

Assessing collection security management implementation status at university libraries

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ABSTRACT

This study examines the literature on library security and collection security to identify factors to be considered to develop a collection security management assessment instrument for university libraries. A "house" model was proposed consisting of five factors; collection security governance, operations and processes, people issues, physical and technical issues and the security culture in libraries. An assessment instrument listing items covering the five factors was pilot tested on 61 chief librarians, deputy librarians, departmental, sectional heads and professional staff working in four universities in Nigeria. The level of security implementation is assessed on a scale of 1=not implemented, 2=planning stage, 3=partial implementation, 4=close to completion, and 5=full implementation. The instrument was also tested for reliability. Reliability tests indicate that all five factors are reliable with Cronbach alpha values between 0.7 and 0.9, indicating that the instrument can be used for wider distribution to explore and assess the level of collection security implementation in university libraries from a holistic perspective.

Keywords: University libraries, Collection security, Assessment instrument, Nigeria, Africa.

INTRODUCTION

University libraries face a number of security challenges with their collections (both print and non-print). Library collections constitute the bedrock for services provided to the community and serve as important assets to the library. As such, securing and protecting the collections can help libraries provide an effective service in response to the information needs of the university community. Collection security implies the need for libraries to provide, maintain and secure its collection to ensure longevity, accessibility and effective provision of services to users. To achieve this noble objective however, libraries need an effective strategy to assess the degree of collection security, breaches they are facing and establish an acceptable level of collection security implementation. This study is an attempt to provide an assessment instrument that can be used by university library managers to assess collection security implementation in their libraries.

OBJECTIVES

The objectives of this paper are to:

- (1) Identify the factors that should be considered when assessing the status of collection security implementation in university libraries
- (2) Map the factors and the items into a collection security management assessment instrument; and
- (3) Test the reliability and validity of the collection security assessment instrument.

LITERATURE REVIEW

The aim of university libraries is to provide access to information resources in both print and non print formats. Balancing access and security in libraries is a difficult but a necessary task. A number of studies have described how crimes and security breaches incidences can affect the provision of library services to users. Lorenzen (1996) and Holt (2007) identified several such incidents, (i) theft of physical materials; (ii) theft or alteration of data; and (iii) theft of money as major security crime in libraries. Other forms of breaches include non-return of items by borrowers, theft of library equipment, personal theft (from staff and users), verbal and physical abuse against staff and users, and vandalism against library buildings, equipment and stock destruction, all of which can directly or indirectly affects the provision of library services (Ewing, 1994). Similarly, Lorenzen (1996) reported how different forms of collection mutilation such as underlining and highlighting text in library books, tearing and or removing pages of books and annotating in books margins can temper with the subject-content of library collection, thereby making it unusable to users. Wu and Liu (2001) identified the aim of a modern university library as largely to provide access to both print and non-print collections and this makes it necessary to develop a balance between ownership and access to information or knowledge. This can be achieved by proper planning strategy including the planning for access control in line with the security requirement and the present and future mission or goals of the parent institutions. Ajegbomogun (2004) identified the types of security breaches in university libraries, which included theft and book mutilation and reasoned the cause to security lapses, insufficient or limited number of essential materials, and user's financial constraints. Ameen & Haider (2007) opined that access to collection is important as this service has supported scholarship in the humanities, sciences and social sciences and remains the key to intellectual freedom. Similarly, university libraries need to create an environment where primary resource materials are respected, handled carefully, and returned intact to the collection so that they might be studied again in the future. Therefore, materials that are not meant to be used by patrons should not be accessible to them. For example, the unprocessed materials should be kept in a secured area; public access to special and rare collections should be monitored and physically protected to prevent vandalism, theft and other security breaches (Rude and Hauptman, 1993:21-22). Studies conducted by Ajegbomogun (2007), Bello (1998), and Holt (2007) identified rare books, manuscripts and special collections as frequent target of theft and mutilation because of the special demand for in depth studies of such materials. The above studies indicate that the processes that handle access to collection such as acquisition, technical processes, circulation, shelving and storage of items in libraries need to be considered from the security perspectives and assessed by a collection security measurement instrument.

Most of the published literature on library security issues focuses on specific types of security breach. Theft, mutilation and vandalism are highly covered by research articles. Boss (1984) highlighted theft and arson as threats to collections and proposed that libraries formulate a planned security measure to protect their collections. Boss also identified physical weaknesses in libraries in terms of unsecured windows, faulty emergency exits, unstaffed computer rooms, poor policies and procedures, lack of security plans, poor security points (exits, loading areas, windows, special collections) inadequate loans and renewal periods, lack of security manuals and poor signage as some of the causes of security breaches. Ewing (1994) identified abuses in UK libraries, which included book and non-book theft, non-return of borrowed items, verbal and physical abuse, and vandalism against library buildings and properties. Ewing also reported an estimated collection lost rate of 2.6% and that is between 1500 and 3000 books stolen annually. Abifarin (1997), Allen (1997) and Bello (1998) reported high rate of book theft, mutilation and misplacing of books in Nigerian academic libraries. They suggested measures to reduce the problems, which include tightening security at library entrances and exits, expulsion of students involved in theft and mutilation, providing multiple copies of heavily used text, reducing the cost of photocopying, periodic searching of students hostels and staff offices. Atkins and Weible (2003) believe that successful inventorying process helps identify missing items, however it may be dependent on the size of the library's collection. They proposed using interlibrary loan data (ILL failure cases) to identify materials missing from a library's collection instead. Brown and Patkus (2007) stressed that university libraries must ensure that access and storage areas for collection are arranged and monitored for quick and easy inspection. Special and rare collections in particular need to be stored separately, with separate folders within the collection so that they can be easily checked by the staff. Furthermore, a reliable and effective procedure for accessibility to such collection must to be created. Accessibility to library collections can also be enhanced by proper supervision and control of the library environment, especially designated areas for library assets. University library management must ensure that access to any area within the library is clearly defined, and regulated. Staff should also enforce restrictions by challenging, in a non-confrontational manner, any unauthorised user found to be outside the designated public areas (Houlgate and Chaney, 1992, p.64). These studies highlight the importance of considering the security aspects of physical and infrastructural perspective of library buildings and facilities to ensure collection security, thus implicating a factor that needs to be included in the assessment instrument.

Another factor is the human aspect of library security. This involves creating the right atmosphere for greater security awareness amongst library staff, users and the university community at large. Omoniyi (2001) found that both students and staff were often involved in collection theft and this may be due of their unawareness of the graveness of the thieving issue. Holt (2007) highlighted theft of library collections by staff as a real problem that libraries should address and not ignore because of the risk of bad publicity. Holt suggested several methods to deal with staff theft including the installation of high security lock systems, tightening of collection transportation and movement procedures, marking collections to indicate ownership, good record keeping and undertaking periodic inventories. He also highlighted the need for libraries to cultivate professional culture and behavior with regard to safeguarding the library's collection and the need for library management to take the lead in developing an honest culture with reporting responsibility. Lowry and Goetsch (2001) highlighted the importance of creating shared culture of mutual responsibility for security and safety of library collections. This involves making clear to users and staff about the safety and security policies and guidelines in libraries, especially those regarding food consumption in the library, theft, mutilation, and disruptive behavior.

Lowry and Goetsch also emphasized on policies regarding training of staff to create an awareness culture. The people aspect of library security issues, include staff's nonchalant attitudes to users' needs and ignorance about security issues (Ives, 1996). There are instances which indicate that library staff entrusted to protect the integrity, accessibility and confidentiality of library materials were often the source of collection security problems (Ajegbomogun, 2004). These studies indicate that the people aspect and security culture are important factors when assessing collection security in libraries.

Another factor covered by the literature is the importance of good governance. Brown and Patkus (2007) proposed a security plan that comprises these components; a written security policy, the appointment of a security manager; carrying out a security survey to assess current and projected needs; identifying preventive measures, ensuring a secure premise for both during and after working hours; installing security system; ensuring collection security through regular inventory, proper storage area, marking collections to establish ownership and instituting a tracking system of lost and over borrowed items; managing, educating and training users and staff. The Association of College and Research Libraries (2006) proposed a guideline for the security of rare books, manuscripts and special collections. The guidelines proposed the establishment of proper governance by hiring library security officers who plan and administer security programmes, prepare and spearhead written policies. The library is also advised to closely monitor the entrances and exits of special collection reading areas, making staff aware of collection security problems, providing training in security measures, monitoring users in the stacks, reading and reference areas, keeping adequate accession records, and aiding access through proper cataloguing records and finding aids. The importance of good and supportive governance with clear policies and procedures in order to maintain an acceptable level of collection security in libraries is therefore necessary.

Other studies focus on security breaches like purposive miss-shelving of items, especially reference books (Alao, et al, 2007), disruptive behavior as a result of drunkenness and drug addiction (Lorenzen, 1996; Arndt, 1997; Momodu, 2002; Ajegbomogun, 2004), natural and man-made disaster (Evans et al., 1999; Shuman, 1999; Aziagba and Edet, 2008) and demand outstripping supply, which may give rise to delinquent behavior such as stealing, mutilating or using another user's borrowing tickets (Bello, 1998). All of which may subsequently remain a serious threat to the security of the library and its collection.

From the published literature, we have identified the factors that should be considered when assessing collection security implementations in libraries. These factors were identified, derived and used in this study to formulate the library collection security assessment instrument which is framed on a "house" model described in the following section.

THE COLLECTION SECURITY MANAGEMENT MODEL (CSMM)

The factors that comprise collection security management in libraries are derived from published literature. The factors are then positioned in a "house" for collection security management model (CSMM) for libraries. The house adopts and adapts the operational model proposed by Da Veiga and Eloff (2007), who have used a house to frame the information system security governance. The CSMM likened library collection security governance to a secured house where the alarm system installed should provide adequate protection. Nevertheless even in this secure situation, security may be breached if the

owner leaves the house with the front door unlocked. This illustrates that security measures would be ineffective if the behavior of those in the home or an organization are nonchalant about implementing the security processes. The model can be viewed from five factors; governance, processes, people, physical as well as technology perspectives and the existence of security culture in libraries. The framework should provide university and library management with a working instrument to assess and implement a more holistic approach to collection security management.

The term collection security in this context refers to protecting collection from unauthorized use, displacement, defacement, modification and destruction. Libraries protect the following attributes of their collections (Corporate Governance, 2004).

- Confidentiality – This infers that the collection is available only to those authorized at the various levels (controlled access to types of registered members).
- Integrity – The library has to make sure that the collection or the information they carry is not altered, accurate and complete. Therefore, management of its security needs to insulate the collection from accidental or deliberate change to the contents. Accuracy refers to proper description of collections, which are shelved or stored appropriately. Completeness refer to collections that are not mutilated, missing, decayed, miss placed, over borrowed, insulated from deliberate or accidental change, and secure from theft or vandalism.
- Availability – This refer to making sure that authorized users have reliable and timely access to collection at the time they need it (timeliness) and at the promised times (appropriate opening hours) and through a reliable network system, which makes items available without delay.

The model describes a holistic plan for collection protection in libraries, combining the governance, process, people, physical and cultural factors to ensure that a reasonable level of collection security management is in place, hence minimizing risks to the library's main assets, its collections. In the model all factors are of equal weight in ensuring that the confidentiality, integrity and availability of the library's collections are maintained at a reasonable level. The factors in the house model are detailed in Figure 1 and will be used as the basis to design the assessment instrument.

(a) The Governance

Governance in this context refers to the provision of a set of roles, policies and responsibilities and practices exercised by members of a security team responsible for formulating objectives and policies, ensuring that objectives and policies are achieved, ascertaining that risks are identified and managed appropriately (Omoniyi, 2001; Allen and Westby 2007). The governance factor stresses the importance of considering collection security as part of management responsibility (Brown and Patkus, 2007). This means that, university libraries should design a concise strategy with plans that articulate the vision and direction for risk management (Purtell, 2007). The library security management (LSM) team ideally should be chaired by a senior personnel with representation from various departments, and members from the university's security department. The LSM team members should have the necessary experience and knowledge about collection security issues and management so that they can command authority to manage and ensure collection security compliance. Risk assessment is undertaken to identify risk at various levels within the library setting so that security planning is prioritized (Cowan, 2003). Regular risk assessment of collection involves compiling detailed information about library assets in terms of types and value of collections, identifying threats, vulnerabilities, possible risk situations, and estimating the cost of loss (cost analysis). This would show

serious commitment to identify collection security problems and implement programmes to mitigate it. Collection security breaches can be identified through meetings, questionnaire, observations, and reports. This should be followed by identifying what should be done to reduce risk, monitoring, revising and evaluating the risk process. The Governance factor stresses the need for library and collection managers to document, maintain, review and update risk policies and procedures as well as prepare reports via newsletters, interactive web pages or other in house publications to publicize collection security initiatives and create awareness amongst employees and users (Saffady, 2005). This factor provides evidence whether good collection security governance is in place in libraries.

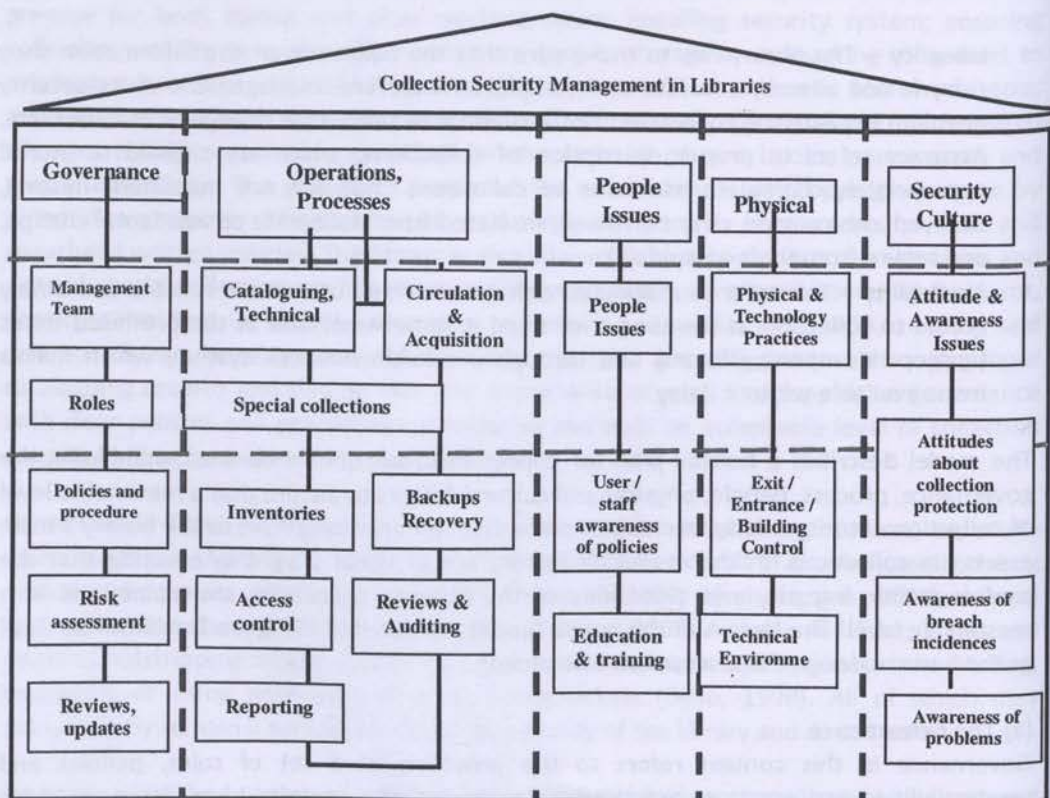


Figure 1: The Collection Security Management Model (CSMM) for Libraries

(b) The Operational Processes

This factor involves the processes of putting into operation security programmes formulated by the security management team through the relevant departments. These are; (a) the acquisition department, which is involved in accessioning and marking items to establish ownership, maintaining an inventory list which can be used to identify missing or misplaced or cost of items, and to facilitate backups and recovery processes (Holt, 2007; Brown and Patkus, 2007; Association of College and Research Libraries, 2006; Atkins and Wible, 2003; Omoniyi, 2001); (b) the circulation department, which shelves and stores items for quick and easy inspection by users, creates manual or computer systems to record and track the use of the collections, controll access, undertaking stock taking and inventory, report on delinquent borrowings, items that are lost, misplaced, stolen, abused,

decayed or damaged (Luurtsema, 1997); (c) the cataloguing and technical processes, which ensures collections are processed, documented in the library's catalogue system, verifies ownership of circulated items, attach identification marks to establish ownership and ensure that the status of unprocessed items are reported and access to them are controlled (Brown and Patkus, 2007; Omoniyi, 2001); (d) the special collections, which involves preserving and conserving collections, controlling and monitoring access, proper inspection of the collection before and after use and providing insurance coverage for valuable collections (Swartzburg, Bussey & Garretson, 1991).

(c) The People Factor: Training Programmes

This factor involves the human or people aspects of the model, particularly programmes involving staff being trained, retrained and made aware of policies and procedures on collection security management processes. This should include security awareness being formalized in organizational policy and procedures and communicated to every employee who works with information resources (Saffady, 2005). It stipulates the need to determine collection security roles and responsibilities in university libraries and ways to handle, supervise and monitor qualified and trained staff. Staff's knowledge of the availability of training programmes will help them handle security incidences, prepare reliable and useful reports.

(d) Physical and Technology Factors

This factor involves both the physical and technical mechanisms in implementing a secure collection environment. The physical environment refers to the safety and security of the library premises which holds the collections (Swartzburg, Bussey & Garretson, 1991). The physical security measures should begin with the physical architecture of the building or management of space where collections are held, controlling building entrances and exits; requiring IDs to access to general as well as rare and special collections areas; and scheduling patrols within building parameters. The technical aspect consists of the technology practices and procedures that the collection security programmes embraced. It refers to electronic security system and devices to handle collection security processes, control security breaches; and installation at strategic entry points of the library. This includes security systems such as electronic anti-theft devices, visual cameras, smoke detection and alarm system at entrances, exits and stack areas in the library. This system will help prevent unauthorized removal of collections and feasible monitoring and detection of user traffic in general reading and reference rooms, as well as shelve areas (Ameen & Haider; 2007; Omoniyi, 2001).

(e) Security Culture

This factor encompasses acceptable user and staffs' attitudes and awareness toward the importance of protecting collections in the library. Awareness is an unseen element but is demonstrated through perceptions; such as (a) staff's attitudes about the importance of security policies and processes and (b) their awareness of security breaches; and (c) the limitations of implementations (Lowry & Goetsch, 2001; Holt, 2007). Lowry & Goetsch (2001) refer to this situation as shared culture of mutual responsibility for security and safety where staff are provided with the information and the tools to respond to a variety of situations and are able to take action when called upon to do so. This attitudes and awareness "glues" or "grounds" the effectiveness of security governance, management and operations. This importance is based on the premise that "organizations do not change, but people do, and therefore people change organizations" (Verton, 2000).

METHODOLOGY

In this study the context chosen are Nigerian university libraries. This study reports on the first phase of an exploratory approach which describes the extraction of factors that encompasses collection security governance in published literature to formulate an assessment instrument, which is subsequently piloted and tested for reliability. The second phase of the research (not part of this paper) involves using the instrument in a wider context. Due to time and cost constraint the instrument was piloted at four universities which are conveniently chosen because they are close to Bayero University where the researcher works. In total, 87 questionnaires were distributed between November 2008 and January 2009 to university librarians, chief librarians, deputy librarians, departmental and sectional heads and professional staff working in the selected four university libraries. A total of 61 (70.1%) returned questionnaires were found usable. All the libraries chosen for the pilot study had been established for more than 10 years and with different collection sizes. It is therefore assumed that the libraries have adopted some degree of collection security governance. The demographics of respondents are shown in Tables 1 and 2.

Table 1: Information about the Libraries

	Year of establishment	Staff population	Size of the collections
Usman Danfodiyo University, Sokoto	1970-1979	0-49	251,000-500,00
Bayero University Kano	1970-1979	100-149	501,000-750,000
Ahmadu Bello University	1960-1969	150-199	751,000-1000,000
University of Maiduguri	1970-1979	100-149	251,000-750,000

Table 2: Response Rate based on Gender and by Institutional Distribution

	Male	Female	Total	Percentage
Usman Danfodiyo University Sokoto	6	2	8	13%
Bayero University Kano	8	4	12	20%
Ahmadu Bello University	14	5	19	31%
University of Maiduguri	15	7	22	61%
Total	43	18	61	100%
Percentage	70%	30%		100%

(a) The Collection Security Management Assessment Instrument

The collection security management assessment instrument is designed to help university's library management to determine the status of their collection security management implementation. The instrument is intended to serve as a bench mark to highlight the factors that need consideration when ensuring the security of collections in university libraries.

The instrument consists of six sections in line with the CSMM (Figure 1). The first section contained 14 items that assess the governance aspect of collection security in university libraries. The second section covers the general processes aspect of collection security such as acquisition and circulation, technical cataloguing, and special collection. The third section focuses on the human or staff training issues. The fourth covers the physical and

technological factors and the fifth section focuses on security culture which encompasses awareness of collection incidences, attitudes towards collection protection, and awareness of obstacles and problems for collection protection. All the five components of this tool are equally depicted in the House Model. The last part of the instrument solicits demographic details about the university libraries and the respondents. A summary of the components and their items of the instrument is provided in Table 3. The factors laid out in the model together with the items covering it are rated on a five point Likert-type scale (1= Strongly Disagree, 2 = Disagree, 3 = Fairly agree, 4 =Agree, 5= Strongly Agree).

The Kaiser-Meyer-Olkin (KMO) measure of sampling adequacy was examined for all the items. Kaiser (1974) reported in Field (2005) recommended accepting values greater than 0.5 as acceptable KMO values, as values below this would require researchers to either collect more data or rethink which variables to include. Furthermore, Field indicates that, values between 0.5 and 0.7 are mediocre, 0.7 to 0.8 are good, 0.8 to 0.9 as great and values above 0.9 as superb. In this study the KMO values for all the items are greater than 0.5 which indicates that the data is considered acceptable for factor analysis.

Table 3: The factors with the number of items of the Instrument

Sections and Factors Covered	Number of items
Section 1: Governance of collection security	14
Section 2: General operations and processes of collection security implementation	29
Section 3: People Issues in collection security management	10
Section 4: Physical factors (non-electronic and electronic)	12
Section 5: Collection security culture	43
Section 6: Demographic information about respondents and libraries	11

LEVEL OF COLLECTION SECURITY IMPLEMENTATION IN LIBRARIES

The level of implementation of all factors can be determined by totaling the scores of all the items listed under each factor. The minimum and maximum scores for each factor are dependent on the number of items listed under each section. Table 4 indicates the measuring scale used for all factors, where, the minimum will be 14 and the maximum varies from 20 to 105. Under each factor the performance level is measured in accordance to the following scale, 1 = Non-implementation, 2 = Planning stage, 3 = Partial implementation, 4 = Close to completion and 5 = Full Implementation.

Table 4 provides the mean scores for all the factors of collection security management of the instrument by university rating. The mean score of each university is compared with a scale provided together with the mean score which will indicate the level of collection security management implementation.

For the governance factor, the result indicates that, the library of ABU has the highest mean scores (31.94) followed by BUK library, (29.25), UDUS library, (25.14) and UM library (22.82). The result indicates partial implementation of collection security governance in all the four universities. This indicates that none of the libraries have achieved near or full completion level of implementation and infer an area which the library management should be concerned with. Soete (1999) explained that security management in libraries should involved formulating proper governance with a written plan for library security, the

designation of a library security officer and the involvement of a team in tackling library security issues. The plans and policies should be continuously assessed and evaluated to ensure security sustainability. McComb and Dean (2004) highlighted the importance of risk assessment in libraries so that the library's assets can be itemized and mapped to past security breaches to enable an effective security policy, processes and plans are in place.

Table 4: Rating Scale Used to Assess the Level of Collection Security Implementation

Factors	Items	Mean score by University Libraries				Implementation levels				
		UDUS (Mean)	BUK (Mean)	ABU (Mean)	UM (Mean)	1	2	3	4	5
1 Governance	14	25.14	29.25	31.94	22.82	1-14	15-28	29-57	44-57	58-70
2 General process	6	20.86	15.7	20.05	19.77	1-6	7-12	13-18	19-24	25-30
Acquisition & circulation	11	36.57	38.06	37.21	37.73	1-11	12-22	13-33	34-44	45-55
Special collection	4	12.86	12.83	13.21	12.83	1-4	5-8	9-12	13-16	17-20
Technical processes	8	25.00	24.50	26.26	24.23	1-8	9-16	17-24	25-32	33-40
3 People	10	21.71	23.42	25.63	24.99	1-10	11-20	21-30	31-40	41-50
4 Physical	12	38.14	30.25	39.95	35.45	1-12	13-24	25-36	37-48	49-60
5 Awareness of incidences	21	42.00	42.25	52.26	49.10	1-21	22-42	43-63	64-84	85-105
Perceptions & Attitudes	14	46.43	46.92	48.05	46.32	1-13	14-26	27-39	40-52	53-65
Awareness of problems	8	14.29	16.78	19.91	23.45	1-8	9-16	17-24	25-32	33-40

Key: 1= Not-Implemented, 2=Planning stage, 3= Partial implementation, 4=Close to completion, and 5=Full implementation
 Key 2: UDUS=Usman Danfodiyo University Sokoto; BUK=Bayero University Kano, ABU=Ahmadu Bello University; UM=University of Maiduguri

In terms of the implementation of the general operation processes, the libraries of UDUS (20.86), ABU (20.05) and UM (19.77) identified close to completion status, while BUK library is at the partial implementation stage (15.17). The result of the findings show that, all the libraries of the four universities demonstrated close to completion level of implementation security for the acquisition and circulation processes. This is revealed by the mean scores of all the university libraries, which ranged between a mean of 36 and 38. In terms of securing special collections, all university libraries demonstrated close to completion level of implementation. The status of implementation of the technical processes shows that, two of the four university libraries demonstrated close to completion level of implementation, with the mean scores of 26.26 for ABU library and 25.00 for UDUS library, while the rest are at the partial implementation stage. Overall the results show adequate implementation levels even though none has achieved the full implementation stage. Jordan (1999) proposed that to ensure continued access and longevity of collections a proper framework involving the establishment of a repair and binding unit, preservation and duplication unit (for microforms, digital materials and photo duplicating) should be considered.

For people factor, the mean score of all the four university libraries fell within the range of 21-25 which is an indication of partial implementation. Jordan (1999) emphasized on the training of users and staff in a properly planned programme. For example, libraries should consider including security issues and responsibility in user and staff education or orientation programmes.

The physical factors of collection security of the instrument explore both the use of electronic and non-electronic strategies for the management of collection security in university libraries. Three of the four university libraries studied reported close to completion status of implementation (ABU, UDUS and UM), while BUK library indicated partial implementation. Soete (1999) mentioned the importance of controlling and monitoring library premises (exits, entrances, stacks and reading areas). McComb and Dean (2004) proposed that to ensure physical security close attention should be given to

the building design, lighting, space planning for shelves, reading areas, office areas, windows, and doors. McComb and Dean also observed that surveillance is lacking in libraries and to add to the problem, keys to libraries' vital places are often kept unsecured or open to easy sight of users and staff.

The security culture factor is made up of three subcomponents of awareness of collection security incidences, perception values and attitudes and awareness of obstacles and problems towards collection protection. The result of the first subcomponent of the awareness of collection security incidences indicates that all the four university librarians indicated being aware of collection security incidences in their libraries. This however is contrary to the findings of other studies conducted by Salaam (2004); Ajayi & Omotayo (2004); and Maidabino (2010) which reported staffs' lack of awareness of collection security incidences in university libraries. With regards to the perception, value and attitudes towards collection protection items, all of the university librarians agree with the positive perception, value and attitudes of collection protection. This is indicated by the mean score of all the four university libraries which ranged within 46-48. The last part of security culture factor is the awareness of obstacle and problems on collection security management. The findings of the study revealed that respondents from UM (mean, 23.45) and ABU (19.91) partially agree with the existence awareness of obstacles and problems in the management of collection security, while BUK (mean, 16.78) and UDUS (14.29) on the other hand disagree.

RELIABILITY ASSESSMENT

The instrument is also subjected to reliability test. The result of the factor analysis shows the commonalities of the data. Zhao (2009) advised researchers to check communality of each items and drop those that have the smallest commonality score. This study adopts Zhao's approach, where any item with communality scores of less than 0.6 is dropped. In this study the following rule of thumb is followed, where an alpha score of 0.9 is considered as excellent, 0.8 good, 0.7 acceptable, 0.6 questionable, 0.5 Poor and less than 0.5 as unacceptable (George and Mallery, 2000; Gliem and Gliem, 2003).

(a) Governance Factor

The 14 items scored excellent Cronbach's Alpha scores of over 0.9. The overall governance total score was 0.95 indicating the reliability of the governance construct. The results infer that generally more than a third (44.45%) of respondents disagree or strongly disagree that collection security governance were in place in Nigerian university libraries (Table 5). This indicates that proper governance to secure collections need to be more cohesive and transparent so that both staff and users are aware of their responsibility and its existence.

(b) General Operations and Processes

The pilot results show the reliability and internal consistency of each items listed under the general operations and processes component of the instrument. There are a total of 29 items listed under 4 sub-sections comprising 6 items on general operational processes, 11 items on acquisition and circulation processes, 4 items on special collection of the library and 8 items on physical and technical services. All items show good reliability score of above 0.8 and deemed suitable for further analyses (Table 6).

Table 5: Governance Items, Reliability Value

Items	Factor 1: Governance	Cronbach's Alpha
1.1	There is a library security management (LSM) team or committee chaired by a senior personnel in the library.	.956
1.2	The LSM team comprises staff from various departments of the library & security department of the university.	.953
1.3	The LSM team formulates objectives and strategies for library and collection security.	.951
1.4	The LSM team has clearly assigned and reporting roles with regard to collection security compliance and improvements.	.953
1.5	The LSM team includes personnel from other departments within and outside the library.	.955
1.6	The LSM team members have the necessary experience and knowledge about collection security issues and management.	.952
1.7	The LSM team have the authority to manage and ensure compliance	.953
1.8	Documents about library collection security policies and procedures related to access and use of collections are available.	.952
1.9	The security policies and procedures are regularly reviewed and updated	.957
1.10	The LSM team undertakes risk assessments and emergency management	.956
1.11	The LSM team defines, classifies and determines risks to the various collections in the library	.954
1.12	There are proper written and tested procedure for emergencies and breach of security (managers, staff knows what to do)	.955
1.13	The LSM receives regular and current reports on security breach incidences	.957
1.14	The results of assessments and action plans are communicated to stakeholders	.954
TOTAL		0.956

Items 1.1-1.14: Governance ratings	1	2	3	4	5
Percentage	27.57%	16.93%	22.88%	13.04%	19.57%

1=Strongly Disagree, 2 = Disagree, 3 = Fairly Agree, 4 =Agree, 5= Strongly Agree

Table 6: Operations and Processes Items, Reliability Value

Items	Factor 2: General Operations and Processes	Cronbach's Alpha
General		
2.1	There are written policies, rules and procedures related to collection access, use, controls and protection formulated by the various departments involved in the life cycle of library collections	.847
2.2	The assets in the departments are identified and valued	.846
2.3	Breach to the collection in every departments are systematically recorded, reported, reviewed and acted upon	.847
2.4	Departments undertake backups and recovery of unsecured or lost collections	.849
2.5	Staff acknowledge their awareness and acceptance of responsibility for security	.852
2.6	Staff are aware of collection security weaknesses and undertake preventive measures and remedial actions	.850
Acquisition, circulation		
2.7	There are written policies and procedures related to collection selection, acquisition, licensing, subscription, and disposal.	.851
2.8	All materials acquired by the library are recorded and numbered	.858
2.9	There are written policies and procedures related to the registration, access to the library buildings and the various departments	.851
2.10	Regular collection inventory is conducted and reported to ascertain total collection, detect security breach (lost, misplaced, theft, decayed, damaged items)	.856
2.11	There is a written manual that details rules about use of collections for both print and electronic collections	.858
2.12	Circulation and borrowing of collection are monitored to identify delinquent borrowers as well as shelf space planning	.849
2.13	Collection lost, damaged, vandalized are recorded and report prepared and submitted to LSM team	.847
2.14	Valuable collections on open stacks are identified, recorded and reported (inventory)	.851
2.15	A Collection Maintenance Unit is available to undertake simple rebinding, repairs, maintain stacks and space planning	.855
2.16	Rules about duplicating collections and infringement of copyrights are formulated and clearly displayed	.855
2.17	There are documented procedures about collection recovery	.857

Assessing collection security management implementation status at university libraries

Special collections

2.18	Rules regarding access, use, duplication and protection to special collection is indicated to staff and users (registration, sign log book)	.852
2.19	Adequate staff are placed to monitor use of rare collections	.858
2.20	The library has a preservation policy which includes duplications, digitization, and microforms	.860
2.21	Rare collections are adequately protected from natural disaster (proper storage, fumigation, temperature control)	.856

Technical and Cataloguing processing

2.22	There are written policies and procedures related to collection description, process time and availability period of all materials acquired by the library	.850
2.23	All materials purchased or subscribed are described and documented in the library system to establish ownership	.854
2.24	All collections are marked with magnetic strips to establish ownership and to detect unauthorized removal	.859
2.25	Unprocessed items are cleared within specified time period to avoid security risks and access to them are controlled (backlogs)	.850
2.26	There are written policies and procedures related to access and control to computer terminals and computer systems placed in the library	.850
2.27	Backup and recovery policies and procedures are documented - All records of collections are backed up regularly and kept off-site	.847
2.28	Access to computer workstations at the library is controlled with password authentication	.862
2.29	There are appropriate measures in place that controls and prevent users from installing and using unauthorized software in library workstations	.845

TOTAL 0.857

Processes and Operations	1	2	3	4	5
Items 2.1-2.6: General processes	4.92	4.64	26.78	11.48	52.19
Items 2.7 – 2.17: Acquisition, circulation	3.43	4.62	10.28	11.03	70.64
Items 2.18 – 2.21: Special collections	5.51	4.72	14.57	19.69	55.51
Items 2.22 – 2.29: Technical services	8.20	3.69	21.93	11.68	54.51

1=Strongly Disagree, 2 = Disagree, 3 = Fairly Agree, 4 =Agree, 5= Strongly Agree

(c) People Awareness and Training Factors

The ten items listed under people factor of collection security management indicated an acceptable reliability Cronbach's Alpha score of between 0.7 and 0, and on the whole scored a value of 0.811, which suggested good internal consistency and reliability of items in the instrument. The results of respondents' ratings indicate that more than 50% of respondents were not positive about their library's status in implementing training and awareness programmes for staff. Partial implementation is therefore indicated (Table 7). This infers that the four university libraries need to pay more attention to this factor.

(d) The Physical Factors of Collection Security

All 12 items listed under physical factors shows overall acceptable reliability scores based on the Cronbach's Alpha score of above 0.7 (Table 4). Students were asked to rate on their agreement on the perceived status of physical and technological practices on collection security management in their libraries. The ratings on the ten items show that over 60% of respondents agree and strongly agree on full implementation of physical factors related to collection security in their libraries (Table 8).

Table 7: People Issues of Collection Security

Items	Factor 3: People Issues	Cronbach's Alpha
3.1	Library staff at various level are aware of the contents of the library's collection security policy, procedures and rules.	.792
3.2	Manuals and leaflets about the library's collection security regulations, policy and procedures are available to staffs.	.827
3.3	Staff and users are informed about the importance of collection security and informed to report security breach incidences.	.800
3.4	Signage both print and electronic informing about collection security and protection are easily seen by both staff and users.	.771
3.5	There is a written document which indicates the required competency and learning outcomes on collection security management and processes	.785
3.6	Staff are trained to monitor and handle collection security breaches on their own	.792
3.7	There are organized activities and training being offered to increase staff and user awareness	.798
3.8	Staff and users are given training to understand the content of the collection security policy and how to handle security breach incidences	.781
3.9	Staff are trained to record and report all breach of collection security	.768
3.10	Staff are trained to handle delinquent borrowers and users	.818
	TOTAL	0.811

Factor Items	1	2	3	4	5
3.1-3.10: People Issues	11.48	12.79	33.93	12.13	29.67

1=Strongly Disagree, 2 = Disagree, 3 = Fairly agree, 4 =Agree , 5= Strongly Agree

Table 8: People Issues of Collection Security

Items	Factor 4: Physical Factors (Non-electronic and Electronic)	Cronbach's Alpha
4.1	Security systems are placed at entrance, exit and stack areas in the library to prevent unauthorized removal of collections (Electronic anti theft system, visual cameras, smoke detection system, CCTV, magnetic detection system)	.776
4.2	Student and staff ID is required at entrances to general and special collections area	.718
4.3	Preventive measures are put in place in libraries to protect collections (restricting staff to control areas, computer laboratories, rare collections area, grills for windows)	.708
4.4	Staff and security personnel have scheduled patrols within building parameters in open stacks and rare collections areas.	.709
4.5	Fire alarms are placed in strategic areas of the library and these equipments are maintained and tested (through fire drills)	.721
4.6	Rules and procedures to access restricted areas during and after opening hours are clearly documented and understood by all staff	.716
4.7	All OPAC stations, PC/Internet workstations are protected from unauthorized access (through passwords and user IDs)	.682
4.8	Maintenance of all OPAC and Internet workstations are scheduled regularly	.705
4.9	Periodic random checks are carried out on users and staff who enters or exit the library is carried out (checking IDs and personal belongings)	.746
4.10	Collection security is given consideration when planning the layout of shelves, sitting and reading areas, placement of fire prevention equipment.	.713
4.11	Password requirements are in place to access online databases, library systems and electronic resources	.734
4.12	Firewalls and intrusion detection systems are installed to hinder unauthorized user access to library systems and databases	.767
	TOTAL	0.743

Factor Items	1	2	3	4	5
4.1-4.12: People issues	6.01	10.79	20.90	11.20	51.09

1=Strongly Disagree, 2 = Disagree, 3 = Fairly agree, 4 =Agree , 5= Strongly Agree

(c) Security Culture in Libraries

When tested for reliability, the Security Culture items under each components shows an overall score of 0.815 based on Cronbach's Alpha coefficient which makes this construct acceptable for further analysis as described by Garson, (1998) and Suhazimah, (2007) (Table 9). The results indicate that staff in the sample libraries have acceptable degree of awareness about security breach incidences and have a positive perception and attitudes towards collection protection.

Table 9: Security and Collection Security

Items	Factor 5: Security Culture	Cronbach's Alpha
	Aware of these incidences in the library	
5.1	Books not returned by borrowers	.815
5.2	Pages torn from books	.791
5.3	Articles torn from journals	.791
5.4	Book borders and pages are doodled	.832
5.5	Book spine ripped off to remove magnetic strip	.783
5.6	Pages cut out from whole text with binding intact	.791
5.7	Book spine are torn due to wrong handling or pulling at the spine	.803
5.8	Books are wrongly shelved deliberately	.783
5.9	Pages are eaten by book insects or silver fish	.782
5.10	Pages are stained and yellow	.846
5.11	Rare items are reported lost	.782
5.12	Books reported stolen	.777
5.13	Controlled items such as thesis are found being photocopied without permission	.832
5.14	Brittle pages of old books and manuscripts	.827
5.15	Collection ruined because of natural disaster (flooding)	.822
5.16	Rare items are found on open shelves	.805
5.17	User caught borrowing using someone else's ID	.786
5.18	Rare books of value are not insured	.822
5.19	Excessive downloads from subscribed online databases	.783
5.20	Staff keeps books processed or otherwise for personal use	.783
5.21	Staff allows friends, family members to borrow restricted item	.793
	Perceptions, value and attitudes towards collection protection	
5.22	Library management is committed and appreciates the importance of collection security	.818
5.23	Staff at knows their individual library security responsibility	.806
5.24	Library staff knows how to handle any security incidences	.841
5.25	Library staff at all levels comply with security rules and procedures of the library	.827
5.26	Protection of collections is important so that the library can deliver its services effectively	.816
5.27	Protection of collections is important to support the library's teaching, learning and research objectives	.816
5.28	The success of the library service depends on the availability of its collections when it is needed	.816
5.29	The success of the library service depends on assurance that the integrity of the collections are maintained (contents are kept intact)	.816
5.30	The success of the library service depends on ensuring the confidentiality of the collection by users (duplication of materials are controlled to protect ownership rights)	.814
5.31	My library regularly undertake inventory of the collection to ascertain loss, damaged or vandalism	.816
5.32	My library will prioritize and act upon action plans based on inventory reports	.838
5.33	My library considers breach of security incidences a serious issue and initiates preventive recovery plans.	.830
5.34	The status of library security and collection security are communicated to staff and stakeholders	.616
	Awareness of obstacles and Problems	
5.35	My library faces budget constraints to implement CSM	.816
5.36	Management in my library are not committed to protecting the library collection	.835
5.37	Management in my library are not aware of the extent of security incidences occurring in the library	.816
5.38	Management and staff in the library is hiding the true situations about collection violation incidences	.816
5.39	My library do not have a standard documented implementation plans concerning collection security	.816
5.40	The staff in library at all levels are unskilled on how to resolve collection security issues	.816
5.41	My library finds it difficult to justify the value of a collection security programme	.816
5.42	Users know how to outsmart the library security system	.816
	TOTAL	0.815

Factor Items	1	2	3	4	5
Items 5.1-5.21: Awareness of common security incidences	10.6	12.8	32.8	32.8	11.0
Items 5.22 – 5.35: Perception, Value and attitudes towards collection protection	2.93	00	8.20	18.03	70.84
Items 5.36 – 5.43: Awareness of obstacles and problems	12.09	35.66	14.75	22.95	14.55

1=Strongly Disagree, 2 = Disagree, 3 = Fairly agree, 4 =Agree , 5= Strongly Agree

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INTRODUCTION

The National Film Development Corporation of India (NFDC) is the central film producing organization of the Government of India, under the Ministry of Information and Public Relations. It is responsible for production and distribution of newsreels, documentaries and other films required by the governmental bodies for public information, education and motivation for socio-economic and cultural purposes. It is the largest single documentary film producing unit in India and one of the largest of its kinds in the world. The aims of the NFDC are to realize the use of various medium of films to disseminate information to reach the remote areas, to bridge the unpopulated part of the country, their culture and their socio-economic conditions, to bring about people living and working in their natural surroundings and participating in national development. NFDC has been making documentary production with state funds, and after completion of 50 years, NFDC has been producing a 27th anniversary documentary film production in India.

TRUTH OF A FILMS DIVISION

In 1947, the NFDC was set up by the Government of India to produce documentaries for war or propaganda and publicity work for the Indian Government.