

C U R R I C U L U M V I T A E

**AGATHA N. KABUGU
B.A (NAIROBI) M.A. (LEEDS
METROPOLITAN UNIVERSITY)**

**Deputy University Librarian (Planning)
University of Nairobi Library**

1. PERSONAL DATA

- 1.1 Name : Agatha Njeri Kabugu
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- 1.4 Gender : Female
- 1.5 Nationality : Kenyan

2. ACADEMIC QUALIFICATIONS

- 2002 - 2003 Postgraduate Diploma in Computer Science (PGDip.)
Institute of Computer Science, University of Nairobi.
- 1989-1990 Master of Arts in Librarianship, Leeds Metropolitan
University, UK
- 1981-1985 Bachelor of Arts, University of Nairobi
- 1979-1980 Kenya Advanced Certificate of Education KACE, Kahuhia
Girls High School, Murang'a
- 1975 – 1978 Eas African Certificate of Education, Kahuhia Girls High
School, Murang'a
- 1968-1974 Certificate of Primary Education, Kiamuiru Primary
School, Nyeri

3. PROFESSIONAL SKILLS/EXPERTISE

- Key responsibility as a champion in library performance contracting, interpretation and monitoring to ensure achievement of set targets;
- Extensive experience spanning ten years in cataloguing, indexing and related technical processing of information materials; competence in using Anglo-American Cataloguing Rules (AACR), Library of Congress subject headings, Moys

and Dewey Decimal Classification; communication with publishers, individuals and corporate book donors;

- Proven competence in: information needs assessment, organization and setting up of information resource centre, dissemination of current awareness, training of trainers for information professionals, provision of reference services for example in compilation of bibliographies for researchers, maintenance of library standards;
- Three years of proven experience in electronic publishing of research outputs;
- Exceptional experience in attracting and mobilizing donor funding for capacity building in: monitoring and evaluation of electronic resources usage, information research skills, documentation and information management, internet research skills and electronic resources management;
- Experience in undertaking field studies and surveys, manuscript editing;
- Formulating library strategic plans, organizing the library's participation in various academic and social activities like Agricultural Trade Fairs, educational fairs and open days;
- Collaboration and networking with international bodies, research organizations, libraries and government departments to lobby for information resources and issues related to capacity building of the information using community;
- Extensive experience in office administration and management skills, supervision of staff, organization and facilitation of workshops, recording of minutes and report writing, organization of staff welfare activities;
- Computer literacy: excellent command of Microsoft Office packages; Word, PowerPoint, Excel; good command of web design language HTML and software programme Dreamweaver; working with operating systems such as Unix, networking with Windows NT; database management systems like Oracle Developer 2000, MS Access, VUBISSMART integrated library system, working knowledge of open source software KOHA, DSpace and Greenstone, basic command of programming languages such as MS Visual C++, SQL plus;

4. RELEVANT WORK EXPERIENCE

August 2012 to date: Deputy University Librarian (Planning)

- Planning for: Finances, Facilities, ICTs in the Library, Marketing of Library services, collaborations

July 2009 to July 2012: Systems Librarian, Library Department

- Coordination, planning, development and management of ICTs,
 - Assessing library needs in ICTs and advising management
 - Preparing/sourcing specifications for library equipment
 - Participating in tender/procurement meetings
- Coordinating capacity building activities/projects
 - Identifying competence development needs
 - Preparing training programmes
 - Facilitating trainings
- Coordinating technical support activities
 - Overseeing overall maintenance of ICTs in the Library
 - Supervision, monitoring and management of the Library server
 - Developing systems to ensure security of electronic data in the Library
- Collaboration: identifying collaboration opportunities at national, regional and international level and advising library management on the same
- Championing the library performance contract
- Teaching information skills in the undergraduate programme
- Maintaining the library website

**Jan 2009 to date: Country Coordinator, Programme for Enhancement of
Research Information (PERii) <http://www.inasp.info/kenya>**

- Identifying country activities that require donor funding
- Writing funding proposals
- Ensuring implementation of country activities agreed with the donor
- Liaising with the country consortium (KLISC)
- Monitoring and ensuring smooth access to e-journals and other electronic resources negotiated for members of the consortium

November 2006 to June 2009: College Librarian, College of Health Sciences

- Liaising with the College Principal and the University Librarian concerning the management of the library

- Planning, development and maintenance of the College Library
- Allocation, coordination and supervision of duties of twelve members of staff in the library
- Implementation of the Library Collection Development policy as it relates to the College Library (selection, acquisition and technical processing of information materials)
- Dissemination of information
- Design and implementation of College Library user education programs
- Overseeing the teaching of Information Skills to students of the College
- Developing and promoting use of ICT services in the College Library
- Participating in College Management, College Academic and other College Board meetings
- Participating in Library Management Board and Library Senior Staff meetings

**May 2003 to Oct 2006: Electronic Resources Librarian and Senior Librarian,
Periodicals Collection**

- Administration and management of a section comprising four staff, responsible for liaising with publishers and journal suppliers;
- Communication with departments on their information needs;
- Monitoring new and emerging technologies relevant to the library and adoption of the relevant ones;
- Design and implementation of appropriate training methodologies for proficient use of electronic resources, organizing donor funded workshops for library staff on electronic resources organization and management;
- Designing and maintaining the library website (<http://library.uonbi.ac.ke>); Implementation of access procedures for electronic resources through the internet;
- Teaching of information skills;

1996-2003: In-charge, East Africana Collection

- Responsible for administration and day to day management of a busy service point with eight members of staff;
- Consulting with academic departments on relevant information resources, selection and processing of acquisitions requests, cataloguing, classification and indexing of mainly East African and local research materials.
- Communication with government departments, research institutions and individuals, visiting book launches;
- Data conversion in readiness for automation;
- Liaising with the Office of the Registrar General for legal deposit materials, printers and Kenyan publishing houses;
- Teaching of information skills within the Communication Skills Department;
- Writing the section's annual reports.

1991-1996: Librarian, Faculty of Law Library

- Organizing an autonomous Law library after decentralization of the University library system, setting up and maintaining appropriate standards;
- Responsible for reference services;
- Provision of legal research skills to undergraduate students;
- Selection of resources in consultation with teaching departments, cataloguing, classifying and indexing of all legal materials;
- Compilation of theses bibliography;
- Networking with practicing lawyers, national assembly library and other relevant institutions;

5. LIST OF PUBLICATIONS

1996-1997 **Women and Law in East Africa, Nairobi**, Agatha Kabugu & Njeri Karuru, Giant Printers 1997.

- 1996 Field research on inheritance laws in Kenya under the auspices of the Women and Law in East Africa Program
- 1992 Library research leading to the compilation of a legal theses bibliography
- 1989-1990 Field research on **Impact of New Technology on Non Professional Library Staff** in partial fulfillment of the requirements of the Masters in Librarianship degree;

6. OTHER RELEVANT SUPPORTING INFORMATION

- 6th – 8th Nov 2012 **Berlin 10 Open Access Conference**, Stellenbosch, South Africa
- 12th -14th Sept 2011 Facilitator: **Enhancing Access of Online Information Resources**, APHRC, Nairobi
- 1st – 5th Aug 2011 **Performance Appraisal System Course**, KIA Nairobi
- 1st - 3rd June 2011 **Workshop on Performance Contracting and Records Management**, Green Hills Hotel Nyeri
- 5th -6th May 2011 **Kenya Antiplagiarism Solution**, IEEE, KIE Nairobi
- 23rd – 25th March 2011 **Kenya Education Network Strategic Planning Workshop**, Maanzoni Lodge
- 2nd to 4th Feb 2011 **Anti-plagiarism and Referencing Skills Workshop**, KLA, University of Nairobi
- 5th to 9th July 2010 **Web 2.0 Learning Opportunity**, World AgroForestry Centre, Nairobi
- 2010 May Paper Presentation: **Strengthening Access to Global Research Information Through Partnerships**, Publishers for Development Forum, 13th May 2010, INASP and ACU, Oxford UK <http://www.inasp.info/>
- 2009 September Participated in Research: **Association of Commonwealth Universities Digital Libraries Study for Arcadia on Availability of, Access to and Use of Electronic Resources by Researchers in Four Universities in Eastern Africa, ACU, 2010**
- 2009 May Research and compilation of resources on the

Karamoja Cluster for Practical Action International
<http://www.practicalaction.org>

- 2009 May
Paper Presentation: **E-Resource Service Provision: The Case of Kenya Library and Information Services Consortium**, PERii Steering Committee Meeting, 11th – 14th May, Bangladesh Academy of Sciences, Dhaka, Bangladesh
- 2009 February
Paper Presentation: **Sourcing Literature to Support Teaching and Research Needs: Transformation of Library Services at the University of Nairobi**, VLIR/IUCN International Conference on Research for Sustainable Development and Institutional Capacity Building, 2nd – 4th Feb 2009, Naivasha, Kenya
- 18th to 20th March 2009
Facilitated **Workshop on Institutional Repositories**, KLISC, University of Nairobi;
- 22nd to 28th Nov 2008
Publishers for Development Initiative, INASP and Association of Commonwealth Universities, Oxford, UK;
- 21st October 2008
Facilitated Workshop “**Effective Use, Promotion and Provision of End-User E-Resources Services: Sharing of Experiences with Daystar University.**” Daystar University, Kenya;
- 1st to 3rd October 2008
Institutional Repository Workshop, University of Pretoria, SA;
- 2008 September
Paper Presentation: **Sourcing the Literature to Review the Extent of Current Knowledge on a Topic of Research**, IFS/VLIR Training Workshops on Conceptualization, Writing and Presentation of Winning Scientific Research Proposals, 22nd – 27th Sept 2008, Sports View Hotel, Kasarani, Kenya;
- 27th to 29th June 2007
Facilitated **Workshop on Electronic Resources**, University of Nairobi;
- 9th to 10th May 2007
International **Workshop on E-Journal Publishing**, University of Nairobi and the University of British Columbia, Nairobi;
- 16th – 18th April 2007
United Kingdom Serials Group (UKSG) Annual Conference, University of Warwick;

13 th to 15 th March 2007	Seminar on Implementation of ISO 9001.2000 , University of Nairobi;
30 th Nov to 1 st Dec 2006	Facilitated Workshop on Electronic Journals at Kenya Methodist University, Meru;
3 ^{1st} July to 4 th August 2006	Facilitated Workshop on Effective Use, Promotion and Provision of End User E-Resource Services , National University of Rwanda, Butare;
5 th to 7 th June 2006	Monitoring and Evaluation of Electronic Resources Use , University of Nairobi and INASP;
12 th May 2006	Facilitated Training of Trainers on the Programme for Enhancement of Research Information (PERI), Kenya Methodist University, Meru,
25 th to 27 th April 2006	Licensing and Negotiation Skills for Librarians , Makerere University and INASP, Uganda;
3 rd to 4 th April 2006	Facilitated Workshop on Working Together to Support Research: Optimising the Use of E-Resources , Kenya Agricultural Research Institute Headquarters, Nairobi;
20 th to 22 nd March 2006	Facilitated Workshop on Working Together to Support Research: Optimising the Use of E-Resources , University of Dar es Salaam, Tanzania;
19 th to 21 st Sept 2005	Facilitated Workshop on Working Together to Support Research: Optimising the Use of E-Resources , University of Nairobi, Kenya;
1 st to 3 rd Aug 2005	Working Together to Support Research , Makerere University, Uganda;
28 th to 30 th Oct 2004	International Coalition of Library Consortia, 6 th European Meeting, Barcelona, Spain;
30 th Sept 2004	ICT Skills for Research , Library Workshop, Kenya Methodist University, Meru;
21 st to 23 rd Sept. 2004	Workshop on PC Technical Trouble Shooting for Librarians , INASP and University of Nairobi;

23 rd to 27 th Aug. 2004	Facilitated Workshop on Web Authoring for Librarians , INASP and University of Nairobi;
4 th to 26 th June 2003	Training on VLINK and VUBIS, Free University of Brussels, Belgium;
16 th to 20 th Sept. 2002	Workshop on Electronic Journals and Electronic Resources Library Management organized by University of Nairobi and INASP;
9 th to 10 th Sept. 2002	Library senior staff seminar on Strategic Planning, Tigoni, Nairobi;
3 rd to 6 th June 2002	Institute for Development Studies Workshop: "From Research to Publication and Beyond" Presentation titled " <i>How does the online journal differ from conventional journals?</i> "
3 rd to 6 th April 2002	Workshop on Electronic Publishing, advanced web development, use of CD/ISIS bibliographic software, Electronic Supply of Academic Publications (eSAP) Project, Catholic University of Eastern Africa;
7 th to 18 th May 2001	Workshop on Electronic Supply of Academic Publications in Developing Countries Through the Internet , VLIR., Nijmegen, Netherlands;
March 2001	In-house course on VUBIS Automated System Implementation (cataloguing module) University of Nairobi Library;
11 th to 15 th Sept. 2000	Workshop on Using the Internet , DANIDA and INASP, University of Nairobi Library;
3 rd Aug 1999	Seminar on Promotion of a reading culture in an academic environment: Discussant on the role of the Library, College of Humanities and Social Sciences, University of Nairobi;
March 1997	Cataloguing Workshop, Library of Congress, Nairobi Office;
13 th to 14 th May 1996	Workshop on the Review of Laws Relating to Women, Nairobi , Women and Law in East Africa.

7. HOBBIES

- Working with Children: Assisted in setting up a resource centre in the Children's ward 1E at Kenyatta National Hospital
- Church activities: Vice-Chair, St. Kizito Small Christian Community, 2005-2008, St. Peter and Paul Catholic Church Parish, Kiambu
- Reading Biographies and Motivational Books
- Travelling
- Music, Rhythm and Blues

8. REFEREES

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