon (1990) found out that; African education systems are expanding, the financial support for them is declining. Due to current economic conditions in African countries, there is a book famine in most of them which has affected the entire society, its future development as well as their Universities.

Flatley and Prock (2009), in their research on the need for a structured selection process have argued for a consistent selection criterion of e-resource development in academic libraries. Chen et al (2004) has discussed current practices for the

cataloguing of e-resources and consortia in academic libraries. On the other hand, Cole (2005) has highlighted the administrative challenges faced by librarian while managing e-resources specially e-journals. He also suggested some excellent practices for the efficient management of e-journals.

2.6 Research Gap

The reviewed literature has found out that various studies have addressed the question of selection and acquisition of information materials in University Libraries worldwide. In Tanzania mainland and Zanzibar the following studies support the importance of systematic selection and acquisition for quality teaching. Dulle, (2014) assessed the Selection and Acquisition of School Library Information Resources by Secondary Schools Students in Morogoro Municipality and Nali (2010) examined the role of teachers in selecting and acquiring students learning materials through school libraries in high schools in Zanzibar. Despite these known studies still, no concrete study has assessed selection and acquisition of information materials in university libraries in Zanzibar. Therefore this study intends to fill this academic gap.

CHAPTER THREE

3.0 RESEARCH METHODOLOGY

3.1 Introduction

This chapter outlines the methodology which was used to carry out the study. According to Kothari (2004), research methodology refers to a way which systematically solves the research problem. Research methodology may also be understood as a science of studying how research is done scientifically. Based on the topic, different methods were used to collect information on opinions and attitudes of respondents.

3.2 Research Design

Cooper (2012) has defined a research design as an art that constitutes the blueprint for the collection, measurement and analysis of data. Research design also refers to a plan and structure of investigation so conceived as to obtain answers to research questions.

Since the main purposes of this study was to assess selection and acquisition of information materials in Zanzibar University libraries, descriptive research design was the most appropriate because this study was more formalized and it was typically structured with clearly stated assessing questions and serve a variety of research objectives.

3.3 Areas of the Study

The study was conducted in all academic libraries in Zanzibar. There are four

Universities in Zanzibar as follows; State University of Zanzibar (SUZA), Zanzibar University (ZU), Open University (Zanzibar branch), and SUMAIT University Zanzibar. The selection of the universities was done due to the fact that the assessment of selection and acquisition of information materials are done.

3.4 The Study Population

According to Polit and Hungler (1999), a target population is a total group of subjects that meets a designated set of criteria. In this study, the target population was comprised of academic staff members of the selected Universities. The population also include heads of departments, acquisition librarians, directors of library, deans of academic departments and heads of departments.

3.5 Sample Size and Sampling Procedure

3.5.1 Sample Technique

Based on the problem under this study, purposive sampling technique was used to select librarians, and academic staff. Purposive sampling was used because the sample elements were known. Also random technique was used to select students from each of the selected Universities to maintain neutrality and validity of the responses and to give each student equal chance of representation or being picked.

3.5.2 Stratified Sampling

Stratified sampling is a probability sampling technique wherein researcher divides the entire population into different subgroups or strata, then randomly selects the final subjects proportionally from the different strata. This sampling technique was used to students of the selected universities.

3.5.3 Purposive Sampling / Judgmental Sampling

Purposive Sampling is used to select certain segments of the population for a study. That is handpicking desired sample segments to ensure such segments are included. This sampling was used by the researcher to pick / selecting librarians, heads of departments and director of libraries who provided the richest information for the study according to the topic of the study.

3.5.4 Sampling Size

Sample size refers to the number of items to be selected from the population. In this regard, the study covered a total of sixty (60) respondents who were selected purposively and randomly of which, four (4) Directors of libraries, one from each university, eight (8) Acquisition librarians, two from each university, twelve (12) lectures, three from each university, eight (8) head of departments, two form each university, eight (8) deans of faculties, two from each university and twenty (20) librarians , five from each university and the total population was sixty (60). Academic deans, directors of libraries, lectures, acquisition librarians, head of departments were selected purposively while stratified random sampling technique were used to select librarian's sample.

3.6 Data Collection Methods

Data were collected through different methods such as questionnaires and interviews. In order to get up-to-date and relevant information according for this study, all four directors of library; all academic deans of the four universities, acquisition librarians

were interviewed. The rest (lecturers, heads of departments and librarians) were given questionnaires.

3.6.1 Interview

Semi-structured interviews were used to collect data from acquisition librarians, heads of departments and four directors of University libraries. Most questions were open-ended and unstructured interviewing format was adopted.

3.6.2 Questionnaire

Questionnaires with both open ended and closed questions were used. Questionnaires have an advantage of collecting information from many respondents where the respondents are to offer information, especially because of anonymity (Kothari, 2004). Questionnaires were distributed to eight (8) heads of departments, twelve (12) lecturers and twelve (12) librarians from the selected Universities.

3.6.3 Data Processing and Analysis

Bogdan and Bicklein (1992) defined data analysis as working with data, organizing them, searching for pattern to identify what is important and what should be learned as well as deciding what the researcher will report. According to Shamoo and Resnik (2003), in analyzing data various analytic procedures provide a way of drawing inductive inferences from data and distinguishing the phenomenon of interest from statistical fluctuations present in the data. Data analysis and interpretation followed data collection. Therefore, data were analyzed using Statistical Product and Service Solutions (SPSS) and findings were presented using both qualitative and quantitative

form. Literature suggests that use of these two types of data analysis is necessary in order to remove each method's shortcomings in the research field (Rourke and Anderson, 2000).

3.7 Data Quality Control

The following data quality control used in order to ensure correctness and accuracy of information obtained from the respondents. The techniques employed included pilot study, objectivity and rigorousness.

3.7.1 Pre-Testing

The research instruments were pre-tested on a small group of respondents in order to check their validity and reliability. One student and one library staff from each selected university were used for pre-testing the questionnaire and the interview guide. Based on the result of pre-test, the instruments were revised accordingly, prior to the main data collection exercise.

3.7.2 Triangulation

According to Kennedy, (2009) triangulation is the combination of multiple research methods. This ensured data quality, reliability and validity. The study used questionnaires, structured interviews and observations in order to reveal unique findings and to provide clearer understanding of the problem.

3.8 Summary

The methodology chapter has discussed various methodological issues that were

used in this study. Topics covered included the research design, area of the study, population of the study, sample size, sampling techniques, and research instruments and data collection methods. Other components covered included data quality control, ethical issues and methods used in presenting and analyzing the data.

CHAPTER FOUR

4.0 DATA PRESENTATION, ANALYSIS AND DISCUSSIONS

4.1 Introduction

This chapter deals with the presentation of the results, including analysis of the findings from the field and their discussion. The findings are presented in the form of frequencies and percentages together with the statements and analysis follows after each category. The purpose of this study was to assess selection and acquisition of information materials in Zanzibar university libraries. Therefore, the findings of this study were interpreted, discussed along the major areas that were designed under the objectives and research questions.

4.2 Profile of the Respondents

The study involved 60 respondents in total, comprised of Library Staff, Directors of Libraries, Heads of Departments, Acquisition Librarians and Dean of Facilities. These respondents were selected from four universities, namely: Zanzibar University (ZU), Stare University of Zanzibar (SUZA), Abdulrahman Al Sumait Memorial University, and The Open University of Tanzania (OUT) Zanzibar center. The study covered a total of sixty (60) respondents who were selected purposively and randomly of which, four (4) Directors of libraries, one from each university, eight (8) acquisition librarians, two from each university, twelve (12) lectures, three from each university, eight (8) head of departments, two from each university, eight (8) deans of faculties, two from each university and twenty (20) librarians, five from each university and the total population was sixty (60).

4.2.1 Profile of Deans of Faculties

The Deans of Faculties profile were analyzed based on their level of the education and years of experience. According to Table 4.1, the level of education for Deans of Faculties that responded were Master's Degree level. There was no respondents with Degree or Diploma in the category of Dean of Faculty from any of the university studied.

Table 4.1: Level of education of the Deans (N=8)

Level of Education	Number of Respondents	Percent
PhD	2	25
Masters	6	75
Total	8	100

Source: Research Findings (2019)

The findings revealed that the level of education of the library staff was sufficient to help in providing required information. The researcher also wanted to know the working experience of the deans. The findings showed that the working experiences of respondents were as indicated in Table 4.2 which showed that most of the deans had the experience of over five years. The study assessed the working experiences of the Deans of faculties in relation to the key issues and challenges they faced in their participation in selection and acquisition of information materials. Results reveal that majority, that is 5 years and above, was 6 (75%) and only 2 (25%) had working experience of less than five years. Furthermore, the results revealed that most of the Deans in selected universities had the work experiences of above five years. The findings from the deans of faculties were valuable due to the fact that deans were well educated and had enough experience to manage University management.

Table 4.2: Experiences of the Deans of Faculties (N=8)

Years of experience	Number of respondents	Percent
Below 5 years	2	25
5 years and above	6	75
Total	8	100

Source: Research Findings (2019)

4.2.2 Profile of Library Staffs

Library Staff educational profile were as presented in Table 4.3. According to Table 4.3, that responded 12 (60%) of Library Staffs had bachelor's degree level, 7(35%) had diploma and only 1 (5%) had a master degree level.

Table 4.3: Level of Education of Library Staffs (N=20)

Level of Education	Number of Respondents	Percent
Masters	1	5
Bachelor Degree	12	60
Diploma	7	35
Total	20	100

Source: Research Findings (2019)

Table 4.4 shows that most of the library staff had the working experience of one to five years. The study sought experiences to obtain information relating to the challenge facing university library in the selection and acquisition of library materials. As shown in Table 4.4, the majority of respondents had working experiences of between 1 to 5 years.

Table 4.4: Experience of the Library Staffs (N=20)

Years of experience	Number of respondents	Percent
1 to 5 years	11	55
6 to 10 years	8	40
11 years and above	1	5
Total	20	100

Source: Research Findings (2019)

4.2.3 Directors of Libraries, Heads of Departments and Acquisition Librarians

Directors of Libraries, Heads of Departments and Acquisition Librarians were also asked about their levels of education and working experience. Their responses are summarized in Table 4.5. The results indicate that 75% of directors of libraries, heads of departments and acquisition librarians had Master's degree. That meant university libraries in Zanzibar had qualified staff for the process of selection and acquisition of information materials. The statement is supported by Harper, Brown and Irvine (2005) who noted that qualifications and level of education are a "fast-track" to performance. Also, study revealed that the education level of the respondents varied over a wide spectrum, ranging from Diploma to Master levels which had significance contribution for the study.

Table 4.5: Level of Education of Directors of Libraries, Heads of Departments and Acquisition librarians (N=20)

Level of Education	Number of Respondents	Percent
PhD	2	10
Masters	15	75
Bachelor Degree	2	10
Others	1	5
Total	20	100

Source: Research Findings (2019)

The study findings showed that 12 (60%) of the respondents had the working experience of between 1 to 5 years as shown in the table 4.6

The researcher inquired about the library staff work experience in relation to the selection and acquisition. The findings showed that the working experience of

respondents were as follows: 12 (60%) respondents had between 5 years of working experience, 2 (10%) respondents had between 10 years of working experience, 3 (15%) respondents had between 15 years of working experience and 3 (15%) respondents had between 16 and above years of working experience. Table 4.6 provides summary on the respondents working experience.

Table 4.6: Working experience Directors of Libraries, Heads of Departments and Acquisition Librarians (N=20)

Working experience (In Years)	Response	Percent
5	12	60
10	2	10
15	3	15
16 and above	3	15
Total	20	100

Source: Research Findings (2019)

4.3 Mode of Selection and Acquisition of Library Materials Used by University Libraries

The study also investigated the mode of selection of library materials used, existence of acquisition policy, selection of library materials and stakeholder's involvement. The study findings showed that 10 (45.45%) respondents indicated that their libraries had the selection and acquisition policy. The summary of the responses is as shown in the Table 4.7.

According to the findings from the respondents for those who have the policy, they apply it in the following ways; purchasing, collecting donations, selection of reference needed from the list proposed by users and to make feasibility study to

other universities. Also, findings showed that purchasing, donation and book aid were other ways used in the acquisition for those who have no selection and acquisition policy.

Table 4.7: Availability of Selection and Acquisition Policy (N=22)

Response	Number of respondents	Percent
Available	10	45
Not available	4	18
Don't know	8	37
Total	22	100

Source: Research Findings (2019)

4.4 Selection of Library Materials

The study findings revealed that, the selection is done through users' demand according to the respondents' areas of specialization. Users such as; lecturers make lists through which their needs are expressed. According to the findings, the list of the subject headings and catalogue has got a higher response by the library staffs. The illustration of the tools which are normally used in the selection and acquisition of library materials is shown in Table 4.8.

Findings further showed that 6 (23%) of the staffs used bibliography and heading are also used highly enough but not more than list of subject headings (which was 30.8%) and catalogue (which was 26.9%). Thesaurus seem not to be used according to the study findings. The study noted that some lecturers make a list of books and other study materials according to their areas of specialization and send them directly to the librarians for further actions.

**Table 4.8: Tools used in the selection and acquisition of library Materials
(N=26)**

Tools	No. of responses	Percent
Bibliographies	6	23
Thesaurus	0	0
List of Subject headings	8	31
Headings	4	15
Catalogue	7	27
All of the above	1	4
Total	26	100

Source: Research Findings (2019)

4.5 Stakeholders' Involvement in the Selection Process

According to the findings on this part as presented in Table 4.11, only 3 categories namely; staffs and lectures were involved in the selection process as literature review noted it is important for the university library management to consult other stakeholders in selection of library resources such as university management, booksellers and using cataloguing lists.

The major issues and problems raised by library staffs regarding selection and acquisition were: lack of awareness among library users and staffs and also limited budget for library activities. Others were, lack of qualified staff and the absence of written selection and acquisition policy in the same libraries.

The study findings further revealed the following recommendations on improving the selection and acquisition of library materials; availability of adequate budget for library materials; prepare and follow written policy and guidelines regarding the selection and acquisition; involvement of all key stakeholders in the process of

selection and acquisition of library materials and a good cooperation among stakeholders in the process of selection and acquisition of library materials.

4.6 Involvement in the Planning and Development of the University Libraries

Respondents in this category were also asked to indicate their involvement in the selection and acquisition of library materials in their libraries. Findings showed that 8 (100%) faculty deans responded positively on their involvement in selection and acquisition of library materials. Findings further showed that most of the deans were also involved in the planning and development as shown in Table 4.9

Table 4.9: Involvement of Deans in the Planning and Development of University Libraries (N=8)

Responses	Number of Respondents	Percent
Involved	8	100
Not involved	0	0
Total	8	100

Source: Research Findings (2019)

The study sought to establish the involvement of staff, students and lecturers in the selection process. This was important in ascertaining whether or not the staff, students and lecturers could provide reliable information concerning selection process.

Out of 29 respondents who responded to the question ‘who are involved in the selection process’, 11 (38%) were staffs, 9 (31%) were lecturers and also 9(31%) were librarians. Table 4.10 indicates the summary on those that were involved in selection process.

Table 4.10: Involvement of Staffs, Librarians and Lecturers in the Selection Process (N=29)

Stakeholder	Number of Response	Percent
Staffs	11	38
Librarians	9	31
Lecturers	9	31
Others	0	0
Total	29	100

Source: Research Findings (2019)

The mode of selection and acquisition of library material used by University libraries of Zanzibar is based on the following ways:

- i) Use of the selection and acquisition policy, for those universities libraries who have the policy, and
- ii) By taking opinions from library users such as students and lectures who provides reference lists which assist in purchasing library materials. This is supported by Line (1993) who has emphasized that the knowledge of the needs and opinions of the potential users of the libraries and the amount made of the existing collection as, fundamental to effective collection development and management. This is highly contrasted with Harold (1979) who emphasized that on choosing and obtaining the relevant materials one should not rely solely on user`s demands without evaluating the qualification or other circumstances from authors concerned.

4.7 Key Issues on the Selection and Acquisition of Information Materials

The main problem mentioned according to the findings in Table 4.11 was lack of enough budget 16 (70%) for purchasing library materials. The second was the lack of

policy 5 (22%) for selection and acquisition of library materials. Two 2 (8.6%) of the respondents indicated that there was lack of awareness of selection and acquisition in academic libraries. According to the findings from table 4.9 16 (69.5%) of university libraries in Zanzibar get a small amount of money for their daily activities, which also make them difficult to purchase relevant library materials. Table 4.9 present summary on this area.

Table 4.11: Problems in the Selection and Acquisition of Library Materials (N=23)

Problem	Number of respondents	Percent
Lack of policy for selection and acquisition	5	22
Lack of awareness	2	9
Lack of enough budget for purchasing library materials	16	70
Total	23	100

Source: Research Findings (2019)

According to study findings, the key issues surrounding selection and acquisition of information material in the Universities under consideration were lack of enough budget to facilitate the purchasing of the library materials. Study by Ifidon (1990) had noted that: “African education systems are expanding, the financial support for them is declining. Due to current economic conditions in African countries, there is a book famine in most of them which has affected the entire society, its future development as well as their Universities. In Wise (1985) opinion, every member of faculty, library staff, university administration and students should be in book selection i.e. participate in the selection and acquisition process. To guarantee an effective selection of library and information materials for a university library, a

qualified selector is required who is expected to possess qualities that would enable selection of materials that will result in balanced collection in the university library (Adomi, 2006).

4.8 The Institutional Capacity For Selection and Acquisition of the Zanzibar Universities Libraries

The study findings as shown in Table 4.12 revealed that 6 (75%) of the deans were involved in library improvement while 2 (25%) were involved in the policy improvement.

Table 4.12: Involvement of Deans in Selection and Acquisition of Library Materials

Responses	No. of Responses	Percent
Yes	6	75
No	2	25
Total	8	100

Source: Research Findings (2019)

The Table 4.12 shows the positive participation of deans of faculties in the selection and acquisition of library materials. The participation is done by advising on the list of references and providing the list of proposed reference needed by users. According to the study findings, deans also are involved as teaching staffs on the selection of library materials (these are based in university libraries) for their teaching by sending their reference lists that they proposed.

The university library also provides written selection lists or acquisition policy to

guide the selection of materials for teaching. This is positively responded by the deans of faculties as shown in Table 4.13

Table 4.13: Provision of Selection List or Acquisition Policy (N=8)

Responses	No. of Responses	Percent
Yes	8	100
No	0	0
Total	6	100

Source: Research Findings (2019)

The institutional capacity on selection and acquisition of information material in Zanzibar University Libraries is still not good. The fact is the degree of dependence on donations and book aids. Same scenario is supported by Brindley (1988) and Anyanwu et al (2006) who have identified what they think to be common channels or methods of acquisition of library materials in academic libraries. These include; purchase, gift and exchange, legal deposits, and professional association.

4.9 Challenges Facing Zanzibar University Libraries in the Selection and Acquisition of Information Materials

Findings revealed that 16 (80%) of the respondents showed there were problems in the selection and acquisition of library materials in their libraries. Tables 4.14 summarized the responses of problems associated with the selection and acquisition of library materials in your library.

The study findings show that 16 (80%) respondents agreed on the presence of the following problems: lack of enough fund for purchasing library materials, lack of policy for selection and acquisition and lack of awareness.

Table 4.14: Problems Associated with Selection and Acquisition of Library Materials (N=23)

Problem	Number of respondents	Percent
Lack of fund	16	70
Lack of policy	5	22
Lack of awareness	2	9
Total	23	100

Source: Research Findings (2019)

The problems which were identified according to the findings included; lack of enough budget for purchasing library materials, lack of policy for selection and acquisition and lack of awareness. According to the findings, 5 (63%) of the deans did not always abide with the selection list provided or suggested of the library materials.

Table 4.15: Abiding by the Selection List (N=8)

Responses	No. of responses	Percent
Abiding	5	63
Not abiding	3	37
Total	8	100

Source: Research Findings (2019)

Challenges facing Universities libraries of Zanzibar in the selection and acquisition of information materials is lack of awareness among the library stakeholders. This is supported by Peter (2013) who explains, Reliance on librarians as selectors should ensure that the collection has a balanced range of resources. Optimal selection is evident when librarianship skills are paired with subject expertise. Lack of adequate budget to facilitate purchasing of the library materials, lack of selection and acquisition policy were areas that respondents mentioned.

CHAPTER FIVE

5.0 SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.1 Introduction

This chapter presents the summary of the major findings, recommendations and conclusion of the study. The aim of the study was to assess the selection and acquisition of library materials of academic libraries in Zanzibar. In accomplishing the aim of the study, the following objectives were pursued.

5.1.1 General Objective

The general objective of this study was to assess the selection and acquisition of information materials in university libraries with reference to Zanzibar University Libraries. The specific objectives were:

- i) To study mode of selection and acquisition of information materials used by Universities libraries of Zanzibar;
- ii) To examine key issues surrounding selection and acquisition of information materials in the Universities under consideration;
- iii) To examine the institutional capacity on selecting and acquiring information materials in Zanzibar University Libraries in Zanzibar; and.
- iv) To examine challenges facing Zanzibar University libraries in the selection and acquisition of information materials.

To accomplish the objectives the following research questions were used:

- i) What are the modes of selection of information materials used by University libraries in Zanzibar?
- ii) What are the issues surrounding selection and acquisition of library materials by Zanzibar University Libraries?
- iii) What is the institutional capacity of Zanzibar Universities for selection and acquisition of information materials?
- iv) What are the challenges regarding the selection and acquiring of information materials in academic libraries?

5.2 Summary of the Key Research Findings

Selection and proper acquisition are core to the balanced collection in any library. There has been an urgent expansion of University education in Zanzibar. With such growth, it is expected that there would have been an equitable growth of library services in all four University libraries of Zanzibar. The study has shown that the mode of selection and acquisition of library materials used by universities libraries of Zanzibar is based on two ways namely; use of the selection and acquisition policy, for those universities libraries which had the policy, and by taking the opinions from the library users such as students and lectures who provides reference list which assist in purchasing library materials.

The key issues surrounding selection and acquisition of information materials in the Universities under consideration as were depicted in the findings included; lack of enough budget to facilitate the purchasing of the library materials, lack of selection and acquisition policy and finally the absence of awareness among the university

stakeholders in Zanzibar universities. The study concluded that the universities have little capacity in the areas of selection and acquisition of library materials.

5.3 Conclusion

Vibrant library services are important elements to any education development in any university. In relation to its importance and the main objective of this study, the study has noted the following:

- i) Selection and ultimate acquisition in the university libraries is facing inadequate funding. Libraries still find it hard to acquire current books through vendors or direct purchase, which makes it difficult to meet clients' needs quickly, efficiently, and economically.
- ii) Capacity on selection and acquisition is still low and need to be enhanced through short to long term training.
- iii) Secondly, there was a lack of awareness among the library stakeholders; and
- iv) There was a lack of selection and acquisition policy which imply that selection is done haphazardly and hence leading to imbalanced collections.
- v) Those who are required to follow the proposed list of library materials during selection did not always abide by the list.
- vi) The study findings have shown that stakeholders were well involved in the selection and acquisition of study materials. However, the problem lied with the effectiveness of their involvement procedures. Reliance on librarians as selectors should ensure that the collection has a balanced range of resources. Optimal selection is evident when librarianship skills are paired with subject expertise.

5.4 Recommendations

Based on the summary and conclusion of the findings of this study, the following are the recommended:

- i) Each university management should consider to have adequate budget for library materials, as the library materials are the key ingredients in the development of both library and university at large;
- ii) The library management should empower its staff through short, medium and long term capacity building programs. These can be in the form of seminars, workshops, in-house trainings etc to be done periodically to help increase awareness to all stakeholders of the library;
- iii) The library management should prepare selection and acquisition policy and make sure that is properly implemented and followed;
- iv) The University should ensure all activities and services conducted facilitate efforts designed to improve services delivery in public and private universities.
- v) More efforts and priority should be taken to ensure that the reading and using university libraries services is promoted. Each university should ensure that they revive their university libraries equip them with right, furniture's and learning resources that will encourage students, lectures, tutors, deans etc to use the services .

5.5 Recommendation for Further Research

The study recommends the following areas for further research:

- i) There is a need to replicate this study after the duration of approximately five years in order to establish whether or not the issues noted have been addressed and services have improved;
- ii) There is a need to conduct a study to assess capacity of current university libraries to cater for its diverse clientele in order to provide practical recommendation for improvement.
- iii) Other studies may include strategies to improve current library collections and improve human resource capacity for Zanzibar academic libraries.

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APPENDICES

APPENDIX I: SELF INTRODUCTION LETTER

Dear Sir/ Madam,

My name is Juma Haji Juma. I am carrying out a research titled “**AN ASSESSMENT OF SELECTION AND ACQUISITION OF INFORMATION MATERIALS IN UNIVERSITY LIBRARIES: THE CASE STUDY OF ZANZIBAR UNIVERSITY LIBRARIES**” as part of my Master’s Degree Programme at the Open University of Tanzania. Kindly respond to these questions by ticking or filling in the space provided and return it to the person who gave it to you. Your cooperation and opinion will be highly appreciated.

Information presented in this questionnaire will only be used for the purpose of this study. Individual answers will be kept confidential and will only be used for the purpose of this study.

Thank you in advance for your cooperation and support.

Regards,

Juma Hajji Juma

MLIM, OUT

E-mail: juma.juma@ymali.com / jh.pg2017995629.out.ac.tz

Phone: 0773003399 / 0656 552301

APPENDIX II: QUESTIONNAIRE FOR LIBRARY STAFFS

1. Name of University.....
2. Name of staff (optional).....
3. Section/ office.....
4. Level of education.....
5. Position held.....
6. Year of service in the library.....
7. (i) Does your library has selection and acquisition policy?
 - (a) Yes (If Yes Go to Question 8)
 - (b) No (If No Go to Question 9)
 - (c) Don't know
8. If you have the policy please briefly explain how you apply it in your acquisition

.....

.....
9. If you don't have the policy, how do you select and acquire your library materials

.....
10. 10. Are there any problem in the selection and acquisition of library materials in your library?
 - (a) Yes (If Yes Go to Qn. 11)
 - (b) No
 - (c) Do not know
11. If yes what are the major causes of this problem

(a) Lack of qualified librarians { }

(b) Lack of policy for selection and acquisition { }

(c) Lack of awareness in academic libraries { }

(d) Lack of enough budget for purchasing library materials { }

(e) All of the above { }

(f) Others, Please specify.....

12. How do you select materials for the library?

.....

.....

13. Which tools do you normally use in selection and acquisition of library materials?

(a) Bibliographies { } (b) Thesaurus { } (list of subject headings { }

(c) Headings { } (d) Catalogue { } (e) All a, b,c,d and e { } (f) Others

(Please specify)

14. Who are involved in the selection process?

(a) Staff

(b) Students

(c) Lecturers

(d) Others (please specify).....

15. What are the key issues and problems related to selection and acquisition in your library and how from your own perception can be rectified

.....
.....

16. 16. What is your recommendation on improving the selection and acquisition of library materials in your library

Thank you for your cooperation

APPENDIX III: SELF INTRODUCTION LETTER

Dear Sir/ Madam,

My name is Juma Haji Juma. I am carrying out a research titled **“AN ASSESSMENT OF SELECTION AND ACQUISITION OF INFORMATION MATERIALS IN UNIVERSITY LIBRARIES: THE CASE STUDY OF ZANZIBAR UNIVERSITY LIBRARIES** as part of my Master’s Degree Programme at the Open University of Tanzania. Kindly respond to these questions by ticking or filling in the space provided and return it to the person who gave it to you. Your cooperation and opinion will be highly appreciated.

Information presented in this questionnaire will only be used for the purpose of this study. Individual answers will be kept confidential and will only be used for the purpose of this study.

Thank you in advance for your cooperation and support.

Regards,

Juma Hajji Juma

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APPENDIX IV: INTERVIEW QUESTIONS FOR DIRECTORS OF LIBRARIES, HEADS OF DEPARTMENTS AND ACQUISITION LIBRARIANS

1. Name of the University.....
2. Name of staff (optional).....
3. Section/ office.....
4. Level of education.....
5. Position held.....
6. Year of service in the library/faculty
7. What are the sources of materials for your collection
8. Do you purchase any materials for your library?
 - (a) Yes (If Yes Go to Qn. 9)
 - (b) No (If No how do you acquire /develop your collection)

.....
9. If you purchase your library materials, how do you select and acquire them

.....

.....

.....
10. Do you involve any interested parties (academicians, faculties, your colleague etc)
 - (a) Yes (If Yes please go to Qn. 11)
 - (b) No (If No Why Not?).....
11. How do you involve them (Please mention the stages and processes involved)

.....

12. Does your library has a selection and acquisition policy?

- (a) Yes (If Yes Go Question 13)
- (b) No (Go to Qn. 14)
- (c) Don't know

13. If your answer to the question (12) is Yes, Please state how you use it/how it helps selection and acquisition of materials for your library

.....

14. 14. If no, what techniques do you use to select and acquire your materials

.....

15. 15. Do you face any problem in the Selection and Acquisition of library materials?

- (a) Yes (If Yes please go to Qn. 15)
- (b) No

16. If yes, what could be the problem and reason (please choose from the ones provided below)

- (a) Lack of qualified librarians { }
- (b) Lack of compliance policy of selection and acquisition { }
- (c) Lack of awareness in academic libraries { }
- (d) Lack of enough budget for purchasing library materials { }
- (e) All of the above { }
- (f) Others, Please specify.....

17. Which tools do you normally use in selection and acquisition of library materials?

(a) Bibliographies { } (b) Thesaurus { } list of subject headings { }

(c) Headings { } (d) Catalogue { } (e) All a,b,c,d and e

(f) Others Please specify

.....

18. Do you personally participate in the selection and acquisition of library materials?

(a) Yes (If Yes, Please state how.....

(b) If No, do you think this is proper and what should be done about it

.....

19. What are the key issues and problems related to selection and acquisition of library materials in your library and how can they be minimized?

.....

.....

Thank you for your cooperation

APPENDIX V: INTERVIEW QUESTIONS FOR DEANS OF FACULTIES

1. Name of the University.....
2. Name of staff (optional).....
3. Section/ office.....
4. Level of education.....
5. Position held.....
6. Year of service in the library/faculty
7. Are you involved in the planning and development of the University library?
 - a) Yes...(If Yes go to Question 8)
 - b) No.
8. Please mention aspects of library development that you are involved in?

.....

.....
9. Do you participate in the selection and acquisition of library materials?
 - (a) Yes (If Yes Go to Qn. 10)
 - (b) No
10. 10. Please explain how you participate in the selection and acquisition of library materials

.....

.....
11. How do you involve your teaching staff in the selection of materials (those that are housed in University library) for their teaching

.....

.....

12. Does library provide with selection list or acquisition policy to guide in the selection of materials for teaching

a) Yes (Please go to Qn 13) .

b) No (if No how do you select materials for your academic use?)

.....

13. If Yes do you always abide by the selection list

a) Yes

b) No (If No Go to Question 15)

14. If your answer to the question (12) is Yes, Please state how you use it/how it helps selection and acquisition of materials for your library

.....

15. If no, what techniques do you use to select and acquire your materials

.....

16. Do you face any problem in the Selection and Acquisition of library materials?

(a) Yes (If Yes please go to Qn. 17)

(b) No

17. If Yes, please mention the problems you face

.....

18. Do you personally participate in the selection and acquisition of library materials?

(a) Yes. If Yes, Please state how

19. 19. What are the key issues and problems related to selection and acquisition of library materials in your library and how can they be minimized?

.....
.....

Thank you for your cooperation

APPENDIX III

REVOLUTIONARY GOVERNMENT OF ZANZIBAR

SECRETARY
ZANZIBAR RESEARCH COMMITTEE
P. O Box 239
Tel: 2230806
FAX: 2233788



RESEARCH/FILMING PERMIT

(This Permit is only Applicable in
Zanzibar for a duration specified)



SECTION

Name:	Juma Haji Juma
Sex	Male
Date and Place of Birth	23/03/1979 Zanzibar
Nationality:	Tanzanian
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Date and Place of Issue	-
Date of arrival in Zanzibar	-
Expected date of departure	-
Duration of study	Two Months
Research Tittles:	An Assessment of Selection and Acquisition of Information Materials in University Libraries

Full address of Sponsor Ministry of State, President Office

Name of the authorizing officer:

Signature and seal:

Institution:

Address:



Date: 25/09/2019



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26/09/2019

MAKAMO MKUU WA CHUO,
CHUO KIKUU CHA TAIFA CHA ZANZIBAR (SUZA),
ZANZIBAR.

MAKAMO MKUU WA CHUO,
CHUO KIKUU CHA ZANZIBAR (ZU),
ZANZIBAR.

MAKAMO MKUU WA CHUO,
CHUO KIKUU CHA ABDUL-RAHMAN AL-SUMAIT, CHUKWANI,
ZANZIBAR.

MKUU WA CHUO,
CHUO KIKUU CHA KUMBUKUMBU YA MWALIMU NYERERE,
ZANZIBAR.

MKURUGENZI,
CHUO KIKUU HURIA TANZANIA,
TAWI LA ZANZIBAR,
ZANZIBAR.

KUH: RUHUSA YA KUFANYA UTAFITI

Kwa heshima, naomba uhusike na mada ya hapo juu.

Serikali ya Mapinduzi ya Zanzibar imemruhusu Ndg. Juma Haji Juma mtafiti mwanafunzi kutoka Chuo Kikuu Huria Tanzania ambaye anasomea Shahada ya Uzamili fani ya fani ya Ukutubi na Usimamizi wa Taarifa kufanya utafiti katika mada inayohusiana na "An Assessment of Selection and Acquisition of Information Materials in University Libraries". Utafiti huo utafanyika Chuoni hapo kuanzia tarehe 26/09/2019 mpaka 26/11/2019. Tunaomba asaidiwe ili aweze kukamilisha utafiti huo.

Kwa nakala ya barua hii mara baada ya kumaliza utafiti, mtafiti anatakiwa kuwasilisha nakala (copy) 3 za ripoti ya utafiti huo Ofisi ya Makamu wa Pili wa Rais - Zanzibar.

Naambatanisha na kivuli cha kibali cha kufanyia utafiti huu.

Ahsante,

Khalid B. Hamrani
**KHALID B. HAMRANI,
/KATIBU MKUU,
OFISI YA MAKAMU WA PILI WA RAIS,
ZANZIBAR.**

✓ **NAKALA: Ndg. Juma Haji Juma.**