

CURRICULUM VITAE

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WORK EXPERIENCE

2021- To date- Acting Faculty Librarian

Duties and Responsibilities

- Acting Faculty of Engineering Librarian
- Liaising with the Executive Dean and faculty members on regular basis and establish and implement their library services needs in support of teaching, learning, research and consultancy endeavors.
- Undertaking technical and administrative responsibilities assigned to by the Director, Library and Information services.

2019 - 2021- Librarian Africana/ Special collection.

Duties and Responsibilities

- In charge of Africana section;
- Responsible for management of resources for the operation of Africana section.
- Responsible for formulation and implementation of departmental strategic plan;
- Responsible for the preparation and control of the departmental budget;
- Responsible for the procurement of departmental goods and services;

2016-2019 Librarian - College of Agriculture and Veterinary Science

Duties & responsibilities

- Deputize the College Librarian.
- Working with the College Librarian; the person responsible for developing library policies and systems affecting all aspects of library services including budget preparation.
- Planning and implementing library programs.
- Responsible for user and technical services.
- Provision of reference and research assistance in the library.
- Working with faculty, students and staff in collection development and coordinate the evaluation and selection of information resources required for the various departments in the college.
- Marketing and promoting use of library services and resources.

2015 –University Librarian - Regina Pacis University college

Duties and Responsibilities

- In charge of the University library.
- Responsible for acquisition of information resources required by University teaching, learning and research activities.
- Cataloguing and classifying information resources in the library.
- Overseeing the implementation and management of an integrated library management system (KOHA).
- Preparing and coordinating the Information literacy search skills to all library users.
- Coordinating the management and operations of Multimedia electronic resource centre.
- Preparing the library budget.
- Developing library policies and procedures

2013- 2015 Librarian - Aga Khan Academy Senior School

Duties and Responsibilities

- In charge of the Academy library.
- Responsible for acquisition of information resources required for teaching, learning and research activities.
- Cataloguing and classifying information resources in the library.
- In charge of issuing Text books in the Academy.
- Overseeing the implementation and management of an integrated library management system (Mandarin M3).
- Preparing and coordinating the Information literacy search skills to all library users.
- Preparing the library budget.
- Developing library policies and procedures
- General organization of the library.

2009- 2013 Inorero University –Deputy University Librarian

Duties and Responsibilities

- Deputizing the University Librarian.
- Responsible for acquisition of information resources required by University teaching, learning and research activities.
- Cataloguing and classifying information resources in the library.
- Assisted in overseeing the implementation and management of an integrated library management system (Mandarin M3).
- Assisted in developing a digital library using Greenstone and Caliber - E book management system.
- Assisted in Preparing and coordinating the Information literacy search skills to all library users.
- Assisted in Coordinating the management and operations of Multimedia electronic resource centre.
- Assisted in preparing the library budget.
- Assisted in developing library policies and procedures

**1994 – 2009 Kenya School of Professional Studies - Assistant Librarian
Duties and Responsibilities**

- Deputizing the College Librarian.
- Responsible for acquisition of information resources required by college.
- Cataloguing and classifying information resources in the library.
- Assist in overseeing the implementation and management of an integrated library management system (Mandarin M3).
- Assist in developing a digital library using Greenstone and Caliber - E book management system.
- Assist in Preparing and coordinating the Information literacy search skills to all library users.
- Assist in Coordinating the management and operations of Multimedia electronic resource centre.
- Assist in preparing the library budget.
- In charge of shelving in the library.
- Assist in developing library policies and procedures

**1984-1994 Library Assistant- Kagumo College
Duties and Responsibilities** Cataloged and classified library materials

- Compiled accession lists
- Maintained library catalogue
- Organized and supervised stock taking exercise
- Performed and developed reference services.
- Newspaper cutting.

EDUCATION QUALIFICATION

2014	University of Nairobi Masters of Library and Information Science
2008	University of South Africa (UNISA) Bachelor of Technology: Library and information Studies.
1997	Kenya School of Professional Studies Diploma in Information Studies
1993	Kenya School of Professional Studies Certificate in Library and Information Science
1982	Giakanja Secondary School Kenya Certificate of Education

WORKSHOPS AND SEMINARS ATTENDED

2013	-	Teachers Professional development
2011	-	Copyright Law
2010	-	Implementation of Library Management Systems
2009	-	Information Literacy
	-	Pedagogical skills

- 2007 - Electronic Resources
- 2001 - Climber Programme and Team Development
- 1999 - Managing Clients Relations

REFERENCES

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