



UNIVERSITY OF EMBU

OFFICE OF THE LIBRARIAN

QUALITY OBJECTIVES – 2026

S/No.	Objective	What Will Be Done	When Will It Be Completed	What Resources Will Be Required	Who Will Be Responsible	How Will Results Be Evaluated
1.	To enhance users access to research rooms by implementing a digital booking and key registration system, ensuring that all six rooms are 100% managed through daily booking and key issuance records.	<ol style="list-style-type: none"> 1. Develop an online key booking and registration platform. 2. Sensitize users on the procedure of booking online. 3. Provide staff to support online booking. 	December, 2026	<ol style="list-style-type: none"> 1. Personnel 2. Internet 3. Computers 	Librarian	Evaluation of reports on research room booking
2.	To improve the timeliness of similarity report processing by implementing a digital submission and processing system, ensuring that 100% of postgraduate students submit and have their similarity report forms processed online within three working days.	<ol style="list-style-type: none"> 1. Developing online submission mechanisms 2. Sensitizing students and staff on online booking 	December, 2026	<ol style="list-style-type: none"> 1. Personnel 2. Internet 3. Computers 	Librarian	Analysis of the survey at library departmental meetings
3.	To improve the timeliness of reprographics service delivery by implementing a fully digital payment verification and processing system, ensuring that 100% of all reprographics requests are verified and processed online within 5 minutes.	<ol style="list-style-type: none"> 1. Developing online mechanisms 2. Sensitize students on the online payment mechanisms 	December, 2026	<ol style="list-style-type: none"> 1. Personnel 2. Internet 3. Computers 	Librarian	Analysis of the survey at library departmental meetings

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