



### Availability and Utilization of Electronic Records Facilities for Effective Administration in Kogi and Kwara States Colleges of Education Libraries

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#### Abstract

*This study aimed at evaluating the availability and utilization of electronic records facilities for effective administration in Kogi and Kwara States colleges of education libraries. Descriptive survey design was adopted for this study. The instruments for data collection were observation check list and questionnaire. Observation check list was used to identify the available electronic records facilities in the college libraries while questionnaire was used to collect data from administrative staff who works in libraries under study on the extent of used of available electronic records facilities. The questionnaire passed through reliability study with the used of Cronbach's Alpha ( $\alpha$ ) method, the overall reliability score is 0.96 which is a near perfect score therefore the questionnaire was considered to be reliable. Accidental/judgmental sampling was used. Data collected using observation check list was analyzed using frequency count percentage ( 25%, 50% as deterministic valve); and descriptive statistics of mean ( $\bar{x}$ ) was used for data collected with questionnaire. Bar chart was also used for data presentation. The results were used to determine the extent of availability and the use of the electronic records facilities in the college libraries under study. Thus, overall result obtained revealed that the available electronic records facilities are desktop, compact disc, laptop, system software, digital versatile disc, internet services, router and WIFI connectivity others not available. Biometric capturing machine, application software, access control devices, radio frequency identification are not used. The challenges associated with availability and use of electronic records facilities are poor power supply, technical know-how on electronic records facilities by the administrative staff, poor awareness of electronic records facilities, parent organization not paying attention to need of electronic records facilities, lack of policy to support electronic records facilities availability and usage, and others. Strategies to curbs the challenges include staff should be sensitized about electronic records facilities, alternative power supply e.g. solar energy, enough availability of fund electronic records facilities needs, parent organization of the institution should consider availability and use of electronic records facilities as priority for the administrative staff, up to date information on electronic records facilities should be provided among others. Profound recommendations include parent organization of the institution should make policy to monitor availability, usability, and maintainability of electronic records facilities, the college librarians should enlighten the parent body of their institutions on how to make electronic records facilities available in the library, the college librarians should guide the administrative staff in their libraries on the areas or scope to use the electronic records facilities when available.*

**Keywords:** Electronics records, Facilities, Effective administration Colleges of Education

#### 1.1 Introduction

Colleges of education libraries are academic libraries. This type of library is responsible for research, learning, sharing and serves as repository center for knowledge

keeping, and effective decision making. College management obtains and keeps vital records in their library. Libraries are information resources collection centre. Libraries manage information resources for

their clienteles to use as well as records of activities carry out in their parent organization. Libraries keep the records of transactions carried out in all the departments therein. According to Bello, Ojo and Onyam (2015) noted that libraries run trio services for its parent body or institution. They play roles of managing the records of activities performed therein; on institution and about the institution. Libraries keep their parent body or institution records that have both present and future values. The administrative staff in the libraries are charged with the responsibility of managing the records throughout their life-cycle for effective decision making. Among the records managed in the libraries are receipts, plans, drawings, letters, programmes, reports among others.

Records are information obtained about activities carryout. They are evidence of activities performed which is needed for effective administration. Records are the evidence that shows outcome of meetings, policies, strategies used, those involved, and the time of the activities in written or typed formats. According to Ukate and Wechie (2019), records are contents that document a business transaction of both private and public agencies. According to Bello, Oluleye and Choji (2015) records could be seen as pieces of evidence or information constituting an account of activities that has occurred or have been carried out. International Standard Organisation [ISO] (2017) defines records as information created, received, and maintained as evidence and information by an organisation or a person in pursuance of legal obligations or the transaction of business. Adequate records are captured or created about the university and managed in the university, which will enable the university management and their relevant stakeholders to plan, organise, lead, formulate policies and coordinate effectively.

It can be said that records contain matters or information that have already taken

place in the past which must not be changed. So, to every organisation and institution, records are tangible and the most necessary resources. This implies that an institution in its business functions creates records, as scholars Shepherd and Yeo (2016) opine that records may be created either during an activity or afterward in the conscious act of record keeping. According to Caleb (2019), records as an extension of human memory, purposefully create to record information, document transactions, communicate thoughts, substantiate claims, advance explanations, offer justifications, and improve lasting evidence of events. O'Reilly (2020) emphasize records generated regardless of their physical characteristics, received, created, recorded, or legally filed in the course of the university business, serve as the institution's evidence as regards its functions, policies, decisions, procedures, operations, and other related activities. Records in universities could be in manual or electronic formats. Electronic records are generated through computer related documentation and typesetting activities. Given to this study, records are defined as all those documents that are generated during academic, research, and administrative activities that assist public universities in carrying out their businesses and which are thereafter preserved as evidence of their transactions.

Electronic records are information generated from activities carried out in organisations that are presented or made available for use in electronic or digital formats. Records in electronic formats are accessed and used through electronic devices such as computers, mobile phones, barcode readers, among others. According to the State of Michigan Records Management Services (2020), an electronic record is a piece of information recorded by a computer that is produced or received in the initiation, conduct, or computer of an agency or individual activity.

Example of electronic records includes e-mail messages, word-processed documents, electronic spreadsheets, digital images, and databases. Many electronic records are maintained as part of an electronic record-keeping system, such as Geographic Information System (GIS), digital image storage system, and Computer-Aided Design (CAD) system. Some electronic records are created through electronic processes; while some are generated through retrospective conversion of manual records into digital formats.

Colleges use digital devices such as computers or mobile devices in the generation, processing, organisation, storage, dissemination, and utilisation of information, electronic records have become vital resources that exist in the university environment. Electronic records in universities refer to computer-generated records, and those stored in visual and audio media such as voicemail systems, DVD, videotapes, cinema to graphic microforms such as microfiche and microfilm, just among others. According to University College Cork (2020), electronic records are those records that require a machine to be read. Electronic records include all components of an electronic information system namely: electronic media as well as all related items such as input documents, printouts, programs, and metadata, which are the background and technical information on the information stored electronically (Dollars, 2012). Either a record is in a manual or digital format, there is need for them to be properly and well managed in a manner that they will be easy to access, retrieve, consult, and preserve. To ensure that records continue to be accessible and usable for as long as they are required, the records need to be well managed using appropriate facilities.

## 1.2 Area of the Study

Kogi and Kwara states are part of the states in North Central, Nigeria. Kwara state was created on 27 May 1967, when the Federal Military Government of General Yakubu Gowon broke the four regions that then constituted the Federation of Nigeria into 12 states. While Kogi State was created on 27 August 1991 by then regime General Ibrahim Babangida. Kogi state was formed from parts of Benue State, Niger State, and Kwara State. Both states have different higher institutions and libraries. The libraries are to support learning, teaching, research, and documentation for their respective institutions. Thus, the list of accredited colleges of education in Kogi state are: Kogi state College of Education Technical, Kabba; Al-Hikma College of Education, Ankpa; Kogi East College of Education; Peace College of Education, Ankpa; Federal College of Education, Okene; Kogi State College of Education, Ankpa . While Kwara State include Muhyideen College of Education, Ilorin; Kinsey College of Education, Ilorin. Kwara State; ECWA College of Education, Igbaja; PAN African College of Education, Offa; College of Education, Moro, Ife-North; Adesina College of Education, Share; College of Education, Ilemona; Moje College of Education, Ilorin; Imam Hamzat College of Education, Ilorin; Gand-plus College of Education, Ilorin; Kwara State College of Education, Oro; Kwara State College of Education (Technical), Lafiagi; Kwara State College of Education, Ilorin; Nigerian Army School of Education, Ilorin (Samphina Academy, 2023). Thus, the use of appropriate electronic records facilities for effective administration is very important in their college libraries.

## 1.3 Statement of the Problem

Effective administration is very important in promoting and facilitating credible research and quality research output in

colleges of education. Effective administration supports quality and high-standard academic performance and production of top-notch professionals and experts in various fields of human endeavors. Effective administration in colleges of education helps to reduce agitations, complains, industrial actions, or lackadaisical attitudes of the staff when carrying out their duties. More so, effective administration curtails students from engaging in protest actions that could lead to destruction of properties and suspension of academic activities in colleges of education. This can be more actualized when electronic facilities are used to manage records in academic libraries. Electronic facilities can be for creation or capture, storage, maintenance, preservation and retrieval of records. It makes the process of records life cycle easier, and swiftly remotely used for college administration system.

The researchers observed from a pre-survey and literature of Iliyasu, Abubakar and Abdullahi (2017) that most of the higher institutions are characterized by poor record keeping resulting to poor administration of affairs and programmes in Nigerian colleges of education. As a result of poor records keeping, my students in Nigerian colleges of education have had delays in within the stipulated duration of their academic pursuits. Some students have been negatively affected because of errors made in filling their documentation in the libraries with no proper action taken to address such situations. In many times, college administrations do not lay their hands on precise records and use timely with have affect decision making due to insufficient electronic records facilities. Available literature exists on records management dwelling most on the manual records facilities, but few dealt electronic records facilities. It is, therefore, timely and essential to carry out an investigation on the electronic records facilities for effective

administration. Therefore, the problem of this study in question form is: what are the electronic records facilities available and use in Kogi and Kwara states colleges of education?

#### **1.4 Objectives of the Study**

The following guide the study:

1. Identify the available electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries.
2. Know the extent of use available electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries.
3. Challenges with availability and use of electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries.
4. Strategies to curbs Challenges with availability and use of electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries.

#### **1.5 Research Questions**

To achieve the purpose of this study the following research questions are formulated to guide the research:

1. What are the electronic records facilities available for effective administration in Kogi and Kwara states colleges of education libraries?
2. What is the extent of use of available electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries?
3. What are the challenges with available and use of electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries?
4. What are the strategies to enhance availability and use of electronic records facilities for effective administration in



Kogi and Kwara states colleges of education libraries?

## 2.1 Literature Review

Literatures are briefly reviewed on effective administration and electronic records facilities.

## 2.2 Effective Administration

No organization, society or institution can survive effectively without good administration. The administrators use the available records for decision making. With effective administration, every aspect of the parent body will be known, and necessary activities will be carried out diligently. The primary aim of administration is to get things done appropriately. Administration involves processes that use different strategies, skills, styles, theories, principles, and ethics upon which non-profit establishment is maintained to avoid time wastage, reduce cost, acquires effectiveness and efficiency (Bello, 2018). The administration is a process of systematically organising and coordinating the human and materials resources available to any organisation for the main purpose of achieving the stipulated goals of that organisation (Montana and Charnov, 2017). Similarly, “administration can be defined as the activities of groups cooperating to accomplish common goals” (Academy of Management, 2018). As can be seen, the administration is defined as cooperative human action or cooperative group behavior. The word, “cooperative”, is the first key element in this definition. Human activity is cooperative if it has the effects that would be absent if the cooperation did not take place. For example, for a moment let us assume that our common goal is to educate a group of individuals in the field of public administration. Having the specific goal in mind, several individuals who are specialists in the field of public administration have been

brought together. The idea of a goal is central to the concept of administration in the sense that if there was no goal, the members of the group would not come together and cooperate.

## 2.3 Electronic Records Facilities

Records are important data or information carriers generated in organisation that are important in running the affairs and programmes. Farkas (2018) defined records as documents in whatever medium, received or created by an Organisation in the course of business because of the information contained. Records are kept electronically in the higher institutions because of the numerous activities the institution is engaged with. This could cut across students, staff, projects, and events of various kinds. Records are expected to be detailed of the aforementioned areas concerned in the higher institutions. In addition, they should be present to whoever may need them (Ajayi, 2015). But the presentation to those that may need them should be based on classification such as restricted, unrestricted, and confidential. And of course, such records, if made available and used at the appropriate time, will enhance the effectiveness of administration.

Records are documents, regardless of form or medium, created or received, maintained, and used by an agency, Organisation (public or private), or individual in pursuance of legal obligations or in the transaction of business, of which they form a part or provide evidence. Thus, before electronic records were invoked, traditional management practice was in existence. Traditionally, records have been identified as physical objects: paper-based documents, maps, photographs, and so on. These records were captured on a medium (usually paper) employing symbols (letters, numbers, figures, and so on) that people could access, or read, directly. Users of the records did not need any technology – such as a computer – to make use

of the information in the record. According to Afolabi (2015), records are all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made, or received according to law or ordinance or in connection with the transaction of official business by any agency.

Colleges' records are documented statements of facts about persons, events, facilities, proposals, and activities in an institution. They are numerous and are usually assigned or delegated to members of staff. However, the responsibility for colleges' records lies squarely on the shoulders on administrative staff (Shepherd, 2020). As could be seen in universities, there are many educational activities such as registration of new students, recruitment of staff, and Organisation of programs, among others. All these are university activities that need to be recorded and stored for retrieval when they are needed. In essence, records simply mean those official documents, books, and files containing vital information of actions and events concerning school which is kept and preserved in school for utilization when needed.

An electronic record is any information that is recorded in machine-readable form. Electronic records include numeric, graphic, audio, video, and textual information which are recorded or transmitted in analogue or digital form such as electronic

spreadsheets, word processing files, databases, electronic mail, instant messages, scanned images, digital photographs, and multimedia files (State of Florida, 2010). Similarly, according to the Government Records Service (2013) electronic records are created in a wide variety of formats: audio recordings, databases, e-mails, images, multi-media presentations, spreadsheets, word-processed documents, etc. They may be born digital, or they may have been converted into digital form from their original format through digitization such as scanning and communicated and transmitted electronically.

### 3.1 Research Methods

Descriptive survey design will be adopted for the study. Observation check lists and copies of questionnaire were used as instruments for data collection from colleges of education library administrative staff. The questionnaire passed through reliability test with the used of Cronbach's Alpha ( $\alpha$ ) method, the overall reliability score is 0.96 which is a near perfect score therefore the questionnaire was considered to be reliable. Accidental /judgmental sampling was adopted. Data was analyzed using frequency count and percentage rating ( 25%, 50% as deterministic valve) for observation check list. Descriptive statistic of mean (X) ratings was used to analyzed data collected with questionnaire. To determine the decision rule for the results, the response option real limits of numbers and rating scale are:

<b>Response option</b>	<b>Real limit</b>	<b>Rating scale</b>
HU = Highly Used		
SA = Strongly Used	3.50 – 4.0	4
U = Used		
A = Agree	2.50 – 3.49	3
LU = Less Used		
D = Disagree	1.50 – 2.49	2
NU = Not Used		
SD = Strongly Disagree	1.00 – 1.49	1

Bar chart was also used for data presentation.

#### 4.1 Result and Analysis

This section presents the results obtained from the data analysis in tables. Data were analyzed, summarized, and presented in line with the specific objectives, and research questions.

**Research Question 1:** What are the electronic records facilities available for effective administration in Kogi and Kwara states colleges of education libraries?

**Table 4.1:** Percentage Ratings of the Available Electronic Records Facilities.

S/N	Electronic records facilities	Percentage (%)	Rank	Decision
1	Laptop computer	75	3 <sup>rd</sup>	A
2	Desktop computer	93	1 <sup>st</sup>	A
3	System software	83	2 <sup>nd</sup>	A
4	Application software	21	7 <sup>th</sup>	NA
5	Biometric capturing machine	13	8 <sup>th</sup>	NA
6	Radio frequency identification	2	11 <sup>th</sup>	NA
7	Access control devices	5	9 <sup>th</sup>	NA
8	WIFI connectivity	25	6 <sup>th</sup>	FA
9	Compact disc (CD)	93	1 <sup>st</sup>	A
10	Digital versatile disc (DVD)	52	4 <sup>th</sup>	A
11	B-ray	3	10 <sup>th</sup>	NA
12	Reuter	25	6 <sup>th</sup>	FA
13	Internet services e.g. Email	38	5 <sup>th</sup>	FA

NOTE: A: Available, FA: Fairly Available, NA: Not Available.

Data in Table 4.1 presents results of the electronic records facilities available for effective administration in effective administration in Kogi and Kwara states colleges of education libraries. The result shows that desktop computers and compact disc, system software, laptop computers, digital versatile disc are available with percentage range 52 to 93%. While internet services (38%), WIFI connectivity and router

(25%) are fairly available. Application software (21%), biometric capturing machine (8%), access control devices, B-ray and radio frequency identification with percentage range 2 to 21% are electronic records facilities not available in Kogi and Kwara states colleges of education libraries for effective administration. See below bar Chart:

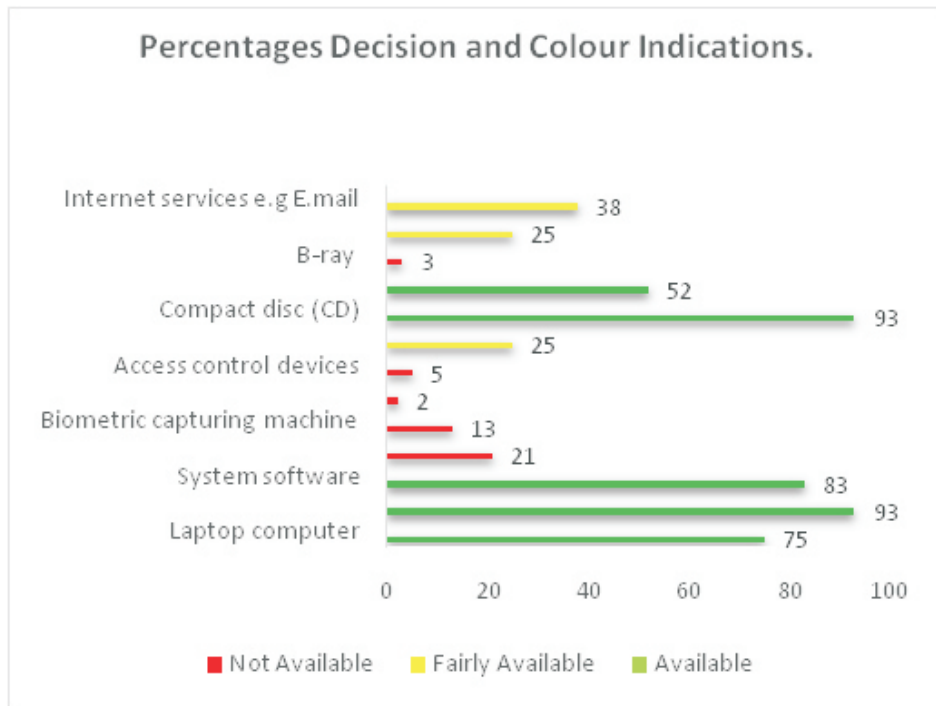


Fig 1: Bar Chart showing percentages of Available Electronic Records Facilities.

**Research Question 2:** What is the extent of use of available electronic record facilities for effective administration in Kogi and Kwara states colleges of education libraries?

Table 4.2: Mean Ratings on the extent of use of available Electronic Records Facilities.

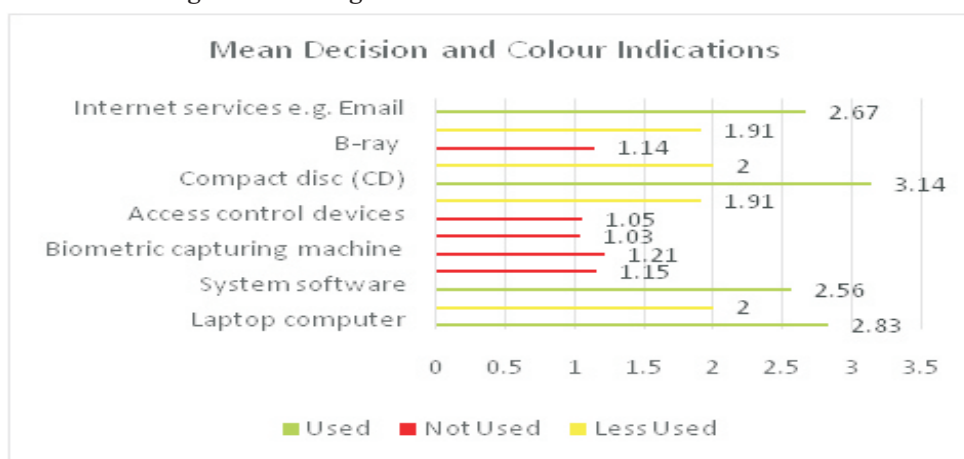
S/N	Electronic Record facilities used.	HU	U	LU	NU	X	Rnk	Dec.
1	Laptop computer	13	64	9	10	2.83	2 <sup>nd</sup>	U
2	Desktop computer	3	6	73	12	2.00	5 <sup>th</sup>	LU
3	System software	9	54	15	18	2.56	4 <sup>th</sup>	U
4	Application software	-	5	3	86	1.15	8 <sup>th</sup>	NU
5	Biometric capturing machine	1	4	8	79	1.21	7 <sup>th</sup>	NU
6	Radio frequency identification	-	-	2	91	1.03	11 <sup>th</sup>	NU
7	Access control devices	1	1	3	58	1.05	10 <sup>th</sup>	NU
8	Wifi connectivity	3	8	63	19	1.91	6 <sup>th</sup>	LU
9	Compact disc (CD)	12	73	11	-	3.14	1 <sup>st</sup>	U
10	Digital versatile disc (DVD)	7	11	58	15	2.00	5 <sup>th</sup>	LU
11	B-ray	-	4	5	84	1.14	9 <sup>th</sup>	NU
12	Reuter	3	8	63	19	1.91	6 <sup>th</sup>	LU
13	Internet services e.g. Email	13	57	7	19	2.67	3 <sup>rd</sup>	U

NOTE: HU: Highly Used, U= Used. LU: Less Used, NU: Not Used, X: Mean, Rnk: Rank, Dec: Decision.



Data in Table 4.2 shows results on the extent of use available electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries. The results show that compact disc, laptop computers, internet service system software with mean range 2.56 to 3.14. While digital versatile disc, desktop computers, WIFI connectivity, router with mean range 1.91 to 2.00 are less used. Grandly, the analysis shows that application software, biometric capturing machine, b-ray, access control devices, radio frequency identification means is < 1.21 which indicates not used for effective administration in Kogi and Kwara states colleges of education libraries. See bar chart below:

**Fig. 2. Bar Chart showing Mean Ratings on the Extent of Use Available Electronic Records Facilities.**



**Research Question 3:** What are the challenges with available and use of electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries?

**Table 4.3:** Mean Ratings on the challenges with available and use of Electronic Records Facilities.

S/N	Challenges	SA	A	D	SD	X	Rnk	Dec.
1	Lack of funds to support electronic records facilities provision	14	63	13	6	2.89	10 <sup>th</sup>	A
2	Lack of training programmes for electronic records facilities usage	13	71	5	2	3.09	8 <sup>th</sup>	A
3	Poor power supply	82	11	3	-	3.82	1 <sup>st</sup>	SA
4	Lack of interest of staff on the use of electronic records facilities	5	9	46	29	1.89	11 <sup>th</sup>	D
5	Parent organization not paying attention to need of electronic records facilities	21	68	7	-	3.15	4 <sup>th</sup>	A
6	Poor handling/ maintenance of electronic records facilities	35	47	3	11	3.10	7 <sup>th</sup>	A
7	Poor storage system for electronic records facilities	29	54	9	4	3.13	6 <sup>th</sup>	A
8	Technical know-how on electronic records facilities by the administrative staff	63	27	5	1	3.58	2 <sup>nd</sup>	SA
9	Poor awareness of electronic records facilities	58	25	8	2	3.49	3 <sup>rd</sup>	A
10	Lack of policy to support electronic records facilities availability and usage.	23	59	11	2	3.14	5 <sup>th</sup>	A
11	Poor knowledge on electronic record facilities.	19	46	9	8	2.92	9 <sup>th</sup>	A

**NOTE:** SA: Strongly Agree, A: Agree, D: Disagree, SD: Strongly Disagree, X: Mean, Rnk: Rank, Dec.: Decision.

Data in Table 4.3 shows results of the challenges associated with availability and utilization of electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries. The analysis indicates that poor power supply and technical know-how on electronic records facilities by the administrative staff with mean rates 3.82 and 3.58 respectively are strongly agreed. While lack of interest of staff, lack of funds to support electronic records facilities provision, poor knowledge on electronic record facilities, lack of training programmes for electronic records facilities usage, poor handling/ maintenance of electronic records facilities, poor storage system for electronic

records facilities, lack of policy to support electronic records facilities availability and usage, parent organization not paying attention to need of electronic records facilities, poor awareness of electronic records facilities with mean range 2.89 to 3.49 are considered agreed. Only lack of interest of staff on the use of electronic records facilities was considered disagreed with of 1.89.

**Research Question 4:** What are the strategies to enhance availability and use of electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries?

**Table 4.4:** Mean Ratings on the strategies to enhance availability and use of Electronic Records Facilities.

S/N	Strategies to Enhance Availability and Use of ERF	SA	A	D	SD	X	Rnk.	Dec.
1	Enough availability of fund electronic records facilities needs	63	21	6	-	3.63	2 <sup>nd</sup>	SA
2	Series of training on electronic records facilities	45	38	7	2	3.37	6 <sup>th</sup>	A
3	Alternative power supply e.g. solar energy	59	25	6	-	3.66	1 <sup>st</sup>	SA
4	Administrative staff should be counsel on the importance of electronic records facilities.	48	33	5	5	3.36	7 <sup>th</sup>	A
5	Parent organization of the institution should consider availability and use of electronic records facilities as priority for the administrative staff.	54	36	3	-	3.55	3 <sup>rd</sup>	SA
6	Proper handling of electronic records facilities	32	38	11	5	3.13	8 <sup>th</sup>	A
7	Effective storage system is required.	46	39	-	6	3.37	6 <sup>th</sup>	A
8	Up to date information on electronic records facilities should be provided.	55	26	5	3	3.49	4 <sup>th</sup>	A
9	Administrative staff should be sensitized about electronic records facilities	63	25	3	-	3.66	1 <sup>st</sup>	SA
10	Parent body should make and run effective policy on electronic records facilities in their institution.	49	36	6	-	3.47	5 <sup>th</sup>	A

**NOTE:** SA: Strongly Agree, A: Agree, D : Disagree, SD: Strongly Disagree, X: Mean, Rnk: Rank, Dec.: Decision

Data in Table 4.4 presents the results of the strategies for enhancing availability and use of electronic records facilities for effective administration in Kogi and Kwara states colleges of education libraries. The results reveal that parent organization of the institution should consider availability and use of electronic records facilities as priority for the administrative staff, enough

availability of fund electronic records facilities needs, alternative power supply, administrative staff should be sensitized about electronic records facilities with mean range 3.55 to 3.66 indicated strongly agree. While Proper handling of electronic records facilities, administrative staff should be counsel on the importance of electronic records facilities, effective storage system is

required, series of training on electronic records facilities, proper handling of electronic records facilities with mean range 3.13 to 3.49 are considered agreed.

### 5.1 Summary of Findings

The findings are produced based on the objectives of the study.

- Desktop, Compact disc, laptop, system software, digital versatile disc, internet services, router and WIFI connectivity are available while others not available.
- Biometric capturing machine, application software, access control devices, radio frequency identification are not used.
- The challenges associated with availability and utilization of electronic records facilities are poor power supply, technical know-how on electronic records facilities by the administrative staff, poor awareness of electronic records facilities, parent organization not paying attention to need of electronic records facilities, lack of policy to support electronic records facilities availability and usage, and others. Only lack of interest of staff on the use of electronic records facilities are considered disagreeable.
- The agreed strategies for enhancing the availability and utilization of electronic records facilities for effective administration are administrative staff should be sensitized about electronic records facilities, alternative power supply e.g. solar energy, enough availability of fund electronic records facilities needs, parent organization of the institution should consider availability and use of electronic records facilities as priority for the administrative staff, up to date information on electronic records facilities should be provided, parent body should make and run effective policy on electronic records facilities in their

institution among others.

### Conclusion

Effective administration is the key to institution development. The administrative staff that work in the college libraries need to be provided with electronic records facilities to perform their roles effectively. It's important to note that when electronic records facilities are adequately provided and used it easy access to student and staff personal information, easy records sharing to appropriate units, improve services quality, easy managing of records as asset, reduce cost of manual records management (Bello, 2023). But it is very unfortunate that from data analyzed electronic records facilities are poorly available and fewer available are not adequately utilized by the administration staff who works in Kogi and Kwara states colleges of education libraries.

### Recommendations

In addition to the strategies to enhance availability and utilization of electronic records facilities from the data collected and analyzed, the parent organization of the institution should:

- Make policy to monitor availability, usability, and maintainability of electronic records facilities for their college libraries.
- The college librarians should enlighten the parent body of their institutions on how to make electronic records facilities available in the library.
- The college librarians should guide the administrative staff in their libraries on the areas or scope to use the electronic records facilities when available.
- Records management associations as a regulatory body should also ensure monitoring of the electronic records facilities and their management throughout the life cycle. Send of flyers,

bulletins and newsletters to the records managers in the institutions and as well as organize conferences, symposia and workshops at when required for both administrative staff, librarians and records managers in the institutions.

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