



**THE KITALE NATIONAL POLYTECHNIC**  
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**MINUTES OF LIBRARY STAFF MEETING HELD IN THE LIBRARY OFFICE ON  
30<sup>TH</sup> JULY 2021 AT 12:40PM.**

**MEMBERS PRESENT**

Dr. Zipporah Berut

Stella Wekesa

**Agenda**

1. Preliminaries
2. Review of the library QMS context
3. Review of the library procedures
4. Review of the risks and opportunities
5. Review of the library Quality Objectives

**MINUTE 30/07/2021/01 - PRELIMINARIES**

The chair called the meeting to order at 9:00am and circulated the agenda for the meeting.

**MINUTE 30/07/2021/02- REVEIEW OF THE LIBRARY QMS CONTEXT**

After going through the library QMS context, members agreed that there was need to review the context as follows:

- To change the terns students and lecturers to trainees and trainers.
- To include the library policy as among the references
- To review internal issues and include need for more reading space, budget cuts and inadequate staff as issues.
- To include the library policy in the laws and regulations.

**MINUTE 30/07/2021/03- REVIEW OF THE LIBRARY PROCEDURES.**

After reviewing the library procedures, it was agreed that the following changes be done:

- Add the term every financial year in the targets
- Include the library policy as a reference in every procedure

- Amend clause 2.1 of the first procedure to communication between the HOD & FO on budget allocations
- Clause 2.2 of the first procedure should be changed so that the communication comes from the HOD library to all academic HODs.
- Include the MIS Officer among the interactions in procedure no.2.
- Include the Library management System as a measure for patron verification in procedure no.3
- Members agreed that procedure number 4 should be amended to include academic HODs in the interface.
- Clause 2.1.1, orientation dates to be changed from 3<sup>rd</sup> week to 2<sup>nd</sup> week of opening.
- Clause 2.2.2. Change from TSC No to PSC No.
- Clause 2.2 of procedure number 5 to be changed and read that a book will be out of circulation during the repair process.

**MINUTE 30/07/2021/04- REVIEW OF THE RISKS AND OPPORTUNITIES REGISTER.**

After reviewing the risks members gave a report indicating the current status and the comments on what has been done on the same.

**MINUTE 30/07/2021/05- REVIEW OF THE LIBRARY QUALITY OBJECTIVES.**

The library quality objectives were reviewed and a report on the same submitted on the achievement status and comments on the same made.

**MINUTE 30/07/2021/06 – ADJOURNMENT.**

The meeting ended at 5:30pm

<b>NAME</b>	<b>Designation</b>	<b>Sign</b>	<b>Date</b>
DR. ZIPPORAH BERUT	_____	_____	30/09/2021
MRS.STELLA WEKESA	_____	_____	30/09/2021