Disaster Preparedness in Some Selected Special Libraries in Kaduna State
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Abstract
The study investigated the level of disaster preparedness in some selected special libraries in Kaduna State. Among the objectives of the study was to find out the type of disasters common to these special libraries; the features of disaster management policy in each special library. Qualitative methodology approach was adopted. The population of the study consisted of twenty four (24) library staff and the three (3) top management staff; one from each of the three (3) senatorial districts of the state while the subjects of the study were the twenty-seven (27) staff of the three (3) selected special libraries. Qualitative research method was used while purposive sampling was adopted to select sample for the research. Structured interview, semi-structured interview and observation were the instruments used to collect data for the study. Descriptive statistical tools such as simple percentages, tables and charts were used to analyse the data. The study discovered that the most common type of disasters to the special libraries are dust and fire. One of the recommendations is that the staff of the libraries must be trained on how to use fire extinguishers / hydrants in case of any fire outbreak. Also, libraries should organize an in-house training as well as send their staff for training to enable them to acquire knowledge on library preservation, conservation, security and disaster management.

Introduction
Every day, there are news on both local and foreign media about civil unrest, volcanic eruptions, tornadoes, earthquakes, tsunamis which have led to loss of lives, displacement of people, disruption in social, economic and political activities and loss of properties. All these are associated with disasters, which are either natural or man-made. To understand the unpredictable nature of such mishaps, National Archives and Records Administration [NARA] (1996) defined disaster as an unexpected occurrence which inflict widespread destruction and distress on properties having long-time adverse effects on the operations of agencies saddled with the responsibilities of bringing things to normalcy.

Furthermore, Virtual University for Small States of the Commonwealth [VUSSC] (n.d) explained disaster as a situation in which a community is incapable of coping, a period of misfortune, which causes intense negative impacts on people, goods, services and the environment. Such mishaps bring with it the attending destruction, which always overwhelms the capability of the affected community to respond, as a result of the inherent inability to cope with the daunting task of an after-disaster reactions; the community thus finds itself, naturally, seeking assistance of government and international agencies.

The aforementioned brings to the fore the major concerns for libraries as integral parts of modern social institution. Whatever efforts put in place to checkmate the vagaries of disasters can not be overemphasized and so should be of utmost concern for the librarians whose primary job is to see to maintenance of the institution and seek a situation of paving way for a return to normalcy whenever something devastating has occurred. With the attending effect of sudden detachment from materials in times of mishaps, Ngulube (2005) citing Alegbeleye (1993), described disaster as an

event that results in the sudden removal of records and documents from accessibility and use. The existence of such disruptive situations in a normal day to day activity of a library's operation should be a great source of apprehension to the librarian. Similarly, Adinku (2005) asserted that disaster can be anything or event that directly or indirectly affects the normal administration of the library, that is, the disruption of service to readers.From the above positions, it can be said that disasters are unforeseen events or circumstances that affect the normal activities of a community, society or an organization especially libraries and may have short or long term effect on both the human and material resources.

The primary responsibility or intent of library authorities is not only to see to the provision of materials for easy accessibility by users but a wholesome of tasks that also border on the life span of such information resources, as well as, the maintenance of other facilities and welfare of personnel. To guide against the incidence of the debilitating effect of any of the identified hindrances, a complete knowledge of a number of what may deter smooth operation need be acquired. For an insight into some of such elements which may affect the day to day activities of the library, Lyall (1993) said that "most disaster affecting libraries … involve water damage. The water can originate from a variety of sources including from extinguishing a fire, from a burst water pipe, leaking roof or blocked drain, or from cyclone drainage".

While the hampering effects of the elements mentioned above may be mostly felt in terms of materials and other library facilities, there are other unfavourable conditions whose detrimental effect may be so impressive as to also impede the efficiency of personnel. In the light of such occurrence, Ahenkorah – Marfo and Borteye

(2010) citing (Eden and Matthews, 1997) added that,

> *disaster can be commonly caused by fires started by an arson or electrical fault, water from burst pipes or flooding as a result of heavy rain, poor storage and environmental conditions, inadequate security leading to break-ins and theft and poorly maintained buildings. That, in the recent times, terrorism has become an issue and a major threat as well as to libraries and information centers.*

By nature of disaster with the inability of man to avert its occurrence, the only antidote is in the level of preparedness for the aftermath of a disaster with the pre-disaster precautions. All that constitutes what disaster is, its antecedent and aftermath as highlighted above form the basis of this research work to access the level of preparedness against disaster by some selected special libraries in Kaduna State.

Objectives of the Study
The objectives of the study are:
1. To identify the types of disasters that frequently occurs to special libraries in Kaduna State.
2. To ascertain the preventive measures of special libraries in Kaduna State to minimize the impact of disasters.
3. To determine the extent of preparedness by special libraries in Kaduna State are against disasters.

Significance of the Study
This study becomes apparently important because has is revealed the hazards that had affected both the human and material resources in the area being studies. Has it given an insight on the level or state of preparedness against disaster.

Scope of the Study
This study only covered three special libraries. That is, one library from each of the senatorial district, namely, Nigerian Institute of Leather and Science Technology Library, Zaria; Nigeria Prison Service Library, Kaduna and Kaduna Refinery Petroleum Corporation/ Nigeria National Petroleum Corporation Library, Kachia Road, Kaduna. The choice of these is to have fair coverage of the state.

Methodology
Qualitative methodology approach was used. The population of the study was made up of twenty four (24) library staff and the three (3) top management staff; one from each of the three (3) senatorial districts of the state while the subjects of the study were the twenty-seven (27) staff of the three (3) selected special libraries. Purposive sampling method was used. Structured interview and semi-structured interview, observation and document source were the instruments used to collect data for the study.

The structured interview was designed and used for all the twenty-four (24) staff of the selected special libraries in KadunaState. These libraries are: The Kaduna Refinery and Petroleum Corporation (KRPC) Library, Kachia Road, Kaduna; Borstal Training Institute Library, Kaduna and Nigerian Institute of Leather and Science Technology Library, Zaria. However, the semi-structured interview session elicited responses from the administrative / management staff to clarify some areas on their level of disaster preparedness in their respective institutions. Descriptive statistical tools such as simple percentages, tables and charts were used to analysed the data.

Review of Related Literature
Disaster is a calamitous situation that has a positive impact on the affected community and vulnerability of disaster varies according to geographical and climatic conditions of organisations. Furthermore, Lyall (1993) opined that "most disasters affecting libraries and archives involve water damage. The water can originate from a variety of sources including extinguishing a fire, from a burst water pipe, leaking roof and blocked drain, or from cyclone damage". In addition, National Archive and Records Administration [NARA] (1996) asserted that "the possible threats include fires, hurricanes, earthquakes and floods, sabotage, civil disturbance, terrorism and infection of vermin or other pests" research conducted by Isa (2012) added theft and insects as the most occurrence of disasters experienced in all the libraries studied. Nevertheless, Fullerton (2004) noted that "all kinds of risks that affect any of these targets in unacceptable ways include water leaks, terrorist threats, building collapse, security incursion, vandalism, insect, pest, dust, air conditioning failure, and so on". Similarly, Onyekakeyah (2005) observed that in Nigeria, "disaster come in the form of heavy flooding, from torrential rains, building collapse, ocean surge, forest fires, road carnage, bomb explosion, pipeline oil explosions and fires…" All these are threats to institution's resources both human and material wise, and can jeopardize the effective function or loss to institutional heritage.

Disaster prevention involves all actions or activities put in place to stop or avert loss of life of the personnel andlibrary users, library collections and buildings. Lyall (1993) defined disaster prevention as "actions that will prevent most disasters. They include recommendations such as repair of leaking roofs, the improvement of maintenance and the upgrading of security". Similarly, Tatum (2011)

observed that "disaster preventions are activities designed to provide permanent protection from disaster. Not all disasters, particularly natural disasters, can be prevented, but the risk of loss of life and injury can be mitigated with good evacuation plans, environmental planning and design standards". In attempt to stem its tide, it can be said that disaster preventions are activities or measures put in place by institutions such as repairs of roofs and plumbing, maintenance of building in other to reduce or avert the loss of life and resources. Disaster preparedness involves having a comprehensive disaster plan/policy that identifies all areas of threats to organisational personnel, buildings, collections, and actions to be taken in case of any mishap. It is not only enough to identify what must be done to prevent disaster but a strategy must be put in place to sustain the action against it systematically. Lyall (1993) opined that "preparedness plan are designed to ensure that identified disasters can be managed. They recommend actions such as identification of important items in the collection, the purchase of plastic sheeting, the provision of freezing facilities and the training of staff to enable them to respond to a variety of disaster".

Findings and Discussions.
Out of the 27 (100%) respondents from the selected special libraries in Kaduna State, 20 (74%) were interviewed. After several visits, the researcher learnt that some respondents were on leave while others were on in-service training as at the time of collecting data for the study.

Type of Disaster(s) Common to Special Libraries in Kaduna State
Risks / threats to information resources varied according to geographical and climatic location of an institution. Therefore, in other to identify the type of disaster that affect the selected special libraries in Kaduna State, the respondents were asked some list of disaster(s) which might have affected their resources, while, the researcher ticked as many disasters that may have affected their resources. Below in Table 1.1 shows the type of disasters that affected the selected special libraries in Kaduna State.

The findings revealed that all the selected special libraries under study have experienced one form of disaster or the other, with KRPC library experiencing almost all the types of the identified disasters. However, dust and fire are found to be the most commonly occurred disasters experienced by all these special libraries. This might be as a result of the climatic condition of the state in which dry season last for almost six (6) months of dust. This finding contradicts that of Isa (2012) in which theft and insects are the most occurred disasters experienced by the library she studied. The present findings are however in agreement with National Archives and Records Administration (NARA, 1996) and Fullerton (2004) where it was observed that the possible threat to library resources are dust, fire, among others. The implication of this is that, these disasters when they occured could jeopardize the effective functioning or could lead to loss of institutional heritage, if left un-tackled especially fire.

Table 1.1:   Type of Disasters Common to Special Libraries in Kaduna State

S/No	Type of Disasters	Special Libraries		
		KRPC	BTI	NILST
1	Terrorist threats	X	✔	✔
2	Building collapse	X	X	✔
3	Theft	✔	X	✔
4	Vandalism	✔	X	X
5	Insect and rodents	✔	✔	X
6	Dust	✔	✔	✔
7	Food / water	X	X	X
8	Fire	✔	✔	✔
9	Power surge	✔	X	X
10	Leaking roof	X	✔	X
11	Others (specify)	X	X	X

Key: ✔ (Applicable)   X (Not applicable)

Preventive Measures in Place to Minimize the Impact of Disasters in Special Libraries in Kaduna State

Preventive measures in libraries are such library routines as cleaning and dusting of library, regular security check at the entry and exit of the library for preventing disasters (Lyall, 1993). To identify the preventive measures in the special libraries studied, the researchers gave some preventive measures from which the respondents were requested to indicate the preventive measures being observed in their libraries. Table 1.2 below explict the respondents' opinion on what they think their organization has to cushion / curb the impact of the identified disasters.

From the above table, it can be seen that the preventive measures in two of the selected special libraries are not sufficient enough to tackle the most commonly occurred disasters because of lack of fire extinguisher / hydrant of which fire is identified as one of the most commonly occurring disaster. However, this is against the belief of M25 Consortium of Academic Libraries in which the objective of preventive measures, according to them is to foresee and avert potential disasters, by assessing areas of vulnerability and taking preventive actions. The implication of insufficient preventive measures in any organization especially libraries, is that it could lead to partial or total loss of valuable / vital information resources in case of occurrence of any mishap especially fire.

Disaster Preparedness Measures by the Selected Special Libraries in Kaduna State

The researcher tried to find out how prepared the selected special libraries in Kaduna State are against the unforeseen event like disaster. In other to achieve this, the respondents were asked to choose from some prepared options provided, which are applicable to their libraries. Table 1.3 below contains the respondents' opinions on disaster preparedness in the libraries under reference.

Table 1.2 Preventive Measures to Minimize the Impact of Disasters in Special Libraries in Kaduna State

S/No	Preventive Measures	Special Libraries		
		KRPC	BTI	NILEST
1	Regular building maintenance	✔	X	✔
2	Use of fireproof filing cabinet	✔	X	X
3	Use of steel shelves	✔	X	X
4	Installation of smoke/heat and water detector	X	X	X
5	Installation of fire extinguisher / hydrant	✔	X	X
6	Security checks at the exit	X	X	✔
7	Good surveillance on the library	✔	✔	✔
8	Cleaning and dusting	✔	✔	✔
9	Fumigating	✔	✔	X
10	Use of uninterrupted power supply	✔	X	X

Key: ✔ (Applicable)   X (Not applicable)

Table 1.3:Disaster Preparedness Measures by the Selected Special Libraries in Kaduna State

S/No	Preparedness Measures	Special Libraries		
		KRPC	BTI	NILEST
1	Backup / duplicate of information resources	✔	✔	✔
2	Backup / duplicate subjected to the same threat(s)	✔	X	X
3	Insurance of human resources	✔	X	X
4	Insurance of information resources	X	X	X
5	Maintenance of assets register	✔	✔	✔
6	Availability of disaster management team	X	X	X
7	Others (specify)			

Key: ✔ (Applicable)   X (Not applicable)

Table 1.3 shows that backup / duplicate of information resources and maintaining of assets register are the common prepared measures among all the special libraries while insurance of information resources and having disaster management team are also features that these special libraries do not have. The issue of not insuring information resources by libraries is in line with Adekanye (2010) where he noted that the issue of insurance coverage was not addressed by most libraries. Nevertheless, the rationale behind this as earlier observed is the same as to the reasons for the absence of written disaster management policy, which include occasionally experienced disaster, nonchalant attitude of the management among others were among the reasons given. It implies that the special libraries are ill-prepared as observed by Ngulube (2005) and Hlabaangani and Mnjama (2008) which means that when disaster strikes, the institutions might lose more than what they bargain for to disaster; especially life and the institutional heritage.

Analysis of Open-ended Interview
To offer more explanation on the data collected from the structured interview, some top management staff from the various special libraries understudied were interviewed. The analysis of the open-ended interview is presented below.
With regards to why there is no written disaster management policy and disaster management team in the respective institutions; that management did not see any need for it; that they tackle any unfavourable conditions collectively as they occurred. On the issue of disaster management team, that there is no specific disaster management team but they have list of emergency phone numbers that they do call whenever the situation goes beyond their control.

Analysis of the Observation
It was observed that there is no checking of users at either the entry or the exit of the selected special libraries, though; bags were not allowed into the library premises. In addition, there is no emergency exit in most of the selected special libraries.

Summary of Findings
The summary of the findings of the descriptive analysis discussed below were derived from the analyses of the responses from the structured interview and semi-structured interview.
1. The study discovered that the most common type of disasters in the special libraries are dust and fire. These were found to be so because of the climatic conditions of the state in which the dry season lasts for almost six (6) months of the year during which the weather is mostly dusty.
2. The preventive measures in the selected special libraries were not sufficient enough in which only one out of the three special libraries have fire extinguishers installed and none have smoke/heat/water detectors installed.
3. It was also discovered that the special libraries under study are ill-prepared for disaster because of the non-availability of disaster management team and lack of insurance coverage for both the human and material resources of their institutions.

Conclusion
From the summary of the major findings of this study, it can be concluded that special libraries in Kaduna State are not well prepared for disaster as their staff are not well trained on library preservation, conservation, security and disaster management.

Recommendations
Following the findings and conclusions of this study, this work is recommending:
1. Daily cleaning and dusting of information resources to prevent dust from settling on information resources which will go a long way to reduce health hazards such as catarrh, asthma, among others
2. Installation of fire extinguishers / hydrants and smoke/heat/water detector in the library, this should be in compliant with the information resources that the organization is keeping. These fire extinguishers have expiry dates when theyexpire, new ones should be used as replacement so that the staff of the library can control small fire before it will escalate to big one.
3. For adequate disaster preparedness, those special libraries among others should endeavour to have well equipped disaster management team that will include librarian, security personnel, building contractors, plumbers, electricians e.t.c. In addition, there should be insurance coverage for both human and material resources of the library.
4. That the staff of the libraries must be trained on how to use fire extinguishers / hydrants in case of any fire outbreak. Also, libraries should organize an in-house training as well as send their staff for training to enable them to acquire knowledge on library preservation, conservation, security and disaster management. These will prepare them for effective management of future occurrence of disasters.

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