NCAA
TECHNICAL LIBRARY

POLICY
&
PROCEDURES MANUAL

PREFACE

This manual is one of the set of manuals forming the Nigeria Civil Aviation Authority's, NCAA Technical Library internal documentation set. These manuals are produced to provide the information, policy and procedures needed to perform the tasks as required by the Nigeria Civil Aviation Authority.

It is required that all staff use this manual and ALL other relevant working document relating to specific tasks and responsibilities in the performance of their duties.

This manual is subject to regular review and improvement as approved by the DIRECTOR.

Capt. Muhtar Usman
Director General, NCAA

RECORD OF REVISIONS

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NCAA TECHNICAL LIBRARY PROCEDURE MANUAL

CHAPTER 1

1.1 INTRODUCTION TO THE LIBRARY POLICY & PROCEDURES MANUAL

No introduction to this manual and indeed any text on the Nigerian Civil Aviation Authority can be adequate and fully pointed, without linking it up with the Authority's Vision and Mission Statements. This is because they constitute the pathfinders and pillars on which the aspirations of the Authority rest.

1.2 VISION AND MISSION STATEMENTS .

To be one of the leading Civil Aviation Authorities in the World. To provide Aviation Safety and economic regulatory services in the most efficient, effective, quality and technology driven manner to the satisfaction and benefit of all stakeholders, consistent with the highest international standards and the sustainable development of the industry and national economy.

Drawing from the above, the Nigerian Civil Aviation Authority (NCAA) has the all – important responsibility of regulating the nation's Aviation industry; by striving to guarantee an incident and accident free, as well as

1.3 THE AVIATION INDUSTRY: AN INFORMATION INTENSIVE ONE

One of the major characteristics or features of the Aviation industry is that it is information intensive. Here lies the link, between the industry as a collectivity, and an information storage and retrieval system as represented by the NCAA Technical Library, on the other.

The Library, selects, acquires, organizes and dispenses technical working documents and allied information resources to the workforce in their day-to-day task of regulating the industry. The library, therefore houses and holds a dazzling array of working technical documents issued by various regulatory bodies and aircraft manufacturers for the safe and economic conduct of air transport. They exist in both print and non-print forms (hard copies and machine readable materials.)

1.4 <u>OPERATIONAL STRUCTURE OF THE NCAA TECHNCIAL LIBRARY</u>

The NCAA Technical Library, is directly responsible to the Director of Airworthiness Standards and operates in three main units as follows:

(a) **GENERAL SERVICES UNIT(GSU)**

As the above suggests, this unit is responsible for the day to day management of Library services.

(b) Technical Processes Unit (TPU)

This is the first operational unit in the Technical Library. It is responsible for the care and amendment of Aircraft manufacturers Documents and indeed all documents that come into the library. The unit is composed of the following category of staff:-

(i)   Asst. General Manager (Library Services)

(ii)   Asst. Chief Librarian

(iii)   Principal Exec. Officer

(iv)   Librarian II

(c) Readers' Services Unit (RSU)

The second operational unit is in charge of the interfacing with users of the library. This unit has the responsibility for attending to users' needs and queries; and is composed of the following category of staff;

(iii)   Asst. Gen. Manager (Library Services)

(iv)   Asst. Chief Librarian

(v)   Librarian I

(d)   Non Book Media Unit (NBMU)

The third unit is charged with the responsibility of catering for, and amending non-book and Audio-Visual Media. This group is made up of the following category of staff :-

(i) Asst. Chief Librarian

(ii) Executive Officer

For the purposes of further clarification, the General Regulatory manuals consist of:

- Airworthiness Directives

- JAA Manuals

- UK CAA Manuals

- ICAO Manuals

- NCAR Manuals

- FAA Manuals

The Audio Visual Media on the other hand, consists of all machine readable media, or materials which cannot be read with the natural eyes. They therefore consists of all information resources on

- CD-ROM, an example of which is the US Regulatory Library on CD-ROM

- Microfilms

- Microfiche etc.

(See page 4-4 for the Library's Operational structure, and staff positions)

CHAPTER 2

2.1   NCAA TECHNICAL LIBRARY ACQUISITION AND DOCUMENTS RESIDENCY POLICY

A   Purpose

The essence of an acquisition policy is to provide guidelines for Librarians in their job of:

- Collecting relevant publishers' catalogue or selection tools; which carry or advertise manuals or Documents titles.

- Selecting relevant information resources for Library services, and by extension,

- Acquiring the right information resources for the organization

The operative words here are **Relevant Information Resources.** This is necessary to guarantee up-to-datedness and ensure strict adherence to ICAO **Standards and Recommended Practices (SARP)**

B. **NCAA Technical Library Collections**

The NCAA Technical Library, houses a wide array of Technical Working Documents as follows:

(i)   Aircraft manufacturers' manuals, which encompasses such materials as:
- MPD
- Maintenance Manuals
- Flight Manuals

(ii)   Aircraft Engine Manufacturers' Manuals

(iii) General Regulatory Documents, by which is meant, such materials as:
- ICAO Documents
- US FAA Documents
- UK CAA Documents etc.

(iv)   Technical Journals

(c)   **General Guidelines for Selection**

-    The Library, does not, as a matter of policy select and acquire conventional Text books, but only Aviation Technical working materials.
-    The Library, consists of the central Library at the Headquarters Annex, and the mini Libraries in the Corporate Headquarters, Abuja, and the Technical Directorates.

-    The responsibility for ensuring that these Libraries are up-to date in terms of their Technical Operational materials lies with the Library.

D.   **Responsibility for Selection and Acquisition**
      The responsibility for selecting materials for the NCAA Library system lie with the following

-    Directly with all Librarians, with input from the Directorates and Departments, who are called upon, via call up memos to make their inputs as the need arises.

-    Indirectly with Library users, who's unsatisfied Reference queries by way of specific information resources are listed for acquisition. This is one of the roles played by request slips given to Library users.

E.   **Residence of Technical Documents**
      The variety of working Documents listed above, are resident as follows:

S/N	Document Type/Group	Residence
1	General Regulatory Document: ICAO FAA etc.	Technical Library, the Directorates and Regional offices
2	Aircraft Engine Manufacturers' manuals	Technical Library
3	Airline Operators' Manuals	Relevant Technical Directorates and Regional Offices
4	Aircraft Manufacturers' manual	Technical Library.
5	Technical Journals	Technical Library.

CHAPTER 3

3.1   PROCEDURE FOR LIBRARY SERVICE DELIVERY AND RESOURCES CONTROL IN the NCAA TECHNICAL LIBRARY SYSTEM.

The Aviation Industry, is an information intensive one. Against this background, the Nigerian Civil Aviation Authority (NCAA) maintains a Technical Library system, whose function is to ensure rapid access to technical working information in its entire ramification; to its community of users.

(a) **The NCAA Technical Library System** therefore encompasses:

-       The central Technical Library at Headquarters,

-       The mini Library at the corporate Headquarters, Abuja and

-       The mini Libraries in the Directorates; all of which work in a well coordinated fashion to ensure resources availability and up-to-dateness.

(b)   **Library Service Delivery Operations**

The process of delivering service in a Library is a multi-pronged operation. But in a special Library such as the NCAA's   it is a two-pronged operation: In order of workflow, these are

-       The Technical (Amendment) processes and control

-       The Readers Services

(c)   **Technical (Amendment) Processes:** These are the processes, through which newly received documents (new accessions) undergo before being finally put on the shelves for Readers use.

3.2   TYPES OF MANUALS

The Documents in the Library, fall into four main groups viz:-

(i) General Regulatory Manuals (GRM) which encompasses

  ICAO, FAA, Nig CARs etc.

(ii) Aircraft Manufacturers manual (AMM)

(iii) Engine manufacturers manual (EMM)

(iv) Audio visual or Non Book Media.

3.3   SOURCES OF MANUALS AND DOCUMENTS

There are three main sources through which the manuals listed above come into the Library:-
These are:

(i)   By mandatory submission from Airline Operators, and allied sources, through the office of the Director-General,

(ii)   By Subscription to Technical Working Information Publishers,

(iii)   By direct purchase or allocation from the other Aviation Regulatory bodies especially the apex body, ICAO.

Documents coming from operators normally go through the process of approval or authentication before finally reaching their final destination – the Technical Library.

3.4   TECHNICAL PROCESSES, THE MAINTENANCE OF OVERALL CURRENCY, AND DOCUMENTS CONTROL IN THE TECHNICAL LIBRARY

The first step in the Documents amendment and control operation in the NCAA Technical Library System is the handing over of newly received or acquired resources to the Central Recorder, who registers them in the Central Register.

-    These Documents could either be:

(i)   Full Documents for processing and direct placement on the shelves,

(ii)   Loose revision sheets for the purpose of updating subsisting Documents

OR

(iii)   A complete re-issuance of the entire manual

3.5   THE AMENDMENT OPERATION

Amendments are therefore done by page to page withdrawal of superseded pages or complete re-issuance of the whole manual.

This operation requires the completion of the Revision table as per:

(i)   Revision Number,

(ii)   Issue Date,

(iii)   Date Incorporated,

(iv)   by whom incorporated.(please see Record of Revisions page (i)

3.6   DOCUMENTS CONTROL ACROSS THE NCAA LIBRARY SYSTEM

As mentioned earlier, the NCAA Library System, consists of:

(i)   The Central Technical Library at Headquarters,

(ii)   The mini Library at the Corporate Headquarters, Abuja

(iii)   The mini Libraries in the Technical Directorates.

3.7   LIBRARY HOLDING/CATALOGUE

The Central Technical Library, maintains a **Library Holding/Catalogue** for the Central Library itself and for each of the mini Libraries in the system. Each part of the system therefore has its own holding/catalogue. Here lies the **Control** link between them.

These Holdings, are checked document by document, on a regular basis, on relevant indexes, mainly on-line, to identify latest amendments/supplements. They are then downloaded and distributed across the Library system for amendment by the Librarians or officers in charge.

3.8   AMENDMENT OF ICAO DOCUMENTS

The care for, amendment and control of ICAO Documents follow the same pattern as described above.

The directive principle is as contained in the transmittal notes to the amendments and the supplements. The only difference between the amendment and the supplement is that while the amendment is inserted in specific places, the supplement is inserted at the end of the annex. (Please see Appendices BC&D).

There are also online access to the ICAO documents and some other regulatory documents from both the ICAO website and the IHS(AV-DATA). These give us real time updates and amendments to documents.

3.9 The ICAO Record of Amendment and Corrigenda

The ICAO record of Amendment, carry the following particulars:-

(i)   Amendment Number

(ii)   Date Applicable

(iii)   Date entered

(iv)   Entered by

Lying side by side with the Amendment sheet is the corrigenda, whose distinguishing particular is the **Date of issue** of the Amendment.

3.9.1 AMENDMENT OF COMPACT DISCS (CD'S)

Like other Technical working CDs are amended by the withdrawal of the out-dated ones, and their replacement with the new and current ones. No outdated CDs are kept or entertained in the NCAA Library System as they are regularly checked and weeded of the outdated ones. They are not kept even for **Reference only** purposes. The same policy applies to Hard copy Documents

3.9.2 READERS' SERVICES AND ITS OPERATIONAL INSTRUMENTS

The principal feature of Readers' services in the Library, is the circulation or control Desk. In rendering service to the Library user, the Librarian must have on the circulation Desk, the following instrument or equipment:-

(i)   Loans or Borrowers' Register

(ii)   Borrowers' request slips

(iii)   Borrowers' overdue Notice slips

(iv)   Amendment Acknowledgement slips etc

(v)   Official stamps

(vi)   Reserved Reading slips etc

All these are needed for proper records.

On the whole, the Readers' services operation, follow the following steps or sequence viz :-

Step 1:- The access to the Library is the main Library door directly in front of the Library. In the Library, there is a circulation and control desk manned by an officer at all times. There is a duty Roster which stipulates who and who should be at the Desk, on any given day.

Step 2:- At the Desk, the officer on duty, hands the Library user with the

request slip which contains the following information viz:-

- Particulars of the borrower
- Title(s) of the Document or manual
- Date issued
- The officer's Unit/Department
- Telephone numbers (Personal/ Intercom)
- Date Returned
- Signature of the borrower
- Name of the officer charging out the document
- Duration of Loan

(Please see Appendix – E)

Step 3 :- Armed with the completed request slip, the duty officer, as a matter of compulsion and official procedure, checks the documents being requested against the list of Library holdings. The list of Library Holdings is a computer print-out of the shelf by shelf arrangement of materials in the Library. He then moves straight to the shelf to pick the document; which he hands over to the Library user after he must have completed the borrowers form satisfactorily. The borrower, is allowed to keep the documents for a maximum of one week in the first instance; subject to renewal if need be.

Step 4 :- The completed slip is now filed in the loans file, awaiting the return of the documents.

Step5 :- On return of the document, it is physically examined for possible defacement or mutilation. It is then checked against the original borrowers slip, and endorsed as returned and put back to the shelf while the request slip is destroyed. If the book or documents is not returned to the Library, an overdue notice is dispatched to the borrower to recall the document.

Please see also   Appendix: F   Appendix:

CHAPTER 4

4.1 STAFF SCHEDULE OF DUTIES/OPERATIONAL STRUCTURE & STAFF POSITIONS

NCAA TECHNICAL LIBRARY
STAFF SCHEDULE OF DUTIES

For the purposes of effective control and accountability at the leadership level, staff are hereby divided into the following operational groups viz :-

    (a)   General Services Unit. (GSU)
    (b)   GM- Library Services.
    (c)   Secretariat Staff.

DUTIES

- Responsible to DAWS
- Formulating and initiating programmes for library and information services
- Day to day management of library service by closely monitoring the activities of library   and its staff to ensure optimum service delivery.
- Appraisal of resources to ensure up-to-datedness
- Supervising the production of Technical Library Bulletins at an established frequency as a current awareness services Supervising the production of Technical Library Bulletins at an established frequency as a current awareness services
- Collecting and editing selected titles and publications for acquisition
- Taking further actions for staff training and development.
- Supervising the weeding of library out-dated resources/materials
- Preparing periodic reports and estimates in respect of library services
- Other duties as assigned from time to time
- Periodic auditing of materials along with group leaders
- others duties as assigned.

(B) Technical Processes Unit (TPU)

    (a)   Asst. General Manager
    (b)   Asst. Chief Librarian
    (c)   Asst. Chief Librarian
    (d)   Principal Exc. Officer

- Responsible for liaising with Technical Publishers and updating of on-line access to Technical publications.
- Responsible for central recording of all in-coming documents, sorting and transmission to other group for second stage recording and necessary actions.
- Shelving and Arrangement of new incoming manuals/documents
- Caters for and amend all Engine Manufactures Manuals
- Also caters for and amend all the Aircraft Maintenance Manual
- Providing library collection development services
- Prompt return of all acknowledgement slip to DGM (LS) for prompt dispatch to the publishers. This is to keep subscription channel open.
- Compiling comprehensive addresses of all Aviation Technical Publishers
- Initiates actions for staff development and training
- Regular updating of the Technical Library Holdings
- Collating all acknowledgement slips from publishers for necessary actions
- Other duties as assigned from time to time
- Handles all matters under the supervision of the G.M- L/S

(C) Readers' Services Unit (RSU)

   (a)   Deputy. Gen. Manager
   (b)   Asst. Chief Librarian
   (c)   Librarian I

- Ensuring prompt optimum service delivery to library users
- Responsible for the up to datedness of all ICAO document
- Handling difficult reference queries from users
- **Closely monitoring of loans dispensation and recovery using established instruments.**
- Take full charge of all the activities in the reference/ circulation desk for effective readers' services
- Responsible for production of Technical Library Bulletin and dissemination to all NCAA staff
- Provides on-line services to users using available media
- Handles on-line information services with staff at the regional offices and outside the country as information need arises

- Mounting displays and other current awareness services
- Mounting displays and other current awareness services
- Handling the weeding of library stock of 'dead' records.
- Continuously carryout shelve reading.
- Regular updating of the Technical Library Holdings
- Other duties as assigned from time to time
- Handles all matters under the supervision of the G.M- L/S

(D) Non Book Media Unit (NBMU)
(a)   Asst. Chief Librarian
(b)   Exec. Officer

- Handles all matters concerning non book acquisition and amendments, under the supervision of the G.M- L/S

- Sorting of all Technical documents, Compact Disks (CD) and transmission to other staff for second stage recording and necessary actions.
- In charge of recording, processing, and Organization of Audio Visual Resources
- Prepares and updates indexes to Audio Visual Resources
- Responsible for recording, updating and displaying of latest Technical Journals
- Other duties as assigned from time to time
- Handles all matters under the supervision of the G.M- L/S

All group leaders are responsible to the G.M- Library Services, while
all group members are responsible to their group leaders
Groups leaders are held accountable for the jobs of their respective groups.
Individual officers are to call attention, or initiate action via a memo to their
respective group leaders and subsequently to the Head, Library Services for
correcting any lapses especially as it concerns up-to datedness of documents in
their schedule, and the job generally. Articulation of detailed individual schedule
of duties based on Group responsibilities, to be spelt out by Group leaders.

CHAPTER 5

5.1   NCAA TECHNICAL LIBRARY SCHEME OF SERVICE

There exist two main cadre of staff in Library Service. These are:
(a)   **The Library Officer Cadre**
       The approved career progression for this cadre are as follows :-

(i)   **POST AND SALARIES**
       (a)   Library Officer   -   Grade Level 07
       (b)   Higher Library Officer   -   Grade Level 08
       (c)   Senior Library Officer   -   Grade Level 10
       (d)   Principal Library Officer -   Grade Level 12
       (e)   Assist. Chief Library Off. -   Grade Level 13
       (f)   Chief Library Officer   Grade Level 14

A Library, who acquires a qualification that qualifies him for appointment into the higher cadre, will be eligible for promotion or transfer to the cadre
-      Minimum entry requirement is a diploma in Library Science from a recognize institution
-      General functions are those of assisting the professional cadre (Librarian cadre) in the day to day operation of library services.
-      This cadre is also known as the library Para-Professional cadre

(b)   **THE LIBRARIAN CADRE**   The approved career progression for this cadre summarized are summarized as follows:-

(i)   **POST AND SALARIES**
       (a)   Librarian, Grade II………………..   Grade Level 08
       (b)   Librarian, Grade I ………………..   Grade Level 09
       (c)   Senior Librarian   …………………..   Grade Level 10
       (d)   Principal Lib…………………………….   Grade Level 12
       (e)   Assist. Chief Lib……………………..   Grade Level 13
       (f)   Chief Librarian --------------------   Grade Level 14
       (g)   Asst. General Manager ------------ Grade Level 15
       (h)   Deputy General Manager ………..   Grade Level 16
       (i)   General Manager…………………….   Grade Level 17

5.2   LIBRARIAN II

(a)   **SALARY:** Grade level 08 as per NCAA salary structure

(b)   **Duties:**
   (a)   Catering for, and amending assigned aircraft documents
   (b)   Central recording of all in-coming documents, sorting
          and transmission to other units for second stage recording and care
          taking.
   I   Initial cataloguing and classification of documents, using approved
            schemes
   (d)   A member of the selections team
   (e)   Preparation of access cards
   (f)   Other duties as assigned

(c)   **QUALIFICATION/ METHOD OF ENTRY**

A minimum of B.Sc. or BLS Library science

(d)   **ADDITIONAL REQUIREMENT**
Membership of the Nigerian Library Association (NLA) and evidence of
Computer literacy

(e)   ADVANCEMENT BEYOND THE GRADE
In accordance with NCAA condition of service and subject to availability of
vacancy

5.3   **Librarian I**

(a)   **SALARY:** Grade level 08 as per NCAA salary structure

(b)   **Duties :**
   -      Catering for, and amending assigned aircraft documents
   -      Partaking in preparing and updating indexes to Audiovisual resources
   -      Processing and organized audio-visual materials

- Manning the reference and circulation desks for effective Readers' services, based on a roaster
- Selecting Audio-visual resources from publishers catalogues
- A member of the selection team
- Other duties as assigned.

(c) **QUALIFICATION/METHOD OF ENTRY**

- A minimum of B.Sc. or BLS Library science, with at least 3 years post qualification experience.

(d) **ADDITIONAL REQUIREMENT**
- Membership of the Nigerian Library Association (NLA) and evidence of computer literacy.

(e) **ADVANCEMENT BEYOND THE GRADE**
- In accordance with the NCAA conditions of service, subject to availability of vacancy

5.4 SENIOR LIBRARIAN
(a) **Salary** : Grade level 10, as per NCAA salary structure

(b) **Duties:**
- Caters for, and amends assigned aircraft documents
-       Preparing access cards for use in the Readers' services
        unit (RSU)
 - Initial processing of new accessions by assigned accession numbers, and
                        inserting ownership marks
- A member of the selections team
- Other duties as assigned.

(c) **QUALIFICATION/ METHOD OF ENTRY**
A minimum of BSC or BLS Library Science with at least 6 years post qualification experience a minimum of 2 years of which should have been spent performing functions related to Aviation Technical Library duties.

(d) **ADDITIONAL REQUIREMENTS**
-Membership of the Nigerian Library Association (NLA) and evidence of computer literacy.

-In accordance with NCAA staff conditions of service, subject to availability of vacancy.

5.5 PRINCIPAL LIBRARIAN

(a) **SALARY:** Grade level 12, as per NCAA salary structure

(b) **Duties**
- Catering for, and amending assigned aircraft documents
- Leading in the work of the unit
- Handling audio-visual services using appropriate hardware
- Selecting audio-visual resources from catalogues
- Other duties as assigned

(c) QUALIFICATION/METHOD OF ENTRY
A minimum of BSC or BLS Library with at least 9 years post qualification working experience a minimum of 3 years of which must been spent performing functions related to Technical Library duties.

(d) ADDITIONAL REQUIREMENTS
Membership of the Nigeria Library Association (NLA) and evidence of computer literacy

(e) ADVANCEMENT BEYOND THE GRADE
In accordance with the NCAA staff conditions of services and subject to availability of vacancy

5.6 ASSISTANT CHIEF LIBRARIAN

(a) **Salary:** Grade level 13 as per NCAA staff conditions of service
(b) **Duties**

- A principal professional officer of the library
- Cataloguing and classifying materials using approved
   schemes
- Caters for, and amends assigned aircraft documents.
- Collating acknowledgment slips for return to publishers
- A member of the selections team
- Other duties as assigned.

(c) **QUALIFICATION/METHOD OF ENTRY**
A minimum of BSC or BLS Library Science with at least 12 years post qualification experience, a minimum of 4 years of which should have been spent performing functions related to Aviation Technical Library duties.

(d) **ADDITIONAL REQUIREMENT**
Membership of the Nigeria Library Association (NLA), and evidence of computer literacy

(e) ADVANCEMENT BEYOND THE GRADE
In accordance with the NCAA staff conditions of service, subject to availability of vacancy.

5.7 CHIEF LIBRARIAN

(a) **SALARY**: Grade level 14, as per NCAA salary structure.

(b) **DUTIES**
- Taking full charge of a major unit of operation or section of   the Library
- Ensuring prompt availability of requested information resources by

- Chief selector and coordinator or resources from publishers' catalogues
- Closer monitoring of loans dispensation and recovery, using established instruments
- Handling the weeding of the library of dead records
- Managing and overseeing all library records
- Other duties as assigned.

(c)   QUALIFICATION/METHOD OF ENTRY
A minimum of B.SC. or BLS Library Science with least 15 years post qualification experience, a minimum of 5 years of which should have been spent performing functions related to Aviation Technical Library duties.

(d)   ADDITIONAL REQUIREMENT
Membership of the Nigerian Library Association (NLA) and evidence of computer literacy

(e)   ADVANCEMENT BEYOND THE GRADE
In accordance with the NCAA staff conditions of service, subject to availability of vacancy

5.8   ASST. GENERAL MANAGER

(a)   **SALARY** Grade level 15, as per NCAA Salary structure

(b)   **Duties**
- Taking full charge of a major unit of operation or section of   the library
- Leading and handling Audio- visual services using appropriate soft and hardware
- Processing and organizing audio-visual resources
- Selecting audio-visual resources from publishers catalogues
- Collating such selections for purchase
- A member of the Library Board
- Other duties as assigned.

(c)   **QUALIFICATIONS/METHOD OF ENTRY**
A minimum of a BSC or BLS library science with at least 18 years post qualification experience, a minimum of 6 years of which should have spent performing functions related to Aviation Technical Library duties.

(d) **ADDITIONAL REQUIREMENTS**
Membership of the Nigerian Library Association (NLA)

(e) **ADVANCEMENT BEYOND THE GRADE**

In accordance with the NCAA staff conditions of services, subject to availability of vacancy

5.9 **DEPUTY GENERAL MANAGER**

(a) **SALARY** Grade level 16, as per NCAA salary structure

(b) **DUTIES**
- Taking full charge of a major unit of operation of section of the Technical
-Assisting the GM- Library with the day to day management of Library services
- A seasoned cataloguer, to supervise the cataloguing and classification of documents
- Supervising and seeing to the prompt amendment of Technical working documents
- Supervises and collates all library selections from publishers catalogues
- Handles the development of all Library Access systems public catalogue etc.
- Initiates actions for staff development and training
- A member of the library board
- Other duties as assigned

(c) **QUALIFICATION/METHOD OF ENTRY**
A minimum of a BSC or BLS Library science with at least 22 years post qualification experience, a minimum, of 7 years of which should have been, spent performing functions related to Aviation Technical Library duties.

(d) **ADDITIONAL REQUIREMENTS**
Membership of the Nigerian Library Association (NLA)

(e) **ADVANCEMENT BEYOND THE GRADE**
In accordance with NCAA staff conditions of service, subject to availability of vacancy.

5.10 **GENERAL MANAGER LIBRARY SERVICES**

(a)   **SALARY:** Grade level 17, as per NCAA salary structure

(b)   **DUTIES:**
- Day to day management of library and information
        services
-       Formulating and initiating programmes for Library and
        information services
-       Communicating with Aviation publishers for Library collection
        development
-       A member of the Library Board
-       Producing the Library Bulletin as a current awareness service
-       Taking further actions for staff development
-       Regular appraisal of resources to ensure up-to-dateness
-       Other duties as assigned

(c)   QUALIFICATION/METHOD OF ENTRY
A minimum of a BSC. Or BLS Library Science with at least 26 years post qualification experience, a minimum of 8 years of which must have been spent performing duties related to Technical Library duties.

(d)   **ADDITIONAL REQUIREMENTS**
Membership of the Nigerian Library Association (NLA)

(e)   **ADVANCEMENT BEYOND THE GRADE**
In accordance with the NCAA staff conditions of services subject to availability of vacancy.

CHAPTER 6

ANNUAL WORK PLAN

The NCAA Library system, is the periscope through which both the local and International Aviation Communities, see or perceive the Authority's preparedness to grapple with its functions of Regulating the Nigerian Civil Aviation Industry. The annual work plan will therefore encompass the following:-

- Standardization of Library Services across the system
- Error proof publications distribution and control
- Development and enhancement of ICT Skills across the library system
- Ensuring up-to-datedness in the Library's Information Resources Holdings
- Ensuring regular and continuous updating of technical working Documents across the Library system
- Continuous weeding of obsolete Documents to guarantee continuous up-to-datedness
- Continuous self Auditing to guarantee up-to-datedness
- Taking actions on Training to ensure continuous manpower development.

- Developing the Library into an Aviation Information Clearing House and Library of last Resort for the entire Industry.

- Continuous Fault/Deficiency monitoring of the Library's equipment to guarantee a continuous and uninterrupted Library services.
- Continuous strengthening of the Regional Office Libraries to enhance coordination between the Regions and Headquarters.

<u>NCAA TECHNICAL LIBRARY</u>
<u>Amendment Acknowledgment Slip</u>

To:

From:

Date:

Subject: <u>Revision for Documents/Manuals in your Holding</u>

Please find the latest Revisions for the following Technical Documents/Manuals in your holding

1
2
3
4
5

please acknowledge Receipt and confirm that action has been taken accordingly and return to the undersigned

C.M. OJAJUNI
Head, Library Services

Please acknowledge Receipt/accomplishment of Revision/Amendment.

Revision/ accomplished ☐ **not accomplished** ☐
Name:..

Designation:..
Sign:..
Date:...
Region/Dept:...

NCAA TECHNICAL LIBRARY
READER SERVICES UNIT

Name of borrowers:……………………………………………………………………

Dept:……………………………………Tel/Ext No…………………………………….

Date Issue:……………………………………………………………………………

Date Due:…………………………………………………………………………….

Dear Engr., Mr., Mrs., Miss.:………………………………………………………….

OVERDUE NOTICE

Kindly return the following Library books/documents in your possession:

Title/Author of Documents
(i)……………………………………………………………………………………
(ii)…………………………………………………………………………………..
(iii)………………………………………………………………………………….
(iv)…………………………………………………………………………………..

…………………………………   …………………….
Head, Reader Services Unit   **Date**

NCAA TECHNICAL LIBRARY
RECORD OF REQUEST FOR DOCUMENT

Date:……………………………………………………………………

Requesting Officer:………………………………………………………

Dept/Unit:…………………………………………………………………

Tel/Ext. no:………………………………………………………………

Title/Author of Document (s)
(i)…………………………………………………………………………

(ii)…………………………………………………………………………

(iii)………………………………………………………………………

(iv)…………………………………………………………………………
supplied by…………………………………………………………………
Date Returned:……………………………………………………………

Name and Signature of

Receiver:…………………………………………………………
Tel/Ext. No…………………………………………………………………

NOTE PLEASE: To be returned within one week if taken away.