

REPUBLIC OF KENYA



MINISTRY OF YOUTH AFFAIRS, THE ARTS, AND SPORTS

STATE DEPARTMENT FOR YOUTH AFFAIRS AND THE ARTS

NATIONAL POLICY ON LIBRARIES

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DRAFT FOR VALIDATION

LIST OF ACRONYMS AND ABBREVIATIONS

CAB	Cabinet
CAP	Chapter
CUE	Commission of University Education
COK	Constitution of Kenya
CSOs	Civil Society Organisations
ICT	Information Communication Technology
IFLA	International Federation of Library Associations
KNLS	Kenya National Library Services
LMIS	Library Management Information Systems
MDAs	Ministry, Departments and Agencies
M&E	Monitoring and Evaluation
MSPS	Ministry of State for Public Service
NACOSTI	National Council for Science, Technology and innovations
NCC	Nairobi City Council
NGOs	Non-Governmental Organizations
OCR	Optical Character Recognition
OP	Office of the President
TVETA	Technical and Vocational Education and Training Authority
UNESCO	United Nations Educational, Scientific and Cultural Organization
WIPO	World Intellectual Property Organization
VIPs	Visually Impaired Persons
SDGs	Sustainable Development Goals
VAT	Value Added Tax
DDC	District Development committee
DIDC	District Information and Documentation Centre

OPERATIONAL DEFINITION OF TERMS

Accession list: A comprehensive list of publications/library materials produced to circulate to users and other libraries for purposes of information.

Academic Library: A library established in an institution of higher learning (colleges and universities) to support the research, teaching, and learning of the university faculty and students.

Access: The act of being able to get information services and resources in all formats to use them

Acquisition / Library Acquisition: This is the process of selecting and acquiring selected materials for libraries and information centers in all formats.

Archive: A section/unit within a library whose purpose is to keep non-current library materials for permanent preservation and posterity.

Cabinet Secretary: As provided for under article 152 of the constitution of Kenya.

Circulars: Administrative documents issued by the government, setting out policies, principles, and practices.

Collection Development: A systematic assessment, selection, and deselection of library resources.

Convention: A treaty signed between two or more nations and acts as an international agreement.

Copyright: Exclusive rights that creators have over their works as granted by law.

County governments: Levels of government as provided for under Article 176 of the Constitution of Kenya.

Current Awareness Services: It is a system of notifying library users of the recent acquisitions and services by a library.

Electronic resources: Any form of text, graphic, data, audio, or pictorial in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system.

Information Literacy: The ability to recognize when information is needed, where to locate it, how to evaluate it, and how to effectively utilize it.

International Standard Book Number: A unique number given to identify a book internationally.

International Standard Serial Number: A unique number given to identify a serial publication internationally.

Legal Deposit: A legal provision requiring a publisher to provide a copy or copies of his/her publication to an institution provided for under the relevant Law.

Librarian: A person qualified in the field of librarianship and works in a library.

Library: A collection of sources of information that is accessible to a defined community for reference or borrowing. It provides physical or digital access to material and may be a physical building or room, a virtual space, or both.

Library collection: Library items for public use include such items as books, videos, sound recordings, licensed databases, and equipment.

Library Management Information Systems: Software that has been developed to facilitate storage, organization, sharing, and retrieval of vital information.

National Bibliography: A list of a country's outputs produced within or outside the country.

Open access: Free access to information and unrestricted use of electronic resources for everyone.

Persons with disabilities: Include those who have long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others'.

Professional Association: A body formed to bring together librarians to enhance their

professional development.

Principal Secretaries: As provided for under article 155 of the cons

titution of Kenya

Selective Dissemination of Information: A targeted system that alerts specific users on the latest acquisitions in their field(s) of interest.

Sponsoring Institutions: These are all institutions/organizations that establish/run libraries.

Treaty: An agreement between two or more parties.

Union catalog: A combined library catalog describing the collections of several libraries.

Weeding and disposal: The process of identifying and getting rid of materials that are no longer necessary to the cause of the organization.

EXECUTIVE SUMMARY

The library function is entrenched in the Constitution of Kenya 2010. Article 11(2) (a) obligates the state to promote all forms of national and cultural expression through libraries among others.

Libraries play an essential role in providing space for individuals and communities to access information as enshrined in Article 33 (1). Additionally, libraries act as a living force for education and underline the vital and complementary role this sector plays in schools and other formal education institutions in ensuring that everyone can learn and improve their readership life answering to Article 43 (1)(f), which guarantees that every person has a right to education. The centrality of libraries as an enabler to the sustainable social and economic development of a country and its centrality in shaping human understanding cannot be over-emphasized. Through libraries, people increase their control over their lives and resources, are facilitated to participate fully in decision-making processes, harness and preserve the environment, and build a society that is informed and just. By availing relevant information, libraries are critical for the achievement of socially acceptable, economically efficient, and inclusive sustainable development which ensures gender and inter-generational equity.

To align the library service sector with the Constitution and enable its effective contribution to the development of Kenya, there is a need for a comprehensive national policy on library services to address the gap.

Chapter one outlines background information on the library sector in Kenya; the rationale for the policy; the legal framework; the objectives and the key challenges facing the sector. One of the fundamental rights of humanity is the right to the enjoyment of one's culture and its' transmission to generations to come. Through the National Policy on Libraries, it is envisioned that the country will realize its dreams and aspirations enshrined in the Constitution which underscore the peoples' right to pride in their ethnic, cultural, and religious diversity. This will be made possible through cultural expressions as well as access to materials and information relevant to growth and sustainable development in the nation.

The second chapter discusses in detail the background of the library services, the policy context, legal and institutional framework, and also identifies the gaps facing the sector currently. The chapter gives an overview of the library sector as it is in the

country highlighting its development history. The Articles under which the sector is entrenched within the COK 2010 are emphasized as well as the relevant Acts of Parliament and International treaties and conventions that Kenya is a party to. The chapter continues to look at the categorization of the library sector in Kenya and concludes with a situational analysis highlighting the challenges facing the sector.

Chapter three contains policy statements and interventions. It begins by recognizing that the library sector in Kenya does exist in multiple forms. It is also governed by multiple legal and institutional frameworks that are inadequate to facilitate the effective and efficient provision of library services. It concludes by proposing policy statements and interventions to be undertaken to improve library service delivery.

Chapter four recognizes that adequate resources are requisite for any of the proposed policy interventions to be implemented. It mentions various agencies currently providing funding for library services in Kenya. These include; the National and County Governments, donors/development partners, Public-Private Partnerships, public/public partnerships, NGOs, Private initiatives, appropriation in aid, and community initiatives. It concludes by providing a projection of the resources required for the implementation of the policy.

Chapter five focuses on the Implementation and coordination of the policy. Recognizing that the existing library sector framework cuts across various institutions, it proposes a library organizational structure that ensures effective coordination. The proposed institutional arrangements are made to ensure decentralization while also facilitating the delivery of efficient and effective library services, the need to ensure the involvement of all stakeholders, and facilitate adequate access to library services for sustainable development. The policy is also alive to the functional assignments between the two levels of government with respective accountability, reporting, and management responsibilities, institutions, and stakeholders. It also provides for all issues that would arise during the implementation of the policy, and for all-inclusive participation by the public and private sector as well as universities and other research institutions, civil society, and other stakeholders.

The goal of this policy is to recognize the vital role that libraries play in sustainable development by providing an enabling environment for realizing a nation's potential. It focuses on key functions and roles played by libraries and proposes policy statements geared towards providing guidelines on tackling the existing

challenges. It also provides policy direction for the library sector development at national and county levels, hence promoting unity in diversity with the view to moving Kenya forward. It is expected that the policy will provide a platform for the library sector to thrive by enhancing the visibility of the existing libraries and the establishment of others that are friendly and easily accessible. Secondly, it will ensure communities appreciate the role played by libraries as an enabler for sustainable development. And it will improve the reading culture of Kenyans and ensure that library materials are relevant to support research and innovation.

DRAFT FOR VALIDATION

CHAPTER ONE

INTRODUCTION

1.0 Overview

This chapter provide background information on the library sector in Kenya, the legal framework, the rationale for the policy, outlines the objectives, and identifies the key challenges facing the sector. It also highlights policy statements and interventions; resource mobilization; implementation framework; and monitoring and evaluation framework.

1.1 Background

Libraries have existed in Kenya since pre-colonial days. The development of libraries in the country intensified during the colonial period with many institutions and communities establishing libraries. This trend has continued after independence with several libraries being established. These libraries include National, Public, Schools, Academic, and Special Libraries.

1.2 Legal framework

The COK 2010 recognizes the importance of libraries in the country. Library functions have been entrenched in the constitution explicitly or implied vide various articles. These include:

- i. Article 11(2) (a) on the promotion of national and cultural expressions.
- ii. Article 35 (1(a) (b) right of access to information.
- iii. Article 191(3) (b) on norms and standards.
- iv. Article 54 (1) (c) on the rights of persons with disability.
- v. Fourth Schedule (f) on devolved functions.

The library and information services in Kenya are governed by several Acts of Parliament. These include:

- i. The Kenya Literature Bureau Act (Cap 209)

- ii. McMillan Memorial Library Act (Cap 217)
- iii. Kenya National Library Service Board Act (Cap 225)
- iv. Public Archives and Documentation Service Act (Cap 19)
- v. Books and Newspapers Act (Cap 111)
- vi. The Copyright Act No 12 of 2001.
- vii. Legal Notice No 142 – Transfer of the Library Functions.

The Government has also from time to time issued various circulars to guide the library services sector. They include:

- i. Executive Order No. 1 Rev, May 2020.
- ii. MSPS 1/41A VOL.II/56 on the 1st February 2011 Establishment of Library Services Department.
- iii. Circular Ref. No. OP/CAB 39/2A Vol. IV (52) of 8th February 2005 Establishment of Libraries/Documentation Centres in Ministries/Departments.
- iv. Circular Ref. No. OP.1/48A/11/10 of 7th July 1989 Depositing of Reports and other generally circulated documents in the Kenya National Archives.
- v. District Focus Circular No. 1/86.
- vi. District Focus for Rural Development Rev, 1985.

The library service sector has also adopted international standards, treaties, and guidelines including;

- i. Marrakesh Treaty.
- ii. The World Intellectual Property Organization (WIPO) Copyright Treaty.
- iii. International Federation of Library Associations and Institutions (IFLA) Constitution and Statutes.
- iv. Lyon Declaration.

1.3 Rationale

Libraries have existed in Kenya since pre-colonial times and play an important role in the social and economic development of the Country. However, the library sector has continued to be governed by multiple, legal and institutional frameworks that are inadequate to facilitate effective and efficient provision of library services.

Technology has also improved the role of libraries as a source power of information.

This, has brought about new challenges to libraries that require to be addressed through appropriate policy framework.

In the development of libraries, the librarian's profession has also grown exponentially. raising the need to develop a legal and policy framework to regulate the profession.

For harmony in the delivery of efficient and effective library information services in Kenya to be realized, there is a need for the development of a comprehensive national policy on the establishment, rationalization, and management/regulations of library information services which has hitherto been missing. A policy will guide in setting standards and coordination of the sector.

1.4 Objective of this Policy

1.4.1 Overall Objective of the policy

This policy provides guidelines to libraries, policy makers, and library personnel on the establishment, operationalization, coordination, and management of library services in Kenya.

1.4.2 Specific objectives

- i. To provide policy direction for Libraries in Kenya.
- ii. To provide policy statements and interventions for the Libraries in Kenya.

1.5 Challenges

The library sector has been experiencing a myriad of challenges that hinder establishment, operationalization, co-ordination, management, and regulations due to:

- i. Lack of policy framework
- ii. Weak and inadequate legal frameworks
- iii. Inadequate funding
- iv. Lack of monitoring and evaluation mechanisms.
- v. Poor infrastructure
- vi. Inadequate human capital and unregulated professionalism
- vii. Poor coordination
- viii. Inaccessibility
- ix. Inadequate information materials

- x. Poor reading culture
- xi. Lack of recognition of library services' role in sustainable development
- xii. Insecurity
- xiii. High taxation on library materials
- xiv. Lack of weeding and disposal of information materials guidelines
- xv. Low awareness of library services

1.6 Policy Statements and Interventions

To address the challenges facing the Library Service Sector. This policy proposes various interventions. These include:

- i. Development/ Review of policy, legal, and institutional framework
- ii. Establishment of libraries
- iii. Facilitate access to library services and resources.
- iv. Provision of adequate infrastructure for library services
- v. Maintenance of balanced, up-to-date, reliable, and relevant information resources in libraries
- vi. Support libraries in embracing ICT for efficient service delivery
- vii. Development of Library Standards
- viii. Capacity building
- ix. Provision of security
- x. County libraries' conformity to recognized standards
- xi. Promoting and coordinating collaborations and partnerships amongst Libraries and other stakeholders locally and internationally
- xii. Development of weeding and disposal of information materials guidelines
- xiii. Promotion of a reading culture
- xiv. Creation of awareness of Library services
- xv. Funding for libraries.
- xvi. Human Capital
- xvii. Zero-rating taxation on books
- xviii. Recognition of library services' role in sustainable development

1.7 Resource Mobilization

The library services sector is underfunded. This has led to slow development of the sector hence the need to increase the allocation of funds to ensure faster and equitable development.

1.8 Implementation Framework

To facilitate effective implementation of this policy there is need for all stakeholders to be involved. Towards this end, the policy provides for an implementation framework and the roles of stakeholders. It also proposes the development and enforcement of library standards to enhance coordination. Key implementers shall include;

- i. Cabinet Secretary responsible for Libraries
- ii. Principal Secretary responsible for Libraries
- iii. Directorate of Library Services
- iv. National Library
- v. Sponsoring Institutions
- vi. County Governments
- vii. Librarians

1.9 Monitoring and Evaluation

This policy shall be monitored on an annual basis and reviewed after 5-year period.

CHAPTER TWO

SITUATIONAL ANALYSIS

2.0 Overview

This chapter presents the background of the library services, the policy context, legal and institutional framework, and also identifies the gaps.

2.1 Background

The history of library development in Kenya dates back to the 19th century with the earliest library having been established in Kilwa for the Muslim Philosophy and a small literate class. In 1887, the white missionaries established a library in Frere town, Mombasa, while the High Court library was established in the same town in 1895. These were mostly special libraries established to serve the needs of the European and Asian communities. Library use was restricted to the Arab and Christian missionaries to promote Muslim philosophy and Christianity respectively. Subsequently, the judicial library in Mombasa was established in 1902 to serve the colonial administration, followed by the establishment of the Agriculture Library, Nairobi in 1907 to serve the needs of the white settler community. In 1928, Lady McMillan established the McMillan Memorial Library in Nairobi in the memory of her husband purposely for use by the European community only. The McMillan Library was then transferred to the then Nairobi City Council and formed the center of the Nairobi City Council Library Services in 1962.

In 1944, during the conference for colonial governors in East Africa, there was a concern raised regarding the lack of reading materials for Africans. To promote literacy among the African communities, a commission chaired by Huxley was formed which submitted its report in 1946 and recommended among others the formation of the East Africa Literature Bureau. The mandate of the Bureau was to encourage African authorship, publish materials in vernacular dialects, and establish lending libraries in Kenya, Uganda, and Tanzania in 1948.

In 1960, the three Governments commissioned Sydney Hockey to evaluate the situation of library services in East Africa. He recommended individual countries form their respective public libraries system. Consequently, the Kenya National Library Service

Board was established under the Kenya National Services Board Act of 1965 and became operational in 1967.

In the 1970s, additional public, academic, special, and school libraries were established. Within the same period, new research institutions and other international organizations were established thus creating the need for libraries. The trend progressed to the 1980s & 1990s leading to the turn of the millennium occasioning growth and expansion of libraries. This was propelled by the establishment of new academic institutions, a realization of the need for special libraries, and the urge for communities to access public libraries within their localities.

To address the need to have an institution to coordinate library services in the country, the Department of Library Services was established in February 2011 through Circular MS/PS 1/41A VOL.II (56) and assigned the Department with the mandate to coordinate policy implementation; manage and develop all technical and administrative matters (including personnel matters) relating to library services in the Civil Service. Under Executive Order No. 1 (Revised May 2020) on Organization of the Republic of Kenya, the State Department for Culture and Heritage was assigned the function of library services.

2.2 Legal Frameworks

Various legislations recognize the role of libraries and govern the management of library services. These include: -`

2.2.1 Constitution of Kenya 2010

The CoK 2010 recognizes the importance of libraries in the country. The library function is entrenched in the Constitution explicitly and implied by various Articles. **Article 11(2) (a)** obligates the State to promote all forms of national and cultural expression through libraries among others. The **Fourth Schedule 4(f)** assigns functions to county governments on cultural activities, public entertainment, and public amenities including libraries. Further, **Article 35 (1)(a)(b)** provides for access to information as a Fundamental Human Right; **Article 46 (1)(b)** guarantees consumers the right to the information necessary for them to gain full benefit from goods and services and **Article 54 (1)(c)** focuses on granting people with disability right to reasonable access to all places, public transport, and information.

Libraries play an essential role in providing space for persons to receive and impart information as safeguarded under freedom of expression enshrined in **Article 33 (1)** which recognizes the right to freedom of expression including; the freedom to seek, receive or impart information of ideas; freedom of artistic creativity; and, academic freedom and freedom of scientific research. **Article 43 (1)(f)** guarantees that every person has a right to education. Being a living force for education, the existence of libraries underlines the vital and complementary role libraries / play to schools and other formal education institutions in ensuring that everyone has the opportunity/possibility to learn and improve their readership life.

Other notable provisions that relate to libraries and the need for setting norms and standards in a particular field are; **Article 55** which provides for the protection of the youth from harmful cultural practices and exploitation; **Article 56** on the minorities and marginalized groups compels the state to put in place affirmative action programs to ensure that these groups develop their cultural values, languages, and practices and; are accorded special opportunities; **Article 186(3)** which provides that a function or power not assigned by the Constitution or national legislation shall remain a function or power of the national government; and **Article 191(3)(b)** empowers the national government to set norms and standards for any matter which requires uniformity across the nation.

To align the library service sector with the Constitution and enable its effective contribution to the development of Kenya, there is a need for a comprehensive national policy on library services to address the gap.

2.2.2 Acts of Parliament

i. McMillan Memorial Library Act, (Cap 217)

Enacted in 1938 granting powers to enlarge, extend and revise the objects and scope of the charitable trust known as the McMillan Memorial Library including making further amendments and additions to the constitution and trusts of the McMillan Memorial Library. The objects and scope of the McMillan Memorial Library as envisaged in the Act include among others; the establishment, maintenance, and development at Nairobi of a reference library, a reading room, and a lending library.

ii. Kenya Literature Bureau Act, Cap 209 (Rev. 2012)

Enacted to establish the Kenya Literature Bureau as a successor to the East African Literature Bureau to carry out functions previously performed by the EALB within and outside Kenya. Under the provisions on the functions, the Bureau is mandated to carry out the business of publishing, printing, and distributing literary, educational, cultural, and scientific books, periodicals, journals, magazines, digital and electronic materials, and works of every description. The Act recognizes the role the publishing industry plays in promoting the country's literary traditions, culture, and identity and facilitates the expression of the creativity and originality of Kenyan authors. The Bureau also makes available for a general readership, through translation from foreign to local languages, works of interest and value to the public.

iii. **Kenya National Library Service Board Act (Cap 225)**

The Act establishes the Kenya National Library Service Board and provides for matters related to the National Library Service including functions of the Kenya National Library Service Board. The multiplicity of functions in this Act creates obscurity in distinguishing between national and public library functions.

iv. **Public Archives and Documentation Service Act (Cap 19)**

Enacted to establish the Kenya National Archives and Documentation Service and to provide for the preservation of public archives and public records and connected purposes. The Act provides that the Service shall, in every six months, publish and circulate to all major libraries in the country and the link centers in the public services an accession list of reports and documents acquired.

v. **Copyright Act No. 12 of 2001**

The Act provides for fair use of copyrighted materials for non-commercial purposes by authorized institutions which include libraries. The Act also provides for the reproduction of copyrighted materials in specialized formats to be used by persons with visual impairment and other forms of disabilities. This provides libraries with an opening to serve persons with visual impairment and other disabilities with specialized formats without incurring the extra cost of seeking the consent of the copyright holder(s) to change the format of material(s).

vi. **Books and Newspapers Act (Cap 111)**

The Act compels publishers of books and newspapers to deliver at their own expense two copies of their publications to the director KNLS for purposes of equipping the national library and production of the Kenya National Bibliography.

vii. **Protection of Traditional Knowledge and Cultural Expressions Act No 33 of 2016**

The Act provides a framework for the protection and promotion of traditional knowledge and cultural expression including intellectual property rights.

viii. **Access to Information Act No. 31 of 2016**

This Act provides a framework to facilitate access to information held by private bodies as guided by the Constitution, public and private entities to proactively disclose information, protection for persons who disclose information, and provision of public education on the right to access information.

2.2.3 International Treaties and Conventions

The Constitution under Article 2(6) recognizes that any treaty or convention ratified by Kenya shall form part of the law of Kenya. Kenya is a signatory to several international treaties and conventions on information, library, and the protection of cultural expressions. Some of the conventions include: -

i. **Marrakesh Treaty**

The Marrakesh Treaty was adopted on June 27, 2013, in Marrakesh and it forms part of the body of international copyright treaties administered by WIPO. It has a clear humanitarian and social development dimension and its main goal is to create a set of mandatory limitations and exceptions for the benefit of the blind, visually impaired, and otherwise print disabled (VIPs). The main objective of the treaty is to obligate signatories of the treaty to factor in their copyright laws clauses that exempt reproduction of literary work that facilitates access to information for persons with print disabilities from copyright requirements.

2.2.4 Other declarations and international bodies

ii. Lyon Declaration on Access to information and Development - 2015

This declaration was signed in 2015 and underscores the importance of information in supporting sustainable development. It commits signatories to acknowledge that access to information and the skills to effectively use are required for sustainable development and recognizes the important role of information intermediaries such as libraries in implementing this. It also calls for the adoption of policies, standards, and legislations to ensure the continued funding, integrity, preservation, and provision of information by the government.

iii. International Federation for Library Association and Institutions (IFLA)

The association was established in 1927 to advocate for libraries as institutions to; provide open access to knowledge; safeguard and promote culture and heritage; promote professional development and capacity building for its members; offer a supportive environment for libraries; promote international understanding cooperation discussion, research and development in all fields of library activities and cooperate with other international organization in the information field.

The aforementioned pieces of legislation are archaic hence require a total overhaul, review, or alignment to the current trends and practices in the library sector. They are inadequate concerning specific recognition of library services and realization of best practices governing library information services.

iv. Administrative Circulars

Circulars have for many years been used as an authority to establish libraries in the public service. The practice has been in place since the colonial period. These circulars include:

- i. Executive Order No. 1 Rev. May 2020 placed library services function in the Ministry of Sports, Culture, and Heritage.
- ii. MSPS 1/41A VOL.II (56) of 1st February 2011 established the Department of Library Services. It mandated the department to oversee the library function and also for efficient management of library personnel in the civil service.

- iii. Circular Ref. No. OP/CAB 39/2A Vol. IV (52) of 2005 on the establishment of libraries/documentation centers in ministries/departments. The Government recognized the importance of establishing libraries in ministries and departments to serve as a framework for the collection, processing, safe custody, timely retrieval, and dissemination of information for decision making. The circular therefore directed ministries and departments to establish libraries.
- iv. Circular Ref. No. OP.1/48A/11/10 of 1989 on depositing of reports and other generally circulated documents in the Kenya national archives. The circular required ministries and other public offices to deposit in the Kenya national archives all reports and generally circulated documents in their custody. It also directed ministries and other public offices to establish libraries/documentation centers and have all reports and other generally circulated documents in the custody of public officers deposited there for processing, storage, and retrieval.
- v. Circular No. 1/86 - District Focus for Rural Development established District Information and Documentation Centres (DIDCs). The circular emphasized the importance the government placed on the provision of timely and up-to-date information for development planning and decision making. It placed DIDCs under the District Planning Units to act as the information arms for the District Development Committees at the district level.
- vi. Circular No. OP 16/17A/11/23 Rev. 1985 - District Focus for Rural Development which set the ground for the provision of information on rural developments at the district level. It required each district to establish a District Information and Documentation Center. The centers were to collect, process, store and disseminate information on development planning within the district to the DDCs and the public.

2.3 Library Services in Kenya

The Library Services sub-sector in Kenya comprises different Library systems. These library systems are guided by different objectives among them being the information needs of their users. These libraries are funded, operationalized, and managed by various agencies.

Categories of Libraries in Kenya

The categorization of libraries in Kenya borrows from the global arena classification namely:

2.3.1 The National Library

A national library is an institution established by the Government to collect, organize and preserve the country's documentary heritage, national imprint and make it available for access.

In Kenya, some of the functions of the national library are assigned to the Kenya National Library Service Board under Kenya National Library Service Board Act, Cap 225, and the Books and Newspapers Act, Cap 111. However, the functions of preservation of the national imprint and production of the National Bibliography are hindered by the weak implementation of the relevant legislation.

2.3.2 Public Libraries

It refers to libraries established, maintained and managed by either the County, National Government, non-governmental organisation, community or private person open to members of the public. It provides access to knowledge, information, cultural activities, reading activities, and lifelong education to the public.

In Kenya, public libraries are operated by the Kenya National Library Services Board which has established 64 branches across the country while others are managed by the Nairobi City County, several by Non-Governmental Organizations and Community Based organizations.

Cultural activities, public entertainment, and public amenities including the library are devolved functions under the COK, 2010. The Legal Notice No. 142 published under the Intergovernmental Relations Act No. 2 of 2012 gives effect to the transfer of library functions delineating the functions between national and County Governments.

In this regard, there is an inadequate legal framework to operationalize functions of the public libraries hence the need for the development of the appropriate legal instruments.

2.3.3 Academic Libraries

This is a Library established to assist institutions of higher learning and tertiary institutions to fulfil the core mandate of teaching, learning, research, and extension services.

In Kenya, academic libraries are established by respective institutions and regulated by the Commission of University Education (CUE) for university libraries and the Technical and Vocational Education and Training Authority (TVETA) for tertiary and vocational institutions. Although there are institutional frameworks for institutions of higher learning, there is no clear framework for libraries in tertiary institutions.

2.3.4 School Libraries

A School library refers to a library established and managed by a school to offer various sources of information and resources to school community. In Kenya, a few schools have established libraries. These libraries are established by respective schools and donors and operated by respective schools. Private schools offering international curricula establish and manage libraries guided by the regulation of their respective curricula. However, school libraries in schools offering local curricula are not anchored on any policy or legislation.

2.3.5 Special Libraries

This category of Library aims at providing specialized library service to the staff of the agency or organization that has established them, or to the public.

In Kenya, these libraries include those in Government ministries, departments, and agencies; legislature; judiciary; research institutions; foreign missions; international agencies; private institutions among others. Apart from those in government MDAs, which are governed by administrative frameworks, there is no policy or legislation to govern the establishment and its management.

2.4 .0 Challenges

Despite the long history of libraries in Kenya and the fact that there exists a multiplicity of Library Systems, Library and Information Services in Kenya are faced with several challenges. These include:

i. Lack of policy framework

Although there are many library systems in the country there is no national policy on libraries to facilitate the coordinated formulation and implementation of library and information services programs. There is no policy to govern the establishment and subsequent service provision for government libraries, public libraries, school libraries, and middle-level colleges' libraries.

ii. Weak and inadequate legal frameworks.

The multiple legal frameworks governing library and information services in Kenya are not adequate to facilitate effective services. Under the Kenya National Library Service Board Act (Cap 225) the public library function and the national library function are not explicitly distinguished. There is no provision for coordination of the legal deposit although authority for legal deposit is assigned to four bodies namely; the University of Nairobi, the Attorney General, the Kenya National Archives, and the Kenya National Library Service which makes enforcement of this law difficult.

iii. Inadequate funding

Generally, all categories of libraries in Kenya have continued to operate with inadequate funding. Apart from academic libraries, there exist no guidelines as to how library services will be funded.

iv. Lack of monitoring and evaluation mechanisms.

There are no provisions for effective monitoring and evaluation mechanisms for library services in Kenya, except some guidelines for academic libraries provided by Commission for Higher Education,

v. Poor infrastructure

In-country with a population of 50million, there are less than 100 public libraries. Of these, 64 are managed by KNLS and are distributed in 33 counties. The existing structure in those libraries is dilapidated, insufficient, and ill-equipped.

vi. Inadequate Human Capital and unregulated professionalism.

Most libraries in Kenya are understaffed. In the cases of school libraries, the staff has no training in librarianship. There is a need to urgently address the gap through the engagement of qualified library personnel. Several librarian professional bodies make it difficult to enhance professional standards. Librarians require an effective body to oversee professionalism and adherence to set standards.

vii. Poor coordination.

Although there are many players in the library sector, there is no framework to ensure collaboration and coordination of library services programs. There is a multiplicity of stakeholders playing roles designated as library functions.

viii. Inaccessibility.

The majority of the libraries are accessible to their users in terms of physical location. However, some libraries are not easily accessible due to poor road networks while other libraries are located upstairs with no ramps or elevators available in the buildings to allow people with disability access to the service. Concerning information access, the information resources in most academic libraries can be accessed electronically while school and public libraries are still operated manually. The collection in major libraries does not cater to persons with disabilities, apart from a few libraries which have materials in braille and audio while a few with e-resources are equipped with software that allow access to information resources by persons with a print disability.

ix. Inadequate local content in libraries

The percentage of local content in most libraries is low as the acquisition of information resources locally created/authored is based on a low market supply. However, in school libraries, the local content is high due to the use of curriculum-based books.

x. Poor reading culture.

The absence of a national strategy to promote a reading culture has impacted negatively the overall literacy levels in Kenya (below the world average). This has partly resulted in the below-average development of authorship and publishing. It has also led to low absorption/utilization of research outputs hence low levels of innovations, the net effect being slow economic growth.

xi. Lack of recognition of Library Services' roles in sustainable development.

The Vision 2030, Sustainable Development Goals, and Africa Agenda 2063 are universal agendas for transforming the economies not only in Kenya but the whole world. To achieve these transformations and promote sustainable development, nations must rethink the approaches to the provision of services offered by libraries whose aim is to: meet increasing demands on access to information, provide information for research and discovery, connect farmers to new markets, find capital to start a business for entrepreneurs, information to youth on the acquisition of vocational skills, and health workers research and provision of current data care to patients among others. Libraries in Kenya have been left out in the process of national planning where there is inadequate provision and financing for libraries to support literacy programs, equitable access to information and resilience, provide a safe space for learning, and support researchers to access, apply and reuse research and data to create new knowledge. In this regard, there is a need to strengthen the ability of the library services and advocate for their sustainability.

xii. Insecurity.

The library service sector is faced with inadequate security for library information services, resources, facilities, staff, and library users. This leads to the inability of a system to safeguard or protect itself from unauthorized entry, access, use, alteration or removal, or interference with its assets.

xiii. High taxation on books.

Books in Kenya are subjected to Value Added Tax (VAT) hence raising the cost of books significantly. This hurts the financial resources available to libraries since they have to prioritize between providing their users with information materials and other needs that must be catered for. As a result, the range of information materials availed for access is reducing with time. This has in turn affected the ability of libraries to improve the culture of reading among Kenyans.

xiv. Lack of guidelines for weeding and disposal of library materials

Best practices globally require a library to develop and operate a comprehensive weeding and disposal policy. The policy is supposed to enable guide the library on what

materials to remove from its collection when to weed, and how to dispose of the weeded material(s). Whereas many libraries have a weeding policy, it is on very rare occasions that weeding is done. In instances where information materials are weeded out, their disposal is done on an institution's judgment and information on the same is not shared with other libraries who may find some useful materials for permanent preservation. This may lead to the country losing valuable information materials that may be required in years to come.

xv. **Low awareness of library services**

The level of awareness of library services in Kenya is low hence there is inadequate utilization of the service. This scenario has resulted in library services not getting the required attention at the policy level thus impacting negatively on the development of the sector.

CHAPTER THREE

POLICY INTERVENTIONS

3.0 Overview

This chapter contains policy statements and interventions.

3.1 Introduction

The establishment, operationalization, and management of Library and Information Service in Kenya exists in multiple forms and is also governed by multiple legal and institutional frameworks that are inadequate to facilitate the effective and efficient provision of services. To improve service delivery, the following interventions will be undertaken;

- i. Development / Review of policy, legal, and institutional framework.
- ii. Establishment of libraries
- iii. Facilitate access to library services and resources.
- iv. Provision of adequate infrastructure for library services.
- v. Maintenance of up-to-date, reliable, appropriate and relevant information resources in the library
- vi. Support libraries in embracing ICT for efficient service delivery.
- vii. Development of Library Standards.
- viii. Capacity building.
- ix. Provision of security.
- x. County libraries' conformity to recognized standards.
- xi. Promoting and coordinating collaborations and partnerships amongst Libraries and other stakeholders locally and internationally.
- xii. Development of weeding and disposal of information materials guidelines.
- xiii. Promotion of a Reading Culture.
- xiv. Creation of awareness of Library services
- xv. Funding for libraries.
- xvi. Human Capital.

- xvii. Zero-rating taxation on books
- xviii. Recognition of library services' role in sustainable development.

3.1.1 Development / Review of policy, legal, and institutional framework

A sound policy, legal and institutional framework is necessary for guiding the activities of Library Information Services and Resources. To enhance operations and management of the Library and Information Services, the following will be undertaken:

Policy Statement

The Government shall put in place deliberate measures geared towards the development, alignment, and review of appropriate Policies, legislative frameworks, and Acts to establish, operationalize and regulate the sector.

Sponsoring institutions/organizations shall: -

Develop Policies:

- i. Libraries Policy
- ii. Disaster Management Policy
- iii. Research Policy
- iv. Preservation and Conservation Policy
- v. Development of standards
- vi. Development of Regulations/ Guidelines
- vii. Collection Development Policy

Review Existing Policies and Acts:

- i. The National Policy on Culture and Heritage
- ii. Books and Newspapers Act. (Cap 111)
- iii. Commission for University ACT. (No. 42 of 2012)
- iv. Basic Education Act
- v. Any Other Relevant Acts.

Formulate Legislative Frameworks

Libraries of Kenya Legislation (These will include: County Libraries, Public Libraries, Kenya National Library Services (KNLS), School Libraries, Academic Libraries, and Special Libraries)

Establish Institutional Frameworks

The government shall put in place an appropriate institutional framework which will include:

- i. The Ministry, Departments, and Agencies responsible for libraries
- ii. County government Departments and Agencies are responsible for libraries.

3.1.2 Establishment of libraries

This is the process of providing facilities for formal and informal lifelong self-Education in the community. They Collect, house, preserve and disseminate information resources to promote enlightened citizenship and enrich personal life.

Policy statement

The Government shall ensure legislative framework and Acts are put in place for the establishment of Libraries to enable citizens to access information.

Sponsoring Institutions / Organizations shall;

- i. Establish Libraries
- ii. Formulate a legislative framework to which all categories of libraries will adhere.
- iii. Mandatory budget allocation.

3.1.3 Facilitate Access to Library Services and Resources

Access is the act of being able to get information services and resources in all formats to use them.

Policy statement

The government shall avail library services and resources in all formats to facilitate access without discrimination.

Sponsoring institutions/organizations shall ensure: -

- i. Measures are undertaken to facilitate access to library services and information resources in appropriate formats such as audio visual, braille, optical character recognition (OCR), and sign language among others without discrimination.

3.1.4 Provision of adequate infrastructure for library services

Effective Library services require the provision of adequate and appropriate infrastructure. Such infrastructure enables users to satisfy their information needs in comfort.

Policy Statement

The government shall ensure that libraries are allocated adequate and appropriate space, equipment, furniture, and amenities.

Sponsoring institutions/organizations shall provide: -

- i. Adequate space to accommodate staff, users, storage, and offices.
- ii. Equipment e.g., computers, photocopiers, printers, telephone, fax machines, multimedia, and many others.
- iii. Furniture e.g., shelves, tables, chairs, cabinets, desks among others.
- iv. Amenities e.g., washrooms, kitchen, recreation areas, water, lighting, and fire exits among others.
- v. Access to libraries to persons with disabilities by installing ramps and lifts among others
- vi. Children and elderly-friendly spaces

3.1.5 Maintenance of up-to-date, reliable, appropriate and relevant information resources in the library

Information is a very powerful tool that can either be utilized or abused. Libraries must ensure citizens' access to balanced, up-to-date, reliable, appropriate, and relevant information. They have a responsibility to ensure that every citizen has access to information that is suitable to their age; their information needs, and in tandem with the country's national values and principles.

Policy Statement

The government shall ensure the development of a framework to facilitate the acquisition of up-to-date, reliable, relevant, and appropriate information resources.

Sponsoring Institutions / Organizations shall ensure the development of library collections guided by;

- i. The Constitution of Kenya
- ii. National Values and Principles
- iii. Country's diverse cultural heritage
- iv. User Information needs
- v. Institutions / Organizations mandate and functions

3.1.6 Support libraries in embracing ICT for efficient service delivery

Information Communication and Technology (ICT) is an integral tool in the management of library services. ICT not only facilitates storage, search, and retrieval of information materials, through online *platforms* but also effective and efficient

access to information regardless of the geographical location. It also enhances resource sharing, networking, linkages, and partnerships in the library and information world.

Policy statement

The government shall ensure libraries embrace ICT for efficient management and provision of information services by providing an enabling environment.

Sponsoring institutions/organizations shall ensure that: -

- i. Libraries are equipped and properly maintained with modern ICT infrastructure.
- ii. Libraries integrate ICT in the management of information services.
- iii. Libraries develop and acquire e-resources such as databases, e-journals, and e-books among others and make them accessible to all categories of users through networking, linkages, and partnerships.
- iv. Provide ICTs training for library personnel and users.
- v. Develop and implement Library Management Information Systems (LMIS)

3.1.7 Development of the Library Standards

Directorate of library services will be responsible for the development and enforcement of library standards in Kenya.

Policy statement.

The Government shall ensure development and enforcement of recognized standards and best practices for Library services in the country.

The directorate shall develop standards guided by the following: -

- i. The Constitution of Kenya
- ii. Ranganathan's guiding Principles of Librarianship but modified to suit emerging trends.
- iii. The UNESCO Public libraries Manifesto.
- iv. IFLA/UNESCO School Library Manifesto.
- v. IFLA Guidelines for Government libraries.
- vi. Any other relevant law/guidelines developed or reviewed from time to

time.

3.1.8 Capacity building.

Capacity building is the process of developing and strengthening the skills, instincts, abilities, processes, and resources that organizations and communities need to survive, adopt and thrive in a fast-changing world.

Capacity building is a key component in the performance of any institution. It is important to build optimal capacity for effective and efficient performance.

Policy Statement.

The Government shall ensure the provision of adequate capacity building for library services.

Sponsoring institutions/organizations shall: -

- i. Hire professionally qualified library personnel with a minimum of a diploma in Library and Information Science/Studies.
- ii. Capacity-build and train library personnel to equip them with new skills and competencies to keep abreast with emerging trends in the field of library and information service.
- iii. Provide adequate resources and infrastructure.
- iv. Encouraging joining recognized professional associations.

3.1.9 Provision of security.

Security is the ability of a system to safeguard or protect itself from unauthorized entry, access, use, alteration or removal, or interference with its assets. There is a need to provide security for both library physical facilities and information systems.

Policy statement.

The Government shall establish mechanisms to ensure adequate security for library services, resources, facilities, staff, and users.

Sponsoring institutions/organizations shall: -

- i. Address matters concerning the confidentiality of information following the existing legislation/regulation.
- ii. Enhance preservation and conservation of information materials.
- iii. Establish mechanisms to safeguard staff, users, facilities, and information materials.
- iv. Develop and implement disaster preparedness and management plans
- v. Install electronic security systems to prevent hacking, unauthorized access, alteration of information, and viruses among others.

3.1.10 County Libraries' conformity to recognized standards.

A County library refers to an organization established, supported, and funded by the County, Government. It provides access to knowledge, information, cultural activities, reading activities, and lifelong education to the public.

Standards are guidelines /rules for products, processes, or materials which produce a level of uniformity and reliability. They guide the level of financial, material, and human support necessary to ensure that the libraries will be able to fulfil their responsibilities to the users.

Policy statement.

The Government shall ensure that county governments conform to the established library standards.

Sponsoring Institutions/Organizations shall:

- i. Establish mechanisms for enforcement of recognized standards.
- ii. Affirmative action to facilitate conformity to recognized standards.

3.1.11 Promoting and coordinating collaborations and partnerships amongst Libraries and other stakeholders locally and internationally.

These are arrangements made by libraries for mutual benefits. In the library services field, there exists a symbiotic relationship between libraries through which information services are provided for example inter-library lending, resource sharing, and reference services information organization among others.

Policy Statement.

The Government shall ensure the promotion and utilization of library services through coordination, collaborations, and partnerships amongst libraries and other stakeholders locally and internationally.

Sponsoring institutions/organizations shall promote collaborations, networking, and resource sharing through:

- i. Compilation of union catalogs.
- ii. Encouraging consortia formation.
- iii. Development and implementation of Library Management Information Systems. (LMIS)
- iv. Encouraging collaboration between libraries
- v. Encourage exchange/twinning programs.

3.1.12 Development of weeding and disposal of Information material guidelines.

Weeding is the removal of library materials that are no longer useful, appropriate, or rarely used, whereas disposal is the action or process of getting rid of obsolete material.

Policy statement

The Government shall ensure the development of weeding and disposal guidelines.

Sponsoring Institution/Organization shall ensure:

- i. Development of weeding and disposal guidelines
- ii. Development of Weeding and Disposal Policy
- iii. Adequate budget allocation

3.1.13 Promotion of a Reading Culture

Promotion of a reading Culture aims to publicize reading among members of the general public. It is an activity that is meant to popularize reading and make it a lifelong hobby. The main objective of cultivating and promoting a reading culture is to make

reading a habit that is appreciated and loved by citizens. It is therefore important to create awareness of the importance of reading for leisure and not necessarily to pass exams and to develop reading as a habit and culture.

Policy statement.

The Government shall put in place mechanisms to promote a positive reading culture among Kenyans.

Sponsoring institutions/organizations shall: -

- i. Stimulate public interest in books and promote reading for knowledge, information, and enjoyment.
- ii. Modernize library services with relevant infrastructure, informational materials, and other resources.
- iii. Integrate library services in the education systems.
- iv. Celebrate library day every year.

3.1.14 Creation of awareness on Library services.

The level of awareness of library services in Kenya is very low, this may be partly due to late exposure to libraries to the majority of Kenyans, lack of a strategy to promote libraries as an essential social amenity, and poor understanding of the importance of libraries in the socio-economic development of the country. There is, therefore, a need to lay out a framework that will inform the country on the importance of libraries and hence their inclusion in the overall planning for socio-economic development.

Policy statement

The Government shall put in place mechanisms to create awareness of Library services.

Sponsoring institutions/ organizations shall:

- i. Develop strategies for the promotion of library services
- ii. Develop publicity programs for services offered by libraries.
- iii. Mandatory budget allocation

- iv. Create training programs for Library staff

3.1.15 Funding for libraries

Library services provision is a combination of various resources with each requiring a financial input. To ensure optimum service provision adequate funding is necessary. As a result, there is a need to raise the level of funding for library services in the country.

Policy statement

The Government shall develop a framework to promote funding for library services.

Sponsoring Institutions/organizations shall ensure:

- i. Libraries are adequately funded.
- ii. Availability of resources.

3.1.16 Human Capital

Human capital is a key component in the provision of efficient and effective library services. Librarians are the base of a strong and long-running library, they run the library, no matter what level. This means their strength, commitment, dedication and their emotional connection with the library can't be judged as assets in monetary value. In most cases, they provide crucial insights at the library but they are often overlooked or neglected, and most institutions do not view them as valuable assets – either in terms of providing insights into the users or as brand ambassadors thus there is a need for the development of a professional body to safeguard professionalism in the sector.

Policy statement

The government shall ensure library services are offered by qualified personnel.

Sponsoring institutions/organizations shall ensure:

- i. Recruitment of qualified professionals
- ii. Training programs for the staff development
- iii. They are members of professional bodies
- iv. Continuous professional development of the staff
- v. Develop strategies for the promotion of library services
- vi. Develop publicity programs for services offered by libraries.

- vii. Provide adequate budgetary allocation

3.1.17 Zero-rating taxation on books

High taxes on books have negative impact on the financial capacity of libraries to provide information materials. This has resulted to high operational costs and a reduced range of knowledge sources availed to users. To avert this negative scenario there is a need to review the country's policy on the taxation of books and other library materials.

Policy statement.

The Government shall review taxation on books from time to time to ensure availability of affordable library materials

Sponsoring institutions/organizations shall:

- i. Lobby for zero rating of taxation on books

3.1.18 Recognition of library services' role in sustainable development

Libraries are established to inform, enlighten, educate and entertain, provide recreation and inspire users through the provision of information which fulfils economic, socio-cultural, educational, research, spiritual, ethical, aesthetical, and political functions among others. As such, a country's library system must contribute to the aspirations reflected in the national, regional, and global development blueprints. For Kenya, these development blueprints include The Kenya Vision 2030, Africa's Agenda 2063, and the UN's Sustainable Developments Goals (SDG).

Kenya Vision 2030: is the country's development blueprint covering the period 2008 to 2030. It aims to transform Kenya into a newly industrializing, middle-income country providing a high-quality life to all its citizens by the year 2030. Through its three operational pillars namely: economic, political, and social pillars, the vision anticipates transforming Kenya into a globally competitive and knowledge-based prosperous economy.

Africa Agenda 2063: The Africa We Want. This is Africa's blueprint and master plan for transforming Africa into the global powerhouse of the future. It is the continent's strategic framework that aims to deliver on its goal for inclusive and sustainable development and is a concrete manifestation of the pan-African drive for unity, self-

determination, freedom, progress, and collective prosperity pursued under Pan-Africanism and African Renaissance.

Sustainable Development Goals (SDGs): The SDGs otherwise known as the Global Goals are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. Out of the identified seventeen, the library information services and resources could directly contribute to the achievement of the following:

Goal No. 1 No Poverty, Goal No. 2 Zero hunger: Goal No. 3 Good health and wellbeing: Goal No. 4 Quality Education. Goal No. 6 Clean Water and Sanitation: among others

To achieve the goals anticipated in the Kenya Vision 2030, Africa's Agenda 2063, and the SDGs there must be access to relevant, up-to-date, authentic, and reliable information. Information is an enabler of the acquisition of skills and knowledge for sustainable livelihood and development, such information has been considered a fundamental human right supported by many organizations such as the International Federation of Library Associations and Institutions (IFLA). Library services, therefore, are indispensable in all aspects of the human community as they contribute to sustainable development through education, literacy, health, economy, ensuring equality, social justice, cultural growth, and good governance. This is, certainly, needed to help build a resilient society at the local national regional, and global level

Policy statement.

The Government shall ensure availability and citizens' access to relevant information services and resources to realize the social, economic, and political pillars as stipulated in vision 2030, Africa's Agenda 2063, and the Sustainable Development Goals (SDGs), and all other information they require to improve their socio-economic well-being.

Sponsoring institutions/organizations shall ensure that: -

- i. Libraries provide adequate, relevant, and up-to-date information services and resources in the most appropriate formats to enable sustainable development.

- ii. Libraries provide relevant services for informed decisions on vision 2030.
- iii. Develop publicity programs for services offered.
- iv. Libraries are training hubs for information seekers

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CHAPTER 4.0:

RESOURCE MOBILIZATION

4.0 Finance Management and Resource Mobilization

The libraries of Kenya policy have identified eighteen (18) policy interventions to address the identified gaps in the sector. To ensure the implementation of the activities identified under the interventions, adequate resources will be required. Funding for library services in Kenya comes from the National and County Governments, donors/development partners, Public-Private Partnerships, public/public partnerships, NGOs, Private initiatives, appropriation in aid, and community initiatives.

4.1 Libraries Funding

National Libraries are funded by the National Government while special, public, school and academic libraries are funded by their respective sponsoring institutions. However, in most cases the allocation is inadequate. This hinders the development and effective operations of library services.

4.1.1 Funding of Libraries under the County Government

The Constitution of Kenya 2010 identifies libraries as a function of county governments. These Libraries are classified under public libraries and will be funded by county governments. The funds and resources of the Public Libraries under the County Governments shall consist of: -

- i. Monies appropriated by the county governments under the appropriate legislation;
- ii. Such monies or assets that may accrue to the county libraries in the course of the exercise of their functions under the appropriate legislation;
- iii. Donations or grants from any person or organization;

4.1.2 Financial resources requirements

The table below shows a summary of resources required for the implementation of programs, projects, and activities under each Policy Intervention Area.

Table 1: Projected Resource Requirements

Policy Intervention Area	Projected Resource Requirements (Million Ksh)					Total Requirements per intervention (Million Ksh)
	Financial Year					
	2023/24	2024/25	2025/26	2026/27	2027/28	
Development/ Review of policy, legal, and institutional framework:	25	25	20	20	20	110
Establishment of libraries	10,000	10,000	9,500	9,500	9,500	48,500
Facilitate access to library services and resources.	200	200	200	200	200	1,000
Provision of adequate infrastructure for library services	500	500	500	300	200	2,000
Maintenance of balanced, up-to-date, reliable, and relevant information resources in libraries.	100	100	100	100	100	500
Support libraries in embracing ICT for efficient service delivery	200	200	100	100	100	700
Capacity building	20	20	20	18	18	96
Provision of security	50	50	40	40	40	220
County libraries conformity to recognized standards	40	40	30	30	30	170
Promoting and coordinating collaborations and partnerships amongst Libraries and other stakeholders locally and internationally	50	40	30	30	30	180
Development of weeding and disposal of information materials guidelines.	25	25	20	20	20	110

Creation of awareness of Library services	15	20	25	30	30	120
Promotion of a Reading Culture	50	40	30	30	30	180
Total						

4.2 Resource Mobilization

The resources to finance the policy interventions will be mobilized by the following institutions: -

- i. National Government.
- ii. County Governments.
- iii. Development Partners.
- iv. Academic Institutions.
- v. Schools.
- vi. Community-Based Organizations
- vii. Foreign Missions.
- viii. Charitable Organizations.
- ix. Public Private Partnership
- x. Private Individuals
- xi. Corporates
- xii. Faith based organization

CHAPTER FIVE

IMPLEMENTATION AND COORDINATION FRAMEWORK.

5.0 Overview

This chapter gives a brief overview of the library organizational structure, organizational structure.

5.1 Institutional framework

The existing framework for the library sector in Kenya cuts across various institutional arrangements which have resulted in an inefficient resource allocation. To address this and ensure effective coordination arrangements, the proposed institutional arrangements are made to ensure decentralization while also facilitating the delivery of efficient and effective services, the need to ensure the involvement of all stakeholders and to facilitate adequate access to library services for economic development. Successful implementation will therefore largely depend on the commitment of the policy-making organs of the government who are expected to take firm decisions on the same.

The institutional framework provides for all issues that would arise during the implementation of the policy, and for all-inclusive participation by the public and private sector as well as universities and other research institutions, civil society, and other stakeholders.

The successful implementation of this policy will adopt a multisector collaborative approach and synergies of all the stakeholders and actors through the establishment of an effective partnership framework through institutional and management arrangements. The stakeholders will involve state actors (government ministries and agencies) at the national and county levels; regulatory bodies; professional associations; non-state actors- civil society organizations (CSOs) and nongovernmental organizations (NGOs), the private sector; and development partners.

The policy is also alive to the functional assignments between the two levels of government with respective accountability, reporting, and management responsibilities,

institutions, and stakeholders. All these actors have an essential part to play in maintaining a high standard of library services, so that individual, public and institutional activities have no prejudicial effect on the working environment of others. The library policy thus aims to ensure that roles and responsibilities among these institutions and stakeholders at different levels are clearly defined and play an effective role in promoting and implementing library services at different levels. The proposed organizational arrangement aims to maximize stakeholder participation while minimizing bureaucratic bottlenecks to service delivery at different levels. It also aims to minimize potential conflicts between and among the stakeholders and sectors at different levels in the implementation of the policy.

Given these factors, the management of the libraries in Kenya is vested in the Directorate of Library Services which provides policy and oversight, develop standard and other regulatory services. The day-to-day operations are undertaken as listed below:

- i. The National Library
- ii. Academic Libraries
- iii. School Libraries
- iv. Special Libraries
- v. Public / Community Libraries
- vi. County Libraries

5.2 Organisation structure for Libraries

To achieve the libraries mandate and to ensure delivery of effective and efficient library services in Kenya, various operating procedures requires to be played out clearly. These procedures will facilitate proper the process flow and functionality of library services. The key actors functions and roles on library services are as indicated below;

DRAFT FOR VALIDATION

5.2.1 Cabinet Secretary

The Cabinet Secretary responsible for library services shall:

- i. Establish and facilitate an institutional and management structure to coordinate and manage the delivery of the constitutionally defined library mandates and services at the national level while championing the implementation of this policy.
- ii. Develop national policy and legislation, set standards, undertake national reporting, sector coordination, and resource mobilization;
- iii. Offer technical support, with emphasis on planning, and developing monitoring of library service delivery quality and standards throughout the country;
- iv. Promote mechanisms for improving administrative and management systems, including conducting applied research studies;
- v. Capacity build county governments to ensure effective delivery of quality and culturally responsive library services.
- vi. Promote reading culture by hosting the libraries festival annually culminating in a national libraries day

5.2.2 Principal Secretary

The Principal Secretary responsible for library services shall:

- i. Formulate and implement laws and policies concerning libraries;
- ii. Ensure the achievement of the goals and objectives of Kenya Vision 2030 and Government and Inter-Governmental programs and projects;
- iii. The overall management of the library staff and budget;
- iv. To coordinate the enforcement of legislation and propose amendments as and when required;
- v. Providing strategic policy direction for improved library services;
- vi. Develop and implement an effective library performance management system;
- vii. Develop and implement library strategic plan;

- viii. Ensure efficient and effective use of financial and human resources, management of information systems, and regular financial reporting as required;
- ix. Maintain effective collaboration and partnerships with other organs of government, other government departments, the private sector, and other stakeholders.

5.2.3 Directorate Library Services

The directorate responsible for library services shall:

- i. Develop policies, procedures, legislations and regulations for operationalization of libraries in Kenya
- ii. Set and enforce norms and standards for libraries
- iii. Oversee delivery of appropriate library services and technologies that support the delivery of library services
- iv. Advise government and all other library service stakeholders on library matters
- v. Carry out monitoring and evaluation of libraries
- vi. Oversee library outreach activities and services
- vii. Promote information literacy and oversee development of programmes and innovations that promote reading culture
- viii. Build capacity and provide technical assistance to county governments
- ix. Ensure co-ordination of library services as per the established intergovernmental relations mechanisms;
- x. Promote collaboration and partnerships among library service stakeholders
- xi. Oversee development and management of a libraries database
- xii. Carry out quality assurance for library services
- xiii. Conduct and promote research in the development of libraries and related services
- xiv. Monitor compliance on professional standards on registration and licensing of library services in liaison with respective regulatory bodies
- xv.

5.2.4 National Council for Library

National Council for Library is an advisory body established by an Act of Parliament. Its core mandate is to advise on matters relating to Library services.

Its role shall be to:

- i. Promote co-operation among library services players.
- ii. Promote basic and functional literacy, information literacy and a culture of reading.

- iii. Advice on strategies to respond to library matters.
- iv. Liaise and develop synergy with other bodies and councils in regard to Library services matter.
- v. Co-ordinate stakeholder's response to library services
- vi.

5.2.5 National Library

National Libraries shall perform the following functions:

- i. Preserve the national imprint through the collection and safe custody of legal deposits on publications
- ii. Produce the National Bibliography and Kenya Periodical Directorate
- iii. Issue the International Standard Book / Serial Number to publishers
- iv. Provide reference and referral services
- v. Provide online databases to researchers
- vi. Facilitate international inter-library lending
- vii. Stock specialized collections as well as government publications for use by the public
- viii. Acts as a repository library for international organizations.

5.2.6 Public Libraries

The public Libraries shall perform the following functions:

- i. Lending Services
- ii. Advisory library services
- iii. Technical assistance to interested parties
- iv. Internet access in the library
- v. Inter-library lending
- vi. Provision of library services to the special groups
- vii. Information literacy
- viii. Provide apprenticeship, attachment and internship in information service sector
- ix. Public lectures on topical issues

- x. Provide audio-visual materials
- xi. Provide space and facilities for leisure
- xii. Reference services
- xiii. Research services
- xiv. Promote reading culture

5.2.7 Academic Libraries

Academic Libraries shall perform the following functions:

- i. Provide authoritative and up-to-date information resources to facilitate teaching, learning, and research for all its users.
- ii. Adopt and maintain ICT in information and its operations.
- iii. Provide for efficient access and retrieval, using national and internationally recognized conventions and standards.
- iv. Provide adequate facilities for students, lecturers, staff, and other authorized users as a convenient and conducive place for study and research.
- v. Facilitate academic success and encourage lifelong learning through information literacy and competency initiatives.
- vi. Support open, distance, and e-learning library services.
- vii. Establish a sustainable and continuous user-centered mechanism for library outcomes assessment aligned to the university outcomes.

5.2.9 School Libraries

School Libraries shall perform the following functions:

- i. Support the school's curriculum, teaching, and learning
- ii. Raise the quality and relevance of education to satisfy basic learning needs and enrich the lives of learners and their overall experience;
- iii. Encourage critical, creative, independent, and investigative thinking, and collaborative learning.
- iv. Develop communication competence and language fluency

- v. Promote indigenous cultures;
- vi. Encourage basic research and ICT skills as central to teaching and learning;
- vii. Provide functional, durable, suitable, comfortable, and inviting places for lifelong learning;
- viii. Ensure that children attending school have access (in terms of distance and contact hours) to a library that meets global standards, with adequate resources, qualified librarians, and compelling programs to educate them in a relevant and engaging way.

5.2.10 Special Libraries

Special Libraries shall perform the following functions:

- i. Acquisition, processing and preservation of library materials necessary for specialized scholastic and research activities and provision of access to such materials.
- ii. Expeditious and efficient assistance to scholastic and research activities
- iii. Various cooperative activities, including the exchange of library materials with other libraries.
- iv. Other duties are necessary for the performance of functions as a specialized library.

5.2.11 County Libraries

The Constitution of Kenya 2010 through the Fourth Schedule devolved library services to the counties. Counties shall establish libraries with structures that harness competencies at the county level and synergize library service delivery between the two levels of government. Counties shall put in place departments and entities to coordinate and manage operations of library services.

County libraries shall perform the following functions:

- i. Lending Services

- ii. Advisory library services
- iii. Technical assistance to interested parties
- iv. Internet access in the library
- v. Inter-library lending
- vi. Provision of library services to the special groups
- vii. Information literacy
- viii. Provide apprenticeship, attachment and internship in information service sector
- ix. Public lectures on topical issues
- x. Provide audio-visual materials
- xi. Provide space and facilities for leisure
- xii. Reference and referral services
- xiii. Research services
- xiv. Promote reading culture
- xv. Promote and preserve local content and indigenous knowledge
- xvi. Promote partnership and collaboration at the county level

CHAPTER SIX

MONITORING, EVALUATION, AND REPORTING

An effective Monitoring and Evaluation (M&E) system is requisite for successful policy implementation. The progress of the strategic interventions developed and implemented under this policy shall be monitored and evaluated at the national, county, and community, levels. The policy will be implemented through the rolling medium-term National and County Plans linked to the Kenya Vision 2030, the National and County strategic frameworks and plans. They shall be executed through the annual work plans and budgets developed within the national and county budget framework.

In this Policy, monitoring and evaluation will take place at all levels with a clear definition of roles and expected outputs. The Ministries responsible for libraries at the national level and at the county level respectively shall take lead in putting in place a sound monitoring and evaluation framework. The Ministries in collaboration with the directorate for library services will develop a comprehensive logical framework to set the implementation process of this Policy. The logical framework will spell out the broad policy objectives, strategic interventions and expected outputs, performance indicators, means of verification, and the time frame.

The Ministries responsible will further develop M&E tools for each of the identified interventions and facilitate the development and institutionalization of an inbuilt mechanism within the systems of other relevant stakeholders. Quarterly and annual progress reports on implementation will be produced at this level and shared amongst all the stakeholders. Capacity building will be undertaken at each level to equip officers and staff of the Ministries responsible with the relevant skills to collect and process timely and reliable data necessary for effective M&E exercise. The output for the M&E exercise will in turn be utilized within the library sector for purposes of performance enhancement and improvement.

At the beneficiary level, the various libraries act as a source of information required for the M&E system. They will be critical in identifying process constraints and suggesting appropriate mitigation measures.

Implementation framework

This policy provides a framework for the participation and involvement of various public and private sector actors at different levels of the service provision. The actors include individual citizens, schools, communities, the private sector, NGOs, development partners, County Government departments, agencies, National Government ministries, departments, and agencies.

Policy Review

The library Policy shall be reviewed after five (5) years from the effective date. The review process shall involve input from all stakeholders at the national and county levels. The Ministry responsible for library shall provide the guidelines and specify the procedure for reviewing the policy.

Monitoring evaluation and reporting framework.

No.	Policy Issue	Policy strategy/ Intervention	Performance indicator	Performance output
1.	Inadequate/weak legal and institution framework	Development/ Review of policy, legal, and institutional framework:	No. of policies developed No. of bills enacted	Policy Act
2.	Inaccessibility of library services	Establishment of libraries	No. of libraries established / No. of libraries built.	Libraries
3.	Inadequate library infrastructure	Facilitate access to library services	No. of libraries equipped. No. of libraries maintained	Libraries operationalized. Maintained libraries
4.	Inadequate library infrastructure	Provision of adequate infrastructure for library	No. of libraries computers provided	
5.	Outdated library materials.	Maintenance of balanced, up-to-date reliable, and relevant information resources in libraries	% Of currency of library materials.	No. of current library materials
6.	Non-adoption of modern technology	Support libraries in embracing ICT for efficient delivery of services	% Connection to modern technology	Connected libraries
7.	Lack of library regulatory entity	Establish standard unit	Regulatory unit established	Regulatory unit County standards Guidelines developed
8.	Inadequate human capital	Capacity building	No. of officers trained No of the officers recruited	Training report Staff compliment Appointment letters

No.	Policy Issue	Policy strategy/ Intervention	Performance indicator	Performance output
9.	Insecurity of library materials	Provision of security	Security systems deployed	Security system(s)
10.				
11.	Non-collaboration	Promoting and coordinating collaborations and partnerships amongst Libraries and other stakeholders locally and internationally	No. of stakeholders mapped /engaged No. of stakeholder's forums held No. of MOUs signed	Stakeholders mapping report Stakeholders workshop report Signed MOUs
12.	Lack of disposal guidelines	Disposal o and weeding materials guidelines	Disposal guidelines developed No. of library materials disposed	Disposal and weeding guidelines List of disposals
13.	Inadequate library materials	Availability and citizens' access to relevant information.	Increase funding for libraries	% funding to libraries
14.	Lack of collection policy (internal library policies to be considered under 1 item)	Collection Development Policy	% collection development policy developed	Collection development policy
15.	Poor reading culture	Promotion of a Reading Culture	Development of a national reading promotion strategy. No. of reading promotion events held No. of awards	National reading promotion strategy. Report Attendance register, List of awards

No.	Policy Issue	Policy strategy/ Intervention	Performance indicator	Performance output
			No. of books distributed No. of users registered by libraries	List of books Register of users A day to celebrate library

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Implementation Matrix

Key Intervention	Strategic Objective	Strategy	Expected Outcome	Expected Output	Output Indicators	Target					Budget(Millions)				
						Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5
Development/ Review of policy, legal, and institutional framework:				Policy	No. of policies developed						25	25	20	20	20
				Act	No. of bills enacted										
Establishment of libraries				Libraries	No. of libraries						10,000	10,000	9,500	9,500	9,500
Facilitate access to library services and resources.				Resources added	No. of books acquired						200	200	200	200	200
Provision of adequate infrastructure for library services				Computers	No. of computers						500	500	500	300	200
Maintenance of balanced, up-to-date, reliable, and relevant				Collection policies developed	% completion						100	100	100	100	100

Key Intervention	Strategic Objective	Strategy	Expected Outcome	Expected Output	Output Indicators	Target					Budget(Millions)				
						Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5
information resources in libraries.				ped											
Support libraries in embracing ICT for efficient service delivery				Conne ction to moder n technol ogy	% complet ion						200	200	100	100	100
Establish Library standard unit				A standar d unit in place	Standar ds develop ed						100	100	80	80	80
Capacity building				Trainin g reports	No. of officers trained						20	20	20	18	18
				Recruit ment letters	No. of staff recruite d										
Provision of security				Installe d securit	No. of systems acquire						50	50	40	40	40

Key Intervention	Strategic Objective	Strategy	Expected Outcome	Expected Output	Output Indicators	Target					Budget(Millions)				
						Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5
				y system s	d										
Promoting and coordinating collaborations and partnerships amongst Libraries and other stakeholders locally and internationally				Forum s held	Particip ation list						50	40	30	30	30
				MOUs signed	Meetin g minutes										
				Mappe d stakeh olders	List of Stakeho lders mapped and sensitiz ed										
				Sensiti zation report											
Weeding and disposal materials guidelines				Dispos al policy	% of disposal material						25	25	20	20	20

Key Intervention	Strategic Objective	Strategy	Expected Outcome	Expected Output	Output Indicators	Target					Budget(Millions)				
						Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5
				Disposal Guidelines											
				Disposal list											
Promotion of a Reading Culture				Workshop reports	No. of events held						50	40	30	30	30
					No. of awards										
				List of books	No. of books distributed										
					No. of categories										

Key Intervention	Strategic Objective	Strategy	Expected Outcome	Expected Output	Output Indicators	Target					Budget(Millions)				
						Y1	Y2	Y3	Y4	Y5	Y1	Y2	Y3	Y4	Y5
					registered										
Total															

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