



## UNIVERSITY OF EMBU

### LIBRARY MONITORING FOR INTERESTED PARTIES & REQUIREMENTS/INTERNAL & EXTERNAL ISSUES/ RISKS/ OPPORTUNITIES IN THE LIBRARY DEPARTMENT

S/No	Interested Party & requirement/Issue/ Risks/ Opportunities	Activities(What Will Be /Is Being Done)	Responsibility	TIMEFRAME (when to implement activities)	Monitoring Frequency ( when results shall be analyzed & evaluated)
<b>PART A : INTERESTED PARTIES QMS</b>					
<b>Students</b>					
1.	Up to date Information Resources ( Both print and e-resources)	Involvement of users in the selection process	Librarian	<ul style="list-style-type: none"> <li>When users make request</li> <li>New Curriculums</li> </ul>	Bi annual
2.	Availability of electronic resources	Subscription of Myloft Subscription to KLISC	Librarian	Dec 2026	Bi Annual

S/No	Interested Party & requirement/Issue/ Risks/ Opportunities	Activities (What Will Be /Is Being Done)	Responsibility	TIMEFRAME (when to implement activities)	Monitoring Frequency (when results shall be analyzed & evaluated)
	Employees				
3.	Up to date information Resources ( Both Print and e-resources)	Involvement of users in the selection process	Library	Dec 2026	Bi annual
4.	Availability of electronic resources	Monitor availability of Electronic resources	Librarian	Dec 2026	Bi Annual
	<b>UNIVERSITY MANAGEMENT</b>				
5.	Adherence to budgets	Requests within approved budgets	Librarian	Dec 2026	Annually
6.	Adherence to Policies, Manuals and Processes by all employees	Frequent awareness creation of policies, manuals and processes to Librarian personnel	Librarian	Dec 2026	Yearly
	<b>EXTERNAL PARTIES</b>				
1.	<b>EXTERNAL SUPPLIERS</b>	Clarity in information and specifications	Librarian	Dec 2026	Yearly
2.	<b>GOVERNMENT BODIES</b> eg. Ministry of Higher Education, Commission of University,	Adhere to the various organizations	Librarian	Dec 2026	Yearly

S/No	Interested Party & requirement/Issue/ Risks/ Opportunities	Activities (What Will Be /Is Being Done)	Responsibility	TIMEFRAME (when to implement activities)	Monitoring Frequency ( when results shall be analyzed & evaluated)
	Council of legal Education, etc	requirements			
<b>INTERNAL ISSUES</b>					
1.	Unauthorized Access	Screening at the library entrance for student and Staff ID	Librarian	Dec 2026	Quarterly
2.	Issuing more books than user is allowed or for longer period than one is allowed	Frequent awareness on policies and procedure	Librarian	DEC 2026	Biannual
3.	Destruction of information materials by natural calamities	Liaise with maintenance department for regular building checks and maintenance	Librarian	Dec 2026	Yearly
<b>EXTERNAL ISSUES</b>					
1.	Inflation	Work with the Procurement office/ Finance office when acquiring new materials	Librarian	Dec 2026	Yearly
2.	Changing technology	Keep well informed on the new technologies	Librarian	Dec 2026	Yearly

S/No	Interested Party & requirement/Issue/ Risks/ Opportunities	Activities (What Will Be /Is Being Done)	Responsibility	TIMEFRAME (when to implement activities)	Monitoring Frequency (when results shall be analyzed & evaluated)
<b>OPPORTUNITIES</b>					
1.	Improve service delivery	Regular sensitizations for staff	Librarian	Dec 2026	Quarterly
1.	Marketing the library services	Sensitizing students and staff on the library services Vibrant Library marketing strategies	Librarian	Dec 2026	Biannual

Prepared by: Victoria Nyaga Librarian I

Sign: 

Date: .....

Approved By: James Njue University Librarian

Sign: 

