6. ACTION PLAN

S/N	OBJECTIVES	ACTIVITIES/ STRATEGIES	TIME	RESPONSIBILITIES	RESOURCES/ MATERIALS NEED	EXPECTED RESULTS	INDICATORS SUCCESS	COST
1	Acquire and provide information materials required for academic programmes of the college	Meeting of library committee, liaison with book/journal vendors/publishers, advertise and award contract for the supplies of books and equipment, communicating promptly the availability of new materials to users,	Bi-annual	More staff, finding, publishers' catalogue vehicle	Meet the information needs of our users for study, research and recreation	Acquisition and provision of resource materials	Annual ETF intervention, the library IGR and annual grant for library development.	
2	Provide research information resources in	Liasing with Deans, HODS and the SUG; identify user needs	Bi-annual	College librarian et al	Funding	Promotion of the library's international reputation	-DO-	-DO-

	consonance with the needs of the schools and research students							
3	Provide information resources for recreation, leisure and for the personal self development of our users.	Reinforce in our users the importance of using the audiovisual section, the internet service, also, liasing with SUG and book vendors on areas of collaboration.	Monthly	Audio Visual Librarian, Serials Librarian and Admin Officer	Stationeries, funding, compact disks cassettes, TV, Radio, internet service, cable network			
4	Encourage students' life-long habits of good reading, inquiry and	Reinforce the readership promotion drive; use the students' week to reorientate	Monthly	College librarian, circulation librarian, readers' services/circulation librarian. Readers'	Stationeries, time	Increase awareness of the power of the reading for the	Better performance on exams as well as improve research	Time energy

	research.	and promote with teaching staff to promote the use of the library.		services/circulation librarian.		personal self development of students.	abilities of both staff and students. Stimulation of independent learning.		
5	Provide study accommodation and develop the physical environment to become functional in meeting the needs of our users.	Keeping the library and environment safe, clean and beautiful: ensuring that the accommodation supports group and private study as well as providing access to the library collection. Establishing libraries at school levels.	College librarian, Admin Officer, Library attendants and cleaners.	Toiletries furniture brooms and materials for ground wash.	Clean and beautiful environment, increase in student recruitment	Increase patronage of the library. Stimulation of independent learning			

6	Provide protection and security for the library and the materials therein.	Install external and internal security monitors: provide 24 hours security patrol; encourage the users to report any security breach; process the materials with the inscription of college ownership stamps expand the bindery unit.	Daily	College librarian, circulation librarian, chief security officer etc.	Power supply security monitors gadgets;	Safety of the library and its material	-DO-		
7	Cooperate with other libraries at appropriate levels for the exchange of information resources.	Develop inter-library relationships or liason with colleges, universities etc through letters, phone calls and	Quarterly	Circulation librarian	Vehicle ICT, funding	Increase awareness of the opportunities and strength of the library. Resource	Increased user satisfaction with availability of resource; increasing integrated support. Better		

		visits.				sharing between institutions	working environment.		
8	Solicit for aid and grants from organizations, individuals for better library service.	Phone calls e-mails, letters, visits and contacts	Occasionally	Provost college librarian	Funding, vehicle, power (light) etc.				

3.1.6 ACTION PLAN

S/N	OBJECTIVES	ACTIVITIES	TIME	RESPONSIBILITIES	RESOURCES/ NEEDED	EXPECTED RESULTS	INDICATORS SUCCESS	COST
1	To provide information materials required for the academic programmes of the college	Preparation of budget, liaising with Deans of schools, book/newspaper s vendors and publishers for information resources.	Weekly	Acquisition, serial and chief librarian	Publisher catalogue vehicle fueling and traveling allowance	Acquisition of books, Journals and non-books resources.	Acquisition of books, journals and non-books resources.	
2	To provide research information resources in consonance with the need of the college and	Liaising with the college authority and the library committee	Quality	Acquisition librarian	DO	DO	Provision of information resources.	

	research chentele							
3	Provision of information resources for creation and for personal self development of client etc.	Leasing with book and newspaper vendors, educational technology weekly technology experts and book sellers for budget preparation, market survey.	Weekly	Serial/Audio visual librarian system operators.	Compact discs (CDROM) video cassettes, books, newspapers magazines, radio, T.V computer sets etc.	Creating an audio visual centre.	Creating an audio-visual unit/centre	
4	To encourage clients develop life-long habits of good reading inquiry research	Reading competition. Circulation of posters and handbills. Public lectures	Annually	College librarian circulation librarian	Large reading halls and good storage facilities.	Establishing of departmental and school libraries in the institution.	Change students and staff reading habits and attitudes.	

5	To provide study accommodation in as useful variety of locations	Liaising with college authority, deans of schools and H.O.D.s in the college.	Annually	College librarian and circulation librarian.	Accommodation Halls.	Establishing of departmental and school libraries in the college.	Establishment and expansion of departmental and school libraries in the college.	
6	To provide protection and security for library resources.	Liaising with college security personnel. Leasing with SUG. Publishing over due resources. Stiff penalties for thieves.	Daily	College librarian circulation librarian.	Security camera. Standby generator	Improved security operations in the library	Safety of library resources.	
7	to cooperate with other sister libraries	Liais with librarian in sister libraries for information resources.	Quarterly	College librarian and circulation librarian	Vehicle, fuel, transportation and night allowances.	Improved library resources and improved services and	Improved services and effect changes in individuals and the college	

						effect changes. Increase in book and non-book resources and library patronage by client etc.	society.	
8	Solicit for aid or assistance from organizations with the society.	Visits, letters phone calls and text messages.	Quarterly	College librarian provost deans/H.O.D.s	Vehicle, fuel, transportation and night allowances.	Increase in book and non-book resources and library patronage by client etc.	Library patronage by client	

3.1.7 SWOT ANALYSIS

S/NO	STRENGHTS	IMPLICATIONS	STRATEGIES
i.	Quality of staff BLS =3 MLS=2 HND= DLS=6 and others.	Quality library service to clients.	Continuing education and training.
ii.	Availability of relevant books and journals in the markets.	Acquisition becomes easy and affordable	Liase with publishers, vendors, and Deans of schools.
iii.	Acquisition of sets of computer and printers in offices and virtual library and photocopiers.	Ease of library operations and service	To continue to add.
iv.	Increase in students enrollment and staff recruitment.	Increase in library resources and increase in revenue/budget.	Sustain payment of library fee.
v.	Volume of book above 28,682	Improve service.	To continue to develop the collection with library fee, ETF and MDG fund.

S/NO	WEAKNESSES	IMPLICATIONS	STRATEGIES
i.	Inadequate funding	Inadequate library service	Solicit for internal and external aid.
ii.			Expand and equipped/acquired AVM through ETF or MDG funds etc.

S/NO	OPPORTUNITIES	IMPLICATIONS	STRATEGIES
i.	Increase students enrolment	There is the need for more library resources and space.	Purchase more library resources and expand the library complex.
ii.	Approved B.ED programme in the college	Increase in students enrolment and need for more library resources and space.	Purchase of more library resources and expansion of the library complex.
iii.	Expansion of the library complex	To accommodate more students, library resources and to offer better service to clients.	Expansion of the existing library complex for better service to clients.
iv.	Library automation in virtual library	More quality service to clientele	Use ETC/MOG allocation to implement.

S/NO	THREATS	IMPLICATIONS	STRATEGIES
i.	Dwindling finances and library resources	Poor library services.	Solicit for external funding or assistance
ii.	Information technologists are usurping the functions of librarians	There is the need for librarian to become relevant if they remain complacement	To become literate in information technology (I.T).

STAFF PROJECTION

	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Librarians	5	6	8	8	9	10
Library Officers	6	6	8	8	9	10
Junior non-Academic	14	14	15	15	17	18