

## **8.1 LIBRARY DEVELOPMENT**

The following requirements are to be fulfilled by each beneficiary institution before obtaining approval-in-principle for library development intervention from the Fund:

- i. Beneficiary institutions must show evidence of a functional and properly constituted Library Development Committee [LDC] which meets and makes recommendations to the head of institution on matters relating to the library;
- ii. Submission of the library Collection Development Policy [CDP] for the institution;
- iii. Submission of list of books and other library holdings to be procured must be made based on the institution's CDP and guided by the TETFund template;
- iv. Submissions of other library resources, including tools and equipment to be procured must be made in accordance with the TETFund template for acquisition of library resources;
- v. All submissions must be accompanied with the minutes of the meeting of the institution's LDC;
- vi. For electronic resources (e-Resources), the institution's electronic resources policy must be submitted together with any request for acquisition of such resources;
- vii. All proposals must be submitted in hard and soft copies (flash drive). Advance copy may be sent to [es@tetfund.gov.ng](mailto:es@tetfund.gov.ng) and [ess@tetfund.gov.ng](mailto:ess@tetfund.gov.ng);
- viii. At least 70% of total allocation shall be used for the procurement of books and periodicals;
- ix. All submissions must be accompanied with a covering letter signed by or on behalf of the head of the institution;
- x. Executive summary of the proposal by the institution should at all times, be submitted to the Fund.

In addition to the above requirements, beneficiary institutions should note that:

- a. Once approval is granted for procurement of books and/or other library resources, substitutions and/or changes in the approved specifications and terms of acquisition shall not be entertained;
- b. Funds for library development intervention shall not be utilized for procurement of consumables or any other items;
- c. After the issuance of the AIP, beneficiary institutions are expected to commence the process of vendor-hiring in accordance with the provisions of the Public Procurement Act 2007;
- d. Due process requirement for the release of 1<sup>st</sup> tranche as contained in subsection 6.3.1;
- e. Due process requirement for final tranche as contained in subsections 6.3.3 and 6.3.4.