

**A SERIAL MANAGEMENT SYSTEM FOR YMCA COMPREHENSIVE INSTITUTE
LIBRARY KAMPALA**

BY

MIREMBE FAITH HOPE. 18/U/20357/EVE

NAJJEMBA MATILDA. 18/U/14864/EVE

**A PROJECT REPORT SUBMITTED TO THE COLLEGE OF
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DECLARATION

We declare that this research report is of our own efforts and has never been submitted for any award in any other university or any other higher institution of learning.

Name

Sign

Mirembe Faith Hope


.....


Najjemba Matilda


.....

APPROVAL

We confirm that this report has been carried out at YMCA comprehensive institute under my supervision

Mr. Haumba Eric Nelson

Signature  Date 22/3/22

Supervisor

ACKNOWLEDGEMENT

We take this occasion to thank God, almighty for blessing us with his grace and taking our endeavor to a successful culmination. We extend our sincere and heartfelt thanks to our esteemed guide, Mr. Haumba Eric our supervisor for providing us with the right guidance and advice at the crucial junctures and for showing me the right way. We also take this opportunity to express a deep sense of gratitude to our lecturers in Makerere University We would like to thank our friends and family for the support and encouragement they have given us during the course of our work.

ABBREVIATIONS

YMCA

Tblclearrecords	Table Clear Records
Tblreturn	Table return
Tblstudents	Table Students
Tblusers	Table Users
Tblbook	Table Book
Tblreports	Table Reports

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ABSTRACT

Serials Management System is a system which maintains the information about the Serials present in the library, their authors, the members of library to whom books are issued, library staff and all. This is very difficult to organize manually. Maintenance of all this information manually is a very complex task. Owing to the advancement of technology, organization of an Online Library becomes much simple. The Serials Management System has been designed to computerize and automate the operations performed over the information about the members, Serials issues and returns and all other operations. This computerization of library helps in many instances of its maintenances. It reduces the workload of management as most of the manual work done is reduced.

CHAPTER ONE

INTRODUCTION

1.0 Background to the study

Serials are print or non-print publications issued in parts, usually bearing issue numbers, issue dates, or both (Adebika, 2008). The management of serials in the institutions of higher learning in the 20th century has led to significant developments in the ways in which important documents such as books are organized, stored and displayed to make an effective use of them. Management of serials is a core activity of academic libraries. University libraries, as well as other academic libraries all over the world still acquire and maintain massive book collections while integrating other formats such as electronic books, electronic journals, and so on. Despite the fact that libraries are moving from their conventional method of operation to virtual method in terms of acquiring and maintaining electronic resources, printed books still have a central role in libraries and publishing industries (Kanwel, 2005; Carr, 2007).

Serial's management in university libraries can be viewed as the nerve center because the resources contain the most current information of research knowledge. Nwalo (2003) states that the success of every library's programme, therefore, could be easily measured in terms of its effort in acquiring and managing relevant serials (Nwalo, 2003). Similarly, Woodward (2004) opines that acquisition and management of serials need skills as in any successfully managed business (Woodward, 2011). The author went further to say that serials acquisition and management comprises all activities needed to facilitate and implement efficient and effective transfer of information to the potential users and thereby meet the objectives a library wishes to achieve. Like any other concept, management evolves diverse memories in a variety way.

According to World Bank (2012), management is the planning and integration of effort, judicious use of resources, motivation of people, and provision of leadership in order to guide an organization towards its goal and objectives in the most efficient manner (World Bank, 2012). More so, in carrying out the above functions, managers are engaged in a continuous process of decision making. Acquisition and management beef up library stocks and properly organize and preserve various information materials. The goal of serial acquisition and management is

promptly to deliver serial literatures to meet users' needs. Librarians serving in academic libraries should realize that their clients (researchers and users) require a wide range of knowledge.

Serials are the backbone of every academic library because of their peculiar nature of being carriers of current information in all fields of human endeavors. Serials are usually expensive both in terms of developing a management system. As such, academic libraries commit substantial percentages of their annual budgets to serial management. Despite the unique value of serials and the very important roles they play in the operation of academic libraries, the creation of a well-functioning management system has not proper attention from library managers as well as writers in the various fields of higher institution of learning. This often results in poor management of serial publications. Furthermore, most researchers are of the view that serials are not well managed in academic libraries while others are of the view that academic libraries in African universities are well taken care of. Regarding this, Nwalo (2003) is of the view that serials pose multifaceted problems in terms of management because they take up much of libraries' space. It is not unusual to witness scenarios where library patrons are unable to access serials subscribed to by their libraries (Nwalo, 2003). In the same line, Ogunnuga (2013) contends that serials management is probably the most important and most challenging of library functions. The author opines that interest in serials management has increased in recent years due to such factors as escalating costs of serials in the face of stagnant or decreasing library budget, the emergence of new electronic formats, and an increased emphasis on access rather than ownership (Ogunnuga, 2013).

YMCA Comprehensive Institute is a registered and classified higher tertiary institution by the National Council for Higher Education (NCHE) in Uganda. The Institute was started in 1986 to prepare and equip the youths (especially those who had dropped out of the academic line) through vocational and technical skills programmes. To date, the institute has steadily continued to educate this category of clientele in Uganda and neighboring countries. The tasks of the YCMA Library are; to carry out basic functions of acquiring, organizing and disseminating information in support of the institute's mission. More importantly it is to provide reading, reference, research materials and other library services to the students, academic staff, and non-academic staff and to qualified outsiders. In this regard, it is thought that a project geared at

designing a well-built serial management system at the institute is worthwhile due to its large influx students from various socioeconomic backgrounds.

1.2 Background of YMCA Comprehensive Institute

The emergence of computers in today's society has led to drastic changes in how many businesses are managed. These changes have had big effects on society; by making it easier and more convenient. Therefore, Librarians have the responsibility not only to know how to manage a computerized library system but also to be aware that these changes will be of great help to them. The tasks of the YMCA Library are; to carry out basic functions of acquiring, organizing and disseminating information in support of the institute's mission. More importantly it is to provide reading, reference, research materials and other library services to the students, academic staff, and non-academic staff and to qualified outsiders. In this regard, it is thought that a project geared at designing a well-built serial management system at the institute is worthwhile due to its large influx students from various socioeconomic backgrounds.

While Serial Management Systems are in place to mitigate the risks associated with an increase in academic research, budgetary cuts, a lack of storage space, an increase in the price of academic publications, binding costs, and exchange rates, their knowledge of the types of serials available at YMCA and the services provided to users in the serial section of the library is undoubtably lacking.

1.3 Problem Statement

Serials are publications, in any format, issued regularly or irregularly in successive parts usually bearing numerical or chronological designations and intended to be continued indefinitely without any predetermined end (Nwalo,2003).And according to Carr(2007),Serials management functions in the library involves selection, deselection and subscription; organization which involves processing and display on racks for users; maintenance which involves updating, filling the gap, preservation, binding of back issues and repair of damaged ones.(Ogunnuga,2013).

At YMCA, serial management systems are in place to mitigate the risks associated with an increase in academic research, budgetary cuts, a lack of storage space, an increase in the price of academic publications, binding costs, and exchange rates, their knowledge of the types of serials available at YMCA and the services provided to users in the serial section of the library is undoubtedly lacking and this has led to lack of enough utilization of serials in the library by the library. Hence the need for a serial management system which will help to increase the utilization of the Library.

1.4 Objectives of the Study

The study was guided by the following objectives;

1. To examine the functions of the current Serial management System at YMCA Comprehensive Vocational Institute.
2. To assess the challenges the library staff, face in serials management
3. To develop a serial management system for YMCA comprehensive Institute library

1.5 Research Questions

1. What are the functions of the current Serial management System at YMCA Comprehensive Vocational Institute?
2. What are the challenges the library staff, face in serials management?
3. What are the requirements in the development of a serial management system for YMCA comprehensive Institute library?

1.6 Scope and Limitation of the Study

This study was limited to the Library of YMCA Comprehensive Institute Library Kampala with over 800 students.

The proposed system is made based on the wants and needs of the Institute, the system consists of registering Serials with specific Serial identification number, so that the librarian has an easy access in each Serial, search tabs for reliable, easy and faster monitoring of Serials and more importantly a report and evaluation papers can be generated in a well-organized and well-presented reports. Each student is limited to borrow one Serial every transaction to provide each student an equal chance of borrowing specific Serials.

With this proposed system, features and functions of the school's library will be able to accommodate more reliably consistent and faster in providing a better service to the student and Staff.

1.7 Significance of the study

This study and its results are significant to the following:

Administrators - The system will computerize all manual activities that administrators have been conducting.

Librarian - The Librarian will be able to monitor the students who borrow Serials in the library through reliable and correct reports.

Students - The students can easily borrow Serials without spending so much time.

Teachers - The students can be provided quick access for the library items so the teacher's won't worry enough if the students can manage to make a library research task given to them.

Future Researchers - The future researchers can use the study as their guide of reference for their future researches also that is related to database management system.

CHAPTER TWO:

LITERATURE REVIEW

2.1 Introduction

In this chapter a review of the literature about serial Management Systems will be provided as motivation for this work. In the first section of this chapter, research about the evolution of serial management will be discussed and the rest of the literature will be reviewed in line with the objectives of the study.

2.2 The concept of Document Management System

Document Management System is the automated control of electronic documents- page images, spreadsheets, word processing documents, and complex, compound documents - through their entire life cycle within an organization, from initial creation to final archiving. It allows organizations to exert greater control over the production, storage, and distribution of documents, yielding greater efficiencies in the ability to reuse information, to control a document through a workflow process, and to reduce product cycle times (Adam, 2007).

2.3 Library

Libraries across the world present a conducive environment where people converge to do their research and study. Majority of these libraries are situated within the facilities of learning institution. These libraries play an important role in the entire operation of an institution. (Chweh, 1981) In his journal titled “User criteria for evaluation of library service” outlined features of a good library. These include: Availability of periodicals, good collection of reference material, non-book materials and books, and the quality of reference services delivered, quiet environment for studying, catalogue integrity, how services are friendly and willingness of Librarians to help.

2.3 Serials

Serials are print or non-print publications issued in parts, usually bearing issue numbers, issue dates, or both (Aduhika, 2008). The management of serials in the institutions of higher learning in the 20th century has led to significant developments in the ways in which important documents such as books are organized, stored and displayed to make an effective use of them. Management

of serials is a core activity of academic libraries. University libraries, as well as other academic libraries all over the world still acquire and maintain massive book collections while integrating other formats such as electronic books, electronic journals, and so on. Despite the fact that libraries are moving from their conventional method of operation to virtual method in terms of acquiring and maintaining electronic resources, printed books still have a central role in libraries and publishing industries (Kanwel, 2005; Carr, 2007).

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According to World Bank (2012), management is the planning and integration of effort, judicious use of resources, motivation of people, and provision of leadership in order to guide an organization towards its goal and objectives in the most efficient manner (World Bank, 2012). More so, in carrying out the above functions, managers are engaged in a continuous process of decision making. Acquisition and management beef up library stocks and properly organize and preserve various information materials. The goal of serial acquisition and management is promptly to deliver serial literatures to meet users' needs. Librarians serving in academic libraries should realize that their clients (researchers and users) require a wide range of knowledge.

Serials are the backbone of every academic library because of their peculiar nature of being carriers of current information in all fields of human endeavors. Serials are usually expensive both in terms of developing a management system. As such, academic libraries commit substantial percentages of their annual budgets to serial management. Despite the unique value of serials and the very important roles they play in the operation of academic libraries, the creation of a well-functioning management system has not proper attention from library managers as well

as writers in the various fields of higher institution of learning. This often results in poor management of serial publications. Furthermore, most researchers are of the view that serials are not well managed in academic libraries while others are of the view that academic libraries in African universities are well taken care of. Regarding this, Nwalo (2003) is of the view that serials pose multifaceted problems in terms of management because they take up much of libraries' space. It is not unusual to witness scenarios where library patrons are unable to access serials subscribed to by their libraries (Nwalo, 2003). In the same line, Ogunnuga (2013) contends that serials management is probably the most important and most challenging of library functions. The author opines that interest in serials management has increased in recent years due to such factors as escalating costs of serials in the face of stagnant or decreasing library budget, the emergence of new electronic formats, and an increased emphasis on access rather than ownership (Ogunnuga, 2013).

2.4 Serial management

The elements of serials management functions as practiced in academic libraries involves selection, deselection and subscription; organization which involves processing and display on racks for users; maintenance which involves updating, filling the gap, preservation, binding of back issues and repair of damaged ones; and provision of facilities like finding aids, reading areas equipped with tables, chairs and air-conditioner; as well as provision of services such as routing, current awareness service, photocopy and exhibition. Serial management has the following functions;

- (a). Ensure on continuing basis that the serials collection remains relevant to the needs of the community through liaison with users, selection and de-selection, collection analysis, production of management reports, use and user survey, formulation of a written collection development policy.
- (b). Facilitate easy access to up-to-date information about the range, scope and location of materials within the serials collection through cataloguing and classification, and cataloguing maintenance and updating.

(c). Provide quick and easy access for users and library staff to current and back issues of serials through check-in, shelving and tidying displays and stacks and maintenance of special collections;

(d). Assist the exploitation of the collection by alerting users to the wide range of serials acquisitions and handling user enquiries through organizing and maintenance of displays, current awareness and selective dissemination of information services and attending to user enquiries.

2.5 Factors that facilitates, enhance, and encourage the efficient use of serials in the university library

Serials should be properly managed to enhance their usage by researchers. Providing details of holdings to students, staff and other library users is an important aspect of serials management.

Display

To enhance serial exploitation, all journals are displayed either on the periodical display racks or in pamphlet boxes to enhance their usage. After normal processing, serials are separated, arranged and organized accordingly.

For instance, current titles/issues of journals are displayed on periodical racks and past issues are kept underneath the rack. As the back issues increase, they could be added together and put in a section of the books shelves for back issues of journals. In this case journals are arranged on the racks and shelves according to their classification marks. Magazines are displayed on magazine display rack while newspapers are hung title by title on newspaper stand for users' consultation. The back issues of magazines and newspapers are tagged together chronologically and kept in the store.

Organization

Organization of serials involves cataloguing, classification and shelving or display on the rack. Serials cataloguing is to provide the most efficient and economical access to serials represented in the catalogue; and to provide the most comprehensive and understandable bibliographic description for each serial represented in the catalogue.

Serials are arranged according to a classification system, where all journals on the same subjects are placed together. Classification of serials by subject is important in the sense that it makes the resources accessible with ease to those who would use them. The first and most important basic advantage of classification is that all serials on a subject, may be brought together on the shelves/racks. Bringing serials together on the shelves/racks by subject may allow browsers to come across titles within their fields of interest of which they may have been unaware.

Routing

Routing enhance serials usage particularly if the library has a liberal loan policy. Routing is the routine circulation of new publications, such as the current issues of library journals, to a list of users in accordance with their preferences, to keep them abreast of recent development in their fields of interest and specialization.

In order to enhance serials usage, the library provides adequate facilities such as public card catalogues, other finding-aids, reading areas, reading tables and chairs, fluorescent light, fans, air-conditioners, private reading carrels, staff offices, cloakroom, toilets, suggestion box, signs and guides, shelves, racks, cabinets, computer facilities, extinguisher, exhibition gallery just to mention but a few. Selection tools have also been provided for easy selection and acquisition of serials in the library. Some of the sources of information for serials acquisition in the library include Ulrich's International Periodicals Directory, local lists of serials and periodical literature.

Newspaper Cutting

Also known as clipping, is the cutting-out of articles from a paper publication. Newspaper cuttings are often used when people have to write a report or make a presentation on current events for documentation purpose. Newspaper cuttings are also kept by libraries for future reference, or for sentimental reasons such as an article on a history-making event.

2.6 Other Related Systems

Within this chapter the researches presented the reviews of literature and systems that are greatly related to our proposed system, with this we will understand the past studies for us to develop a lot more effective and efficient system for the school.

2.7 Electronic library management Systems

In accordance to the study of Robertson (2004), Library management system (LMS) known as an automated Library System is software that is developed to deal with the basic functions of a

Library, and provides a complete solution for the administration of a library's technical, economic and social functions and services to the users. These functions range from; tracking the assets held by the library, managing book and user records, through to supporting the daily work over. These systems are used in almost all libraries large and a small once.

2.8 Digital Library Services Systems

According to the study of Stephen, Maeve & Philips (2007), in a traditional sense, a Library is a large collection of books such as research proposals, dictionaries, encyclopaedia, and many more; it also can refer to the place in which the collection is housed. Today, this kind of terms can refer to any of the selection, including digital sources, resources, and aids. The collections can be of print, audio, and visual materials in various layouts, containing maps, prints, and documents, microform, compact disk, cassettes, videotapes, digital video disk, e-books, audio books and many other electronic assets. The places where this material is stored can range from community libraries, consent libraries, intimate libraries, and can also be in digital arrangement, stocked on computers or approachable over the internet. The term has acquired a subordinate meaning: "a group of beneficial tangibles for common use." This sense is used in fields such as mathematics, computer science, statistics, analysis and electronics. They cast that, a library is systematized for use and cared by a public body, an institution, association, or an intimate individual. Public and institutional collections and services may be designed for use by people who choose not to or cannot sustain to obtain an extensive collection themselves, who need material.

2.9 Library reservation system

Library is a substantial part of the academic sector as well as some professional sectors too like, Advocacy etc. The effectiveness of a library relies on how the book and other materials are organized and how easily one can get the books that they preferred. Mainly, what we see nowadays is manual library management system whose method of operation is very much unsettled. What we are doing is that we are proposing a computerized library management

system, which provides better and efficient service to the library members. This software is meant to transform the unsettled manual system to a more adequate computerize system. This application can be used conveniently in educational institute and certain professional districts also. This application presumes that the user doesn't possess the right to alter information about books. In accordance to Yao „s (2013), background of the study.

CHAPTER THREE

METHODOLOGY

3.1 Introduction

This chapter presents research design, area of the study, population of the study, sampling and sample size, data collection methods, research procedure, quality control, data analysis and presentation, ethical considerations and limitations of the study.

3.2 Research Design

The study adopted a cross sectional survey design. The cross-sectional survey design allows quick collection of raw data (Oso and Onen, 2005) in addition to that, it enabled the researchers to interact with people that have practical experience with the subject of study (Kothari, 2004) and assess their thoughts, opinions, and feelings. The cross-sectional design also allowed the researcher to use limited qualitative methods to supplement the quantitative data.

3.3 Area of the Study.

This study was limited to the Library of YMCA Comprehensive Institute Library located along Bombo Road Kampala Uganda.

3.4 Population of study

YMCA comprehensive Institute has total population of more than 4000 students both male and female and total of 6 librarians but for the case of this study respondents turn up was 50 from both the students and the librarians that took part in the study.

A population is asset of people that obtain at least one common characteristic from which the researcher can obtain information. The researchers while in the field conducted oral interviews with the librarians and issued out questionnaires to both the students and the librarians this helped in finding the relevant information needed for the research.

3.5 Sample Size

Sampling involves selecting the number of respondents to represent a given population in the study. The size of sample should neither be excessively large, nor too small. It should be optimum. An optimum sample is one which fulfills the requirements of efficiency,

representativeness, reliability and flexibility. The target population for this study was 130 respondents and the sample size of 70 was determined using Krejcie Morgan (1970) table of sample size estimation.

Kothari and Garg (2019) define sampling as the process of selecting a sample from a population, where the sample is a subset of the population. In sampling, a section of the population was selected to represent the entire population. Sampling makes it possible to observe and survey an entire population. For this study, purposive sampling technique was used to select respondents who participated in the study. This helped the researchers to get in depth information under study.

3.6 DATA COLLECTION METHODS.

Questionnaires

This is a set of standardized questions, often called items, which follow a fixed scheme in order to collect individual data about one or more specific topics.

This technique involves use of questionnaires as a tool, which is sent to the respondents whom the researchers intend to gather data from. Semi structured questions will be used since they give the respondents the ability to respond in their own words or knowledge.

This technique is relatively economical and inexpensive. It is possible to cover a large number of people scattered over a wide area. It also ensures anonymity hence giving the respondents room to express their views clearly (Kombo & Trompo, 2006). The questionnaires were given to the pupils in the upper classes, teachers and the school administrators of Yudesi nursery and primary school.

Interviews.

According to Enon (2008), an interview is the oral or local questioning technique between the interviewer and the interviewee. It can also be defined as the face-to-face interaction between interviewer and the interviewee. The researchers will interview the Library staff in order to understand the causes of a poor reading culture. Using this method, the researchers uses face to face interaction with the library staff with the assistance of the interview guide.

This technique is time saving, less costly. Detailed information can be collected which enables proper analysis of a problem.

The researchers used the interview method of data collection because it was reliable in obtaining verbal and non-verbal information from respondents. The study also involved the use of closed and open-ended questions, which were arranged systematically according to the research objectives that allowed logical flow of the conversation between the researcher and the interviewee. An interview schedule was used as an instrument for data collection in relation to the above data collection method.

3.7 Data collection instruments.

Research instruments refer to the data collection tools used in research that helps the researcher/s to collect data from the respondents. During data collection, the researchers used three tools to collect data from the respondents. These tools include observation guide, questionnaire schedule and interview guide.

3.7.1 Interview guide

An interview guide is an essential component for conducting interviews; it is a list of questions, topics and issues the researchers want to cover during the interview. The interviews gave the researchers opportunities to collect data concerning a serial management system for the Library. The interview schedule included structured and semi structured interviews, and at the same time it was used as a research and an educational material for subsequent tasks and it included the exact questions posed to respondents.

3.7.2 Questionnaire.

This is a written structured interview form that does not require the researcher to be present but rather collect the forms later after a given period of time. Questionnaires. The questionnaires were given to the students and staff of YMCA comprehensive Institute library

3.8 Data analysis and Presentation

Data analysis refers to a process of examining what has been collected from the field, comparing and making deductions or addition of contents to make information more meaningful to the users. Once the data has been collected and summarized, the researchers' needs were to make sense of the data by beginning the process of analyzing the data.

In this study, the raw data was edited, reviewed and analyzed using Microsoft Excel to check for any errors and omissions so as to make it meaningful for use. The data from the respondents was presented using tables and pie charts to clarify on the statistics.

3.8.1 Data quality control

Data Quality is the perception or an assessment of data fitness to serve its purpose in a given context. When the concept of control is applied, it simply means those methods and procedures implemented to ensure that data is collected, managed and utilized with accuracy and precision. Data Quality review is to be implemented through comparison and cross-checking of primary sources of data like questionnaires. Questionnaires and other sources of data are to be treated with confidentiality and kept in a safe and secure location till the information they contain has been used for its correct purpose.

3.8.2 Ethical Issues

Ethics are broadly the set of rules, written and unwritten, that governs our expectations of our own and others behavior (Resnick, 2015). The researchers assure the informants of confidentiality. The information given to the researchers was used solely for the purposes of research. The researchers avoided using any kind of enticement for the purpose of obtaining information. Throughout the period of the study, it was crucial that ethical issues were taken into consideration to ensure reliability and accuracy of data.

3.9 Limitations of the study.

The researchers anticipate that the limitations which are likely to be faced during the process of data collection from the respondents which was to bring hardship in the success of the study might include; the likelihood of a non-responses where some respondents may not be willing to take part in the answering of questionnaires. Financial constraints which required substantial amount of money for travelling, printing questionnaires among others. The respondent failure to spare some time for a researcher is another limitation anticipated during this study. These are likely to occur due to respondents claiming that they are very busy to be engaged in the study and other responses.

CHAPTER FOUR

PRESENTATION AND DISCUSSION OF FINDINGS

4.1 Introduction

This chapter presents and discusses key findings of the study, which are presented in relation to the objectives of the study as stated in Chapter One, Data collection techniques included interviews, questionnaires, and observations as discussed in chapter three above. The respondents comprised of students who are the main users of the library and the library staff.

4.2 Description of Respondents

4.2.1 Response Rate

Seventy (56) questionnaires were distributed to the library users which included, students and the library staff, 46 responses were received from the students and 5 responses from the library staff were collected from the field by the researchers.

4.2.2 Age of respondents

This study also examined the age of the participants. From the study 44 of the respondents (students) were female and 2 were male, from the librarian's response, 3 librarians were female and 2 were males.

Demographics for librarians and students

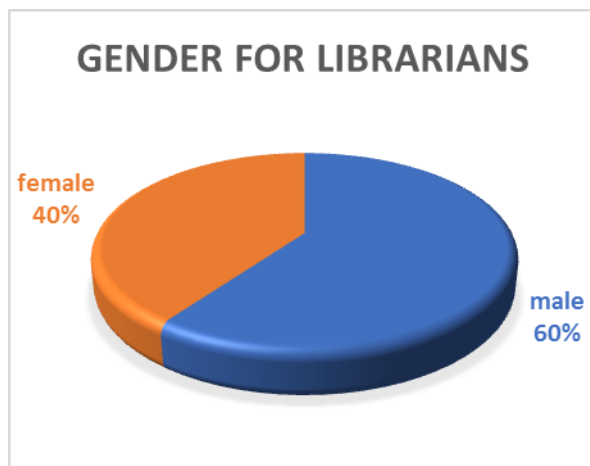


Figure 1: Showing gender for librarians

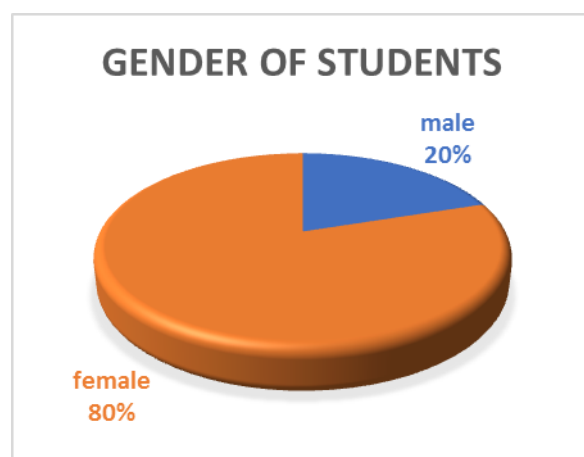


Figure 2: Showing gender of students

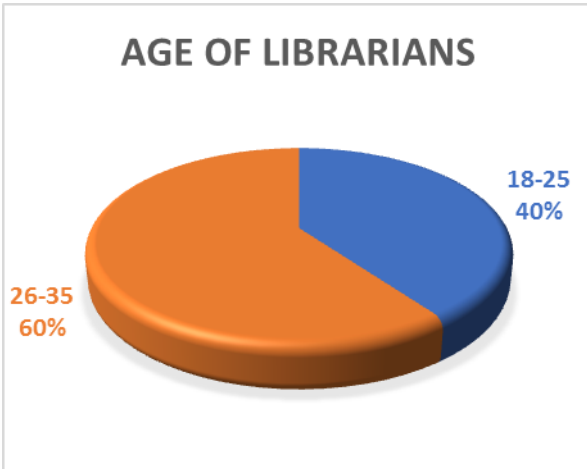


Figure 4: Age of librarians

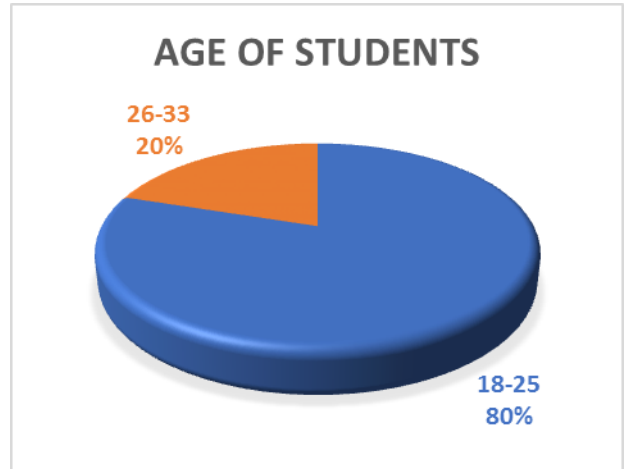


Figure 3: Age of the students

Among the librarians interviewed, over half of them were males (60%) while 40% were females. On the other hand, 80% of the interviewed students were girls while 20% were boys. This completely changed for the category of students as all that responded to the questions were females.

The dominant majority (80%) of the students interviewed were aged ranging 18 to 25 years, only 20% of them were aged between 26 to 33 years of age.

Among the librarians, the older persons were falling in the range 26-33 represented by about 60 percent while the young chimps wete falling 18-25 mostly teenagers represented by 40% of the entire population.

4.2.3 Challenges staffs face in managing serials at YMCA

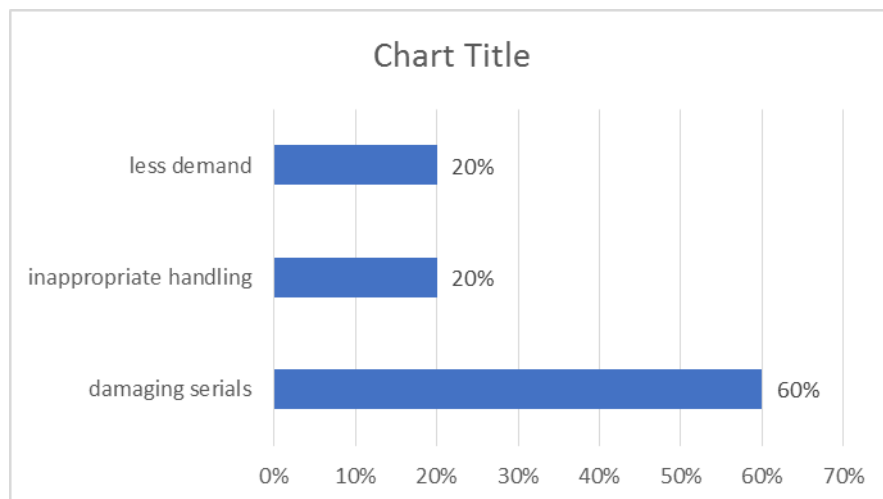


Figure 5: Challenges staffs face in managing serials at YMCA

60% of the librarians pointed out damaging serials was the most dangerous challenge though highly ignored by the institution. The rest highlighted less demand from the students as they appear old school reading styled serials is accompanied by inappropriate handling by the users.

4.3 Purpose of serials to students

Librarians were asked to state the importance of these serials to students, the following were the responses;

Table 1: Purpose of serials to students

Purpose of serials	Frequency	Rank
To write research projects	1	3
For coursework assignments	5	1
For literature Review	3	2
For health information	0	4
Self-Development	3	2
Total	12	

Most of the respondents ranked coursework assignments as the single most important use of serials at YMCA, followed by their use as a guide for writing literature reviews for their final year projects as well as for self-development. A few related serial's purpose to a means of acquiring health information for the students and the staffs.

4.4 Challenges librarians face in managing and preparing serials for students at YMCA

When asked about the challenges they face while the library, most pointed out inappropriate handling as shown in the table below;

Table 2: Challenges librarians face in managing serials at YMCA

Challenges librarians face	Frequency	Rank
Limited space	4	1
Inappropriate handling	5	2
Restricted access to some info	3	0

Other challenges	0	0
Total	7	

Since students were not revealing reliable information regarding the use of serials at the institute, we asked the librarians to reveal to us some of the challenges faced by them in preparing the serials for the students while at YMCA. Based on the Table 4.2 above, findings show that most of the librarians decried inappropriate handling by the users followed by limited space as the two most challenges they face in their day-to-day activities.

4.5 Whether librarians are satisfied with the way they are serving students

Librarians were further asked if they were satisfied with the way you are serving students in the serials section, they responded according to the Table 4.3 below;

Table 3: Satisfaction levels

Satisfaction levels	Frequency	Percent
Satisfied	2	40.00
Partially satisfied	2	40.00
Not satisfied	1	20.00
Total	5	100.00

The highest percentage (40%) of the respondents were satisfied and partially satisfied according to the results in the table 4.4. However, 20% of them were totally not satisfied with the way students conduct themselves in the library in regard to the precautions.

4.6 Frequency of use of serials in the library

Respondents were asked how frequently students use the serials in the library in a week, the following was the response;

Table 4: Frequency of use of serials in the library

Frequency of using serials	Frequency	Percent
Once	1	20.00
Regularly	3	60.00
Seldom	1	20.00

Total	5	100.00
-------	---	--------

The largest proportion (60%) of the respondents indicated that they receive the students in the library regularly, 20% indicated that they receive students once in a week while 20% rarely receive students in the library.

4.7 Means of accessing serials in the library

Further, a question of how students access serials in the library was posed to find out whether serials management in libraries is a self-directed or requires some sort of motivation, the results were as follows;

Table 5: Means of accessing serials in the library

Means	Frequency	Rank
Assistance from staff	5	1
Self help	1	2
Using catalogue	0	0
Help from a friend	0	0
Total	7	

Here, multiple response choice questions were adopted to, librarians indicated that students access serials at YMCA by means of obtaining assistance from the library staff, followed by those that indicated that the process is self-directed by other section of students.

4.8 Requirement Analysis

The main purpose of this report was to gain the understanding and information on the current serial management system at YMCA comprehensive vocational institute and then design a proper and functional serial management system.

4.8.1 Planning

During planning phase of the system, the researchers conducted an interview to the client to gather some data about on how the librarian at YMCA library manages serials, borrowed serial

records, returned Serial records, all student's records in the library. It is observed that the librarian manually writes all the transactions and maintenance records of every student who borrowed or returned the Serials in a piece of paper, so the researchers plan on developing the Serials Management System by improving the management of records by making it computerized, effortless to both the librarian and clients of the library in the future. The researchers also plan to provide a more secure and a large amount of database storage for their records to be safe.

4.8.2 Analysis

The proposed Serials Management System was designed purely from the users' viewpoint without considering the restraint of hardware (such as computers hardware and software). In addition, system frameworks required to attain such designs was clarified. After checking requirement specifications included in the basic plan, the overview of the project was represented through the use of diagrams (Figures: 3-5) so that the alternation and flows of data can be easily assumed.

4.8.3 Designing

The software design particularly designed for the librarian of the school; the researchers used a user-friendly design to attract the user to use the new Serials Management System. Here, the system was arranged and constructed purely from the users' aspect without considering the constraints of hardware (such as computers). In inclusion, system structures enforced to achieve such designs were clarified. After checking the requirement stipulation included in the planning, the synopsis of the system represented by the use of diagrams so that the processed data can be easily presumed. Based on the likeness and the division into sub-systems and input/output plotting was performed.

4.8.4 Software Development

Coding

In the development of the system, the researchers made use of Microsoft Visual Basic Studio for encoding the source code of the system, the researchers also made a module for loading of data in each specified field in the system, in order to be accurate and fast acquisition of data and information.

Testing

After finishing the main parts of transaction being done in the system the researchers tested it and there was a lot of learning that the researchers encountered, it made the researchers realized minor and major mistakes in the system and it gave more understanding on how to develop it, after several weeks, the system has been successfully introduced.

Operation

In the operation test, the researchers conducted a test of our system with our fellow BSIT-III students in order to verify and secure the system will satisfy the clients. The researchers received comments and suggestions for consideration.

Maintenance

Maintenance will be conducted once the system is deployed to our clients, to maintain good performance all throughout the school year, maintenance will be done if the clients make a request.

The researchers will also conduct a yearly maintenance to ensure their satisfaction.

Constraints

The following were the constraints the researchers had encountered during the gathering of information and making of the system:

- **Insufficient Funds** – Not enough fund to buy the proposed product for their school's library system. This problem is commonly caused by lack of financial preparation for the upgrade of their school's library system.
- **Operating Systems** – Variation in operating system affects the effectiveness of our system. If the school's operating system is not compatible the proposed program will not operate or function well.

Architectural Diagram Interface of Hardware

The diagram shows the management server. This is where all the process starts. It shows that it delivers and retrieves data from the storage servers and is distributed to the librarian

workstations. Management server is also responsible for passing up the database to back-up storage to secure a copy of all registered book and students in the system including their borrowing and return book transactions.

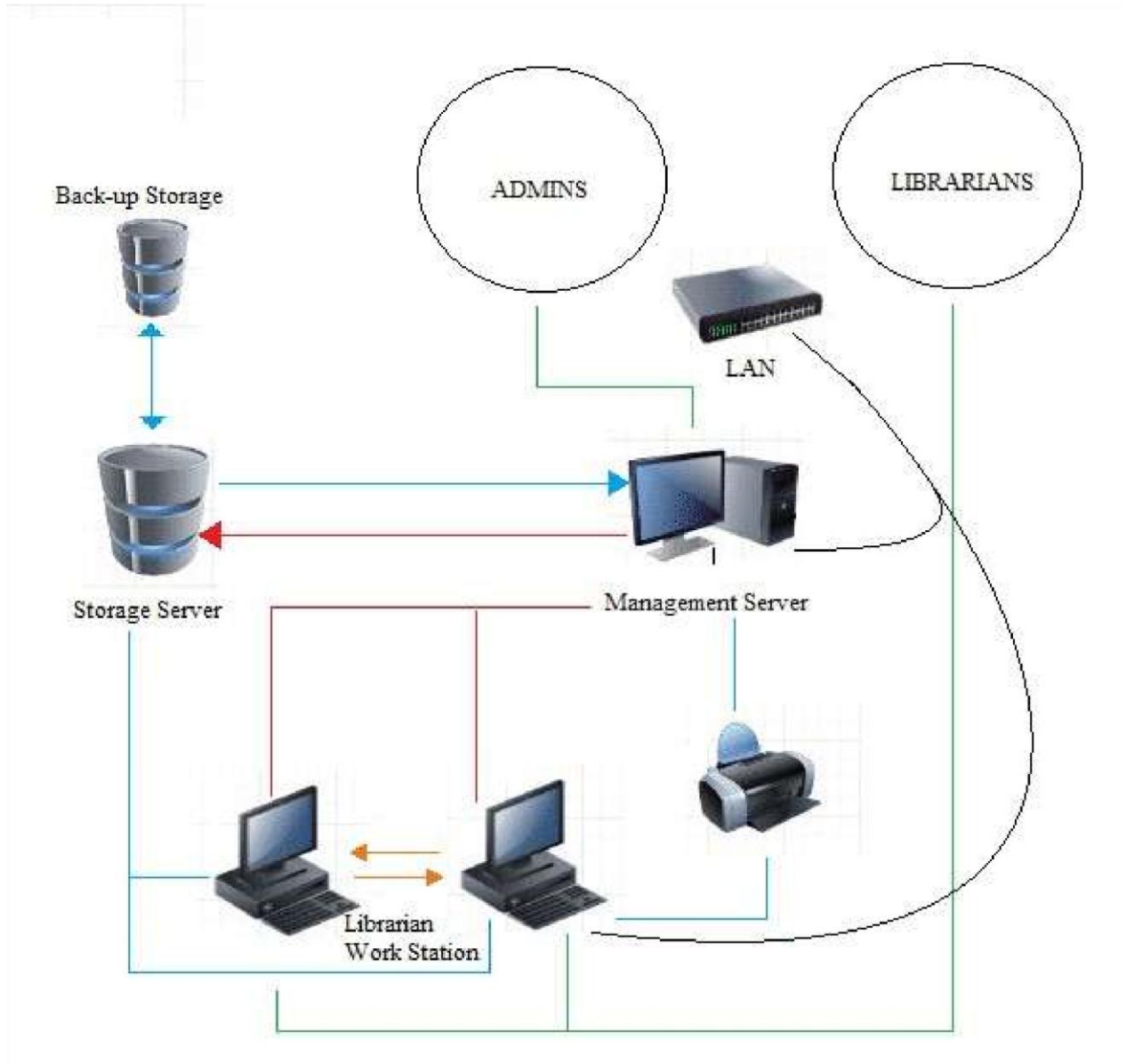


Figure 6: Proposed YMCA Serials Management System Architectural Diagram

4.8.5 System Testing and Implementation

In order to make this project successful, the researchers let the proponents test and evaluate Serials.

Management System in order to receive feedbacks and to produce a reliable and effective system. YMCA Serials Management System was tested in the school laboratory by the proponents.

Firstly, the selected student will login as an administrator to see and evaluate the functions of administrator in the system. Secondly, the researchers let the two students to login as Librarian to evaluate the functions made for the librarian's point of view in the system.

YMCA Serials Management System is a customized system which is designed from the client's desire in the system to make it more user friendly to the target users. The items below are the features included in the system.

YMCA Serials Management System Borrowing Features

This YMCA Serials Management System will feature the following:

- Computerized Admin / Librarian / Student Account Managements
- Secure storage for accounts and transactions
- Easy Serial borrowing schemes
- Generating well-organized reports

Recommended Hardware Specification (Server / Work Stations)

For YMCA Serials Management System be deployed and run in a perfect function the clients must first implement the following hardware specifications.

- Intel Core i3-2100 3.10GHz
- 8GB 1333MHz DDr3
- Printer
- Optical Mouse
- Keyboard
- Monitor

Recommended Software Specification (Server / Work Stations)

- Windows 7 Ultimate / Professional
- Visual Basic 2008
- PHP, MySQL
- MySQL Database and MySQL utilities
- Crystal Report

Recommended Network Specification

- Dual 1 GB LAN ports
- UTP cables
- RJ45

CHAPTER FIVE

SYSTEM IMPLEMENTATION

5.1 Introduction:

This chapter covers the system tests and results. This are demonstrated using a number of screen shots. Serials Management System aimed at accomplishing a number of tasks. The system met its accomplishments and the following section look at these tasks and how they are accomplished. SMS has been designed and developed with high security standards. A number of security levels have been designed to limit privileges according to a user type. Users can access a page depending on the security levels given tothem. These levels determine the various rights and operations a user can carry out on the system.

5.2 Concept of Operation

The first step in the current system`s concept of operation is the student will search for the book/Serial he needs in the library. After finding the specific book or Serial, a student will go to the librarian. The librarian will then ask if the student will borrow the Serial overnight. If the student will just read the book the librarian will just get the library card of the student and record the time, the title of the Serial, number of the book/Issue Data, and the author/Publisher of the book/Serial. If the student will bring the book outside the library, the librarian will then check the status of the Serial if it is good to be released. If the Serial is in good condition, the librarian will get the library card of the student and record the time borrowed, expected date to be returned, the title, author, and number of the book. In returning the Serial, the librarian will check the Serial if there is any damage. If the Serial has damage, and returned over the due date, penalties will be charged.

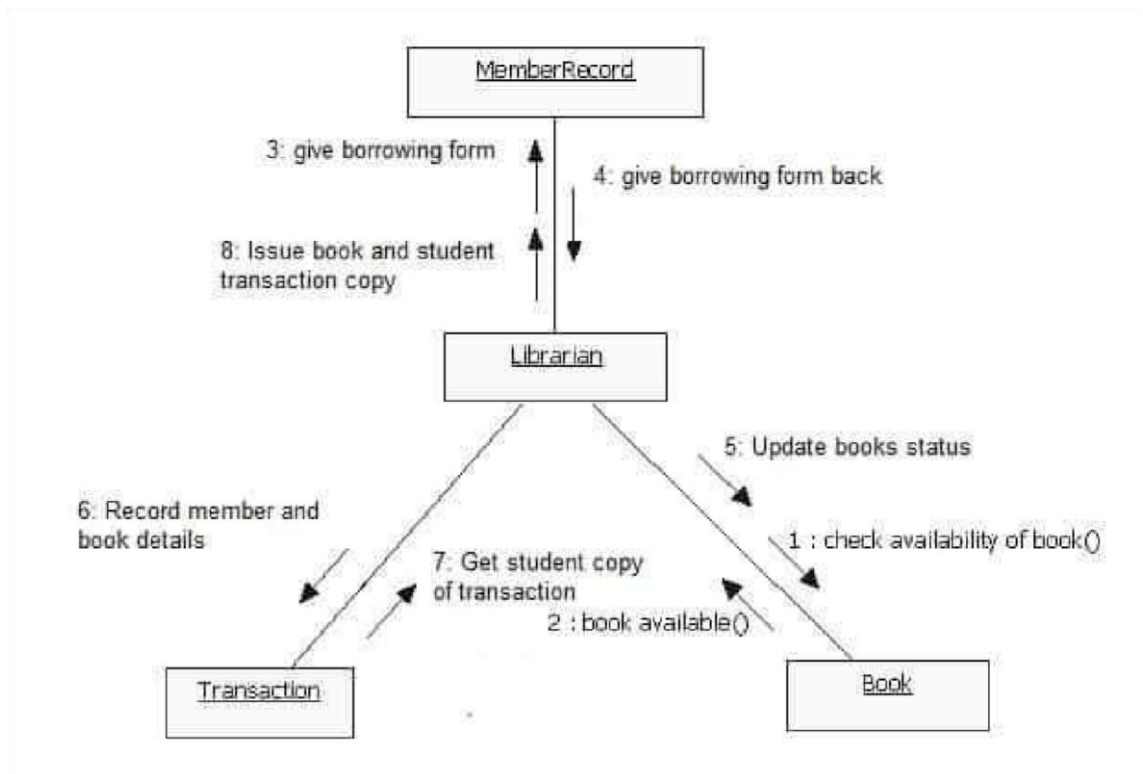


Figure 7: Existing System Activity Diagram

Data flow Diagram of an Existing System

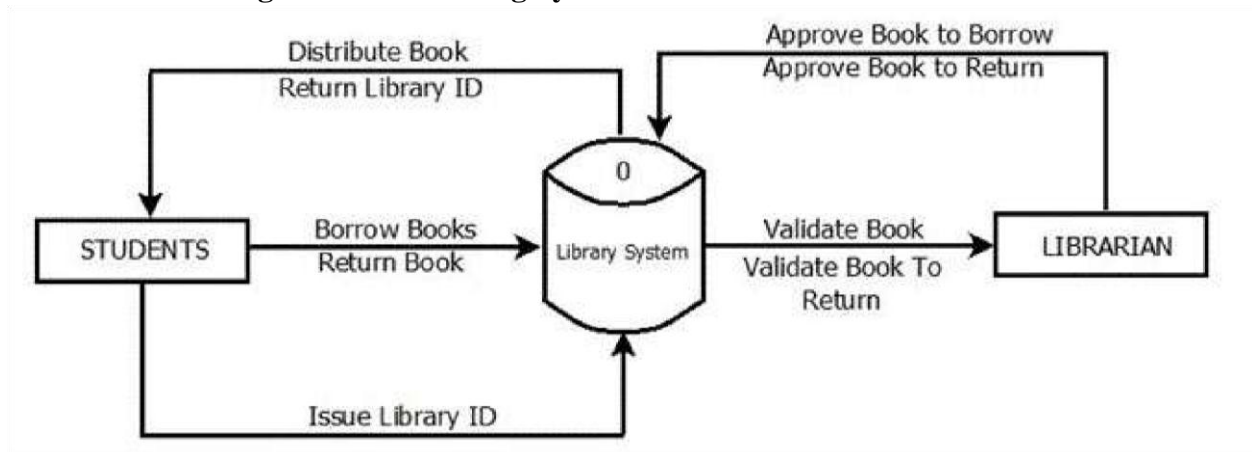


Figure 8: Existing SCA's Library Borrowing System Data Flow Diagram

The current library system starts with the student. The student will borrow books to the librarian, and then the librarian will validate the book to see the condition of the book before the student borrows it. Upon the approval of the librarian, the student will surrender his/her library ID. Then the librarian will give the specific book. Upon returning the book, the librarian will check its

condition and give approval to the student. There the librarian will return the student's library ID.

5.3 Proposed System

Concept of Operation

In the second main transaction, when the student returns the Serial, the librarian will search the borrowing transaction records, when the record is found, there will be three (3) outcomes. First, when Serial is returned in a good condition and is not late there will be no penalties to be released. Secondly, loss of Serial or damaged, the librarian will release a penalty report which will be forwarded to the accounting office through a printed-out report. Lastly, when the Serial is returned late, the librarian will sum-up the total number of days. There will be a fine o per day and will also be forwarded to the accounting office in the same manner.

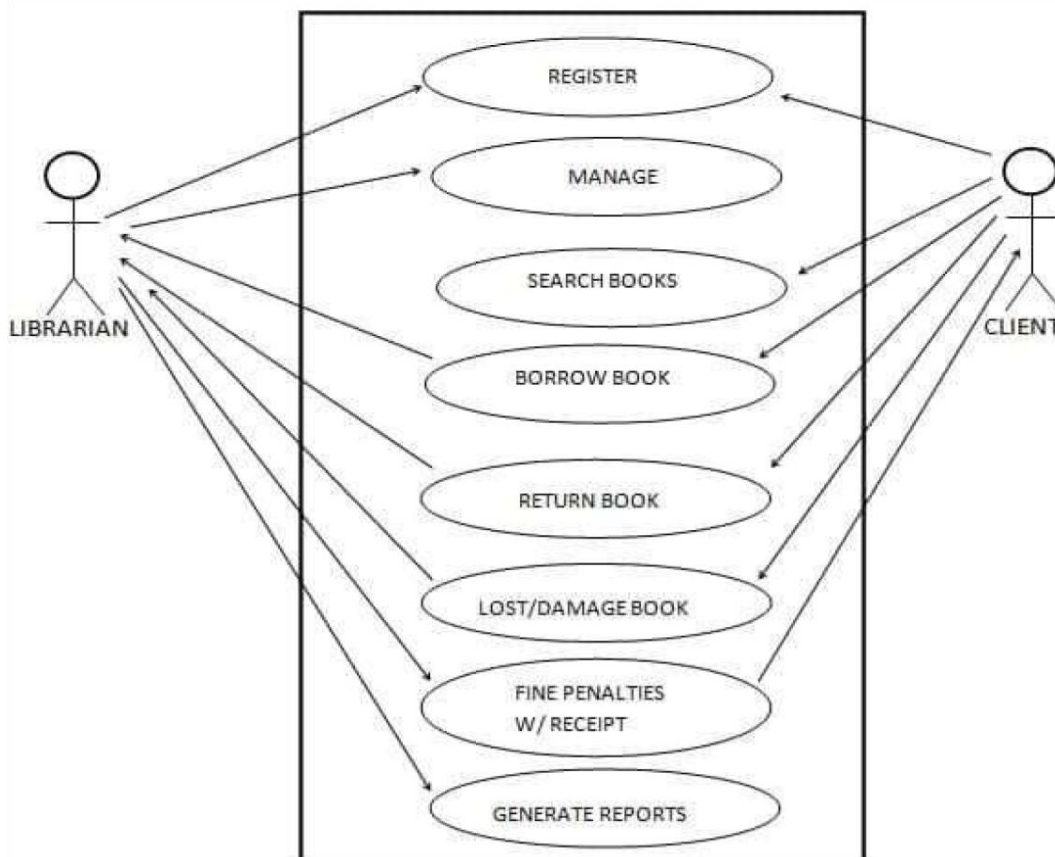


Figure 9: Proposed YMCA Serials Management System Use Case Diagram

The main actors as shown in Figure 5, Proposed Serials Management System Use Case Diagram are Client, Librarian. The corresponding use cases for the Client are, Inquiry for Membership,

Search Serial, Borrow Serial, Serial Return, Pay Fine and for the Librarian, Search Serial, Issue Membership Card, Issue Serial, Return Serial, Charge Fine in Case of Late Return, damage or the book is lost; maintain the Serial Records, Add Serials, Remove Serials, Add Members,

Remove

Members, and Update Member. Also generating report for client and school needs.

Use Case Description

The table below describes the functions, conditions and alternative flows to be met of all the entities used in the use case diagram.

Table 6: Register

Use case name	Register
Primary Actors	Librarian, Student, Administrator
Description	Registering new book and members in the system.
Stakeholder and Interests	<u>Student</u> – Wants to register in the library and to borrow book. <u>Administrator</u> – Responsible for setting up guiding librarians and modifications of the database records. <u>Librarian</u> – Responsible to keep the specific records for particular student, books and transactions.
Pre-condition	<ol style="list-style-type: none">1. The student must be enrolled in the school.2. The student must is done filling up registration forms.3. Book details are already registered in the system.
Post-condition	<ul style="list-style-type: none">• Student is added as a new member.• Book is registered in the system.
Main Success Scenario	<ol style="list-style-type: none">1. Student and Book details are recorded in the system.2. Student will receive his/her registered library ID.

Table 7: Search serial

Use case name	Search Books
Primary Actor	Student
Description	<u>Student</u> will search book in the library to comply his/her needs.
Pre-condition	If student find the book of his needs he must present his registered library ID and the book he wants to borrow to the librarians.
Post-condition	Librarian will receive the book to be borrowed and his registered library ID.
Main Success Scenario	<ol style="list-style-type: none">1. Student found the book/s he wants to borrow.2. Student presented a registered library card.

Table 6: Manage	
Use case name	Manage
Primary Actors	Administrator, Librarian
Description	<u>Administrator</u> - manages the user/librarian accounts and transactions. <u>Librarian</u> - manages student and book records.
Stakeholder and Interests.	<u>Administrator</u> <ul style="list-style-type: none"> • Add a new user/librarian • Can update the current librarian information <u>Librarian</u> <ul style="list-style-type: none"> • Can add new student members. • Can update old student information. • Can add new books and update registered book details.
Pre-condition	<ol style="list-style-type: none"> 1. Must have guidance by the administrator. 2. Books and student must be registered in the system.
Post-condition	If pre-conditions were met the librarian will have access to the book and student records and he will be able to manage the supposed records.

Use case name	Return Book
Primary Actors	Librarian, Student
Description	<u>Student</u> - will return the borrowed book from the library. <u>Librarian</u> – Receives the book and record the transaction.
Pre-Condition	<ol style="list-style-type: none"> 1. The book must be returned before due date. 2. The book must be in a good condition.
Post Condition	If pre-conditions are met the books will be returned to the library shelf and there will be penalties to be released by the librarian.
Alternative Flows	<ol style="list-style-type: none"> 1. If book is returned late penalties will be released to the student which will be printed out and will be sent to the accounting office for payment purposes. 2. If book is lost or damage the librarian will fine the student in accordance to the price of the damage/lost book.

Table 9: Borrow Serial

Use case name	Borrow Book
Primary Actors	Librarian, Student
Description	Student will present the book to be borrowed to the librarian including his/her registered library card.
Pre-Condition	<ol style="list-style-type: none">1. The book to be borrowed should be in a good condition and is registered in the system.2. The student must be registered to the system and must have a registered library card.
Post Condition	If pre-conditions are met the librarian will record the transaction and release the book with a note of its due date.
Main Success Scenario	<ol style="list-style-type: none">1. Student and books is confirmed to be registered in the system.2. Book is issued to the student.

Data Flow Diagram

In figure 6 of the proposed system’s Data Flow Diagram shows all the concept and flows of each entity and operation of the proposed system.

The librarian will log in to the system and then the librarian will register students and Serials that are in the library. If the students have been registered and wanted to borrow Serials, the student will search the Serial/s, and then he/she will present his/her registered library card together with the Serial/s he/she intended to borrow. The librarian will record the transaction using the proposed system and will set the due date for the Serial to be returned. After recording he/she will release the Serial/s and student’s library card together with the receipt. When the student returned the Serial before the due date, the staff will record the transaction successfully and update the Serial status. In case of loss or damaged,

the librarian will give a fine to the student that will be given to the accounting office for penalty purposes.

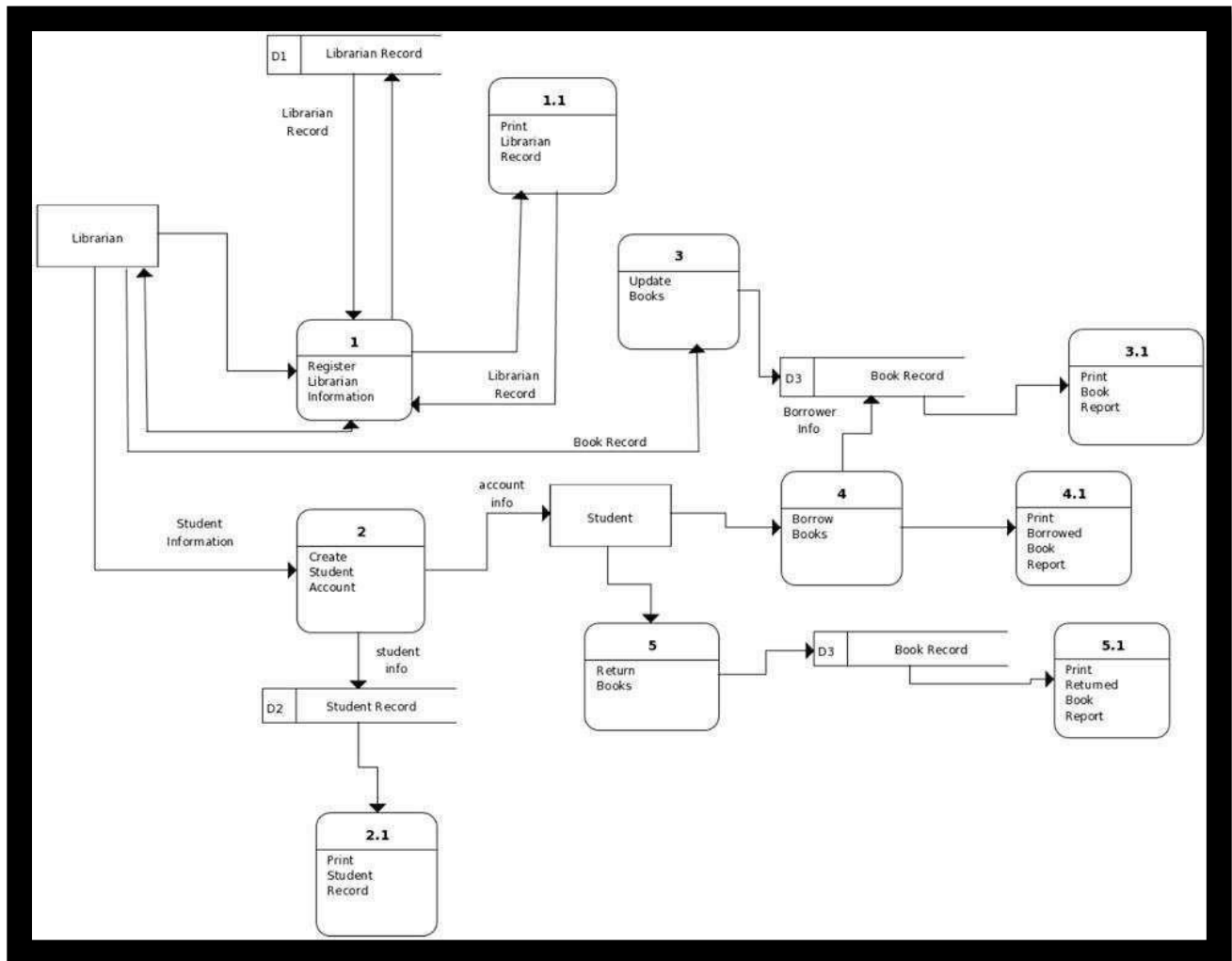


Figure 10: Proposed Serial Management System

Data Dictionaries

These tables below provide the entire database tables details such as Field Name, Descriptions, data types, character lengths.

Field Name	Description	Type	Length
Table 10: tblStudent			
<u>stud_id</u>	Student ID number	<u>Int</u>	11
<u>Stfname</u>	First name	<u>varchar</u>	30
<u>Stlname</u>	Last name	<u>varchar</u>	30
<u>Stcourse</u>	Course	<u>varchar</u>	30
<u>Styear</u>	Year	<u>varchar</u>	11
<u>stcontact</u>	Contact number of the student	<u>varchar</u>	30
<u>Stage</u>	Age	<u>Int</u>	3
<u>stbirthdate</u>	Birthday	<u>Date</u>	30
<u>stgender</u>	Gender	<u>varchar</u>	10

Field Name	Description	Type	Length
Table 11: tblbook			
<u>book_id</u>	Book ID number	<u>Int</u>	11
<u>bktitle</u>	Book Title	<u>varchar</u>	30
<u>bkedition</u>	Book Edition	<u>varchar</u>	30
<u>bkauthor</u>	Author of the book	<u>varchar</u>	30
<u>bkpublisher</u>	Publisher of the book	<u>varchar</u>	30

Table 12: tblstaff

Field Name	Description	Type	Length
<u>staff_ID</u>	Staff ID number	<u>Int</u>	11
<u>Stffname</u>	First Name	<u>varchar</u>	30
<u>Stflname</u>	Last Name	<u>varchar</u>	30
<u>Stfcontactnumber</u>	Contact number of the staff	<u>int</u>	11
<u>Stfemail</u>	Email used to login in the system	<u>varchar</u>	30
<u>Stfaddress</u>	Address of the staff	<u>varchar</u>	30
<u>Stfpassword</u>	Password to login in the system	<u>varchar</u>	15
<u>Stftype</u>	Type of user	<u>varchar</u>	30

Field Name	Description	Type	Length
<u>Book_id</u>	Borrowers ID number	<u>Int</u>	11
<u>stud_ID</u>	Book ID number	<u>int</u>	11
<u>staff_id</u>	Student ID number	<u>Int</u>	11
<u>Staffname</u>	Staff ID number	<u>Int</u>	11
<u>studentNOcopies</u>	Name of the staff	<u>varchar</u>	30
<u>ReleaseDate</u>	Number of books to be borrowed	<u>int</u>	11
<u>DueDate</u>	Date of the book that was release	<u>Date</u>	30
	Due date of the book to be returned	<u>Date</u>	30

Table 10: tblreturn

Field Name	Description	Type	Length
<u>Book_id</u>	Borrowers ID number	<u>Int</u>	11
<u>stud_ID</u>	Book ID number	<u>int</u>	11
<u>staff_id</u>	Student ID number	<u>Int</u>	11
<u>Staffname</u>	Staff ID number	<u>Int</u>	11
<u>studentNOcopies</u>	Name of the staff	<u>varchar</u>	30
<u>ReleaseDate</u>	Number of books to be borrowed	<u>int</u>	11
<u>DueDate</u>	Date of the book that was released	<u>Date</u>	30
	Due date of the book to be returned	<u>Date</u>	30

Table 15:tblclear records

Field Name	Description	Type	Length
<u>clearID(PK)</u>	Specific ID for cleared records	<u>Int</u>	11
<u>browID</u>	Borrowers ID	<u>Int</u>	11
<u>bookID</u>	Book ID	<u>Int</u>	11
<u>bookTitle</u>	Book Title	<u>Varchar</u>	30
<u>studID</u>	Student ID	<u>Int</u>	11
<u>studName</u>	Student Name	<u>Varchar</u>	30
<u>staffID</u>	Staff ID	<u>Int</u>	11
<u>staffName</u>	Staff Name	<u>Varchar</u>	30
<u>Studentcopies</u>	Student number of book copies	<u>Int</u>	11
<u>releaseDate</u>	Date of release	Date	11
<u>dueDate</u>	Due date of the book	Date	11

Table 16: tblreports

Field Name	Description	Type	Length
<u>clearID(PK)</u>	Specific ID for cleared records	<u>Int</u>	11
<u>browID</u>	Borrowers ID	<u>Int</u>	11
<u>bookID</u>	Book ID	<u>Int</u>	11
<u>bookTitle</u>	Book Title	<u>Varchar</u>	30
<u>studID</u>	Student ID	<u>Int</u>	11
<u>studName</u>	Student Name	<u>Varchar</u>	30
<u>staffID</u>	Staff ID	<u>Int</u>	11
<u>staffName</u>	Staff Name	<u>Varchar</u>	30
<u>Studentcopies</u>	Student number of book copies	<u>Int</u>	11
<u>releaseDate</u>	Date of release	Date	11
<u>dueDate</u>	Due date of the book	Date	11

Class Diagram

5.4 Entity Relationship Diagram

Figure 11 Proposed Serials Management System Entity Relationship Diagram shows the system entity relationships in each entity and their supposed functions in each relationship.

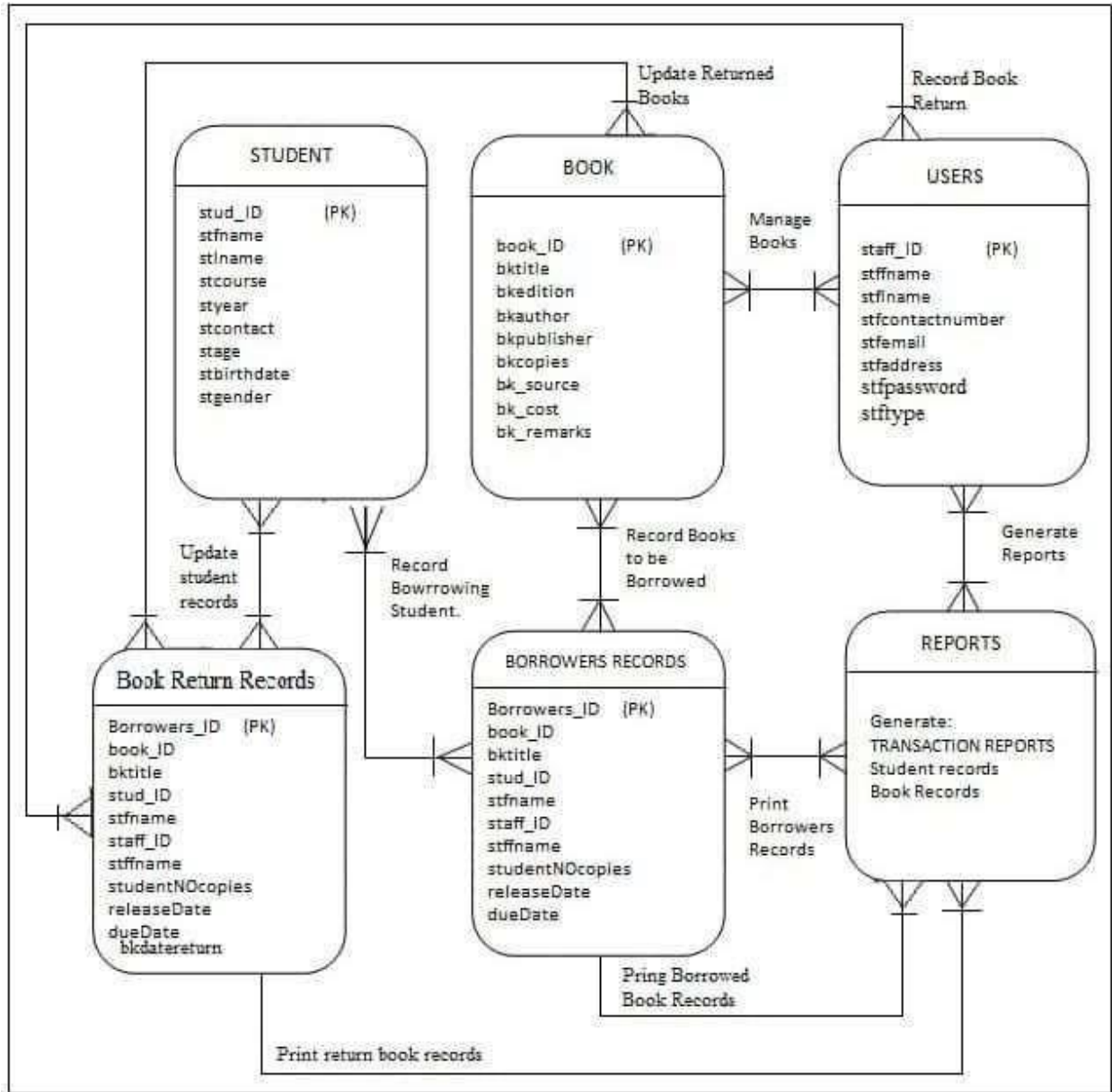


Figure 11: Proposed Serials Management System Documentation

Based on figure 8, the proposed system’s Entity Relationship Diagram are the entity of the proposed Serials Management System database, which are presented by tables; the tables are made to meet the required specification of the system and provide a much more specific details of each entity within the system.

Advantages

The following are the advantages of our system:

- Provides quality and time sufficient services.
- User friendly and easy to use.
- Provides specific reports.
- Reliable and easy to manage records

Disadvantages

The following are the disadvantages of our system:

- One (1) book per transaction only.
- No password recovery

Technical Feasibility

During the study, the researchers concluded that this study is technically feasible because there will be no much trouble and difficulty in getting the required resources for the development and maintenance of the system. As well as all the resources for software and hardware development is already available.

Social and Operational Feasibility

The proposed Serials Management System study is socially and operationally feasible for the organization because the system is developed with the organization's wants and needs in order to easily understand and manipulate the systems functions, so the researchers and developers made sure that the system will be user friendly and can be easily operated to meet its fully operational function to provide the organization a social and operational system.

Economic Feasibility

In the development of the proposed system the researchers concluded that this study is highly and economically feasible because the organization will not spend large amount of money in order for the system to be developed and be fully functional. The only consideration left to do is to make an environment that is capable to attain the maximum usability of the corresponding resources.

CHAPTER SIX

SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

6.1 Summary of findings

Results revealed that a few scholars in the institution view serials as an important part of their vocational training aspect, most of them ignore the serials and a few of those that attempt to utilize them do not take good care of them, and thus end up being destroyed due improper handling.

Serials at this institute are purposed mostly for assisting students in writing coursework; in which case they copy and paste information from the study materials. Serials at YMCA are readily available and they provide current information on a myriad of topics for the students. However, this study found out the serials are not demanded by the current students as for the past students according to the librarians, and the reason could be that they are not well aware of the functioning of the serials and their importance.

YMCA is urban based and, on this reason, has limited space capacity to accommodate most of the students based on the various modules they undertake; therefore, this was found to also affect the operation of the institute library, the old books stores where the libraries are found seem to be highly stocked and this affects the working of the librarians. Also, the librarians pointed out students who seek for serials and in return distort the order of arrangement of the serials.

About three quarters of library attendants are partially satisfied with serial management while the rest were totally fed up of students who frequently distort arrangement and end up damaging the serials. Of these the largest proportion indicated that they receive the students in the library regularly. Besides, librarians indicated that they usually handle second year students as compared to first and third years respectively. Lastly, librarians indicated that students access serials at YMCA by means of obtaining assistance from the library staff.

6.2 Conclusion

The study established that YMCA library has a number of serial materials which need to be well managed well for easy utilization. From the research it was established that proper management

of the library serial materials should be made a priority. This can be achieved through proper management of the proposed serial management system.

6.3 Recommendations

YMCA vocational training institute needs to sensitize the students on the role serials play in enabling students to improve their academic performance. There is also need to undertake capacity building among the staffs to enable them learn a few skills especially the library staffs to be able to appreciate the facilities installed at the institute.

The little demand for serials in the library by the students could have resulted from the limited orientation activities in the institution. The institution needs to accelerate this activity to show all the necessary facilities to the students and their importance.

YMCA administration needs to establish more facilities to match the growing need for serials in most of the vocational training institutions. Furthermore, the institution needs to work on motivation factors of staffs to have them develop a driving factor for work.

6.4 Areas of future study

A marketing plan for YMCA library

A current awareness system for YMCA library

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APPENDIX 1: INTRODUCTORY LETTER

MAKERERE

P.O.Box 7082 Kampala Uganda
Email: info@cis.mak.ac.ug
URL: http://cis.mak.ac.ug



UNIVERSITY

Tel: +256 - 392 - 000 - 180
Fax: +256 - 414 540 620
Twitter: @makcocis
facebook: makcocis

COLLEGE OF COMPUTING & INFORMATION SCIENCES
EAST AFRICAN SCHOOL OF LIBRARY AND INFORMATION SCIENCE (EASLIS)

January 3, 2022

The Librarian
YMCA Comprehensive Institute
P. O. Box 2871
Kampala- Uganda

Dear Sir/Madam,

RE: INTRODUCTION LETTER

This is to introduce to you the following students who are pursuing a Bachelor of Library and Information Science (BLIS) in Year III at the East African School of Library & Information Science under the College of Computing of Information Sciences, Makerere University.

- | | |
|-----------------------|----------------|
| 1. Mirembe Faith Hope | 18/U/20357/EVE |
| 2. Najjemba Matilda | 18/U/14864/EVE |
| 3. Lyaga Eurice | 17/U/5846/EVE |

As part of their degree programme, they are entitled to carry out a project under the course: BLS 3224: Project. The title of their project is "***A Serial Management System for YMCA Comprehensive Institute Library, Kampala***".

The purpose of this communication is to request you to offer them the necessary assistance required.

Please note that all information provided to them will be used for academic purposes only.

Thank you.

Sincerely,

Dr. Joyce Bukirwa
HEAD OF DEPARTMENT
LIBRARY AND INFORMATION SCIENCE



APPENDIX 2: QUESTIONNAIRE FOR THE STUDENTS

Dear respondent,

We are carrying out a research project on a serials management system for YMCA comprehensive institute library. The information given is purely for academic purposes and will be kept confidential. Your cooperation for availing us with such information will be highly appreciated.

SECTION A: BACKGROUND INFORMATION OF RESPONDENTS

1. Gender
 - 1) Male
 - 2) Female

2. Age of the respondent.
 - 1) 18-25 years
 - 2) 26-33
 - 3) 34-41

3. Year of Study
 - 1) 1st year
 - 2) 2nd year
 - 3) 3rd year
 - 4) 4th year

SECTION B: INFORMATION NEEDS THAT INFLUENCE THE USE OF SERIALS TO THE UNDERGRADUATES OF YMCA COMPREHENSIVE INSTITUTE

How often do you use serials in a week?

- 1) 1-2 times
 - 2) 3-5 times
 - 3) More than 5 times
-
5. What kind of serials do you seek frequently?
 - a) journals
 - b) Newspapers
 - c) Magazines

6. What arouses your interest to visit the library?
- a) Conducive atmosphere for
 - concentration
 - b) Research purposes
 - c) Writing assignments
 - d) Passing time

7. Is the library relevant to you?
- a) Yes
 - b) No
 -

Give reasons for your answer in question above.....

SECTION C: Challenges that students face in accessing serials

11. Do you face challenges in accessing serials?

- 1) Yes
- 2) No

12. If yes, what challenges do you face in accessing and using serials?

- 1) Accessing needs, skills and experience
- 2) Network Issues
- 3) Disorganized serials
- 4) Other specify _____

13. What should be done to solve these problems? _____

APPENDIX 3: QUESTIONNAIRE FOR THE LIBRARIANS

Dear respondent

We are carrying out a research project on serials management system for YMCA comprehensive institute library. The information given is purely for academic purposes and will be kept confidential. Your cooperation for availing us with such information will be highly appreciated.

SECTION A: BACKGROUND INFORMATION OF RESPONDENTS

1. Gender 1) Male
- 2) Female
2. Age of the respondent.
 - a) 18-25 years
 - b) 26-33 years
 - c) 34-41 years
 4. 42.50year

3. What challenges do staff face while managing or using serials at YMCA comprehensive institute?

.....

SECTION B: Challenges faced by librarian's in managing and preserving of serials at YMCA comprehensive institute library?

4. Purpose of serials by the students
 - a) To write a research project
 - b) For coursework and assignment
 - c) To review literature
 - d) Health information
 - e) Self development
5. Are you satisfied with the way you are serving students the serials?
 - a) Satisfied
 - b) Partially satisfied
 - c. Not satisfied

SECTION C: Role of serials in the library?

6. How frequent do students use the serials in the library?
 - a) Once
 - b) Frequently
 - c) Seldom
7. How do students access serials in the library?
 - a) Assistance of library staff
 - b) Self help
 - c) Using catalogue

d) Help of a friend

Appendix 4: Work Plan

Table 1: Detailed activities and timeline (December, 2021-March, 2022)

Activities	December	January	March
Preparation of project report			
Presentation of project report			
Submission of project report			
Recruitment of enumerators			
Pre-test of the tools			
Field Work (Data Collection)			
Data Cleaning			
Data Management			
Data Analysis			
Report Write Up			
Submission of the report draft			
Submission of compliance report			
Submission of final project report			