IMPACT OF TECHNICAL PROFICIENCY ON THE MANAGEMENT OF MANUSCRIPTS IN AREWA CENTRE FOR DOCUMENTATION AND HISTORICAL RESEARCH, KADUNA

KABARA, ASKIA NASIR
(snkresearchcentre@gmail.com),
Department of Information Resources Management Babcock University, Ileshan Remo, Ogun State, Nigeria

&
MADUKOMA, E.
Department of Information Resources Management Babcock University, Ileshan Remo, Ogun State, Nigeria

Abstract
This research investigates the impact of technical proficiency on manuscript management within the Library of Arewa Centre for Documentation and Historical Research, Kaduna. The study's primary objective is to assess the level of technical proficiency among administrative and technical staff members associated with the library. A survey research design is employed to investigate manuscripts management practices within the Library of Arewa Centre for Documentation and Historical Research, Kaduna. The target population consists of all 20 administrative and technical staff members associated with the library. Total enumeration is utilized as the sampling method to ensure comprehensive coverage and minimize bias. Data collection is conducted through a structured questionnaire designed to elicit insights into various facets of manuscripts management practices. Subsequent to data collection, systematic coding and capturing are undertaken, followed by logical and systematic analysis using the SPSS software. Statistical techniques such as frequency distribution, mean, and standard deviation are employed to examine the level of technical proficiency in manuscript management. The analysis reveals a high level of technical proficiency among professionals in libraries, archives, and cultural heritage bureaus in North-West Nigeria (Overall mean score = 3.11). Notably, knowledge ($\bar{x}$ = 3.21) and skill ($\bar{x}$ = 3.02) exhibit high mean ratings, indicating a strong understanding and ability in various aspects of manuscript management. However, certain areas such as digitization techniques (2.89) and online information resources sharing (2.65) demonstrate lower mean scores, suggesting areas for improvement. The findings underscore the importance of continual skill development and targeted interventions to enhance technical proficiency in manuscript management practices, ensuring the preservation and accessibility of valuable cultural heritage materials.
Keyword: technical proficiency, management of manuscripts, library, arewa center for documentation and historical research, Kaduna

Introduction

Technical proficiency is a skill and knowledge applicable to manuscripts management practices by the librarians, archivists and curators. It is the act of professionalism and expertise in selection and acquisition procedures; organization, preservation, handling and digitization techniques. Librarians, archivists and curators require expertise and professionalism on how to operate technical equipment, adequate knowledge and skills of technical services rendered for manuscripts management. De Boer (2001) states that since cataloging and classification focus on the intelligibility of bibliographic records and the findability of materials, a study of cataloging is beneficial to the success of every library function. The information worker will not only need the basic core of traditional skills and professional knowledge, but a number of new competencies to be competitive in the changing working conditions to remain relevant within the information environment. Effective manuscripts management practices in libraries, archives and cultural heritage bureaus depend on acquisition of technical skill by the personnel. Technical skill includes ability to use tools, procedures and techniques of specialized field. Technical skills are required by library and other memory institutions personnel to be able to apply techniques, methods and use necessary for organization,

preservation, handling and disaster preparedness challenges. Possession of these skills will enhance the ability of library and other memory institutions personnel to conceive, establish, monitor, supervise and execute manuscripts management practices programs (Rasaki & Abioye, 2018).

Preservation is one of the crucial aspects of manuscripts management practices that requires technical proficiency by the staff working in libraries, archives and cultural heritage bureaus because of its complexity to ensure the survival of manuscripts. The field of preservation is complex, and to be effective, the curators must have an intimate knowledge of not just one but of several technologies that have an impact on preservation activities. Research librarians should be able to provide best access to the collection physically and virtually through proper preservation and conservation techniques (Kwanya et al., 2012; Smith, 1986). Dooley (2014) outlined the range of technical requirements for digital preservation of archival resources from a thorough and up-to-date understanding of digital file formats, electronic records management, and digital persistence practice and theory. It entails knowledge of electronic records issues, systems analysis, systems development concepts and data storage methods, media, and security. It also requires excellent knowledge of the technical requirements for digital preservation, which includes hardware, software, metadata schema and file formats. It also entails strong knowledge of forensic technologies utilized by the archival or cultural heritage communities for harvesting, managing, and preserving born-digital archival and manuscript material. It involves technical skills on format validation and conversion methods, data integrity techniques and technologies, long term storage planning and digital asset management systems. It includes experience with a wide range of computing operating systems, storage systems, and file formats.

Technical proficiency if applied properly can improve the status of manuscripts management practices rendered by the less experienced workers through regular on the job training. The Spencer and spencer competencies model is to be used as a guide to solve the problem concerning deficiency in human resource and technical expertise in libraries, archives and cultural heritage bureaus in North-west Nigeria. Manuscripts management practices can be properly achieved if the human resources have the capacity to run the services rendered if they are competent based on the level of their knowledge and skill.

Apart from technical proficiency, financial commitment is another variable to be tested in this research, in order to improve the state of manuscripts management practices in North-West Nigeria. Financial commitment is the fiscal obligations that enable libraries, archives and cultural heritage bureaus to operate services and programmes for manuscripts management practices effectively. Organization without adequate financing is like a body without soul. Financial commitment is the efforts made by libraries, archives and cultural heritage bureaus to generate fund for discharging duties and responsibilities concerning manuscripts management, which include: budget from federal and states governments, grants from concerned organizations, fund raising, solicited and voluntary donations. Basically libraries, archives and cultural bureaus are service providers not profit-making oriented, and they depend on the budgetary allocation by their parent bodies to pay salaries and other remunerations and responsibilities. They depend on allocated budget to provide technical tools, equipment, training, maintenance and other human and physical resources development.

Technical proficiency regarding the manuscripts management practices can be seeing as the application of knowledge and skill concerning theoretical and practical aspects of managing manuscripts towards good services delivery. Technical proficiency is the act of professionalism and expertise in selection and acquisition procedures, organization techniques, preservation and conservation techniques, handling and utilization techniques, digitization and automation techniques as well as dissemination procedures. Technical proficiency is the competency of librarians, archivists and curators in demonstrating required and adequate expertise on operational knowledge and skill for the management of manuscripts. Technical proficiency is synonymous to technical competency. According to Canadian Centre on use of Substance and Addiction (2022), technical competencies are the knowledge and abilities required to apply specific technical principles and information in a job function or role. They are usually learned in an educational environment or on the job and are the "what" of performing a job. Information professional is an individual working in a library, archive, museum, cultural heritage or any information environment whose aim is to maintain and often

improve access and utilization to the ever-growing amount of information generated from within the culture and heritage industry, the media, and increasingly, by the general public.

In technical proficiency, the personnel requirements of the profession include several categories, based on various kinds of specialist knowledge and skills. These include a knowledge of the nature of documents and their role in collection building, skills in the organization of knowledge through cataloging and classification, an ability to analyze and survey needs and to disseminate information in response to and in advance of inquiries, and, often, a high level of computer literacy. Support personnel are needed to maintain the equipment, both hardware and software, and clerks, technicians, and stewards also are essential. Libraries, archives, and museums are increasingly engaged with online audiences and information-seekers. While continuing to take full part in the physical world, they are mounting online exhibitions, providing information and services online, and developing interactive online programs. Cultural heritage organizations also increasingly use technology to manage their collections, and they need staff members who understand both information technology and the nature of information itself. The increased use of, and reliance on, digital resources has blurred traditional distinctions between organizations, prompting an increased focus on the shared information needs and challenges facing libraries, archives, and museums in the information age. With the advent of the digital environment, the role of the information professionals has grown, but so to have the opportunity for making the collections of cultural heritage institutions available, including the increased ability for collaboration and convergence between institutions, the need to educate information professionals who can operate across these blurred cultural heritage boundaries is becoming paramount if we are to maximize the use of our rich collections of cultural heritage information. (Encyclopedia Britannica, 2017; Howard, 2015; CHIPs Sarasota, 2008).

Howard et al (2016) indicated that one of the technical proficiency requirements is the knowledge and skill of cataloguing libraries and archives resources, which includes the knowledge of Anglo-American Cataloguing Rule (AACR), Library of Congress Subject Heading (LCSH) and International Standards Organization (ISO), information management principles, information literacy. They described the fundamental aspect of the required skill for the professionals working with libraries, archives and cultural heritage organizations as problem solving, critical thinking, critical analysis, written and oral communication, adaptability and leadership, ability to research, knowing what to access, how to access it, assessing the result for authority and relevance, understanding the management system and other content management systems, understanding information architecture, digital environment which includes digital preservation and digital curation are among others. A librarian, archivist, or curator working with manuscripts has to be knowledgeable on cultural heritage informatics. Kent State University (2021) defined cultural heritage informatics (CHI) as emerging field of interdisciplinary research and practice concerned with the role of information and computing technologies (ICTs) to support the creation, capture, organization, and pluralization of culture, in whatever form, as heritage. Cultural heritage stewardship encompasses numerous allied disciplines including archival studies, librarianship, preservation of heritage materials, and museum studies. They share a common goal of the protection of cultural heritage in all forms, both tangible and intangible.

Another major aspect of technical proficiency in managing manuscripts collection is the competent of the librarian, archivist or curator on preservation. Lyall (1994) affirmed that the level of knowledge in any information center is one of the major factors that determine the ability of such library to develop a satisfactory preservation programme for their information resources. Alegbeleye (1999) also observed that ignorance of librarians of the agents of deterioration serves as a major constraint to the preservation and conservation of library and archival materials in Africa. Librarians being active players of preservation practice must be aware and have a thorough knowledge of the causes, effect and solution to deterioration of information materials. Mishra and Tripathi (2010) highlighted that India has the largest and most varied collection of manuscripts in the world. But due to lack of knowledge of conservation and preservation, a vast amount of literature was already lost and the rest available was mostly in a state of decay. There was no effort to document, preserve, or even explore these rare manuscripts lying within personal possession. To

forestall loss of valuable resources which may sometimes be irreplaceable, Librarians and other information practitioners have to expand their technological knowledge and expertise to deal with ever-changing information systems. Preservation knowledge sessions on library preservation and library disaster preparedness and response, treatment processes and recovery equipment and supplies should be considered as a matter of urgency to increase the knowledge of staff in preservation issues.

Information and communication technology is one of the significant segments for technical proficiency in managing the manuscripts. To Cultural Heritage Information Professionals (CHIPs), information professional is also using or manages information technology to organize and provide access to information resources for all users of cultural heritage organizations, including libraries, museums and archives (Terras, 2009; Marty, 2008). Ringling Museum of Art, Sarasota (2008) viewed cultural heritage information professionals as managers used information technology to organize and provide access to information resources for all users of cultural heritage organizations, including libraries, museums, and archives. Information and communication technologies in cultural heritage organizations are changing rapidly, and libraries, archives, and museums need staff members who can plan and oversee digitization projects, purchase collections information systems, and evaluate the potential benefits of joining online data sharing consortia.

It is part of the technical proficiency of librarians, archivists and curators to meet the changing needs and expectations of their visitors and to be able to manage their own information resources, information professionals need to be conversant with the mission and programs of their institutions in addition to having expertise in such diverse areas as information policy, intellectual property, authenticity, and the relationships between physical and digital resources. They need to know how to manage information resources, administer content management systems, implement metadata standards, and evaluate information interfaces. While some roles can be outsourced, libraries, museums, and archives that do not have at least some information management skills in-house will likely find themselves paying increasingly expensive consultants and lacking the ability and confidence to make crucial technology decisions. The success of 21st century cultural heritage organizations, therefore, depends largely on the work of information professionals specifically trained to meet the unique information needs of cultural heritage organizations. Knowledge and skills development are crucial entities for human evolution and civilization. They are the assets to enhance human productivity, planning, informed decision making and economic growth. (Giannini, 2006; Hedstrom & King, 2003).

Many manuscripts collection professionals have multiple responsibilities that require proficiency in several areas of practice, while others specialize in a single, focused area. The level of proficiency required will vary according to the particular position, the institutional setting, and the career path of the professional. However, Association of College and Research Libraries [ACRL] (2017) underlisted some special areas to be considered for technical proficiency and competency in libraries, archives and cultural heritage bureaus as follows:

Technical proficiency of manuscript management practices in collection development denotes to implements the principles and methodologies of collection development, including establishing goals and priorities, researching and documenting provenance and collection history, conducting assessments and appraisal of collections, creating and adhering to collection development policies and goals based on knowledge of user needs, existing collections and mission, deaccessioning when appropriate, and appreciating the relationships between the collection material, its content, and its monetary and research values.

Professionals with responsibilities in processing and describing manuscripts collections need a strong working knowledge of the standards, practices, and tools for manuscripts bibliographic and archival control. They also need subject expertise to interpret, describe, and build access to manuscripts in their collections. Manuscripts collections professionals understand the basic principles, objectives, and techniques for the preservation and conservation of objects in various formats, including printed books and ephemera;

manuscripts and archival material; photographs, prints, maps, and other graphic works; audio-visual material in all formats; digitized and born-digital media; and art objects and other three-dimensional objects.

Special collections professionals in libraries, archives and cultural heritage use information technologies to manage collections and provide enhanced access to materials. As part of their mission to make their collections available to users, they explore, evaluate, and adopt appropriate tools to achieve their goals. Working with rapidly changing information technologies requires them to be flexible, committed to continual learning, and able to collaborate with other librarians, archivists, and staff.

Manuscripts collections professionals are often required to lead people and projects and manage resources. Management and supervisory responsibilities may include strategic, fiscal, and facilities planning and oversight, assessment, policy making, and human resources functions, among other activities. Leadership responsibilities may include significant and sustained contributions to the profession through service, advocacy, guidance, and mentorship.

Statement of the Problem

The statement of the problem delves into assessing the proficiency level in manuscript management within the Library of Arewa Centre for Documentation and Historical Research, Kaduna. Despite the paramount importance of preserving cultural heritage materials, ensuring effective management practices, especially technical proficiency among staff members, may pose challenges. The core issue lies in understanding the extent to which administrative and technical staff possess the requisite knowledge and skills to adequately manage manuscripts. Identifying areas of weakness or deficiency in technical proficiency becomes imperative for implementing targeted interventions and enhancing overall manuscript management practices. Therefore, the statement of the problem focuses on evaluating the current proficiency level and pinpointing areas necessitating improvement within the library's manuscript management framework.

At the heart of the problem lies the need to ascertain whether the staff at the Library of Arewa Centre for Documentation and Historical Research possess the necessary technical proficiency to effectively manage manuscripts. Preservation and proper handling of cultural heritage materials are essential for their longevity and accessibility. However, without adequate technical expertise among staff members, the risk of mishandling or inadequate preservation practices may undermine these efforts. Thus, understanding the current state of technical proficiency is crucial for identifying potential gaps and formulating strategies to address them, thereby ensuring the preservation and accessibility of the library's manuscript collection for future generations.

Furthermore, the statement of the problem underscores the significance of evaluating technical proficiency in manuscript management within the specific context of the Library of Arewa Centre for Documentation and Historical Research, Kaduna. Each institution may have unique challenges and requirements regarding manuscript management, influenced by factors such as resource availability, institutional policies, and staff expertise. By focusing on this particular library, the research aims to provide insights tailored to its specific needs and challenges. This targeted approach enables a more nuanced understanding of the factors shaping technical proficiency levels and facilitates the development of contextually relevant interventions to enhance manuscript management practices.

Objective of the Study

The primary aim of this research is to examine the impact of technical proficiency on the management of manuscripts within the Library of Arewa Centre for Documentation and Historical Research, Kaduna. In pursuit of this overarching objective, the study delineates specific aim, with the primary focus on:
1. determine the level of technical proficiency in the management of manuscripts of Library in Arewa Centre for Documentation and Historical Research, Kaduna

METHODOLOGY

The study employs a survey research design to investigate manuscripts management practices in Library of Arewa Centre for Documentation and Historical Research, Kaduna. The target population comprises all 20 administrative and technical staff members associated with the library. Given the manageable size of the population, total enumeration will be employed as the sampling method. This approach ensures that data is collected from every individual within the target population, thereby enhancing the representativeness of the findings and minimizing potential sampling bias. Data collection was facilitated through the use of a structured questionnaire. The questionnaire is carefully designed to elicit insights into various aspects of manuscripts management practices, including selection and acquisition, description and cataloging, preservation, conservation, access, handling, utilization, and disaster preparedness. Upon collecting data from the respondents, a systematic approach was undertaken to code and capture the information. Subsequently, the Statistical Product and Service Solution (SPSS) application software was utilized to analyze the data logically and systematically. By SPSS was used, the study aims to derive robust insights into manuscripts management practices, thereby contributing to the advancement of knowledge in the field and informing strategies for improving the preservation and accessibility of cultural heritage materials.

RESULT AND DISCUSSION OF FINDINGS

This section presents the analysis of the data collected from the field. Descriptive analyses (frequency, percentage, mean and standard deviations) were used to analyse the data.

Data collected on research question was analyzed using descriptive statistics.

Research Question One: What is the level of technical proficiency in the management of manuscripts in the Library of Arewa Centre for Documentation and Historical Research, Kaduna?

Table 1: Level of technical proficiency in the management of manuscripts

Technical proficiency To what extent does the librarians/ archivists/ curators in your library/ archives/ cultural heritage bureau have…	Very High Freq. (%)	High Freq. (%)	Low Freq. (%)	Very Low Freq. (%)	Mean ($\bar{x}$)	SD
Knowledge					**3.21**	**.57**
Ability to classify manuscripts to have an organized collection	83(53.5)	60(38.7)	11(7.1)	01(0.6)	3.45	.66
Understanding the safeguarding techniques to secure the manuscripts from lost	67(43.2)	72(46.5)	14(9.0)	02(1.3)	3.32	.69
Understanding the preservation technique to protect manuscripts from damages, deterioration, brittleness and decay	61(39.4)	82(52.9)	11(7.1)	01(0.6)	3.31	.63
Ability to select and acquire relevant manuscripts	67(43.2)	67(43.2)	18(11.6)	03(1.9)	3.28	.74
Understanding the storage techniques to prolong the life time of the manuscripts	56(36.1)	85(54.8)	13(9.4)	01(0.6)	3.26	.64
Ability to catalogue manuscripts to have comprehensive record and guide to the collection	73(47.1)	51(32.9)	29(18.7)	02(1.3)	3.26	.81
Understanding the handling technique to protect the manuscripts against mutilation	60(38.7)	76(49.0)	17(11.0)	02(1.3)	3.25	.70
Understanding the conservation technique to restore the manuscripts after damages	54(34.8)	85(54.8)	10(6.5)	06(3.9)	3.21	.73
Understanding disaster preparedness and response techniques to rescue the manuscripts from natural disaster	50(32.3)	67(43.2)	34(21.9)	04(2.6)	3.05	.81
Ability to digital preservation of the manuscripts collection	56(36.1)	53(34.2)	40(25.8)	06(3.9)	3.03	.88
Ability to online information resources sharing and corporation to have global access to the manuscripts collection	47(30.3)	54(34.8)	44(28.4)	10(6.5)	2.89	.92
Skill					**3.02**	**.62**
Safeguarding techniques in securing the manuscripts collection from lost	62(40.0)	78(50.3)	15(9.7)		3.30	.638

Classification techniques in having a systematic and organized manuscripts collection	57(36.8)	66(42.6)	31(20.0)	01(0.6)	3.15	.757
Storage techniques in prolonging the life time of the manuscripts collection	54(34.8)	67(43.2)	33(21.3)	01(0.6)	3.12	.759
Handling technique in protecting the manuscripts collection from mutilation	53(34.2)	63(40.6)	37(23.9)	02(1.3)	3.08	.794
Preservation techniques to protect the manuscripts from damages, deterioration, brittleness and decay	56(36.1)	56(36.1)	41(26.5)	02(1.3)	3.07	.823
Cataloguing technique to have comprehensive record to help users in selecting relevant manuscripts for their research purposes	52(33.5)	65(41.9)	33(21.3)	05(3.2)	3.06	.824
Selection and acquisition techniques to acquire relevant manuscripts collection	58(37.4)	47(30.3)	45(29.0)	05(3.2)	3.02	.893
Disaster preparedness and response techniques in surviving the manuscripts from natural disaster	47(30.3)	63(40.6)	35(22.6)	10(6.5)	2.95	.889
Conservation techniques for restoration of the manuscripts after damages	46(29.7)	54(34.8)	52(33.5)	03(1.9)	2.92	.842
Digitization techniques in having digital preservation of the manuscripts collection	55(35.5)	53(34.2)	22(14.2)	25(16.1)	2.89	1.066
Techniques on online information resources sharing and corporation in having global access and resource resharing of the manuscripts collection	29(18.7)	56(36.1)	57(36.8)	13(8.4)	2.65	.880
Technical proficiency (Overall Mean = 3.11, Standard Deviation = 0.56)						

Source: Authors computation (2023)

Decision Rule: If mean is 1.0 - 1.74 = Very low; 1.75 to 2.49=Low; 2.50 to 3.24 = High; 3.25 to 4 = Very High.

The result of Table revealed that the level of technical proficiency in the management of manuscripts in libraries, archives and heritage bureaus in North-West, Nigeria is high (Overall mean score = 3.11, on a scale of 4). The high overall mean score suggests that professionals in these institutions possess a significant level of technical competence in various aspects of manuscript management. Further analysis showed that knowledge ($\bar{x} = 3.21$), and skill ($\bar{x} = 3.02$) had high mean ratings among the participants. This implies that librarians/archivists/curators possess strong knowledge base and skillset for the management of manuscripts. Knowledge having a mean score of $\bar{x} = 3.21$ signifies that there is a high level of understanding of manuscript classification, safeguarding, preservation, selection and acquisition, storage, cataloging, handling, conservation, disaster preparedness, digital preservation, and online information resources sharing among professionals in libraries, archives and cultural heritage bureaus in North-West, Nigeria. Skills with a mean score of 3.02 suggests that, librarians/archivists/curators possessed abilities in manuscript safeguarding, classification, storage, handling, preservation, cataloging, selection and acquisition, disaster preparedness, conservation, digitization, and online information resources sharing techniques. Nevertheless, the result points to certain areas, such as digitization techniques (2.89) and online information resources sharing (2.65) with lower mean scores. Therefore, these areas deserve urgent and utmost attention.

Discussion of Findings
Research question sought to investigate the level of technical proficiency of the Library of Arewa Centre for Documentation and Historical Research, Kaduna. The result revealed that, the level of technical proficiency in the manuscripts management practices in libraries, archives and heritage bureaus in North-West, Nigeria is high (Overall mean score = 3.11, on a scale of 4). This can be determined from the level of educational status of the respondent that specifies 70 percent were degree holders and above. This indicates proficiency capacity of the workforce, which should potentially contribute to technical proficiency and high-quality services to the manuscript management practices.

The finding is supporting the research made by Rasaki and Abioye (2018) who clarified that effective manuscripts management practices in libraries, archives and cultural heritage bureaus depend on acquisition of technical skill by the personnel. Technical skill includes ability to use tools, procedures and techniques of specialized field. Technical skills are required by library and other memory institutions personnel to be able to apply techniques, methods and use necessary for organization, preservation, handling and disaster

preparedness challenges. Possession of these skills will enhance the ability of library and other memory institutions personnel to conceive, establish, monitor, supervise and execute manuscripts management practices programs.

The finding is in line with the Spenser and Spencer theory of competency. The competency model developed by Spencer and Spencer is addressing how knowledge and skill can contribute to the quality of their human resource. Organizations rely on their competent employees as a main resource. The performance of organizations depends not only on the workforce competency, but also on their evaluation and development on an ongoing basis to meet the global competition. The competency-based approach has been utilized in organizational settings to measure the levels of employees' knowledge, skills, and abilities. Application of knowledge acquired through education can make librarians, archivists and curators to be competent on the theories and practice of manuscripts management. The level of education can indicate how bast the knowledge acquired by the staff is in manuscripts management, the knowledge acquired by the librarian, archivist or curator can also determine the expected outcome in manuscripts management. Good manuscripts management practices can be addressed if there are subject specialists to treat specific area of professionalism such as, cataloguing, classification, preservation and conservation.

However, the finding is contrary to the study done by Butdisuwan and Babu (2014) on palm leaf manuscript libraries located at Buddhist Temples in Mahasarakham province of Thailand where they revealed that Buddhist temples where the palm leaf manuscripts are housed need proper care and maintenance and there are various barriers that come in the way of their preservation and conservation. The collections faced many problems in maintaining and providing services to researchers. They could not get sufficient man power, technical knowhow and financial resources to follow new environmental control techniques to preserve this rare collection of palm leaf manuscripts. Majority of the manuscript libraries are not having qualified staff with professional designation. The manuscripts are not classified nor catalogued by following the standard schemes of classification such as DDC or UDC or catalogue codes like AACR due to deficiency in technical proficiency.

Another key finding that emerged from this study is that the convergence of three memory institutions (library, archive, cultural heritage) that have similar objectives of information acquisition, organization, preservation and dissemination from one generation to another are equally provide the positive result concerning manuscripts management practices with high level of educational and skill capacity. This is in harmony to the study unveiled by Howard (2015) on the skills, knowledge, qualities and professional education needs of information professionals in Galleries, Libraries, Archives and Museums (GLAM) in Australia. The findings revealed that although full convergence of galleries, libraries, archives and museums is unlikely, many of the skills, knowledge and qualities would be required across all four GLAM sectors. However, some skills may require a 'change of focus' in the digital environment. Key Findings included the need to better articulate the profession's existence and its role in social capacity building'; and the need for broader, more generalist skills, but without losing any specialist capacity. The study claimed that findings provide the first empirically based guidelines around what needs to be included in an educational framework for information professionals who will work in the emerging GLAM environment. If that is the case, this research also contributes to the convergence and development of GLAM as a profession.

Another development is that the finding of this research articulates the research made by Osunrinde and Obatikun (2018) who investigated some key of the preservation and conservation practices in public universities in Nigeria. The finding revealed that the knowledge level shown by librarians towards the preservation and conservation of information materials was relatively high and the level of training for staff and funding of conservation and preservation practices in the selected university libraries has improved greatly if compared with previous studies of conservation and preservation.
While on the other hand the previous study conducted by Zaid, Abioye and Olatise (2012) on training in cultural heritage preservation in Nigeria revealed that cultural heritage workers urgently needed to be trained

in the areas of environmental control and stability of collections, paper stability and document repair, accelerated development of technologies for recording, storing, and retrieval of records, preservation challenges in the digital age, the expanding nature of preservation and conservation responsibilities, digital preservation issues, funding, policy, and support for preservation, conservation treatment skills, high-priority content for preservation education, preservation tools, preservation and data management planning, strategic planning and policies, technical Systems, trusted repositories and diversity in the conservation and preservation professions. It was also revealed that the kinds of training programmes available for them were, on-the-job, off-the-job and academic discipline. The participants indicated the training programmes available for workers in Nigerian heritage institutions cover the areas of management of cultural heritage resources under tropical climate, treatment of insects and other organisms that cause the disintegration of heritage materials, general management, research, functional tasks in digital preservation/curatorial work, workflow planning for cultural heritage preservation, capacity building of technical personnel, adoption and use of modern technology, administration and finances, legal aspects. The study identified the following as obstacles to training in National Heritage Institutions: Poor funding or near absence of budgetary provision for preservation of heritage collections, absence of national preservation policy for heritage materials, absence of good local training facilities, particularly good conservation laboratories, lack of technical manpower for training in heritage preservation and conservation and general apathy on the part of policy makers towards heritage preservation. The result of this research shows there is significant development in the state of memory institutions in North-West Nigeria as integrated professional body since the level of the technical proficiency is high.

From Botswanan context the reverse is the case, as the study conducted by Segaetsho and Mnjama (2017) on Knowledge and skills for preservation of paper materials in the selected heritage institutions. The study aimed at examining the level of knowledge and skills on preservation of documents by the staff of heritage institutions in Botswana. The result show that most of the respondents did not have preservation or conservation certification or degrees, most respondents did not have basic knowledge about preservation work. However, limited knowledge and skills in preservation was also observed among the staff tasked with preservation and conservation responsibilities resulting in less prioritization of preservation work. Unlike the case in North-West Nigeria where the finding indicates that most of the staff working with cultural heritage institutions obtained first degree, and some obtained second degree and others received PhD certificate. This is an indicator that affirmed the high level of technical proficiency of Nigerian memory institutions over the Botswanans.

It is obvious that in this study librarians took the largest portion of the type of professionals working with manuscripts management, 53.5% of the respondents in this research are librarians working in academic environment where Tertiary Education Trust Fund (TETFund) allocates certain amount for staff development in Nigerian academia. This can be a motivational factor for having opportunity of on-the-job training and continuing education by the librarians to obtained higher degrees in academic libraries. In addition, it is part of the requirements for having promotion of the academic staff to obtain certain degrees against designated positions (librarians included). This also may be the full factor that necessitate librarians in academic environment to possess higher degrees. These can significantly influence the result that shows high level of technical proficiency of the respondents.

Conclusion

In conclusion, this research endeavors to shed light on the critical issue of technical proficiency in manuscript management within the Library of Arewa Centre for Documentation and Historical Research, Kaduna. Through a comprehensive investigation using survey research methodology, the study aims to determine the current level of proficiency among administrative and technical staff members. By analyzing data collected through structured questionnaires and employing statistical analysis techniques, valuable insights into various aspects of manuscript management practices will be obtained. The findings of this research will contribute significantly to the body of knowledge on manuscript management, particularly within the context of cultural heritage institutions like the Library of Arewa Centre for Documentation and Historical Research.

By identifying areas of strength and weakness in technical proficiency, the study will inform targeted interventions aimed at enhancing manuscript management practices. Ultimately, the goal is to ensure the preservation, accessibility, and longevity of the library's manuscript collection for future generations to benefit from and appreciate.

Moving forward, stakeholders within the Library of Arewa Centre for Documentation and Historical Research, as well as other similar institutions, can use the insights gained from this research to implement tailored training programs, develop best practices guidelines, and allocate resources more effectively. By addressing the challenges identified and building upon existing strengths, these institutions can bolster their capacity to manage manuscripts effectively, thus fulfilling their vital role in preserving cultural heritage and promoting scholarly research and education.

Recommendations

Based on the findings of this study, the following recommendations were made:

1. Considering the low mean score for the regular schedule of maintenance and chemical filter replacement, the institutions should implement a more comprehensive and frequent schedule by regularly inspecting and cleaning filters to ensure their effectiveness in removing particulates that can potentially harm the manuscript collection.

References

Abioye, A., (2009). Promoting the preservation of heritage materials: A review of recent heritage conference papers, *International Conference on Exploring Nigeria's Arabic/Ajami Manuscript Resources for Development of New Knowledge,* 7th -8th May, 2009. Arewa House: Kaduna.

Akussah, H. (2002). Records management and preservation in government ministries and departments in Ghana. *African Journal of Library, Archives and Information Science* 12(2), 155–165

Akussah, H. (2006). The state of document deterioration in the national archives of Ghana. African *Journal of Library, Archives and Information Science* 16 (1), 1-8.

Alegbeleye, G. O. (1999). The role of the joint IFLA/ICA committee on preservation and conservation of library and Archival Materials in Africa. 65th IFLA council and general conference, Bangkok Thailand August 20-21

Alegbeleye, G. O. (2000). Preservation and conservation of library and archival materials: A selective bibliography prepared by G. O. Alegbeleye for the JICPA. Ibadan: JICPA.

Allison, G. O. (2022). Record management practices, accountability and organizational effectiveness of pension fund administrators in Abia state, Nigeria

Asamoah, C. Akussah, H and Mensah, M. (2015). Funding Memory Institutions in Ghana: The Case of Public Records and Archives Administration Department (PRAAD) https://www.researchgate.net/publication

Auyo, M. A. (2010). Records management: Principles, techniques and significance. A paper presentation at a workshop on academic records management. Kano: Bayero University Kano.

Batiste, A. D. (2007). The state of arabic manuscript collections in nigeria: report of a survey tour to northern Nigeria, March 3 – 19..

Brown, R. B. (2006). Doing your dissertation in business and management: The reality of research and writing, Sage Publications

Darling, P. (1981). Creativity V. despair: the challenge of preservation management. Library Trends 30 (Fall): 179-188

Ejikem, A. N. (2019). Towards Sustainable Cultural Heritage Preservation and Management in the Digital age: Strategic Roles of Library. *Review of Information Science and Technology* (RIST) Volume 5, July, 2019

European Commission (EC), 2017, Europeana – a European cultural heritage platform for all, viewed 15 January 2018, from https://ec.europa.eu/digital-single-market/ en/europeana-european-digital-library-all.

Evens, T. & Hauttekeete, L., (2011). 'Challenges of digital preservation for cultural heritage   institutions', Journal of Librarianship and Information Science 43(3), 157–165. https://doi.org/10.1177/0961000611410585

Feather, J. (1996). Preservation and the management of library collections. London: Library   Association Publishing.

Jones, G.R., George, J.M. Hill, and C.W.L. (2000). Contemporary management.New York: Irwin   and McGraw Hills

Henderson, J. (2013). Managing the library and archive environment, British Library: London.

Henchy, J. (1998). Preservation and archives in Vietnam. Washington: Council on Library and Information Resources. Available: http://www.clir.org/pubs/reports/henchy/

Jimerson, R. C. (2002). The nature of archives and manuscripts. OCLC Systems & Services, 18(1), 21-23.

Kabara, A. N. (2014). Management of Islamic manuscripts in school for higher Islamic studies Shahuchi, Kano-Nigeria. MSc thesis, department of library and information science, Bayero University Kano.

Kemoni, H. N. (1996). Preservation and conservation of archive materials: The case of Kenya. *African Journal of Library, Archives and Information Science* 6(1), 46–51

Mayyas, F., & Alzoubi, K. (2022). Awareness and knowledge of manuscript writing and research integrity: A cross sectional survey among graduate students. *Heliyon*, *8*(11), 83-110.

Osunride, A. A. & Adetunla, B. O. G. (2016). Preservation and conservation of library   materials   in University libraries in south-west, Nigeria. *International Journal of Online   and Distance Learning*, *1*(1), 12 – 25.

Peters, D. (1996). Our environment ruined? Environmental control reconsidered as a strategy for conservation. *Journal of Conservation and Museum Studies* No. 1.   URL: http://www.ucl.ac.uk/archaeology/ conservation/jcms/ [viewed 11 October 2004].

Priestiwanty, L., & Roestam, R. (2023). Implementation of A Manuscript Management System for Small & Mid-sized Publishers. *IT for Society*, *6*(1), 1-14.