



National Open University of Nigeria

SOP Title	University Library
SOP No:	NQSA/SOP/TEL/011
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	
Date of Approval:	University Library
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

To Establish Standardised Procedures and Efficient Functioning of NOUN Library.

University Library Activities

1. Establishment and Maintenance of the Repository for the National Open University of Nigeria Library
2. Planning and Needs for Assessment
3. Repository Structure Design
4. Technical Infrastructure Setup

5. Submission Procedures
6. Quality Control and Review
7. Access and Permissions Management
8. Promotion and User Training
9. Ongoing Maintenance and Updates
10. Monitoring and Evaluation

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1.	Establishment and Maintenance of the Institutional Repository for the National Open University of Nigeria Library	<ol style="list-style-type: none"> 1. To systematically organise, store, and provide access to the institution's scholarly outputs 2. Research publications and other relevant materials. 	90 Days		List of research published materials and others by category, date of publication, and level of access.
2.	Planning and Needs Assessment	<ol style="list-style-type: none"> 1. Determine the scope, objectives, and requirements for the institutional repository. 2. Identify types of materials to be included. 3. Define metadata standards. 	90 Days		<ol style="list-style-type: none"> 1. Report of need assessment in the period under review. 2. List of actions taken based of the report of the need assessment.

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		4. Assess technological requirements.			
3	Repository Structure Design	<ol style="list-style-type: none"> 1. Design the repository structure for efficient organisation and retrieval. 2. Create categories for different types of materials (e.g., articles, theses, reports). 3. Define a metadata schema for consistent categorisation. 	90 Days		<ol style="list-style-type: none"> 1. Documentary structure of the repository design. 2. Report on the use of the repository structure model, present the challenge if any, how you navigated around it to succeed and suggestions. 3. Feedback from users (learners, staff, others) on the structure as regard access, robustness of materials, relevance of materials, level of usage, etc.
4	Technical Infrastructure Setup	<ol style="list-style-type: none"> 1. Establish the necessary technological foundation for the repository. 2. Set up server space and ensure scalability. 	90 Days		Feedback from users (learners, staff, others) on ease of access to digital library, navigation, interactivity, technical support received.

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		3. Implement repository software/platform.			
5	Submission Procedures	<ol style="list-style-type: none"> 1. Define guidelines for submitting materials to the repository. 2. Develop submission forms and guidelines. 3. Train faculty and researchers on the submission process. 	90 Days		<ol style="list-style-type: none"> 1. Number of academic staff trained on the procedure of submitting materials into the repository by designation, faculty, department, and date. Support with video clips and photos from the trainings. 2. List of materials submitted to the repository by category, purpose, and date.
6	Quality Control and Review	<ol style="list-style-type: none"> 1. Ensure the accuracy and relevance of the materials within the repository. 2. Implement a review process for submitted materials. 3. Conduct periodic quality checks. 	90 Days		List of materials that were stepped down from entering the repository by type of material, source, reason for stepping down, date.
7	Access and Permissions Management	1. Regulate access to the repository	90 Days		Report on access and permission management of the repository

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
		<ul style="list-style-type: none"> and manage user permissions. 2. Define access levels (e.g., public, restricted). 3. Implement authentication and authorisation protocols. 			
8	Promotion and User Training	<ul style="list-style-type: none"> 1. Promote awareness and provide training on repository usage. 2. Develop promotional materials. 3. Conduct workshops and training sessions for faculty, researchers, and library staff. 	90 Days		<ul style="list-style-type: none"> 1. List of workshops held. Support with list of attendance showing name, status (full time academic, part time academic, learners, administrative staff, etc), gender, designation, 2. State specific outcomes of the trainings. 3. Feedback report from the participants.
9	Ongoing Maintenance and Updates	<ul style="list-style-type: none"> 1. Ensure the continuous functionality and relevance of the repository. 	90 Days		List of maintenance and updates carried out within the period under review.

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		<ol style="list-style-type: none"> 2. Regularly update software and systems. 3. Monitor user feedback and make necessary improvements. 			
10	Monitoring and Evaluation	<ol style="list-style-type: none"> 1. Assess the repository's performance and impact. 2. Collect usage statistics. 3. Seek feedback from stakeholders for continuous improvement. 	90 Days		<ol style="list-style-type: none"> 1. List of key performance indicators guiding monitoring and evaluation of the repository. 2. The monitoring and evaluation report for the period under review.

Team of Developers

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