REPUBLIC OF NAMIBIA

Ministry of Education, Arts & Culture

Namibia Library and Archives Service (NLAS) Annual Report 2018/2019

Libraries and Archives : Inclusive Institutions at all National Levels

Table Contents

FOREWORD FROM THE DIRECTOR'S DESK

The 2018/2019 Annual Report for the Namibia Library and Archives Service (NLAS) highlights the activities and services offered at the 61 Public Libraries, 17 Special or Ministerial Libraries, 493 School Libraries, the National Library and National Archives of Namibia during the financial year that started on the 1st of April 2018 until the 31st of March 2019.

The report summarizes activities that were successfully implemented, as well as the challenges that were encountered by the NLAS Subdivisions. In terms of the great achievements, let me indicate that an increase in the number of users accessing our Libraries was observed and it is a demonstration that the existence of the Libraries and their resources/facilities is of great prerequisite to the public members, the Researchers, and the Students.

The NLAS Directorate also would like to highlight that some of the activities were achieved with the support of the partners, for instance, the fruitful implementation of the Continuous Professional Development Programs, which was successfully implemented in conjunction with the Electronic Information For Libraries (EIFL), whereby, the NLAS Librarians from Public Libraries were successfully trained in the Evaluation of users' information needs processes, Internet Searching skills on Electronic resources, Conducting training for library users, and Project Management, to mention but a few. It is worth mentioning that these Librarians are now equipped with all necessary skills and they are now ready to share knowledge with other Librarians in their libraries and to develop library innovative programs including training of community members.

The 2018/2019 Financial Year also brought with it another period of turbulent change to NLAS, as NLAS received insufficient budget, which resulted in not procuring Library resources, this challenges made it difficult for NLAS to serve the users optimally.

In conclusion, NLAS hope that this report will provide insight into the existence of Libraries and their contribution toward the Sustainable Developmental Goals (SDGs) and the attainment of the Vision 2030 and the African Union Agenda 2063.

1. PUBLIC LIBRARY SERVICE

This section highlights the activities performed by the Section of Public Libraries both at Head Office and the Regional Level including the three (3) Regional Libraries at Omaheke-Ohangwena and Oshana Regional Libraries

Three following (3) aspects that are equally important in effective and efficient service delivery in Public Libraries have been analysed in this report:
➢ Public Library Services, Usage and Resources.
➢ Public Library Staff development.
➢ Public Library Financial contributions towards the Library Fund.

PUBLIC LIBRARY SERVICE (HEAD OFFICE)

PLS continued providing resources and material, both in print and digital to support research, learning, reading and community development countrywide.

The following chart gives an indication of the activities carried out at Public Library Service (Head Office) to attain better services at Public Libraries.

13200 Books added on the National Library system

750 Titles catalogued

11923 Books processed

1 Consignment send to all 65 libraries

11941 Books distrubuted on library shelves

1265 Books partially processed
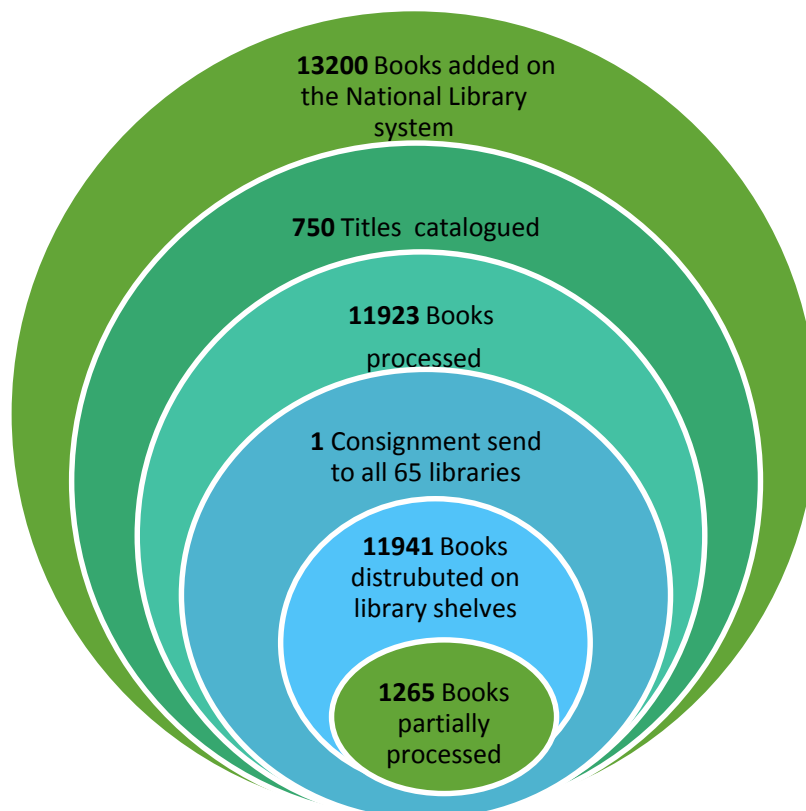
1.2 HIGHLIGHTS OF PROGRESS ON ACTIVITIES FROM THE REGIONAL LIBRARIES

1.2.1 Omaheke Regional Library

Omaheke Regional Library conducted activities and programs to community members regardless their education level, age, languages spoken or the ethnic believes. Outreach service for learners was conducted at Noasanabis Primary school and **34 learners** took part in Reading activities.

Puzzles and building blocks are great attractions to primary kids and is a good source of hand and mind coordination. This activities attracted **101 children** during the course of the year.

The annual statistics on ICT Training in the Library shows that the number of community members trained increased from **158 to 322.**

During the month of June 2018 outreach activities were conducted where more than **268** community members participated.

Grade 3 learner from Noasanabis Primary school

Puzzles building blocks are very popular in libraries.

Outreach activiites for eldery community members

Summary of Activities 2018/19

Library Visitors   9 808
Books Borrowed   318
ICT Users   6 544
Basic ICT Training   214
Mobile Library users   822
Children visited the Library 2 274
Children participated in reading programs 361
People trained in Record Management   38

1.2.2 Ohangwena Regional Library

Summary of Activities 2018/19

Library Visitors	37 655
Books Borrowed	1 123
ICT including WIFI Users	37 997
Basic ICT Training	383
Mobile Library users	319
Children visited the Library	9 494
Children participated in reading programs	3717
People trained in Record Management	82

Activities at Ohangwena Regional Library.

Ohangwena Regional Library is the centre for attraction that caters for various community members in Ohangwena Region.

On 21 and 26 June 2018 library orientations was done with Omundudu CS grade 3s and Ponhofi SS learners, where **128 Learners** were reached.

The library held an information session on Media Information Literacy for **20** community members.

Eight (8) grade 12 learners from secondary schools were assisted with the online application to NSFAF which closes on the 15th of February 2019.

30 645 Devices were recorded connected to the Wi-Fi, throughout the year.

Learners got the opportunity at the Ohangwena Regional Library to participate in different activities such as reading, quiz competitions, Leap reader, cultural games, spelling B and online games.

A total number of **14 904** learners altogether were recorded using library service at Ohangwena Regional Library.

1.2.3 Oshana Regional Library

Ms Loide Mbwalala teaching learners to read

Girls in the girls club enjoying discussions, led by Emma Hart

Story telling at the library

Summary of Activities 2018/19

Library Visitors	164 117
Books Borrowed (adults)	3 445
ICT Users	63 767
Basic ICT Training	629
Mobile Library users	480
People trained in Record Managements	64

Oshana Regional Library

The regional Library is conducting a reading program known as Reading Buddies. This program is aimed to test children on how to read fluently as well as to help them to improve their reading capabilities. **136** primary learners participated on reading Buddies program during this financial year.

The girls club is a brand new initiative that was introduced in January 2019. The purpose of this project is to educate and empower young girls to be confident and have a general understanding of life. **13 Girls** between the ages 13 to 17 years participated in this girls club.

Story telling is another way to tie learners with a book **and 225 learners** form different schools participated in this program.

Oshana Regional Library participated at Oshakati Secondary School Career Fair 2018 held on 24 May 2018. The main aim was to give Grade 12 learners information on different careers and particularly to promote and market the Library.**119** learners were reached during this outreach activity

The Children section recorded **555** learners who were assisted with Homework help, **173** participated in various reading activities, **1 515** books and DVDs were borrowed out, **4 707** children accessed ICT and 33 were trained in ICT during 2018/ 2019. The children service are key at the libraries because they are freely available and can be accessed to all children including those that could not afford them at home.

1.3 OTHER PUBLIC LIBRARIES IN 14 REGIONS
1.3.1 //KHARAS PUBLIC LIBRARIES

Reading Sessions at Luderitz Library

Namcol Registration at Luderitz Library

Keetmanshoop Public Library offers leap reader sessions with pre-primary learners to enhance their reading, writing and comprehension level.

49 pre-primary and grade one learners enjoyed the sessions by simply tapping any element on the page in the activity book to hear it talks.

Reading sessions with primary learners at **Luderitz Public Library** are only some of the many activities that are conducted at this library. During this year a total **of 139 learners** took part in the reading program

Adult education is one aspect of Education that is prioritized in libraries. **Luderitz public Library** teamed up with NAMCOL and allowed **36 potential candidates** to register with NAMCOL in order to upgrade their results.

19 Out of school youth registered with NAMCOL to upgrade their results.

1.3.2 HARDAP PUBLIC LIBRARIES

Mariental Public Library focused on community needs, including technology-based information and training services. Training will not only improve patron's lives, but will also ensure community development through the skills they have built. A total number of **144** Community members in Hardap Region and **72 Inmates** from Hardap Correctional Services were trained in ICT during this year.

The Universal Declaration of Human Rights (UNDHR) Article 27a states that: "Everyone has the right to freely participate in the cultural life of the community, to enjoy the arts and to share in scientific advancement and its benefits". This is a principle held up by public libraries.**16 learners** from DD Guibeb primary schools demonstrated the culture of the Nama people from the Southern Parts of Namibia.

Mariental, Gochas and Aranos Libraries together with Human Resources division in the Ministry of Education arts and Culture did outreach programs under the theme: "LIFE AFTER MATRIC" and reached **489 Grade 12** learners from various school in Hardap Region. These learners got life skills on occupations, tertiary requirements and Job applications.

Hardap Correctional Service Trained inmates

ICT Training conducted at Rehoboth Public Library

1.3.3 ERONGO REGION PUBLIC LIBRARIES

Cultural dance by D.D. Guibeb Primary School.

Learners form Groendraai P S during the annual Readathon

Reading and puzzles building session at Arandis Public Library

Arandis Library conducted reading sessions and **134** Primary learners from different school benefited from this program.

Nine (9) Ladies from the **Henties Bay** local community started a knitting and crochet session every Tuesday. Unfortunately they have found a bigger place and did not return for sessions since January 2019. This type of experiences and exploration can largely contribute to sustainable development.

Omaruru library got a surprise visit by Ms. Franci Rousouw on the 10th of January 2019. Ms. Rousouw availed herself to repair or cover the chair at Omaruru Public Library.

A Partnership with the local private school has strengthen the library's relationship that brought needed services to learners in a new and innovative way. **19 Learners** attended training on Basic ICT, Homework assistance and reading sessions at the library.

1.3.4 KAVANGO WEST PUBLIC LIBRARIES

Learners busy with homework

Outreach at the local shop.

ICT Training at the library for juniors

With the one and only public library in Kavango West Region, **Nkurenkuru** library is optimally used by children, adults, students, researchers, teachers and patrons from society. **5 994** patrons visited the library during the past FY. This Library is always full to the capacity and expansion of the space is highly recommended.

Nkurenkuru library conducted outreach at the local shop where employees of the shop enjoyed reading books.

ICT Facilities at the library are used for research, homework, electronical communication purposes and trainings are major attractions to the Library.

Children activities are done outside the library because there is a lack of space.

1.3.5 *KAVANGO EAST PUBLIC LIBRARY*

The Library displayed books during adult learner's week and Readathon for school learners. Rundu library is more utilized by learners from Namcol and part time students from UNAM & NUST.

Books such as the Nation is born ,
a decade of Independence, Namibia under South African Rule & Chronology
of Namibian History were displayed during the week of Namibia Independence
 celebration,

Library staffs gave oriented to school learners and community members about the important of library Services.

Mr. Kutenda Librarian at Divundu Library during EIFL Training

1.3.6 KHOMAS PUBLIC LIBRARIES

Windhoek Public Library organised a library promotion event, with an aim to promote the library services, importance of library membership and the use of library e-resources.

During May 2018 holidays, **13** learners took part in life skills sessions. Learners got the opportunity to share their ideas on life in general. They were taught on how to solve issues and problems without anger, aggressiveness and negativity.

Rossing Khomasdal had library orientation with **25** learners on 25 January 2019

16 Learners participated on the Day of the African Child's celebration drama play.

Greenwell Mutonga, Rossing Katutura and Windhoek Public Libraries contributed to the upgrading on basic ICT Skills of **119** community members **in Khomas Region.**

Widhoek P/L Promoting Library services

A role play on the Day of the African child at Windhoek Public Library

1.3.7 OHANGWENA REGION PUBLIC LIBRARIES

Reading and drawing sessions at Eenhana P/L

Homework help at Eenhana P/L

Eenhana Public Library had a promotion of creativity in which **16** Children took part in drawing and colouring

Reading and story time continues to be one of the most important and popular literacy program for children in Ohangwena Region. An incredible number of **8 109** children attended these literacy program during the financial year 2018-2019.

A total number of **40** learners from different schools receiving prizes during the annual Readathon week.

On 10 August, **22** children from Hedimbi Kindergarten visited the children's library at

Omungwelume Library and were given a library tour where they practised the magic from books, playing online games and having fun in front of the computer. Their faces have been filled with huge smiles and excitement during their time at the library.

1.3.8 OMUSATI PUBLIC LIBRARIES

Colour in sessions for the younger ones

Reading with understanding at Outapi P/L

Basic ICT Training at Okahao

The Holiday reading program and Colouring in are newly introduced literacy programs that keep the minds of learners active and it makes reading fun. During the December holidays a total number of **63** learners attended these event

Youth guide to the job market
Okahao public library conducted a youth guide workshop on the 05th of December 2018. The program is aimed at assisting youth that are facing the job market. Topics discussed include: Preparing a CV, Writing an application letter, filling in of GRN form etc. A total of **19** participants attended the workshop and were awarded with certificates.

49 Community members were trained on basic ICT during the financial year 2018-2019.

1.3.9 OMAHEKE REGION PUBLIC LIBRARIES

Learners doing homework at the Leonardville library

Leonardville Public Library is situated in the rural area of Omaheke Region.

1.3.10 ZAMBEZI REGION PUBLIC LIBRARIES

Pre - Independence was celebrated in style at Katima Mulilo Library.

26 086 patrons from all walks of life visited the Katima Mulilo Library for information and assistance

21 014 Community members made use of the computer facilities for typing CV's, Internet searching etc.

43 Patron upgrade their level of computer competencies through Basic ICT training.

1.3.11 OTJOZONDJUPA REGION PUBLIC LIBRARIES

Building blocks and puzzles at Tsumkwe P/L

Reading sessions at Otjiwarongo Library

Reading and story time sessions build the mind, create new ideas and a great way for children to interact with other children. **8** Learners from various schools at **Tsumkwe Public Library** participated in these sessions.

Shambeleka Shaduka, (10) is a Delta Primary School learner who started a book club called Shambe's Book Club, with an aim to "educate children about the importance of reading and visiting libraries regularly". The club was launched in Otjiwarongo and the book club members visited the library and registered for membership.

Otjiwarongo Library trained **19** youth on writing of Cover letter &CV design. This training is aimed at preparing youth on job hunting.

October was International School Library month. Otjiwarongo Library celebrated this event with **16** learners from Orwetoveni Primary School.

1.3.12 OSHIKOTO REGION PUBLIC LIBRARIES

Leap reader session at Tsumeb P/L

Happy little faces at Omuthiya

Children from Uukuma Combined school accessing Computers

Leap Reader activities at **Tsumeb Library** was only conducted during the holiday because of a lack of space, however, **53** primary learners benefited from this initiative.

35 learners form Uukuma Combined School visited **Omuthiya Library** on 12 October where they experienced the journeys through books as well as the excitement of playing online games.

Auala staff members visited Oshomba kindergarten on the 6th of August 2018. The librarian engaged with **8** children when she showed them some books and read to them.

1.3.13   OSHANA REGION LIBRARIES

Learners doing their homework during the home worker helper session

Rossing Ondangwa is one of the public libraries in the country that is training Correctional Service Staff members. Eight **(8)**

Seventeen (17) Learners got the opportunity to explore the newly send consignment from Head Office. The library is receiving consignments once a year in order to meet the needs of users.

Library Orientation at Rossing Ondangwa

1.4 STATISTICS COLLECTED FROM ALL PUBLIC LIBRARIES

1.4.1 Book Circulation

Book Circulation in 61 Public Libraries

Total 115 987

Region	Book Circulation
//KHARAS	25561
HARDAP	11300
ERONGO	26303
KHOMAS	5973
OMAHEKE	872
OTJOZONDJUPA	21640
KUNENE	4932
OMUSATI	1140
OSHIKOTO	3709
OHANGWENA	3724
OSHANA	4615
ZAMBEZI	4472
KAVANGO EAST	1516
KAVANGO WEST	230
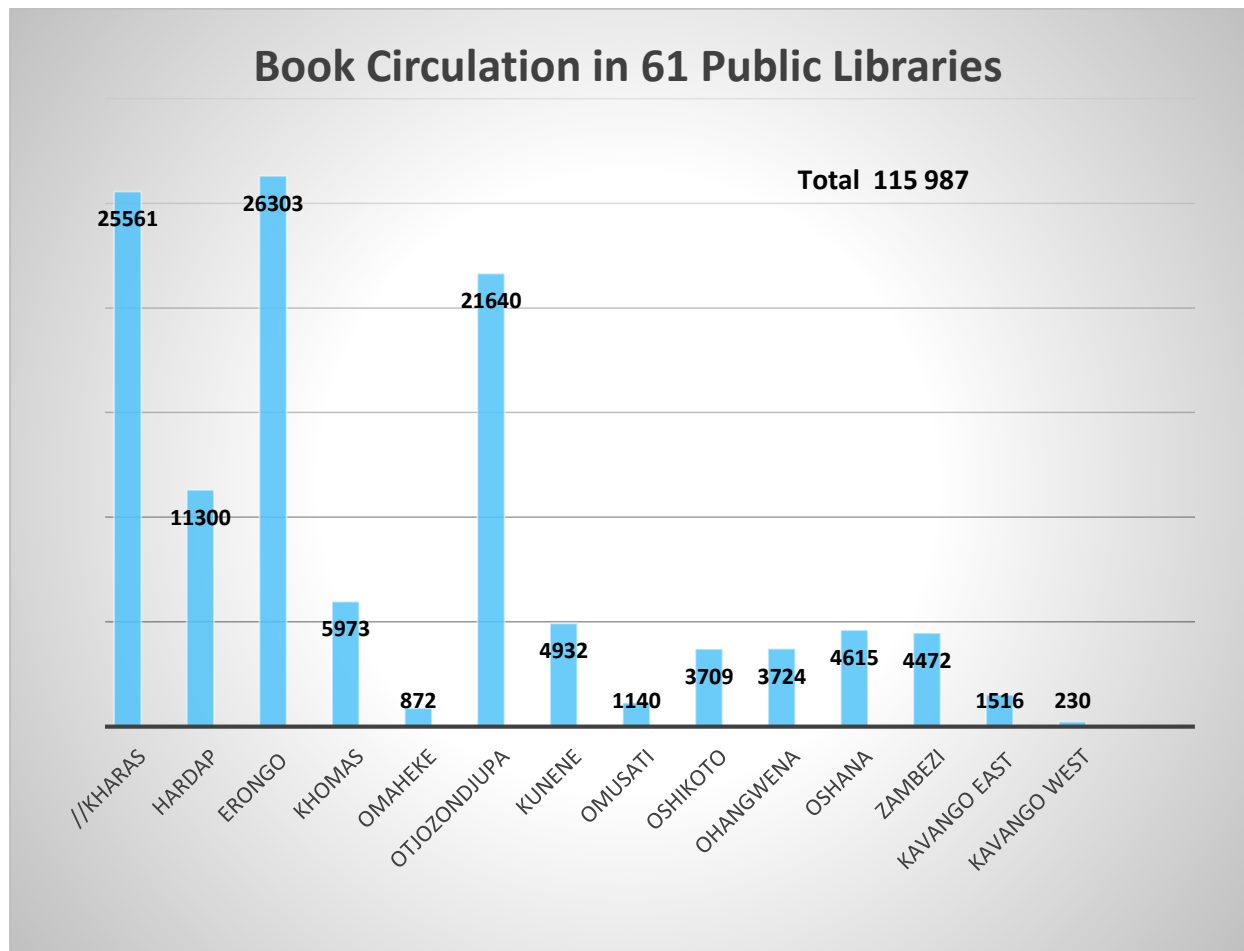
1.4.2 Daily visitors in 63 Public Libraries

DAILY VISITORS : 1 APRIL 2018- 31MARCH 2019   TOTAL 848 661

OTJOZONDJUPA, 65963

ZAMBEZI, 32935

ERONGO, 45087

HARDAP, 37261

OSHIKOTO, 79630

KARAS, 74579

OSHANA, 139453

KAVANGO East, 93209

OHANGWENA, 82634

KHOMAS, 143282

KAVANGO West, 4403

OMUSATI, 25831

OMAHEKE, 16634

KUNENE, 7760

1.4.3 ICT Training

ICT TRAINING IN LIBRARIES 2017/2018-2018/2019

Region	ICT TRAINING IN 40 LIBRARIES. 2017/2018	ICT TRAINING IN 40 LIBRARIES. 2018/2019
//KHARAS	240	126
HARDAP	255	144
ERONGO	145	235
KHOMAS	201	108
OMAHEKE	158	322
OTJOZONDJUPA	73	5
KUNENE	38	27
OMUSATI	82	49
OSHIKOTO	90	13
OHANGWENA	557	693
OSHANA	903	603
ZAMBEZI	129	43
KAVANGO EAST	6	86
KAVANGO WEST	0	0

Total 2 847

Total 2 454

1.4.4 ICT usage

NUMBER OF ICT USERS IN 61 LIBRARIES : 349 868

- OTJOZONDJUPA, 27965
- OSHIKOTO, 11646
- ZAMBEZI, 27966
- ERONGO, 23566
- HARDAP, 22822
- OSHANA, 68884
- KARAS, 21117
- KAVANGO E, 10556
- OMUSATI, 4694
- KHOMAS, 55035
- OMAHEKE, 7801
- OHANGWENA, 64130
- KAVANGO W, 223
- KUNENE, 3463
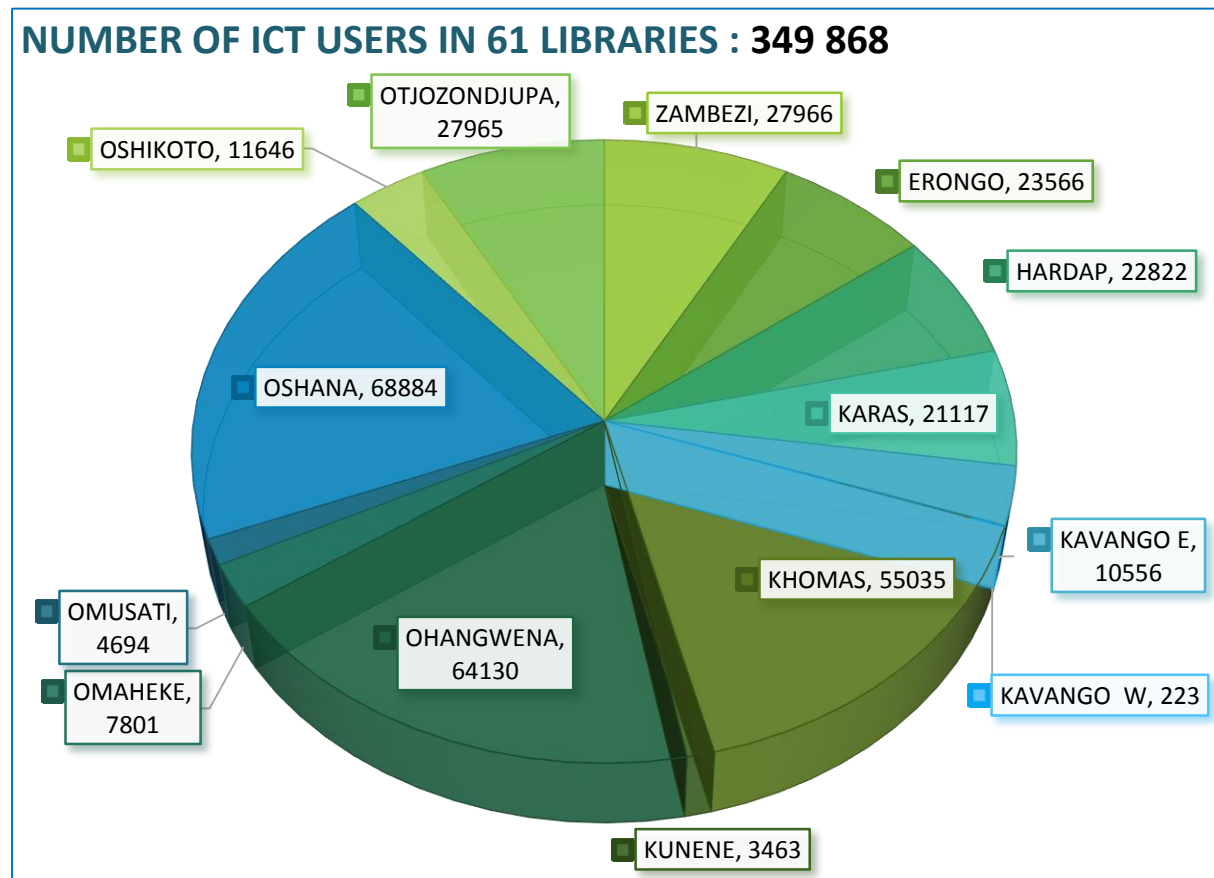
1.5 CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

EIFL/NLAS Training

The Ministry of Education, Arts and Culture signed a partnership Agreement with EIFL to Train 17 Trainers of Trainee in six modules. The ToTs are to be capacitated to facilitate capacity development programs in Namibia. This far, the 17 Trainers of Trainees (TOT's) have attended training on Design thinking and Project management from the 25th to the 28th of February 2018. The two modules were facilitated by Lisbeth and Bente from Denmark and Asia Kamukama from Uganda respectively.

Mr. Jakob Muleka and Ms. Claret Misika during a group work discussion: Project Management module.
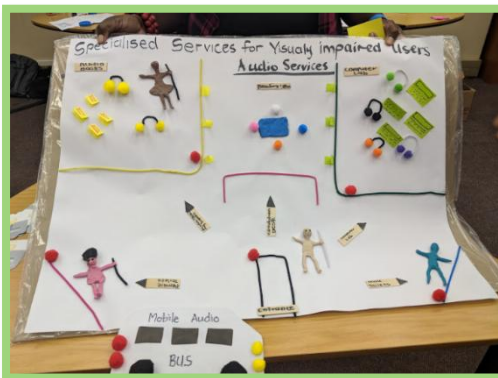
Project Management Module: Group work activity depicting the Visual impaired service that is regrettably neglected in Namibia.
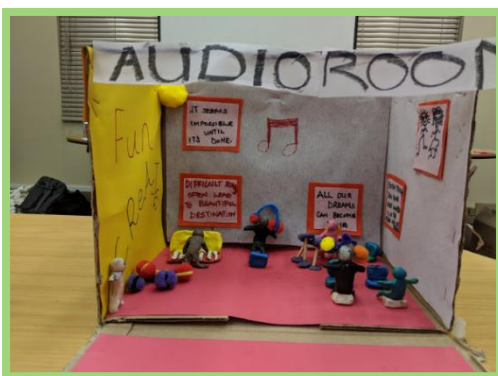
Group discussion: identified service of Audio rooms for Artists to compose and record their music.

2. MINISTERIAL LIBRARY SERVICE

2.1   INTRODUCTION & HIGHLIGHTS OF THE REPORTING PERIOD

This report summarizes the activities performed during the 2018/ 2019 financial year by the Ministerial Library Service (MLS). Some of the highlights includes the libraries usage, computer usage, Books and journal circulation, E-resources usage, as well as awareness and advocacy campaigns that were conducted.

2.1 REPORT ON PROGRESS AND ACTIVITIES

Staff member's usage statistics

Staff members : Total 21 207

Institution	Value
MoEAC RC	1236
MAWF	844
NPC	2903
MFMR	2284
MWT	1545
MET	2746
Museum	1562
KIH	3250
NESEIC	1314
SC	448
MOD	1618
Meteorological	335
COTA	952
KCAC	117
MIRCO	53
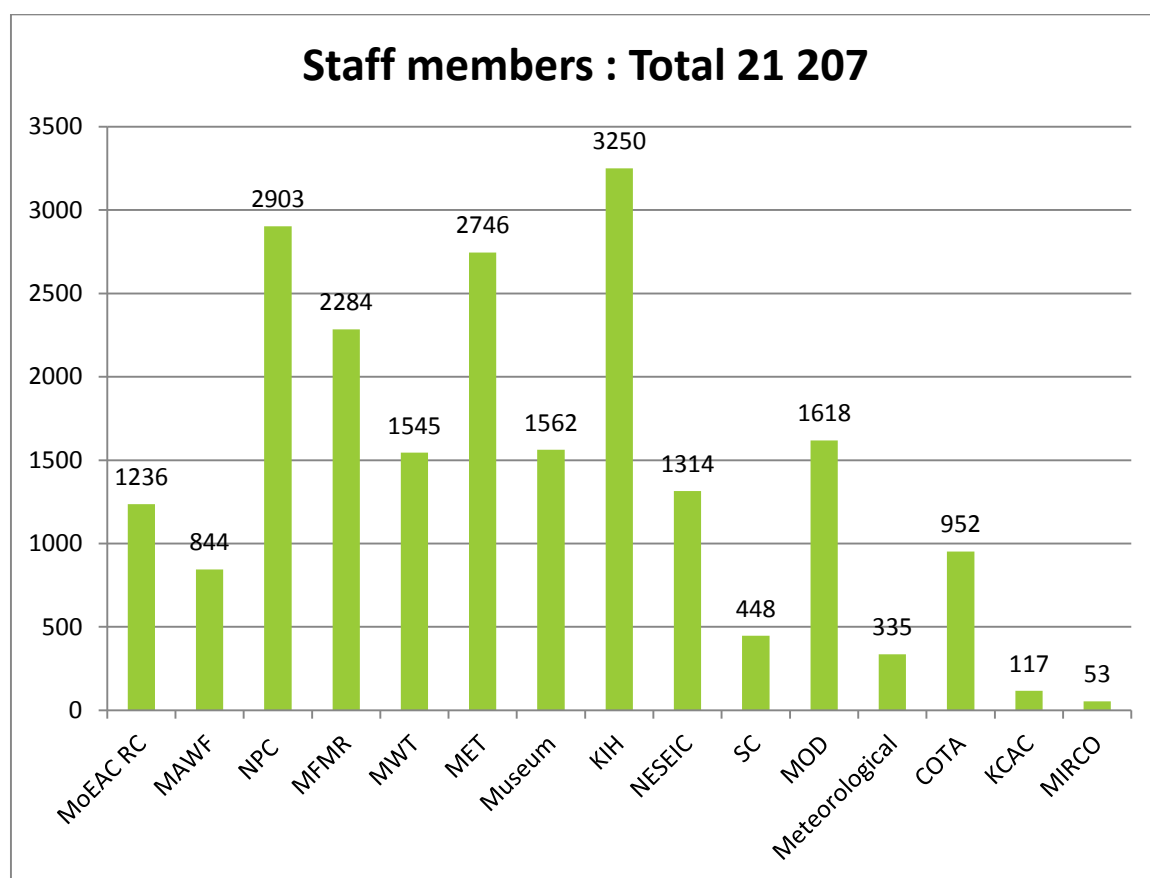
Library usage by Staff members Per Ministry/ Institution

Researchers' usage statistics

Researchers: Total 4 235

- MoEAC RC, 915
- MAWF, 6
- NPC, 199
- MFMR, 46
- MWT, 350
- MET, 1056
- Museum, 79
- KIH, 39
- NESEIC, 272
- SC, 1188
- MOD, 0
- Meteorological, 36
- COTA, 28
- KCAC, 16
- MIRCO, 5

Legend:
- MoEAC RC
- MAWF
- NPC
- MFMR
- MWT
- MET
- Museum
- KIH
- NESEIC
- SC
- MOD
- Meteorological
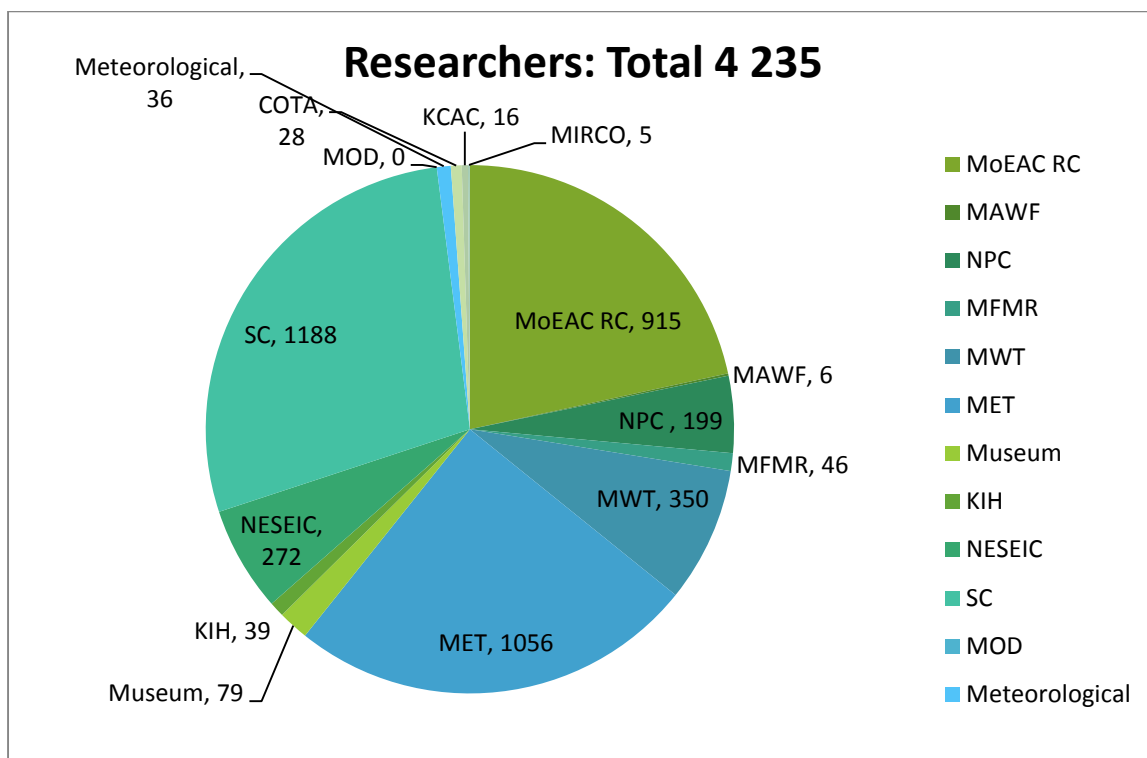
External Researchers recorded using library services at different Ministries/ Institutions

Tertiary and Primary usage statistics

Tertiary & Pimary Users: Total 19 285

Institution	Users
MIRCO	0
KCAC	546
COTA	1639
Meteorological	83
MOD	380
SC	1711
NESEIC	267
KIH	3369
Museum	392
MET	2173
MWT	1134
MFMR	173
NPC	1566
MAWF	826
MoEAC RC	5026
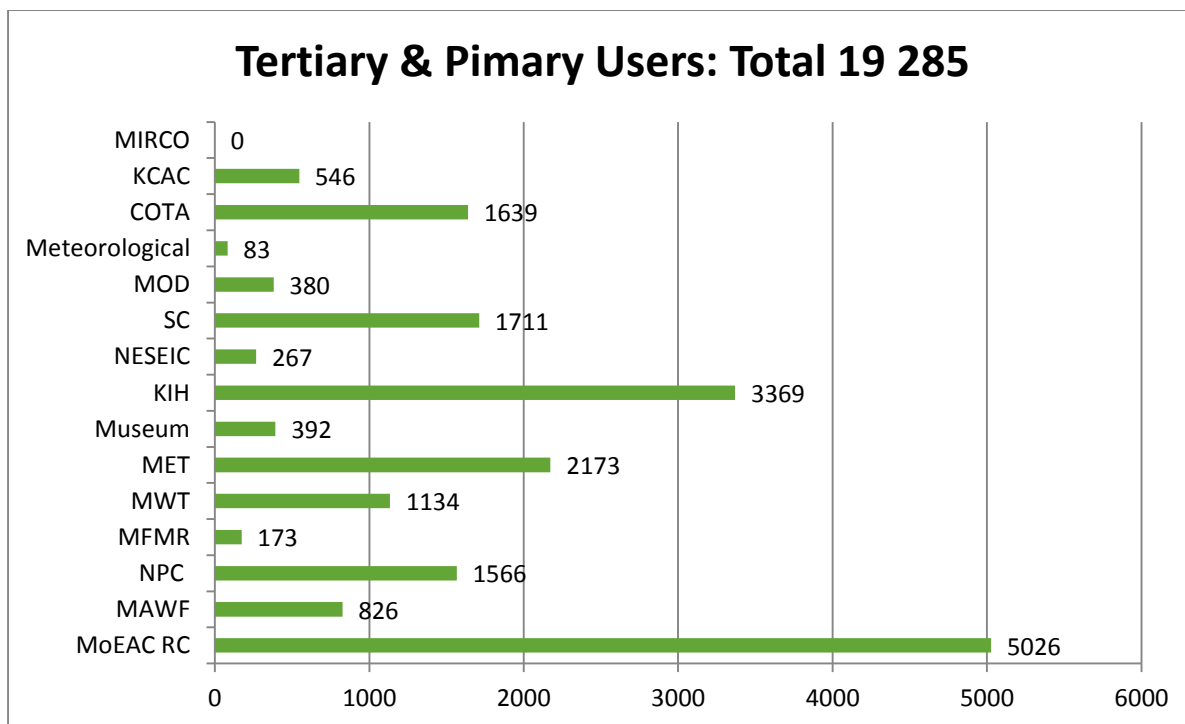
Users from Tertiary and Primary Institutions of learning

Other Users

Other Users: Total 5 827

Library	Value
MoEAC RC	3404
MAWF	761
NPC	154
MFMR	280
MWT	232
MET	160
Museum	48
KIH	176
NESEIC	230
SC	11
MOD	347
Meteorological	13
COTA	11
KCAC	0
MIRCO	0

Total usage

Total Users : Total 50554

Library	Value
MoEAC RC	11714
MAWF	2601
NPC	3444
MFMR	2817
MWT	2507
MET	6172
Museum	1786
KIH	4740
NESEIC	2427
SC	3364
MOD	2259
Meteorological	428
COTA	2639
KCAC	809
MIRCO	58
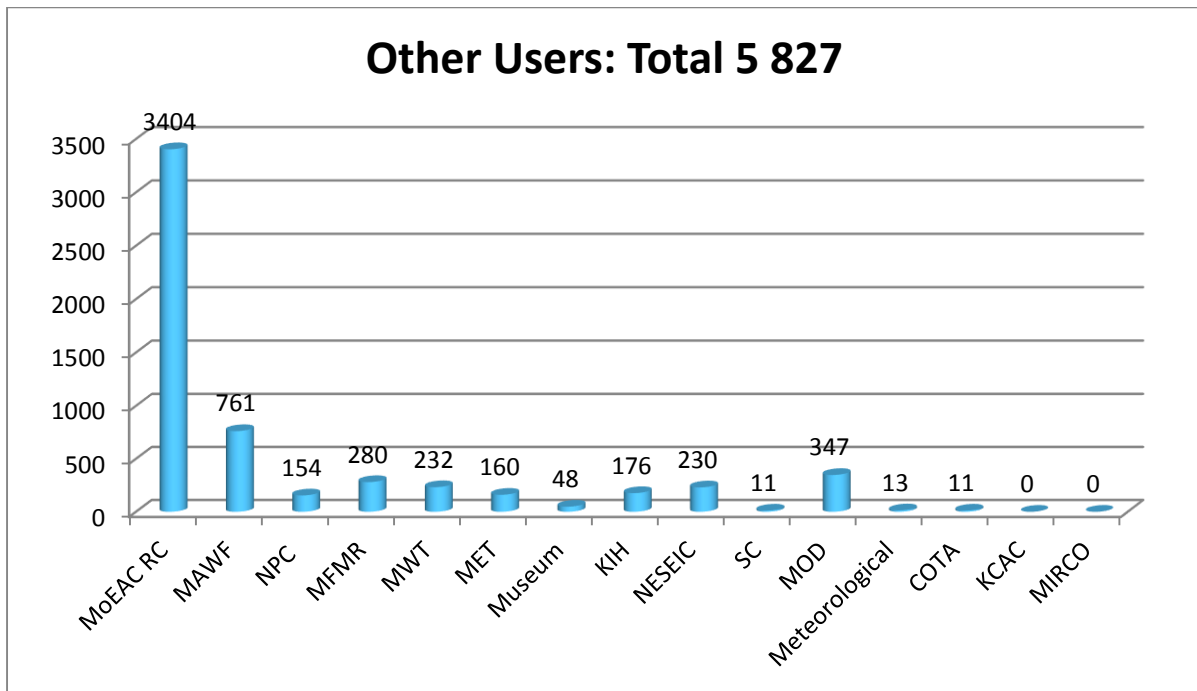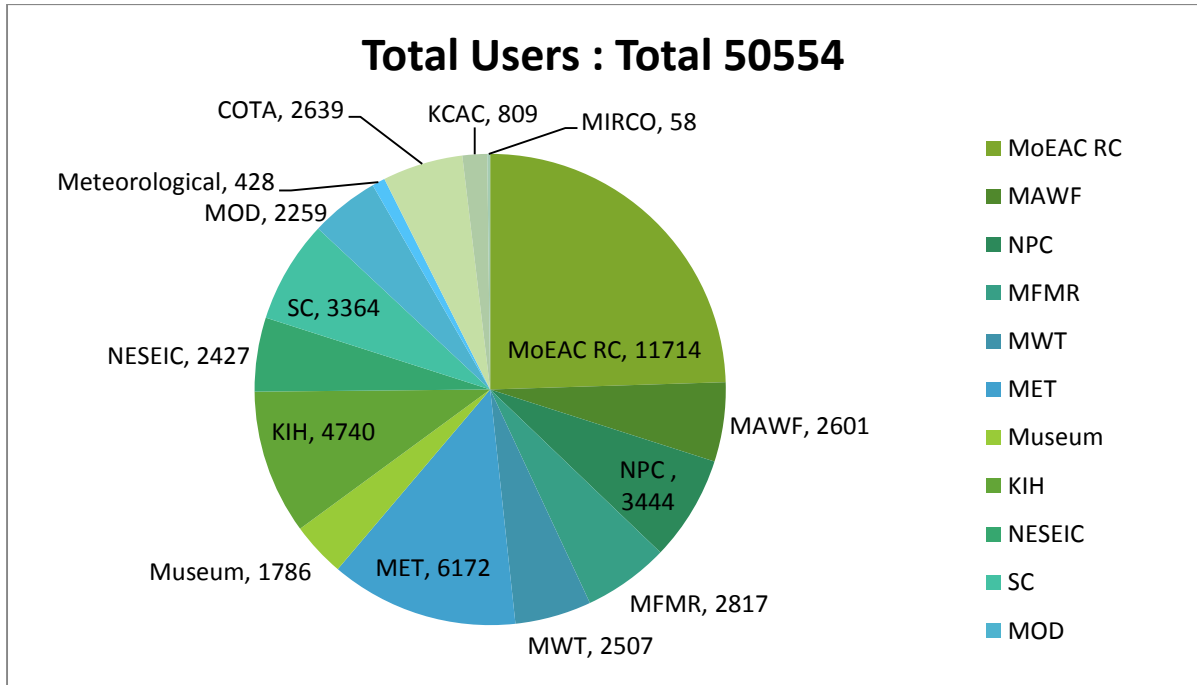
Total Library Usage per Library during 2018/19

Computers users

Computer Users : Total 13 955

Library	Users
MoEAC RC	6887
MAWF	881
NPC	25
MFMR	0
MWT	0
MET	3950
Museum	0
KIH	731
NESEIC	307
SC	0
MOD	295
Meteorological	11
COTA	115
KCAC	753
MIRCO	0
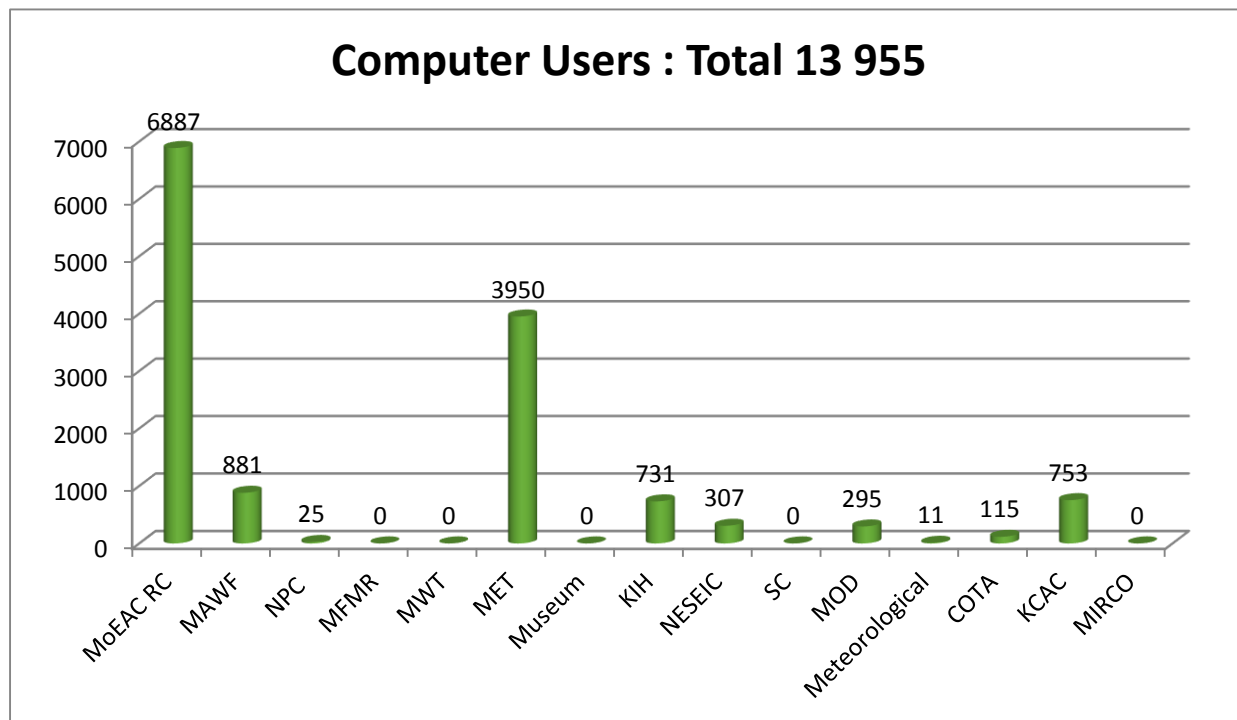
Computer usage per Library

Books Journal Circulation

Books/Journals Circulation : Total 6 743

Library	Circulation
MIRCO	22
	0
COTA	126
	88
MOD	381
	3557
NESEIC	15
	607
Museum	128
	1386
MWT	95
	26
NPC	76
	92
MoEAC RC	144
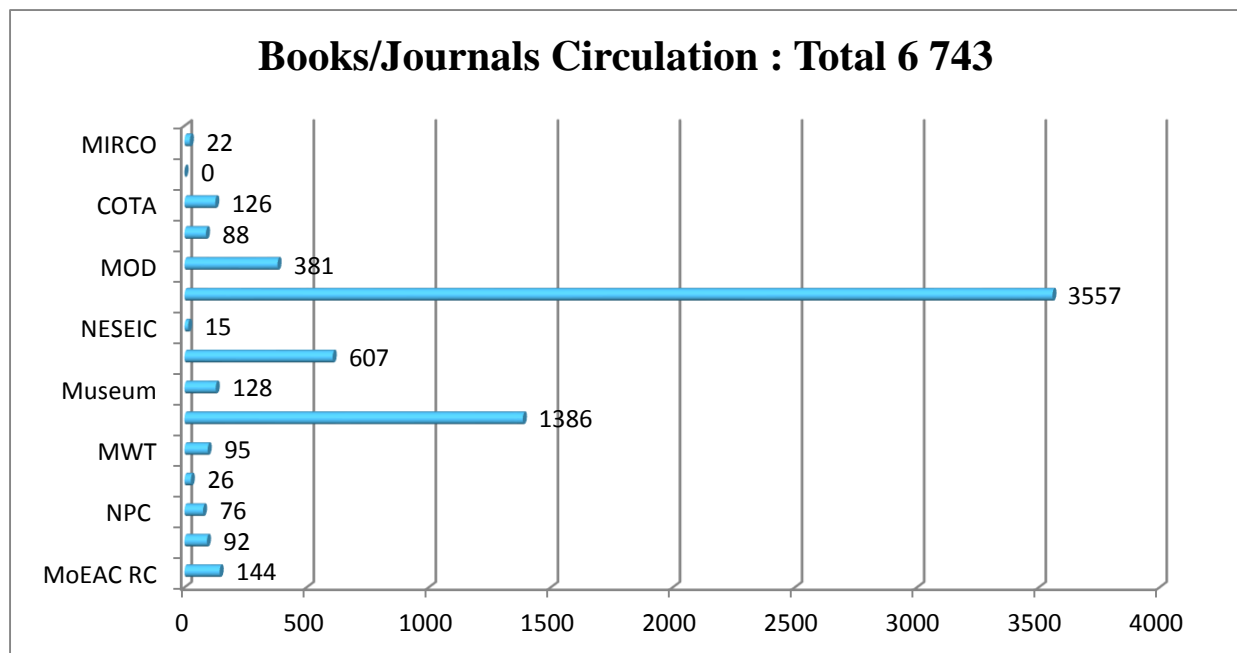
Overall total of books/journals circulated during the 2018/19

Reference queries

Reference Queries: Total 3 347

- MoEAC RC
- MAWF
- NPC
- MFMR
- MWT
- MET
- Museum
- KIH
- NESEIC
- SC
- MOD
- Meteorological
- COTA

Pie chart values:
- Meteorological, 107
- MOD, 66
- COTA, 6
- KCAC, 0
- MIRCO, 5
- MoEAC RC, 172
- MAWF, 105
- NPC, 182
- MFMR, 22
- MWT, 153
- MET, 237
- Museum, 114
- KIH, 408
- NESEIC, 174
- SC, 1596
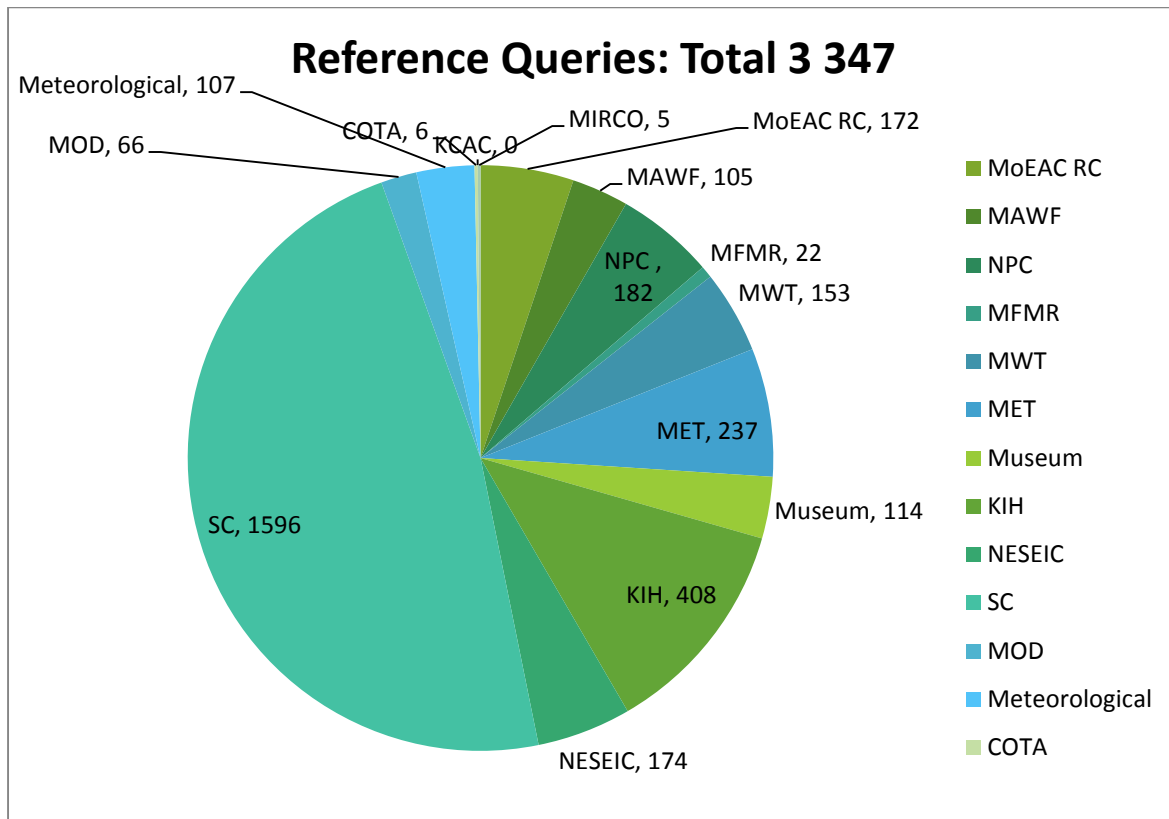
Reference queries per library during 2018/2019

Inter Library loan

Inter library loans: Total 152

Library	Value
MoEAC RC	7
MAWF	10
NPC	12
MFMR	0
MWT	12
MET	36
Museum	0
KIH	3
NESEIC	21
SC	42
MOD	9
Meteorological	0
COTA	0
KCAC	0
MIRCO	0
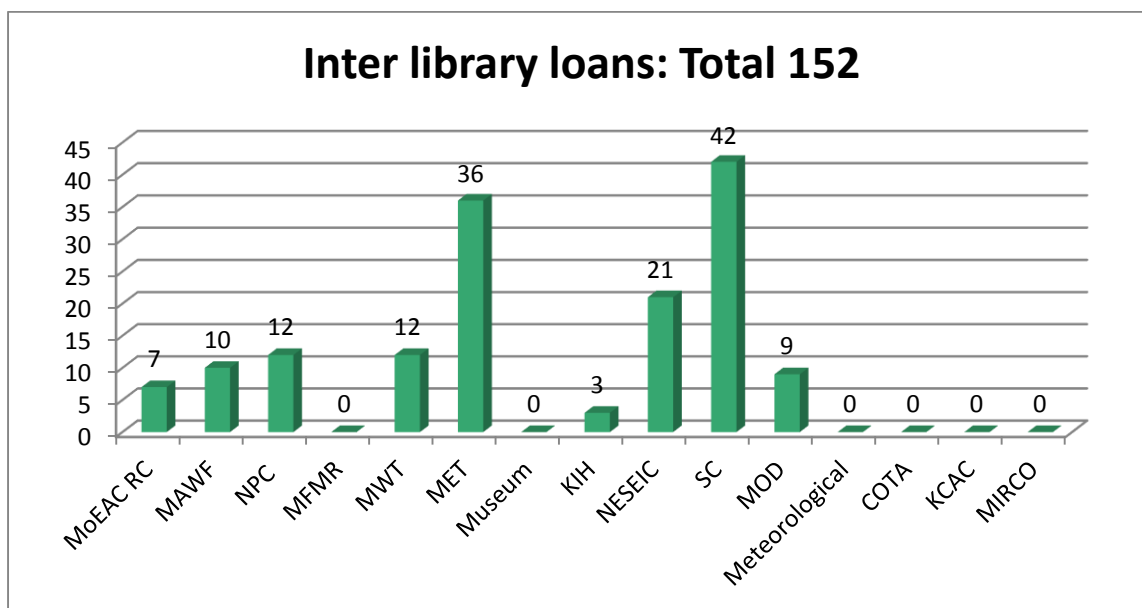
Inter library loans recorded during the financial year 2018/2019

E- Resources usage

E -Resouces : Total 16 285

Ministry	Value
MIRCO	0
KCAC	0
COTA	0
Meteorological	0
MOD	0
SC	0
NESEIC	10273
KIH	69
Museum	0
MET	1459
MWT	0
MFMR	20
NPC	0
MAWF	0
MoEAC RC	4464

(Chart x-axis: 0, 2000, 4000, 6000, 8000, 10000, 12000)
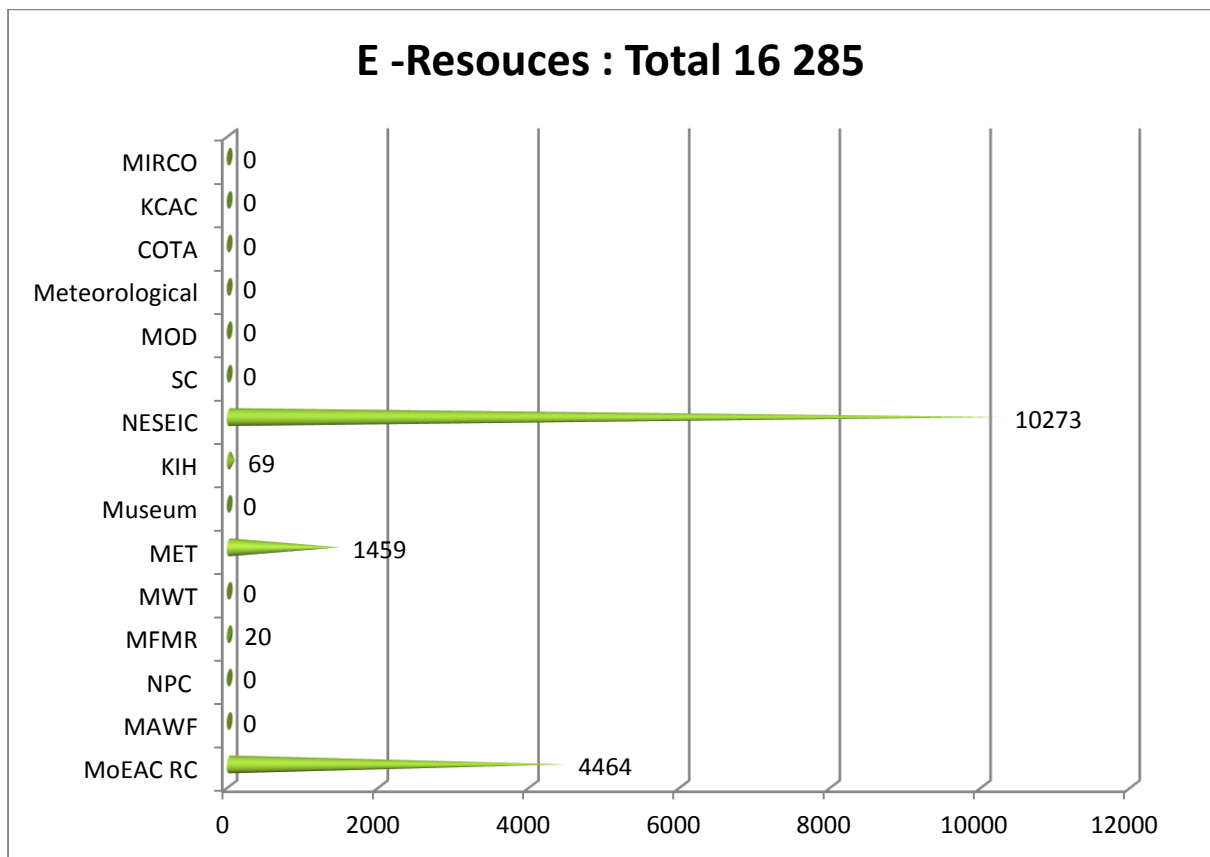
E-Resources usage in Ministerial Libraries

2.3 ACHIEVEMENTS

➢ The Ministry of Mines and Energy Library managed to renew its Elsevier Government edition package subscription for 2018/19, a yearly contract was signed between the Ministry of Mines and Energy and Science Direct.

➢ The Ministry of Education, Arts and Culture Resource Centre's Library managed to renew its E-resources subscription with EBSCO.

➢ Ministerial Libraries held an information and advocacy day on the 14th June 2018 at the National Planning Commission which was aimed at creating awareness of the different services and resources provided by the Ministerial .The overall purpose was to encourage staff members to make use of Ministerial Libraries. The event is held on a quarterly basis among different Ministries and NPC was the fifth Ministry to host such an event.

➢ Advocacy is one of the most important activities which most Libraries undertake. It is during these events that the staff members and the public at large get to have a chance to network with Librarians from all the ministries and to find out information that they never knew. These events also help Libraries to identify areas where they need to improve through such interactions with their audience during the exhibitions.

- The Ministerial Libraries uses this events as an opportunity to help the decision makers from different Ministries to understand that Libraries are the faces and hearts of these institutions and seek for their support when it comes to budgeting, since this are platforms where challenges are also highlighted.

- The Supreme Court library managed to acquire a photo copy machine and installed Wi-Fi facilities for the Users.

- The Ministry of Agriculture, Water and Forestry Information Centre was fumigated during November due to termites attacks and staff members managed to re-shelve the books that were removed from the shelves.

- The Ministry of Agriculture, Water and Forestry Information Centre managed to bind 316 Journals during the financial year.

2.4 IMPORTANT ACTIVITIES, MEETINGS, WORKSHOPS AND PROFESSIONAL DEVELOPMENT

- The Librarian at the Ministry of Environment and Tourism went for a study visit to Kigali, Republic of Rwanda from 11th to 15th March 2019 to benchmark on Rwanda's Nationhood and Unity programmes. The visit aimed at assessing and draws some lesson learned from Kigali on various strategies in place which have helped keep the city clean and nationhood building.

- The Librarian at the Ministry of Fisheries & Marine Resources attended the International Association of Aquatic and Marine Science (IAMSLIC) Conference & Aquatic Science & Fisheries Abstract (ASFA) training that was scheduled from the 22nd to the 31st of October 2018 in Entebbe, Uganda.

- The Ministry of Environment and Tourism Resource Centre held an information sharing day attended by the Hon. Deputy Minister of Environment and Tourism Ms. Bernadette Jagger, the Director of DPTS, NLAS management, together with other Ministerial library staff members. The Librarian from MET shared the information and knowledge acquired when she attended the IFLA congress on the 28th November 2018. The participants were twenty-seven (27) in total and the Deputy Minister of Environment and Tourism, Hon. Bernadette Jagger officiated at the event.

- A library staff member from the Ministry of Defence attended an advanced training course on design of educational applications using web technology at NITTTR Chennai, India, for the duration of one month, from the 24th October to the 20th of November 2018.

- EBSCOHOST offered a refresher training to 17 NLAS including staff members from the MoEAC resource Centre on the 30th October 2018.

- The Librarian from the Ministry of Environment and Tourism attended the World Library Congress (IFLA) held in Kuala Lumpur, Malaysia from the $24^{th} – 30^{th}$ August 2018.

➢ Four (4) staff members attended a webinar EBSCO/ eBooks refresher training on the 7th July 2018.

➢ The Ministerial Library Service staff members requested for a staff meeting on the 12th June 2018 with NLAS management and they were granted an opportunity to raise their concerns.

➢ MLS staff members attended an information session on the work plan presentations for different Ministerial libraries on the 29th of May 2018, held at the Ministry of Education, Arts and Culture Resource Centre.

➢ Elsevier/science Direct held training on the 10th April 2018 at the Ministry of Mines and Energy and twenty (20) staff members were trained.

➢ The Ministry of Mines and Energy library had four staff members that attended the basic Earth Data Namibia training and the Librarian attended the SADC workshop.

➢ The NESEIC library received a donation of 20 publications during the 2018/2019 financial year from Geological Survey of Namibia.

2.5 INNOVATIVE/ CREATIVE IDEAS IMPLEMENTED

➢ The MET-Resource Centre came up with a service poster initiative that will assist in creating awareness on services that are offered by the library.
➢ The Ministry of Education, Arts and Culture's Resource Centre availed a small area that will display materials, books and magazines from UNESCO.

2.6 DONATIONS RECEIVED
➢ The Ministry of Mines and Energy library received a donation of 14 books from the Directorate of Mining.
➢ The Ministry of Education, Arts and Culture Resource Centre received 9 books from NAMCOL through the Office of the Permanent Secretary.
➢ The Katutura Intermediate Hospital received 80 copies of publications per title from the Legal Assistance Centre.
➢ The National Planning Commission's library also received 36 journals from the Office of the Permanent Secretary.
➢ The Ministry of Agriculture, Water and Forestry library received donations of 2 books, from the Ministry of Land Reform and the Ministry of International Relations and Cooperation.
➢ The Ministry of Education, Arts and Culture Resource Centre received donations of materials courtesy from a former teacher and now a retired lecturer in the areas of mathematics and science.
➢ The National Museum of Namibia library received a donation of 15 journals and 2 government publications.
➢ The Ministry of Mines and Energy library received a thesis from Dr Roy Millar, titled, "The Characteristics of Calcrete based on environmental settings within selected regions of the Kalahari, Southern Africa by Alexander Ianin Shaw."

2.7   PERSONNEL MOVEMENTS

➢   There were four (4) Interns that were attached to the NPC and the Ministry of Agriculture and Forestry libraries for a period of two weeks during May 2018.

➢   The Ministry of Environment and Tourism had two Interns during September 2018.

➢   The National Planning Commission's library had one Intern during August 2018.

➢   The Ministerial Library Services managed to appoint two (2) staff members, a Librarian designated to the Ministry of Health and Social Services and a Chief Librarian for the Ministerial Library, during December 2018.

➢   The Ministry of Environment and Tourism library had two Interns from September to December 2018

2.8   CHALLENGES AND RECOMMENDATIONS

Challenges	Recommendations
Ministry of Agriculture, Water and Forestry's library photocopying machine has been out of order since the beginning of 2018/2019 financial year, as a result, users could not be assisted with photocopies.	The Directorate of General services, sub division Auxiliary was informed and they reverted back that the machine could not be taken in for service since the contract between the Ministry and the service provider had expired. Thus, the Ministry resolved to consider purchasing a new photocopy machine upon availability of funds.
The Ministry of Defence experiences poor internet connectivity and the library management system is non-functional.	The Management of the Ministry is aware and the Librarian is awaiting intervention when funds are made available.
The Library Management system at MET resource centre is not functional that makes the cataloguing of resources difficult, as a result materials are only classified.	The Management is aware and the problem is still pending due to non-availability of funds.
The library at the National Planning Commission experiences lack of computers.	The concern has been reported to Management and the non-availability of funds is a contributing factor.
The Katutura Intermediate Hospital library has only one (1) computer, as a result of a break-in that was experienced and due to the high demand in computer usage, the library is experiencing challenges in that regard.	There is a need to procure additional computers in order to mitigate the high demand of computer usage and the Management is well aware of the concern.
The Supreme Court library experiences numerous challenges such as broken chairs, the KOHA SYSTEM has been out of order, and as a result	The Management is fully aware of the constraints.

difficulties are being experienced to enter publications into the database.	
The National Museum Library does not have computers for users and no internet connection. The library does not also subscribe to newspapers and this has led to poor library users.	The concern has been reported and Management is fully aware.
The Ministry of Works and Transport Library and the Ministry of Fisheries Library does not have computers.	The concerns are well known by Management.
The Ministry of Education Resource Centre has become unsafe as incidents of Users bags are being frequently stolen and the CCTV cameras are not functional.	It is highly recommended to have new CCTV cameras installed for security enhancement, since lockers for users are not adequate and it is earmarked that upon availability of funds the concerns will be prioritized.

3. EDUCATION LIBRARY SERVICES

This section gives an overview of monthly activities carried out by Education Library Service with and through schools. ELS role is to provide library and information services to government schools in Namibia. School libraries are critical in supporting and feeding into resource based learning as well as learner centred education in Namibia.

3.1 REPORT ON PROGRESS AND ACTIVITIES

3.1.1 Education Library Service (Head Office)

Education Library Service' main duty is to support the school curriculum by providing resource based, instructional information sources & skills to access, retrieve & use information for life-long learning.

3.1.2 Acquisition of school library books

Education Library Service is serving 1 884 schools in all 14 regions. A total number of 20 640 books were donated by various donors, and ELS acquired 2 608 Information Communication (IC) books procured by the Ministry of Education, Arts and Culture.

3.1.3 Cataloguing and classification

During the financial year 2018/19, **18 096** books have been classified and catalogued on data crow system.

3.1.4 Packing of School library books

Education Library Service packed and sent about **49 031** library materials for 1 884 schools in 14 regions.

Library materials packed per quarter

QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	TOTAL
8 746	**28 629**	**5 113**	**6 543**	**49 031**

3.1.5 Books Processed at ELS

A total number of **15 823** books were processed by ELS staff during the financial year 2018/2019.

3.2 SCHOOL LIBRARY STATISTICS

3.2.1 ICT usage in school libraries

ELS has been collecting ICT statistics from all MCA schools since May 2016 to ensure maximum usage of the resources. There are 49 MCA schools country wide, however during the financial year 2018/19, ELS only received ICT statistics from 22 MCA schools. It is noted that, some schools did not submit ICT statistics because their computers are broken or not functioning, no internet access service and some schools do not have Librarians or Teachers responsible for the library.

SCHOOL LIBRARY ICT USAGE STATISTICS		
	ICT USAGE	NUMBER OF SCHOOLS
QUARTER 1	16151	18
QUARTER 2	14173	18
QUARTER 3	15550	22
QUARTER 4	11026	22
TOTAL	**56 900**	

MCA school ICT statistics

3.2.2 School library circulation statistics

The collection of the fiction and non-fiction circulation statistics helps the Education Library Service in terms of planning and monitoring of the usage of school library materials sent to school. Some schools do not have library buildings thus they do not report on the library usage.

School library circulation statistics for non-fiction books and library visits			
	Circulation statistics	Library visits	Number of schools
Quarter 1	64 012	85 109	76
Quarter 2	48 371	48 473	82
Quarter 3	81 164	92 746	85
Quarter 4	28 469	55 543	66
Total	**222 016**	**281 871**	

3.3 READING PROMOTION ACTIVITIES

ELS staff members had a Read Aloud and Storytelling session on the 20th of March 2019 at Martti Ahtisaari Primary School. The Team was represented by Ms. Tobias, Ms. Spargo, Ms. Ndala, Ms. Ashipala and Ms. Likukela.

From Left: Ms. Ashipala, Ms Spargo and Ms. Tobias during the Read Aloud and Storytelling session at Martti Ahtisaari Primary School.

The staff members also facilitated the Leap Reader training session at Martti Ahtisaari Primary School on the 20th of March 2019 with 4 teachers and 41 learners.

Leap Reader Training session at Martti Ahtisaari Primary School

The table below shows reading statistics for the financial year 2018/19

| SCHOOL LIBRARY READING STATISTICS		
	READING	**NUMBER OF SCHOOLS**
QUARTER 1	17 881	54
QUARTER 2	16 878	82
QUARTER 3	17 894	85
QUARTER 4	17 296	68
TOTAL	69 949	

3.4   READATHON

Readathon in Namibia is a week-long reading and book festival held annually in schools, culminating in the National Readathon Day on the last Friday of the month of September. The aim is to primarily develop a love of reading and a reading culture in Namibia. During the Readathon day, all schools set aside a scheduled time to celebrate the activities that were done throughout the week by presenting gifts to best or outstanding performers in whatever activity learners participated in.

3.4.1   Pre-Readathon

On the 20th of July 2018, Education Library Service (ELS) in partnership with Khomas Regional Council and the Read Namibia Coalition held a Reading Promotion Event at the National Library Courtyard from 09h00 to mid-noon. Fifty four (54) learners and ten (10) teachers from ten (10) different primary schools around Windhoek attended the event. The event was celebrated under the Readathon theme, **READ NAMIBIA: Power saved is power generated, brighten the future.**

The purpose of the event was to set the mood for the upcoming National Readathon and to promote reading in order to curb the literacy challenges facing our school communities through conducting reading workshops. The reading workshops are aimed at training teachers responsible for libraries and librarians on how to promote reading through conducting reading activities that will foster a love for reading in learners as well as librarians and teachers themselves. At the same time, learners were engaged in different activities such as Read Aloud, Quizzes, Leap Reader and Reading Passports to mention a few. This is in

order for them to acquire the reading and writing skills that any child needs for academic achievement and civic participation in the society while at the same time reading for enjoyment. The schools which participated in the event are; Van Rhyn PS, M.H Greef PS, Elim PS, Havana PS, Mandume PS, Namutoni PS, Marti Ahtisaari PS, Suiderhof PS, Delta PS and Eros PS.
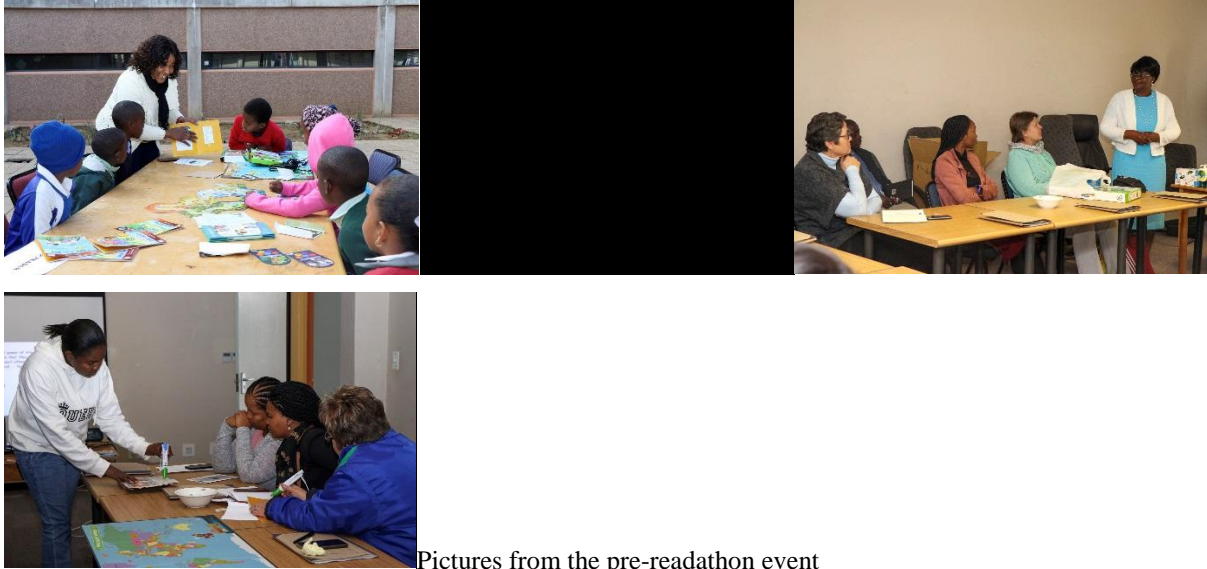
Pictures from the pre-readathon event

3.4.2 National Readathon

The National Readathon celebrations took place in Omusati Region from the 24th to the 28th of September 2018 at the Outapi Multipurpose Youth Centre. The event was celebrated under the theme **READ NAMIBIA: Power Saved is Power Generated, Brighten the future.** Although there are 18 schools within the Outapi Circuit only 9 schools could make it for the event due to the vast distances between the schools and the venue as well as lack of transport to ferry the children to and from their respective schools. The Namibia Library and Archives Service (NLAS) together with Goethe Institute facilitated the week long workshops which included picture storytelling, reading passports, reading with meaning, poetry and drawing and colouring. During the week-long event, learners also played educational puzzles and games to stimulate their mind in a fun and exciting manner. This event was sponsored by Schoemanns, Debmarine Namibia, Waltons, First Rand Namibia, Nampower, Nampost, NBC and Coca-Cola.

The National Readathon event in Omusati Region was attended by 818 learners:

- o Monday   350 learners   Street March and Opening Ceremony
- o Tuesday   111 learners
- o Wednesday   55 learners
- o Thursday   180 learners
- o Friday   122 learners   Awards ceremony

Readathon celebration in Omusati region

3.5   FUNCTIONAL SCHOOL LIBRARIES

### 3.5.1   PH Mwandingi Junior Secondary School (Ohangwena Region)

PH Mwadingi JSS is a newly built school with only Grade 8. The school has a store room with built in shelves which is being used as a library and is assigned to a Teacher Librarian. Library books were send through Ohangwena regional library. The Senior Librarian at Ohangwena assisted to arrange the library accordingly and she will do a follow up training with the library teacher.

Inside PH Mwadingi JSS school library

3.5.2   Daweb Primary School (Hardap Region)

The school received a donation from the African foundation through the constituency councillor, Hon Hercules Jantze. The library and the soup Kitchen was launched on the 24th May 2018. The donation of close to N\$2 million was received for the building of a soup kitchen and a library. The school has a qualified librarian, Ms. Thomas who is currently teaching English and two volunteers from Germany, Uterbusch Riva and Truesome Luca. ELS provided Daweb school library with 450 books and liaised with the librarian for statistics submission.
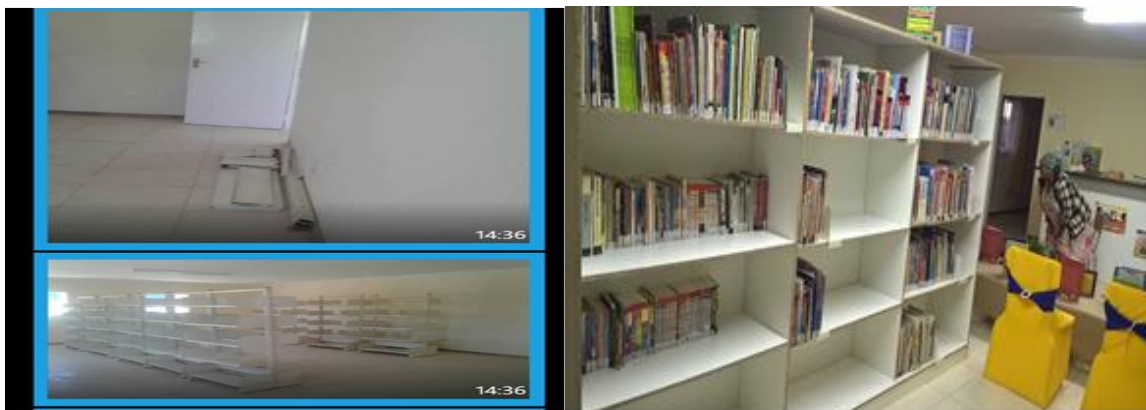
Daweb Primary School library before and after

3.5.3   Otjiperongo Primary School (Erongo Region)

Otjiperongo Primary School library has been closed for years due to loss and damage to books by learners and there was no teacher responsible to work in the library. ELS staff, Peace Corp volunteer and one of the school teachers revived the library. ELS staff provided guidelines on how to revive the library and provided them with 284 books. The library is now functional but the learners are not borrowing books out yet, they only read in the library. The volunteer and the teacher are busy training learners on how to take care of books.

Otjiperongo school library

3.5.4 Monica Geingos (Otjozondjupa Region)

Tsaraxa-eibes Combined School in Otjozondjupa was divided in two, Tsaraeibes Primary School and Monica Geingos Junior Secondary School, the library books were also divided in two. The primary school books remained with primary and secondary books were moved to the new school. Monica Geingos Junior Secondary School was formed in 2014. The school library was functioning but due to limited classroom space for learners, the library was converted into a classroom, hence the library became non-operational. In 2018, it was re-opened even though it does not have sufficient resources for the learners. Currently, the school library is operational and learners are accessing library materials, however, they are not allowed to borrow books yet as the library teacher is still busy working on circulation arrangements.

3.5.5 Paheye PS School

Ms. Garises (Principal) of Paheye Primary School requested assistance to establish a library corner in one of the classrooms to give learners access to reading materials. Ms. Isaack (Senior Librarian) visited Paheye Primary School and assisted with the establishing of the library corner. The visit took place on the 25th of January to the 5th of February 2019. Ms. Isaack requested books from ELS on behalf of Paheye Primary School and a consignment was packed for the school. The librarian organised the collection and in brief, trained the responsible Teacher.

Before and after pictures of the library

3.6. LIBRARY STAFF TRAINING

The Associate Peace Corps Director, Ms. Kakuva invited ELS staff members to give a training on how to run a school library to Peace Corps volunteers who are assigned and are responsible for the management of school libraries the 14 regions. Ms. Tobias and Ms. Spargo represented ELS and gave a presentation on school library management and statistic submission. The presentation took place on the 6th of February 2019 in Okahandja and it was attended by 17 Peace Corps volunteers.

The Peace Corps Volunteers with Ms. Tobias and Ms. Spargo

3.7 DONATIONS RECEIVED

3.7.1 Books donation from Omahongero mEpukiro Initiative Committee

Omahongero mEpukiro Initiative Committee donated 4 971 books to the Ministry of Education, Arts and Culture to the value of N$702 179. 94. The books were donated to four schools in Omaheke region namely; Epukiro Post 3 Junior Secondary School, Goeie Hoop Primary School, Omuhaturua Primary School and Morukutu Primary School. The handover ceremony was held on the 28th of March 2019 at National Library Auditorium.

Ms. Kauaria, Ms. Tobias and Mr. Semba receiving the donation from Dr. Hangura

3.7.2   Books donation by Institute for Open Learning (IOL)

The Institute for Open Learning (IOL) donated books to the value of N$3 million to Namibia Library and Archives Service (NLAS), these books were donated in 2017, but ELS only received the books early 2018. ELS received a total of 9 359 books from the IOL donation.

3.7.3   Books donation by United States Agency for International Development (USAID)

During 2018, ELS received 6 310 books from USAID which were supposed to be part of the 36 500 books donation received in 2017.

3.8   CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

The Senior Education Officer, Ms. Ndala hosted a Music and Sound workshop as part of Media and Information Literacy Learning Initiative (MILLI) youth project. The workshop took place from the 7th to the 9th of November 2018 at National Library Auditorium. The workshop was attended by library staff from various libraries. The aim of the workshop was to inform and equip participants with knowledge and skills to understand sound and to create music.

MILI participants with Ms. Ndala

3.9   STAFFING
ELS appointed a new Chief Librarian, Ms. Esther Tobias. Ms. Tobias assumed duties on 2nd January 2019.

3.10   CHALLENGES AND RECOMMENDATIONS
The table below shows challenges experienced and some recommendations to address the challenges.

Challenges and recommendations

Challenges	Recommendations
Purpose built school libraries are converted into either classrooms or store rooms to accommodate old furniture, school feeding programme items and accommodation for teachers.	Purpose built school libraries should be used for its intended purpose.
A number of school Principals need clarity on the role and objectives of the school libraries.	Trainings of Principals on the importance of school libraries need to be re-introduced.
Some school libraries are closed with resources collecting dust, as a result the teaching of information literacy skills to learners is compromised.	In the absence of Librarians, Principals should avail Teachers to run the library
Malfunctioning computers and lack of internet connectivity in most school libraries.	Maintenance of library equipment by the regional IT personnel is high needed.
Insufficient funding for school library collection development.	Sufficient budget allocation is required
Lack of qualified library staff in school libraries and no qualified staff to implement Information Communication Syllabus.	Budget allocation to recruit qualified staff should be considered.
No designated Senior School Librarians in some regions such as Kunene, Oshikoto, Hardap, //Kharas and Kavango West hence it is difficult to follow up on progress.	Deputy Directors and librarians to be sensitised on the importance of School Library Circulation and ICT Usage Statistics.

3.11. CONCLUSION
Out of 49 MCA schools, only 22 schools are sending ICT statistics while out of 1 884 schools, only 66 schools are sending circulation statistics. There are 1 884 schools country wide however, only 493 schools have functional libraries and most of these schools are managed by Teachers. The report indicates that only 47 Librarians and Assistant Librarians are running school libraries in nine regions. Regions such as Zambezi, Kavango West, Otjozondjupa,

Kunene and //Kharas regions do not have Librarians or Assistant Librarians in any of the schools. Due to very limited budget allocation, ELS rely heavily on donations for school library resources.

4. NATIONAL LIBRARY OF NAMIBIA

Introduction

This section highlights the activities of the National Library of Namibia for the period from April 2018 to March 2019. Achievements, challenges and recommendations are also presented. The report is divided in three sections.

Section 1 is an executive summary providing general background information, introduction from the Chief Librarian, as well as the overview.

Section 2 covers activities as reported by the sections: Document Delivery, Bibliographic, General Services, and Information Technology.

Section 3 is a detailed report concerning the finances generated and used by the library through services such as hosting events and photocopying. It also includes recommendations and conclusions

Message from the Chief Librarian

Welcome to the Annual Report of the National Library of Namibia (NLN) 2018-19 financial year. The main theme revolves on how the National Library of Namibia performed its role as a national library whilst touching on areas it has fallen short. It is important to note that National libraries all over the world are distinct from other libraries in that they are the guardians of the nation's heritage. Consequently, the NLN has certain obligations, the main one being the mandate to build a national collection via legal deposit of the national imprint and its cataloguing and preservation; the provision of central services (e.g., reference, bibliography, preservation, lending) to users both directly and through other library and information centres; the preservation and promotion of the national cultural heritage and acquisition of at least a representative collection of foreign publications amongst other responsibilities. This mandate is clearly articulated by the NLIS Act, Act 4 of 2000. In addition, the NLN is supposed to facilitate international programs and projects as well as supporting the development of the library profession in the country, whether through staff development or by working with the government to create an optimal legislative environment for library functions.

Due to budgetary constraints and challenges with the new Procurement Act, the National library has had to adjust its activities in line with the availability of resources. Whilst the National library continued to play its legal deposit role, it has lagged behind when it comes to the addition of other equally important reference materials that have to be purchased including Namibian related materials produces outside Namibia which falls outside the Legal Deposit jurisdiction but which are supposed to be collected and this was note done during this financial year, due to the budget cuts.

This will have a long term impact in the NLN quest to build an up to date Namibian collection, impacting on the quality of service that is to be provided. Although the economic situation affecting the country is well understood, it is important to think through where adjustments can be made without crippling the functions of a national institution such as the NLN. The same applies also to the acquisition of the general collection materials and the need to keep it up to date as it complements research and the quest for lifelong learning.

In regards to preservation, a budget provision was made for binding newspapers which is a very important activity for the National library. This function was carried out on a very limited scale because of constraints of not having adequate companies with the requisite skills to do binding according to the National library's specifications. The limited binding which took place did not meet the requirements and specifications of the library, meaning that there is need to revisit on how some of the specialized services are being procured.

There were some positive highlights worth reporting such as the participation of the National library in the consultations regarding the review of the Copyright and Neighbouring Rights Protection Act, 1994 (Act No. 6 of 1994). The review of the Copyright Act (1994) provides an ample opportunity to update the law to include provisions that support libraries and other cultural heritage institutions, in particular allowing libraries to benefit from technological developments that are transforming library and information services around the world.

One example to highlight is that, the current Copyright Act (1994) includes no explicit library or disability provisions. Ideally, an updated Act should support implementation of important national policy objectives, including key areas from Namibia's National Development Plan (NDP5), to create an enabling environment for science, technology and innovation, improve literacy and quality basic education, and improve teaching quality through provision of teaching and learning materials. This would help advance the pursuit of the Sustainable Development Goals, including SDG 4 of Quality Education thereby boosting the aims of the Ministry of Education, Arts, and Culture of developing technology-based community information and training services through public libraries for example. These inputs were submitted to BIPA through the coordination of the NLN in conjunction with NIWA. The review is still in progress and we are hopeful that the interests of libraries will be catered for in the new Copyright Act.

As an agent that promotes social cohesion, the NLN plays a pivotal role in providing universal access to information and services to all Namibians and the rest of the world in terms of rare and special information that is utilised for research and development programmes. One of the drawbacks was the lack of WIFI access for the users and this is something that the NLN is going to focus on in the new financial year to enhance the research capacity. The renovations for the National Library and Archives building is one issue that the Ministry have been seized with since around 2012 when a feasibility study was done by Hugo Scheepers Architects who recommended the need for the urgent renovation and upgrading of the building. These renovations are now scheduled for the 2019/20 financial year and we would like to express our gratitude and appreciation to the Government of the Republic of Namibia for prioritizing the building in these difficult times. In the same vein, sincere appreciation goes to the National Library staff members for their commitment and dedication in fulfilling the mandate of the organisation whilst operating in challenging conditions of constant disruptions and extreme heat in the building.

The renovation and upgrading of the building will present its own challenges and disruptions when it comes to service delivery, but we envisage that the current problems of the building of constant water pipe bursts and the extreme temperatures in the building will be a thing of the past in the not too distant future. We are looking forward to the upgrading of the NLN and should be reporting on progress in the next Annual Report 2019/20.

Document Delivery

The Document Delivery Section is at the centre of information provision and user interaction. The report of this section, therefore, covers activities that were undertaken including ways of improving the services and service delivery to users.

Stack rooms

Newspapers

Over the years, newspapers have accumulated to the extent that the space in the *Newspaper* stack room had become limited. To create space for new boxes of newspapers, and future bound volumes, the Document Delivery Section led the staff to re-arrange the Newspaper stack room. Re-arrangement was also necessary for the ease of finding and retrieving newspapers quickly. In addition, the exercise assisted the library to (1) identify damaged newspapers, (2) identify unbound newspapers and prepare them for binding, and (3) identify missing or unavailable newspapers. This exercise was started in 2017 and continued in 2018. In addition to staff members, interns from the University of Namibia under the supervision of the Reference Librarian were also involved in the assignment. The exercise included re-arranging the Newspaper stack room and barcoding both the Namibiana and Last Copy Collections.

Figure 1. Newspaper stack room

Barcoding

For identification and modification of materials in the library catalogue, barcodes are necessary as they depict the uniqueness of each material. The *Namibiana* stack room materials were barcoded from the 1st Quarter. Barcoding of materials in the *Periodicals* stack room began during the 3rd quarter. Barcoding in this stack room was done differently in that only the first volume was barcoded because subsequent volumes bears the same title as these are journals that are published periodically.

Shelving

All four stack rooms were previously shelved by Ms. Theresa Mulatehi alone. Due to the growing collection and usage, it became obvious that the workload for one employee had become unbearable. At the beginning of the 4th Quarter, in 2018, Ms. Mulatehi requested for assistance in the stack rooms. Ms. Lukia Silima was approached and she agreed to join Ms. Mulatehi in taking up two of the stack rooms to ease up the work. Ms. Lukia Silima's allocated shelves of 700-900 class were temporarily allocated to a volunteer, Ms. Myriam Shinedima, pending a permanent solution when a new staff member joins.

Symphony Database

Since the entering of the General Collection books in Symphony database was completed in May 2018, the focus has shifted to the Namibiana Collection. Most staff members were involved in this exercise. Compared to the entry of General Collection materials, the entry of Namibiana Collection materials into the database was moving at a slow pace due to the process of editing all records. Editing (modifying) records involves assigning subject terms and checking the table of contents for anything on or relating to Namibia. This enables searching to retrieve materials that would not have been retrieved if the contents were not included.

Ms. Lukia Shilima entering an item in Symphony

On the other hand, Internet connectivity slowed the pace of entering and updating of Namibiana materials into Symphony. In addition, staff members required more training to be able to execute the required tasks efficiently. Staff members who man the Reference Desk (Document Delivery) were also affected by the inflow of users who needed assistance whilst entering materials into the Database. Therefore priority was given to users more than it was given to entering and modifying items on the database. This situation was remedied in the 4th Quarter when a rotational timetable was introduced. This required at least two staff members to be at the Reference Desk while the other two would be in the Computer Lab working on the entry of materials into the database.

Tours and Training

Tours

Management from Head Office visited the National Library/National Archives on a familiarisation tour of what is held in the collections of each Sub-Division. The visitors included the Executive Director, Ms. Sanet Steenkamp and NLAS Director, Ms. Sarah Negumbo. The tour took place on the 22nd of August and presentations were made by the respective Heads of Sub-Divisions. An educational tour was also conducted on the 12th of September, whereby 42 learners accompanied by 3 teachers from Junias Etunda Kandjeke Combined School visited and toured through the National Library.

Another tour was conducted on the 13$^{th\,of}$ February 2019, and about 120 first year students from the International University of Management (IUM) were on a tour of the National Library. On the 6th of March 2019, 53 UNAM students from the Department of Library and Information Studies also visited the National Library with their Lecturer for a tour.
In total, 218 Leaners, students and teachers toured the National Library building during the 2018/2019 Financial Year.

Training

Ms. Ndeshi Kavila and Mr. Fabian Kapepiso attended the EIFL training on *Internet searching and E-resources Training for Public Librarians* from 25 to 26 September 2018. The two staff members also attended an information sharing session organised and conducted by the Ministry of Environment and Tourism Resource Centre on 28 November 2018. A refresher training on Symphony Work Flow database took place on 13 February, and it was conducted by Mr. Fabian Kapepiso. It focused on adding items and call numbers into the system. It was necessitated by the fact that some staff members were not entering the books and items correctly.
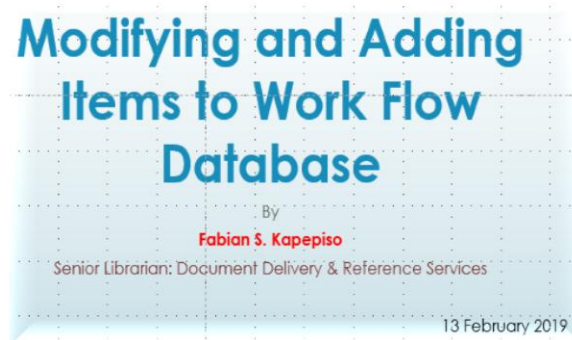
A presentation of the refresher training

Internship

During 2018/19, the National Library accommodated 12 interns from the University of Namibia. 9 of these were Diploma students, 2 were doing a Bachelor's degree, and 1 was doing a Higher Diploma in Library and Information Science.

Corporate Social Responsibility

The National Library is socially accountable to itself, its stakeholders, and the public. In addition to the engagement in the provision of information services, it also operate in ways that

enhance society by availing its facilities to organisations and individuals for several activities related to information and book services.

It is worth noting that although NLN makes its facilities available, this is mainly done during the normal working days as the Library does not open on weekends, unless special arrangements are made in advance.

Book launches

A book launch refers to all the activities and promotions that are done to introduce a new book to the world. It is done after a book has been published. Over the years, the National Library has provided opportunities to publishers and authors to launch their books on its premises free of charge. For the year under review, there were seven book launches and this provides a perfect opportunity to execute our Legal Deposit function.

Exhibitions

Generally, an exhibition is an organised presentation and display of a selection of items. In practice, an exhibition usually occurs within a cultural or educational setting such as a museum, art gallery, park, library, exhibition hall, or World fairs. In line with that, four exhibitions were hosted by the National Library. Some of the exhibitors included the Football Photo Exhibition and the Museum Association of Namibia. In addition to exhibitions, Molapong Township Productions held poetry sessions whereby upcoming and well-established poets recited their poems. There was also a motivational speech in the Library Auditorium by an independent Consultant, Ms Theopolina Shingenge.

Bibliographic Control Section.

The functions of the Bibliographic Control Section of the National Library of Namibia includes the following:

- To render bibliographic services and serve as the national bibliographic agency;
- To build through legal deposit or other means a collection of material emanating from or relating to Namibia;
- Act as central agency for the implementation of national and international standards relating to library and information work.
- To promote awareness and appreciation of the existence of Namibia's national heritage.

Legal Deposit / Namibiana

Although it remains a challenge to effect the Legal Deposit compliance, some authors and publishers now understand the importance of delivering their publications to the National Library. During the financial year 2018/2019, a total of 230 books were received from various publishers and self-publishers. Reminders were also sent to publishers who do not comply with the Legal Deposit Act.

Materials in the Namibiana Collection

The Bibliographic Section observed that the Namibian produced literature is growing rapidly, and that new upcoming self-publishers apply for ISBNs on a daily basis. Therefore, there is a need to market the functions and services of the National Library, especially with regards to publishing, obtaining ISBNs and ISSNs, as well as complying with the legal deposit requirement.

Acquisition of Namibiana Books

A list of Namibian publications outside Namibia and not available through legal deposit, was compiled and sent for acquisition but due to lack of funds this activity was put on hold.

Newspaper Binding

DAILY NEWSPAPERS	WEEKLY NEWSPAPERS
The Namibian	Namib Times
The Republikein	Confidenté
New Era **Kundana – a supplement of New Era**	Southern Times
Namibian Sun	Erongo News
Allgemeine Zeitung	Windhoek Observer
	Windhoek Express
	The Villager - available online
	Namibia Economist – available online

In addition to the periodicals subscribed to or received on legal deposit, the National Library receives 5 daily and 9 weekly newspapers on Legal Deposit. A number of 224 Periodicals and

95 Newspapers were bound during the financial year 2018/2019. A new bunch of newspapers were send for binding in the same period.

Processing

The processing of library materials – Namibiana books, periodicals and daily /weekly newspapers – is an ongoing process. Books were partially processed due to a shortage of security strips. Procurement of processing material will only take place during the new financial year (2019/2020).

Legal Deposit consignments

| Consignment	UNAM Oshakati Campus	Keetmanshoop Community Library	Parliament Library
Namibiana Books	301	303	282
Periodicals	131	135	132
Total	**432**	**438**	**414**

Consignments for Legal Deposit Centres.

The Bibliographic Section prepared two consignments of materials for different legal deposit centers during the 2nd and 4th quarters. The consignments were dispatched to Unam Northern Campus Library in Oshakati, Parliament Library and Keetmanshoop Community Library.

IT Section

The ICT Section, responsible for the whole Building can be way better if equipment and capacity could be improved to enhance service delivery. The Senior IT Librarian, Mr Matheus Mumbala is assisted with an Administrative Officer, Ms. Monalisa Kauraisa who was on study leave for the whole of 2018 and only started work in January 2019. The Section is faced with challenges of old servers which are still managing the flow of information although they have run out of storage

Computers in the Computer Lab

space. There is a Fujitsu full kit server located on the 3rd floor of the National Archives which is not yet operational due to software and other issues and it is expected to be operational in the new financial year.
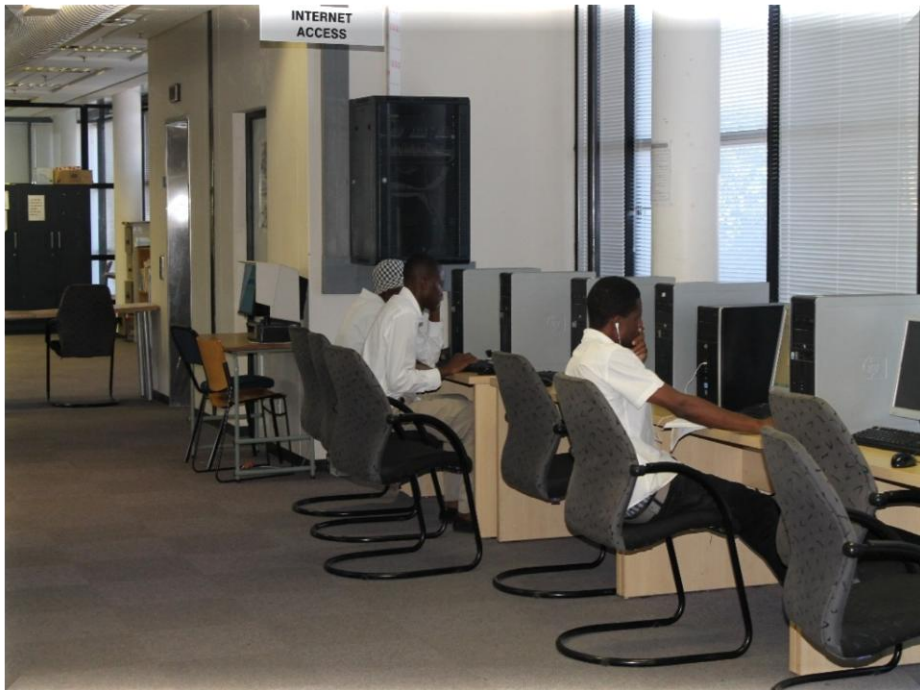
Computer users

Equipment

The library and other sub-divisions are in need of new computers, but the budget does not accommodate the procurement of any new computers. There were around 30 brand new servers that have been kept on the 5th floor in the National Library since 2012 and they were given to the Deputy Director of IT in the Ministry, at Head Office to distribute to schools, although they were initially meant for Libraries. From the 30 servers the NLN remained with 2 that will be added to the server cabinet. NLN is still waiting for the Deputy Director of IT to avail the Microsoft licenses for them to be commissioned.

The NLN ordered some IT equipment that will assist the Section in carrying out their day to day work. There are also some 14 HP P3010 and 4 HP P1606 brand new printers in a small storage room at the National Archives which meant for deployment to libraries.

Software

The Section wanted to renew a couple of licenses & devices but only managed to renew the firewall device. The anti-virus license was too expensive and NLN opted for an open source antivirus. Lately most computers are running on an open source anti-virus which are cost free but difficult to maintain since one cannot monitor them from a centralized location.

The new firewall is running and the network is now safe from intruders. The firewall also has

an antivirus that only protect the websites that have viruses.

Bandwidth Upgrade

Communication is key for all the GRN employees and that's why the staff members communicate via the GRN e-mail exchange servers at OPM. The link between NLAS & OPM

which we upgraded from 1MB to 10MB is vital for efficient communication and also act as a backup for internet access. All the staff members have e-mail addresses and they have been encouraged to make use of official emails, since the downtime at OPM has significantly improved over the past years. The Section also created GRN e-mail addresses at the Windhoek Public Library & MoEAC Resource Centre respectively and soon the other libraries will follow.

General Services

The General Services Section is responsible for the maintenance of appropriate technical and operational standards, as well as quality assurance processes for monitoring team output and ensuring delivery of tasks to agreed standards and within deadlines and budgets.

Procurement

The NLN had challenges with servicing the fire hydrants as an annual function. A request was send to Head Office and we are still awaiting for a response. Funds were also available for the procurement of books but a delay at the Procurement Management Unit resulted on none procuring of library books. About 285 periodicals and newspapers were bound at Beufam Trading. The National Library requested seven (7) telephone handsets from Telecom, which were delivered in the 2nd Quarter of 2018/19.

Building Maintenance

Fifty-four (54) lightbulbs were replaced in the entire building for the year; and 17 chokes were also replaced. There were 10 instances of serious leakages whereby 7 contractors were called to fix the pipes and remedy the situation. Some clamps were used on the pipes to deal with the leaks. 5 door levers were replaced, as well as 6 plugs that were replaced in the whole building.

Cleaning

All stack rooms were cleaned regularly, and there was a clean-up of the building grounds from the 21st to the 23rd of May 2018. All staff members from other Sub-Divisions such as Education Library Service, National Archives and Community Library service were involved. The heaps of dirt were picked up by the City of Windhoek and by the Horticultural Services, Ministry of Works.

Tender

The tender for the renovation of the National Library and Archives building was advertised and the awarding of the tender will be done on or before the 15th of May 2019.

Plants

There were plants brought from NIED and planted in the courtyard and in front of the building. Ministry of Works brought new shrubs and planted them in the courtyard and are helping maintain the gardening at the National Library Building.

Plants in the courtyard of the library

SECTION 3: CHALLENGES AND RECOMMENDATIONS

The Annual Report articulates what was achieved, what could not be attained and the challenges that we faced. One area which needs attention is the area of staff capacity at all levels. This means that Capacity Building is one area if we are to improve on Service Delivery as well as to help staff maintain high levels of motivation. The renovations of the building will go a long way in improving employees' wellness at work.

Challenges

Materials (Newspapers) sent for binding on the 15th of November 2018 were burnt when the premises of the Contractor (Printech Namibia) burnt down and nothing was retrieved. No statistics for general periodicals were recorded or processed during the 4th quarter due to late payment of the Postal Bag and mails could not be collected. Cataloguing of general collection was very slow because there is only one staff member responsible for cataloguing. The same staff member in the bibliographic section is also responsible for cataloguing Namibiana materials. The Senior Librarian can only assist with this activity with her busy schedule. Adding Namibiana books on Symphony during the 1st through the 3rd Quarters was too slow due to internet connectivity disruptions although this was set to improve with the upgrading that was done in the 4th quarter in 2019.

Staff members at the Reference Desk were unable to record all the necessary statistics on a daily basis. However, a new method on capturing of statistics for materials such as Government Gazettes was adopted in the fourth Quarter. Slow Internet hampered the speed at which materials were updated in Workflow. Wi-Fi connection was a contributing factor for low figures in the usage of e-resources as there are computers set aside for their access.

Recommendations

One of the biggest recommendations is for the vital services of the NLN not be drastically cut as this is affecting the services and growth of the NLN, something that will become a cause for concern for the researchers, staff and other stakeholders in the not too distant future.

The Vacuum cleaners need to go for service as this is long overdue. It will be beneficial if there are funds made available to service the whole firefighting system. The delays caused by the new Procurement Unit is a huge challenge that needs to be tackled at a Management Level. There is a need for the Senior Administration Officer to be closely involved in procuring of

specialised material for the National Library, as this will help to avoid delay's and awarding of requests to companies that are not qualified. There is a need for fire and safety training as this will assist staff in emergencies. The Caretaker needs to get more electrical training as this will be very helpful in dealing with electrical issues that might arise, instead of depending on outside personnel who takes time to respond and attend to our problems. Training in new procurement rules is needed as this will help in understanding the delays in service delivery.


The outside view of the National Library building

New Appointments

The following staff members were promoted to the positions of Senior Librarian: Document Delivery Section, Mr. Fabian Kapepiso; and Senior Librarian: Bibliographic Section, Ms. Victoria Isaacks. Ms. Ndeshipewa Kavila joined the library through a cross-transfer with Mr. Jefta Indombo.
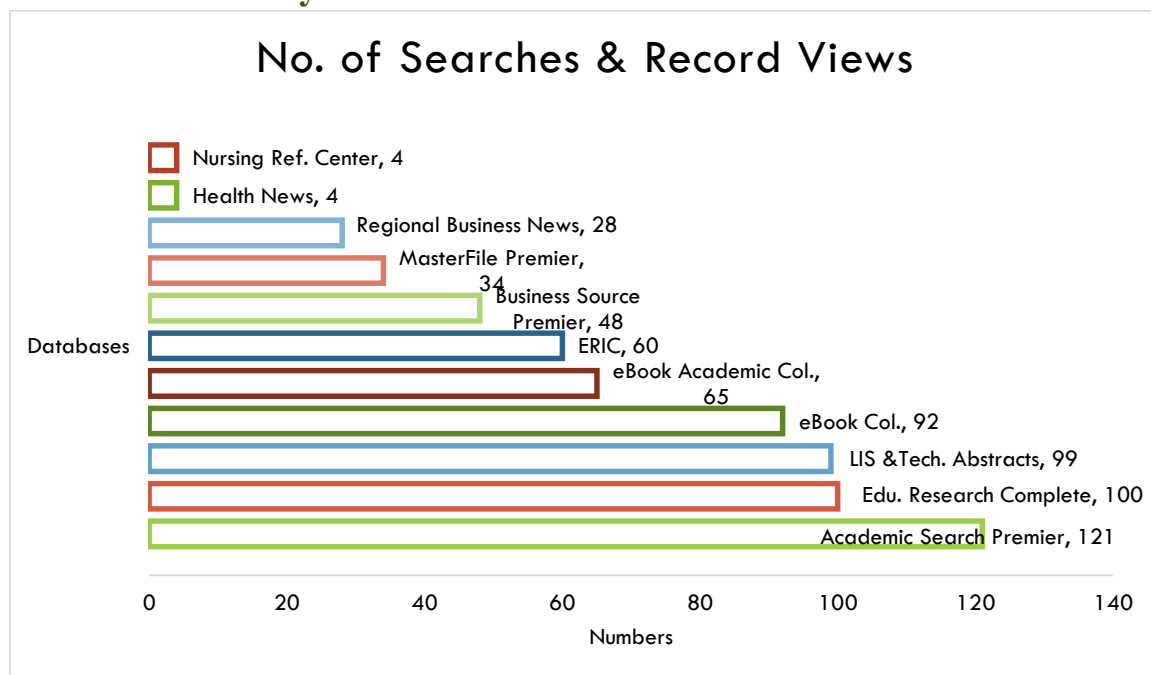
Financial Report
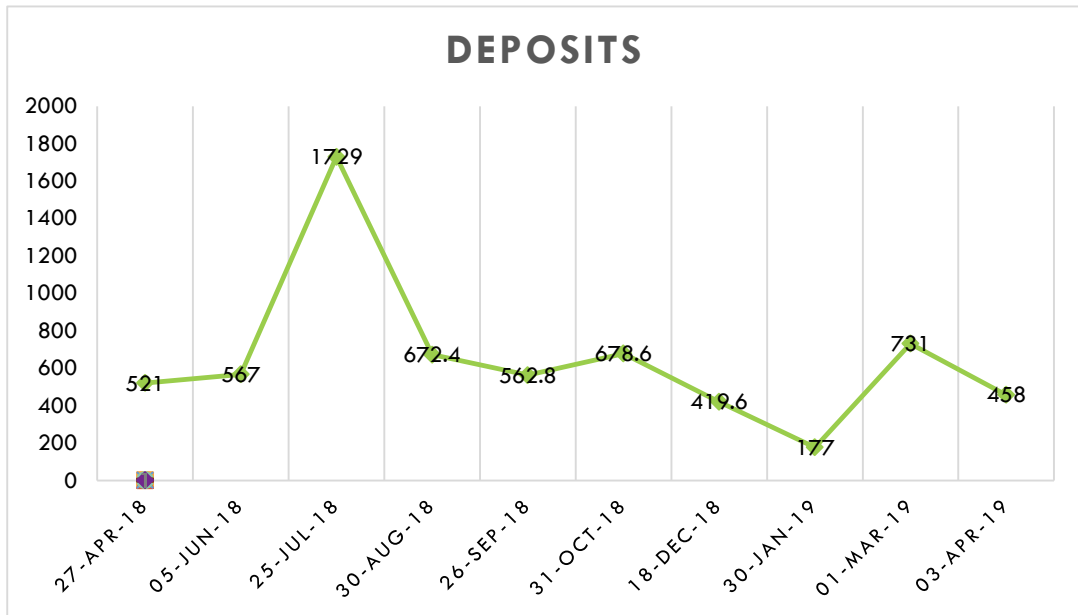
Amounts deposited into the NLIC account

The library generates finances through photocopies and bookings. The finances which generates and deposited into the NLIC account for the financial year 2018/19 totalled N$6,516.40.

STATISTICS

Document Delivery

No. of Searches & Record Views

Nursing Ref. Center, 4
Health News, 4
Regional Business News, 28
MasterFile Premier, 34
Business Source Premier, 48
ERIC, 60
eBook Academic Col., 65
eBook Col., 92
LIS &Tech. Abstracts, 99
Edu. Research Complete, 100
Academic Search Premier, 121

Databases

Numbers: 0, 20, 40, 60, 80, 100, 120, 140

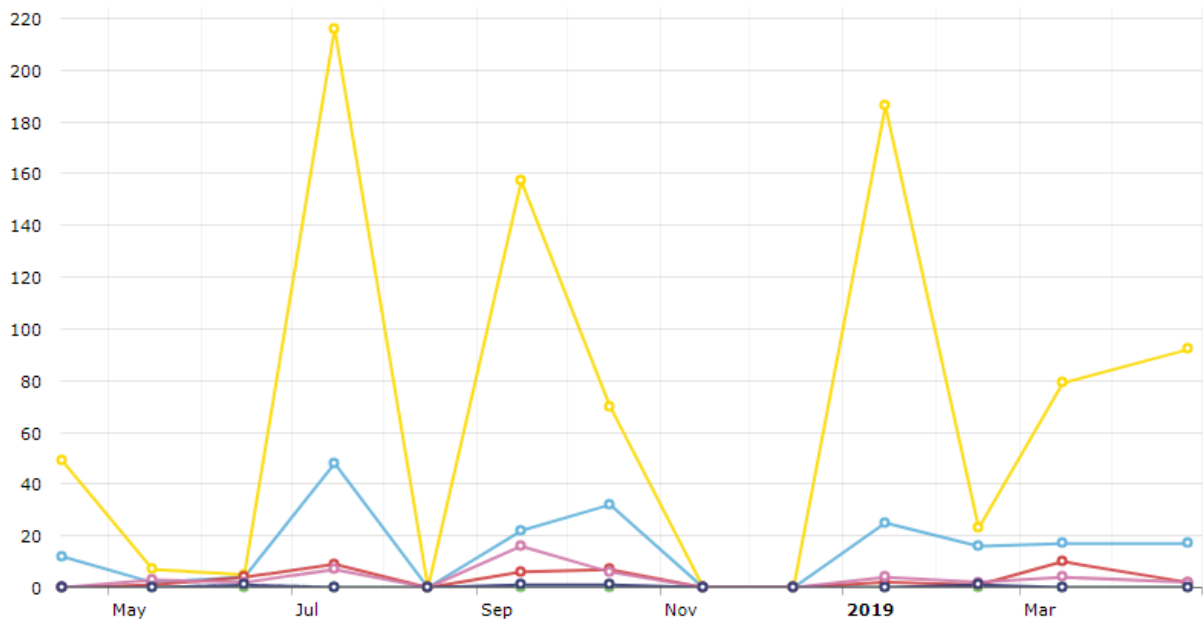*Searched EbscoHost databases*

The figure above shows the databases being used frequently by users in conducting their searches. *Academic Search Premier* was the most used database for searches and viewing of records while Nursing Reference Center and Health News were the least consulted databases in terms of searching.
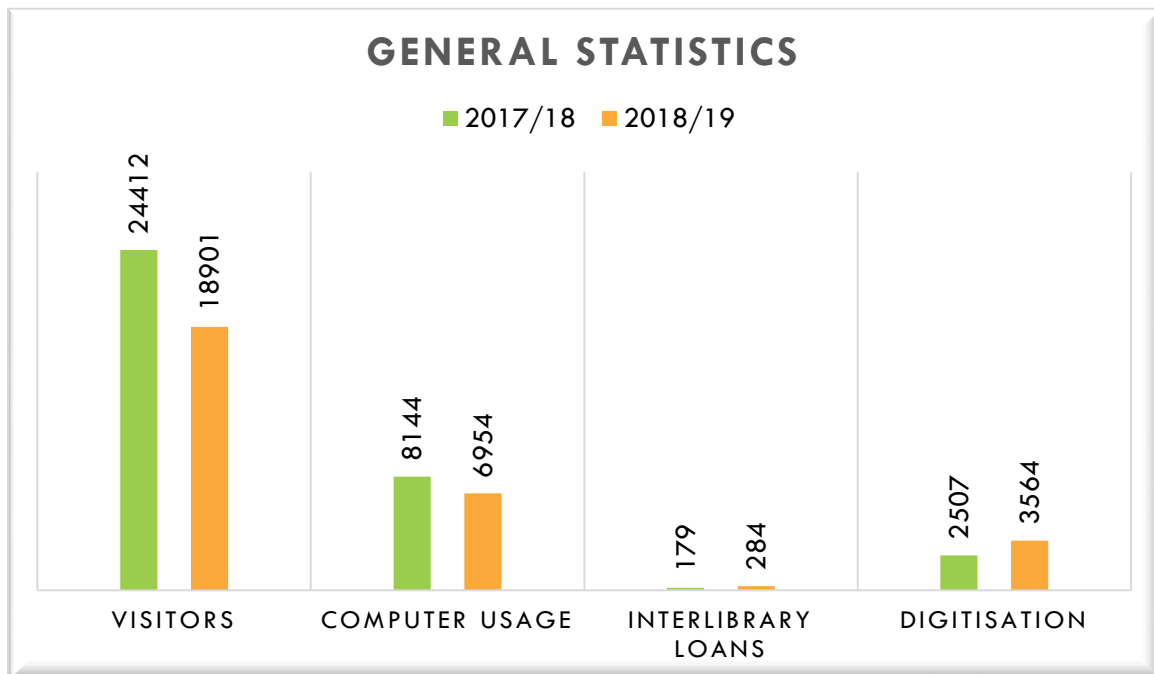
Monthly E-Host usage trends

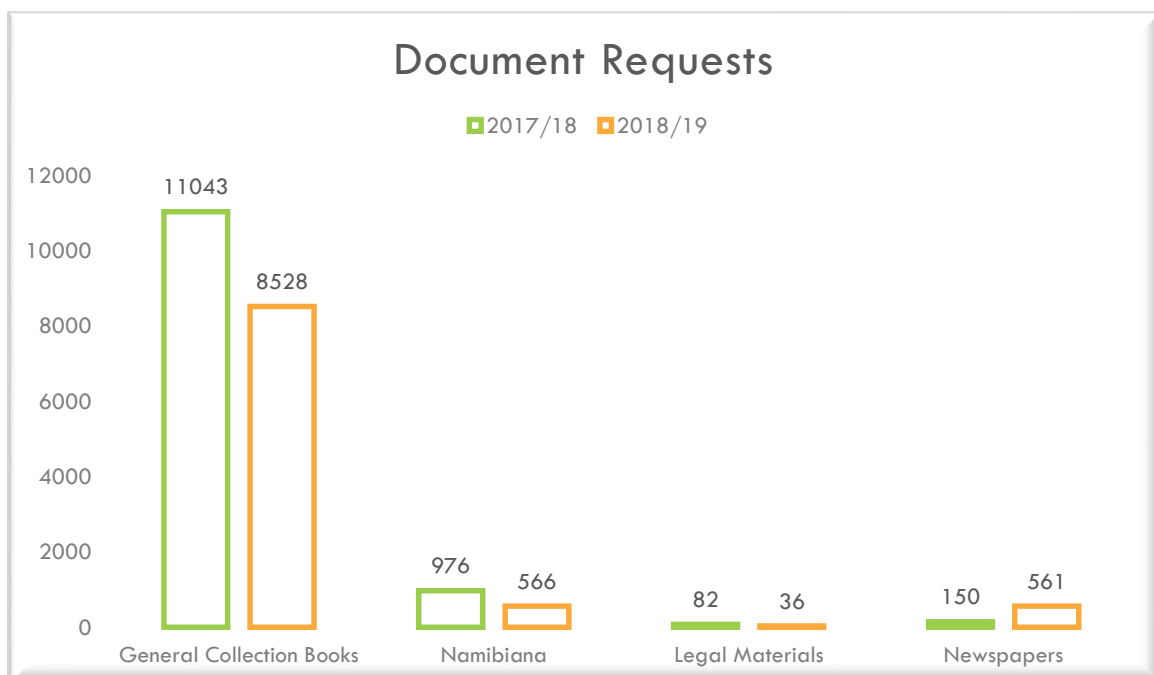|	
■ Database Sessions	195
■ Regular Searches	884
■ Searches Federated & Automated	0
■ Full-Text Requests	42
■ Abstract Requests	46
■ Link-Out Requests	4

Usage trends in number

The two figures above shows the trends as far as searching and accessibility to EbscoHost databases is concerned. A *session* is considered one cycle of user activity that starts when a user connects to the service. *Regular Searches* refers to the number of searches conducted against a user-selected database where results are returned to the user on the host user interface. A sessions can reflect that the library has users who access and benefit from the database platform.

All in all, EbscoHost is a research platform with about 375 full-text databases. The National Library is subscribed to the following databases: Academic Search Premier, Business Source Premier, eBook Academic Collection, eBook Collection, Education Research Complete, ERIC, Health News, Library, Information Science & Technology Abstracts, Master File Premier, Nursing Reference Centre, and Regional Business News. 2018/2019 shows a significant drop

in figures, which might be contributed by disruption such as the library closure during maintenance of water pipes, and internet connectivity.

GENERAL STATISTICS

■ 2017/18   ■ 2018/19

Category	2017/18	2018/19
VISITORS	24412	18901
COMPUTER USAGE	8144	6954
INTERLIBRARY LOANS	179	284
DIGITISATION	2507	3564

General statistics

Document Requests

□ 2017/18   □ 2018/19

Category	2017/18	2018/19
General Collection Books	11043	8528
Namibiana	976	566
Legal Materials	82	36
Newspapers	150	561

Bibliographic Section
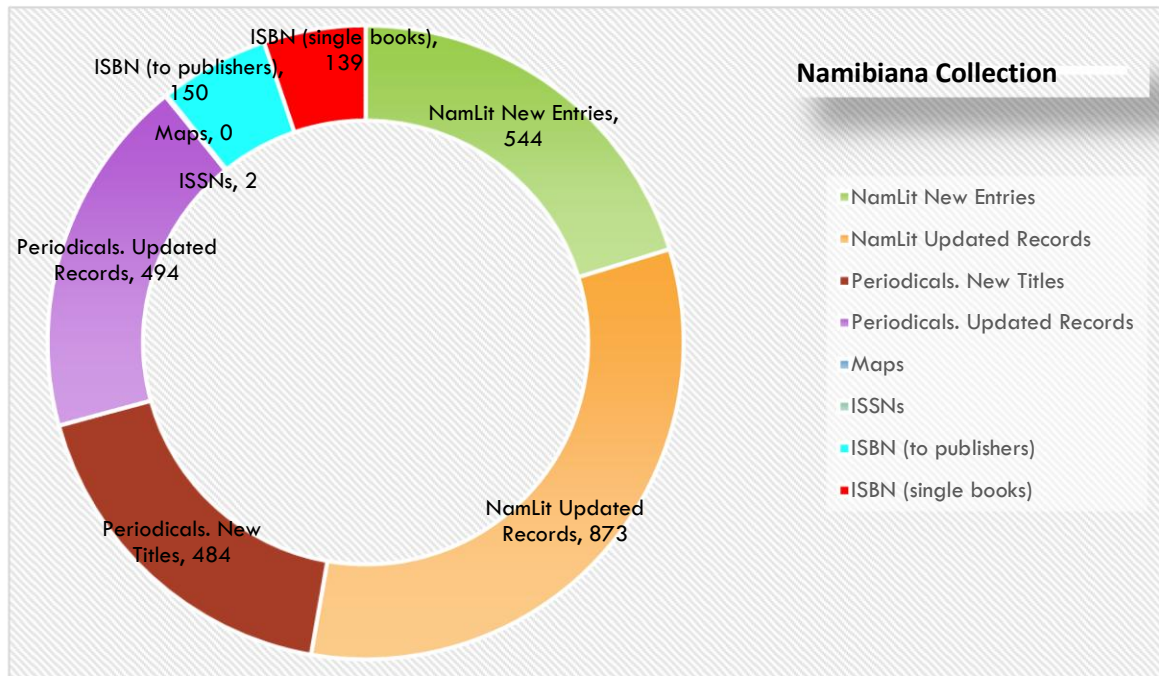
Namibiana Collection statistics
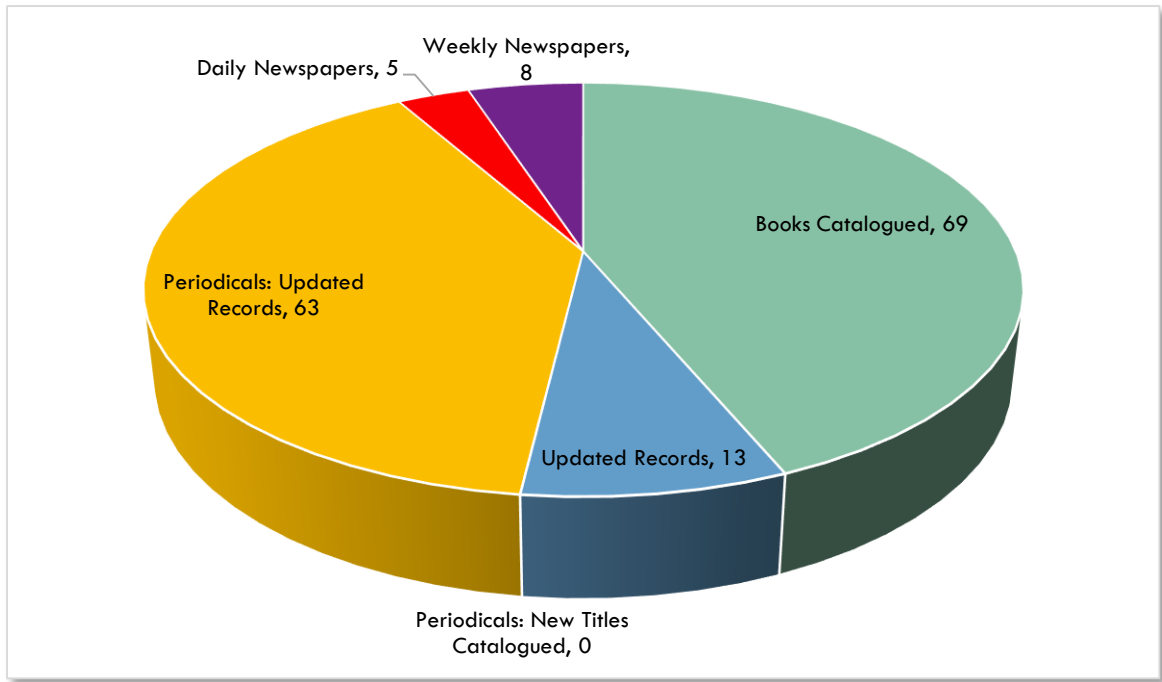
General Collection statistics

Reminders sent for legal deposit

Namibian periodicals	Legal deposit books	No. of visits to publishers
2	2	0

Overall Electronic resources usage: EBSCO

This is a graphical representation of EBSCOHOST e-resources usage from the 1st of June 2018 to the 31st of May 2019. It summarises the e-resources usage for all libraries that are have access to the database. The first graph shows searches only while the second graph shows sessions, searches, requests and access to full text.
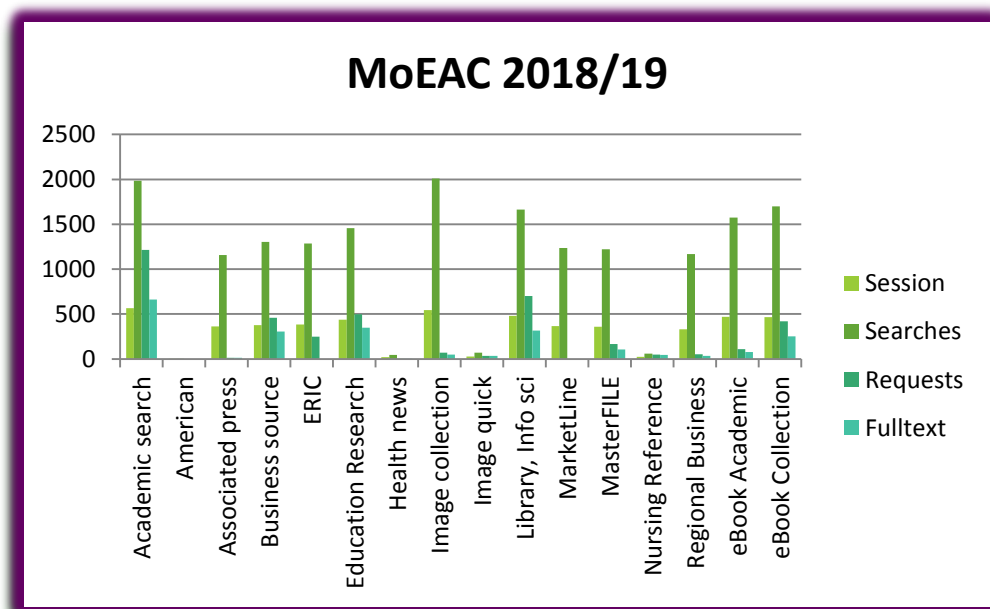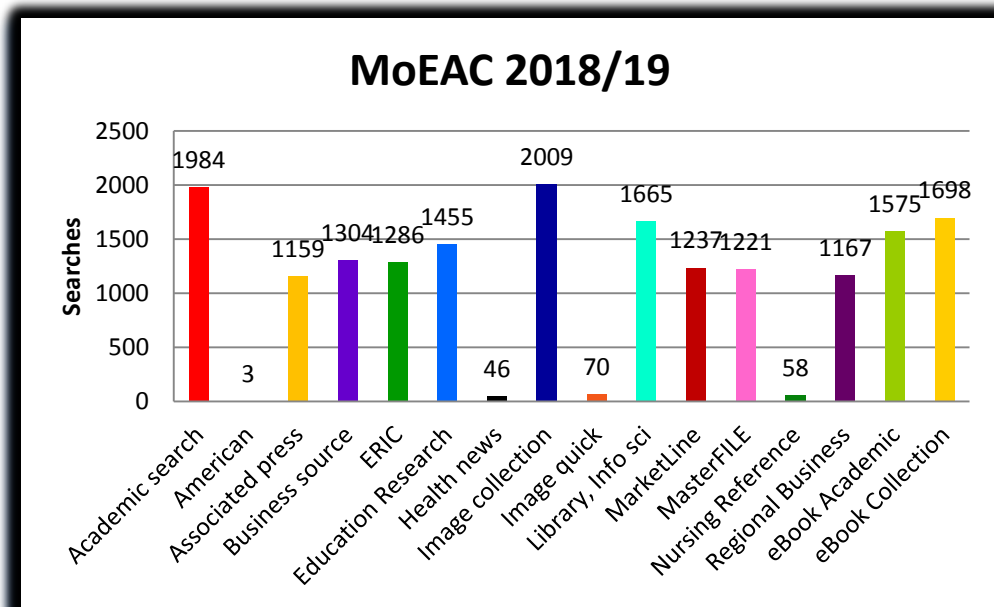
SUMMARY OF PUBLIC LIBRARIES ACTIVITIES FOR 2018/2019

Activities	National Library	Ministerial Library Services	Public Library Service	TOTAL
Library Users	18 901	50 554	848 661	**918 116**
ICT Usage	6 954	13 955	349 868	**370 777**
ICT Training	-	-	2 454	**2 454**
Circulation	9 691	6 743	11 5987	**122 730**
Digitization	3 564	-	-	**3 564**
Pre- primary learners participating in reading programs (Leap readers program)	-	-	12,361	**12 361**
Reference queries	-	3 347	-	**3 347**
Interlibrary Loan	284	152	-	**436**
Data Entry	69	-	-	**69**
Donation received	-	-	-	**0**
Membership	-	-		
New entries on NAMLIT	544	-	-	**544**
Updated entries on NAMLIT	873	-	-	**873**
Periodicals updated records	63	-	-	**63**
ISBN to publishers	150	-	-	**150**
ISBN to single books	139	-	-	**139**
ISSN	2	-	-	**2**
Legal Deposit				
Reminders sent for Periodicals				
Reminders for books	4	-	-	**4**

SUMMARY OF SCHOOL LIBRARIES ACTIVITIES FOR 2018/2019

ACTIVITIES	TOTAL
Library users	**281 871**
ICT Usage	**56 900**
Circulation	**222 016**
Readathon participants	**818**
Read Namibia Project participants	
Learners participated in reading programs	**67 077**
Library resources catalogued	**18 096**
Library resources sent to Libraries (1 781 libraries)	
Donations of Books received	**20 640**

NATIONAL ARCHIVES OF NAMIBIA

No report from the National Archives of Namibia.

NLAS BUDGET AND EXPENDITURE DURING THE FINANCIAL YEAR 2018/19

Activities	Budget (N$)	Expenditure
Remuneration	20 273 688.00	19 149 365.38
Travel & Subsistence	300 000.00	247 615.08
Materials and Supplies	3 000 000.00	1 464 400.05
Utilities	5 284 000.00	4 709 091.30
Maintenance	291 000.00	49 658.44
Other Services & Expenses	2 222 000.00	1 017 596.47
Membership fees (local & international)	91 000.00	61 375.03
NLIC	258 000.00	258 000.00
TOTAL	**34 612 119.00**	**29 502 264.00**
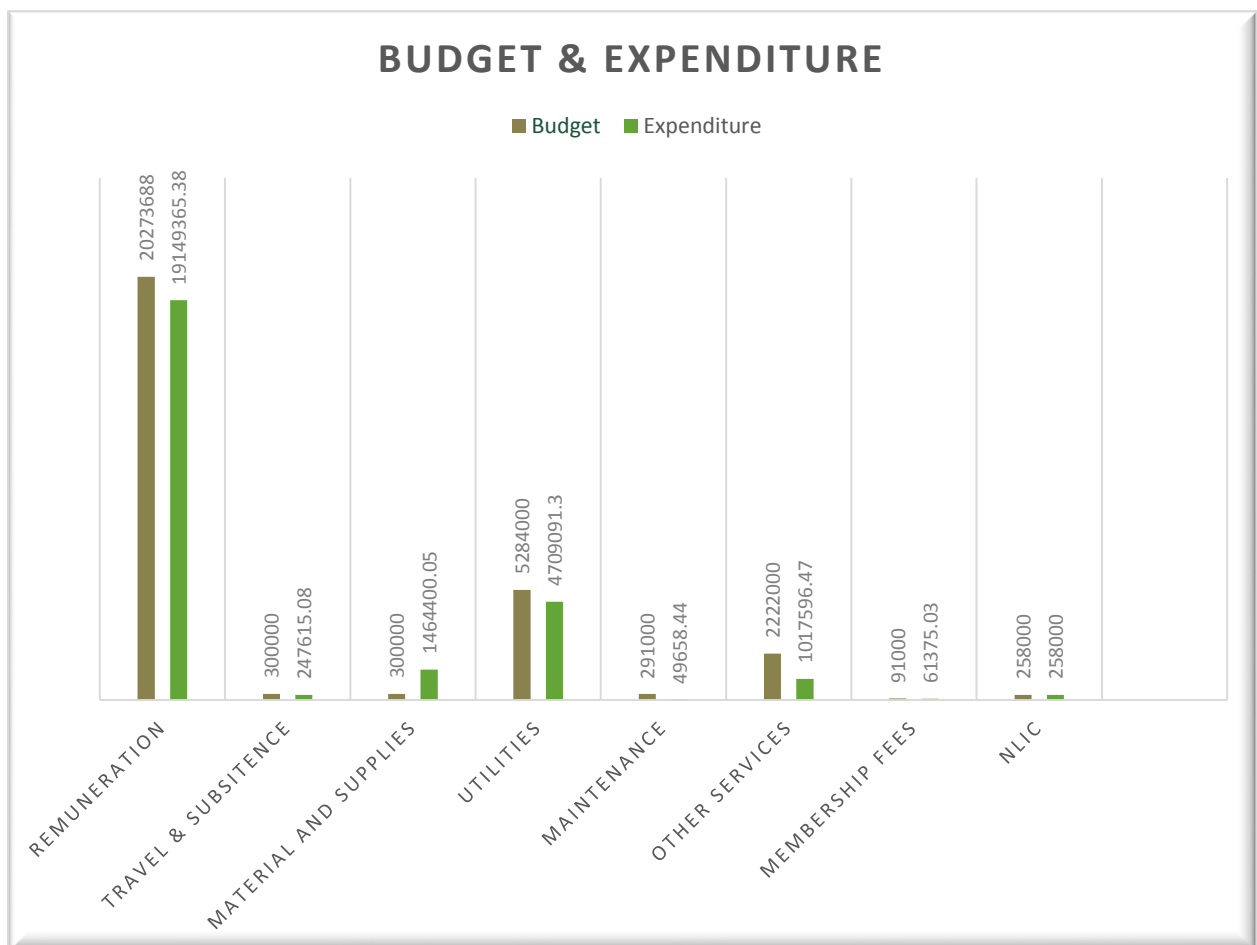
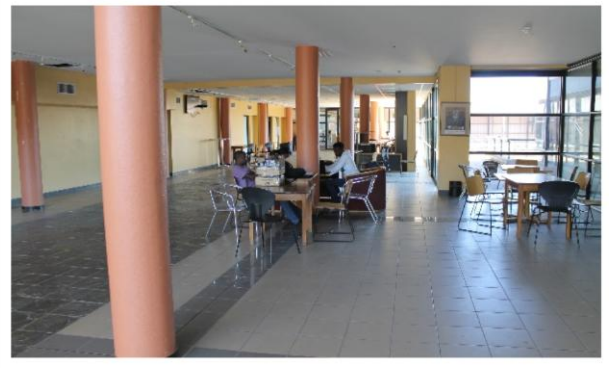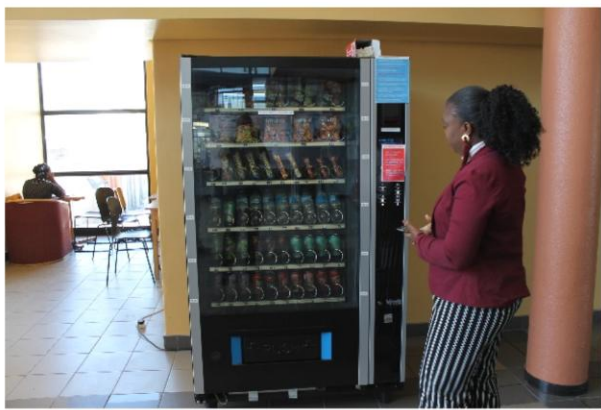# *PICTURE GALLERY*

NATIONAL LIBRARY OF NAMIBIA

Location of the library

The NLN Library Foyer

Vending machine now available in the Foyer
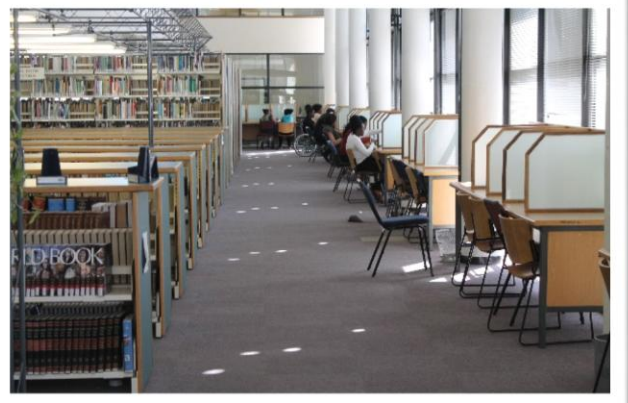
The Study space in the library

New periodicals display area

South African Govt. Gazettes

Periodicals stack room

Reference staff at work

The security area

Legal Deposit materials

The outside of the Library

MINISTERIAL LIBRARY SERVICE

Ministerial librarians during library advocacy day at National Planning Commission.

Ms. Nancy Murere Librarian at MME attending to a user during the Advocacy.

Ms. Sabina Neumbo, Ms. Melba Sitwala-Mabuku with NIWA Chairperson, Ms. Elizabeth Matheus during the Advocacy

Librarians attending Emerard training at the Ministry of Environment and Tourism

The Librarian from the Ministry of Environment &Tourism, Ms Melba Mabuku- Sitwala assisting UNAM students with their research.

The Director (NLAS), Ms Sarah Negumbo, during the information sharing day session at the Ministry of Environment and Tourism

The Director, Directorate of Planning and Technical Services (DPTS)   Mr Erkkie Boas deliverning welcoming remarks during the information sharing session

The Deputy Minister from the Ministry of Environment and Tourism (MET), Hon. Deputy Minister Bernadette Jagger delivering a keynote address during the information session day held at MET

Librarians in a jovial mood

NLAS CHALLENGES

In addition to the challenges already highlighted by individual subdivisions, the Directorate was presented with certain challenges such as severe budget cuts due to the economic downturn and the slow procurement procedures that hindered the Directorate to procure critical services such as books for the Namibiana Collection at the National Library. The constant bursting of water pipes at the National Library and National Archives Building resulted in temporary closures of the library and other Sub-Divisions within the same building. As such, the closures has contributed to the dropping on figures of the Library usage statistics.

Another challenge faced during the year under review was internet access at the National Library and other public libraries in the Regions, either through Wi-Fi or the Local Area Network (LAN). The slowness of the internet is due to the limited bandwidth that libraries faced for a long time. This affected the work of employees, especially at the National Library, those working on the updating, modifying and entering materials into the Library Management system. The result was that, most employees did not meet their targets as set out in the Performance Agreements (PAs). It is worth mentioning that most libraries does not have sufficient computers for users and the Wi-Fi is an alternative route to provide internet access to wider patrons of the libraries users.

The shortage of Staff is also one of the challenge faced by the Directorate, as the process of filling positions has become very cumbersome. Positions to be filled are to be approved by the Secretary to Cabinet. The Directorate find it challenging when some of the key positions such as positions for the National Archives of Namibia are not approved. This has posed a challenge in service delivery at some Sub division.

CONCLUSION

This report highlighted the activities performed by four NLAS subdivisions namely; Public /Community Library Service, Ministerial Library Service, Education Library Service and the National Library of Namibia. Despite the challenge indicated above, the Directorate of the Namibia Library and Archives Service is pleased with the service delivered during the financial year 2018/2019 at both Head Office and Libraries in the Regions. In addition, NLAS is sincerely grateful for the commitment, dedication and hardworking of all staff members throughout the year.

NLAS is appreciative of the immense support received from both the External Partners and Donors indicated in this report as well as the Support of Regional Directors who are trying by all means to ensure that both Public/ Community and School Libraries are fully functioning. Last but not least, the Directorate of Namibia Library and Archives Service is grateful for the support received from the Management of the Ministry of Education, Arts and Culture for allocating resources to carry out critical services, as well as for taking time to tour the National Library and National Archives of Namibia. Ensuring access to information is a collective effort that requires the support of all citizens. It is enough when we all hold hands to ensure that all citizens even those living at the furthest remote areas of the country have access to information that will help them to change their lives.

ANNEX 1: ICT DEPLOYMENT IN PUBLIC LIBRARIES

NAME OF LIBRARY	Computers	Internet	NOTES
#KARAS REGION			All libraries are deployed and only one library not connected to the internet
Keetmanshoop Community Library	X	X	
Bethanie Community Library	X	X	
Koes Community Lirary	X	X	Up dated in March 2018.
Luderitz Community Library	X	X	
Karasburg Community Library	X	X	
Warmbad Community Library	X	X	
Aroab Community Library	X	X	Updated in March 2018
Rosh Pina Community Library	X	X	Updated in March 2018
Oranjemund Private Library			
HARDAP REGION			All libraries are deployed and connected to the internet
Rehoboth Community Library	X	X	
Mariental Community Lirary	X	X	
Aranos Community Library	X	X	
Maltahohe Community Library	X	X	
Gibeon Community Library	X	X	
Gochas Community Library	X	X	
Kalkrand Community Library	X	X	
KHOMAS REGION			
Windhoek Public Library	X	X	
Okuryangava Community Library	X	X	
Greenwell Matongo Community Library	X	X	
Rossing Community Katutura	X	X	
Otjomuise Community Library			
Rossing Khomasdal	X	X	
Katutura / Khomasdal Children Centre			
OMAHEKE REGION			
Omaheke Regional Library	X	X	
Leonardville Community Library	X	X	
Talismanus Community Library	X		DAE deployment
Ben Hur Community Library			Not functioning at the moment and region is trying to find a new space / building for this library

			All Libraries Are Deployed And Connected To The Internet
OTJOZONDUPA REGION			
Grootfontein Community Library	**X**	**X**	
Otjiwarongo Community Library	**X**	**X**	
Okahandja Community Library	**X**	**X**	
Otavi Community Library	**X**	**X**	
Tsumkwe Community Library	**X**	**X**	
ERONGO REGION			
Swakopmund Community Library	**X**	**X**	
Hentiesbay Community Library	**X**	**X**	
Omaruru Community Library	**X**	**X**	
Usakos Community Library			
Karibib Community Library	**X**	**X**	
Arandis Community Library	**X**	**X**	
Walvisbaai Community Library	**X**	**X**	
Kuisebmund Community Library	**X**	**X**	
Narraville Community Library	**X**	**X**	
Uis Community Library	**X**		Updated in March and confirmed that there are computers (donated)
KUNENE REGION			
Khorixas Community Library	**X**	**X**	All libraries are deployed and connected to the internet
Outjo Community Library	**X**	**X**	
Kamanjab Community Library	**X**	**X**	
Opuwo Community Library	**X**	**X**	
KAVANGO REGION EAST			
Rundu Community Library	**X**	**X**	All libraries are deployed and connected to the internet
Shinyungwe Community Library	**X**	**X**	
Mukwe Community Library	**X**	**X**	Using the Ministry of Youth Internet
KAVANGO REGION WEST			
Nkurenkuru Community Library	**X**	**X**	
OHANGWENA REGION			
Ohangwena Regonal Library	**X**	**X**	
Eenhana Community Library	**X**	**X**	
Omugwelume Community Library	**X**	**X**	
Okongo Community Library			No computers due to the security and space issues

ZAMBEZI REGION			
Katima Mulilo Community Library	**X**	**X**	
Kabbe Community Library	**X**		
Ngoma (**CLDC**)			New CLDC under the construction
OMUSATI REGION			
Outapi Community Library	**X**	**X**	
Okahao Community Library	**X**	**X**	
Tsandi Community Library	**X**	**X**	
Okalongo Community Library	**X**	**X**	
Oshikuku Community Library			
OSHANA REGION			All libraries are deployed and connected to the internet
Oshana Regional Library	**X**	**X**	
Rossing Ondangwa Community Library	**X**	**X**	
Uugwangula Community Library	**X**	**X**	
OSHIKOTO REGION			
Tsumeb Community Library	**X**	**X**	
Omuthiya Community Library	**X**	**X**	
Tsintsabis Community Library			Not functioning at the moment, it is in the school compound and community members do not have access to the library
Auala Community Library	**X**	**X**	
Totals	**60**	**59**	

ANNEX 2: CURRENT STAFFING AT SCHOOL LIBRARAIES

The table below shows the current number of Librarians and Assistant Librarians per region.

Number of Librarians and Assistant Librarians in schools

NUMBER OF LIBRARIANS AND ASSISTANT LIBRARIANS IN SCHOOLS	
REGIONS	**NUMBER OF LIBRARIANS AND LIBRARY ASSISTANTS**
OSHIKOTO REGION	6
HARDAP REGION	1
OMUSATI REGION	9
OSHANA REGION	4
KAVANGO EAST REGION	3
ERONGO REGION	2
OHANGWENA REGION	10
KHOMAS REGION	10
OMAHEKE REGION	2

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   Fax: +264 61 293 3168
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LIBRARIES CAN DRIVE PROGRESS ACROSS THE ENTIRE UN 2030 AGENDA

UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

1 NO POVERTY

END POVERTY IN ALL ITS FORMS EVERYWHERE

Libraries support this goal by providing...
- Public access to information and resources that give people opportunities to improve their lives
- Training in new skills needed for education and employment
- Information to support decision-making by governments, civil society, and businesses to combat poverty

2 ZERO HUNGER

END HUNGER, ACHIEVE FOOD SECURITY AND IMPROVED NUTRITION AND PROMOTE SUSTAINABLE AGRICULTURE

Libraries support this goal by providing...
- Agricultural research and data on how to make crops more productive and sustainable
- Public access for farmers to online resources like local market prices, weather reports, and new equipment

3 GOOD HEALTH AND WELL-BEING

ENSURE HEALTHY LIVES AND PROMOTE WELL-BEING FOR ALL AT ALL AGES

Libraries support this goal by providing...
- Research available in medical and hospital libraries that supports education and improves medical practice for health care providers
- Public access to health and wellness information in public libraries that helps individuals and families stay healthy

4 QUALITY EDUCATION

ENSURE INCLUSIVE AND EQUITABLE QUALITY EDUCATION AND PROMOTE LIFELONG LEARNING OPPORTUNITIES FOR ALL

Libraries support this goal by providing...
- Dedicated staff who support early literacy and lifelong learning
- Access to information and research for students everywhere
- Inclusive spaces where cost is not a barrier to new knowledge and skills

5 GENDER EQUALITY

ACHIEVE GENDER EQUALITY AND EMPOWER ALL WOMEN AND GIRLS

Libraries support this goal by providing...
- Safe and welcoming meeting spaces
- Programmes and services designed to meet the needs of women and girls, like rights and health
- Access to information and ICT that helps women build business skills

6 CLEAN WATER AND SANITATION

ENSURE AVAILABILITY AND SUSTAINABLE MANAGEMENT OF WATER AND SANITATION FOR ALL

7 AFFORDABLE AND CLEAN ENERGY

ENSURE ACCESS TO AFFORDABLE, RELIABLE, SUSTAINABLE AND MODERN ENERGY FOR ALL

Libraries support these goals by providing...
- Access to quality information and good practices that support local water management and sanitation projects
- Free and reliable access to electricity and light to read, study, and work

8 DECENT WORK AND ECONOMIC GROWTH

PROMOTE SUSTAINED, INCLUSIVE AND SUSTAINABLE ECONOMIC GROWTH, FULL AND PRODUCTIVE EMPLOYMENT AND DECENT WORK FOR ALL

Libraries support this goal by providing...
- Access to information and skills training that people need to find, apply for, and succeed in better jobs