SCHOOL OF LIBRARY ARCHIVES AND DCUMENTATION STUDIES (SLADS) - BAGAMOYO

RESEARCH REPORT ON:

AN ASSESSMENT ON ACQUISITION PROCESS IN ACADEMIC LIBRARIES: A CASE STUDY OF THE AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM) - BAGAMOYO

BY

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A Research Report Submitted at School of Library, archives and documentation studies (SLADS) in Partial Fulfillment of the Requirements for the Ordinary Diploma in Library and Information Management.

August, 2026

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CERTIFICATION

The undersigned certifies that she has read and here by recommends for acceptance by the School of Library, Archives and Documentation Studies a research report entitled An Assessment on Acquisition Processes in Academic Libraries: A Case Study of the Agency for the Development of Educational Management (ADEM) in partial fulfilment of the requirements for the award of the Ordinary Diploma in Library and Information Management.

_____

Mrs. Kilongola

(Supervisor)

Date: ……..

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DECLARATION AND COPYRIGHT

I, Adam Richard George, declare that this Report is my own original work and that it has not been presented and will not be presented to any other university for a similar or any other degree award.

Signature _____

Date …….

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I would like to give thanks to the Almighty God for granting me good health, strength and guidance throughout the period of undertaking this study, from the data collection stage up to the analysis and presentation of this research report.

I am deeply indebted to my family, whose patience, encouragement and support made it possible for me to pursue and complete this Diploma in Library and Information Management. I sincerely thank my parents, brothers and sisters for standing by me throughout this journey.

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Finally, it is not possible to mention by name everyone who assisted me in the course of this study and in the writing of this final report. I sincerely appreciate the contribution of each and every one of them.

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DEDICATION

This work is dedicated to the Almighty God for His protection, guidance and good health throughout the period of this study. It is also sincerely dedicated to my beloved family, especially my parents, for their support, encouragement and prayers, both morally and spiritually.

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LIST OF ABBREVIATIONS

SLADS	–	School of Library, Archives and Documentation Studies
ADEM	–	Agency for the Development of Educational Management
ICT	–	Information and Communication Technology
COTUL	–	Consortium of Tanzania University and Research Libraries
IFLA	–	International Federation of Library Associations and Institutions
NLTA	–	National Library of Tanzania Act

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ABSTRACT

This study assessed the acquisition processes in academic libraries, using the library of the Agency for the Development of Educational Management (ADEM), Bagamoyo, as a case study. The study was guided by general objective, that is to assess how acquisition processes at ADEM affect the development of the library collection, and four specific objectives focusing on the methods used for acquisition, the criteria used for selecting materials, the challenges facing the acquisition process, and possible strategies to overcome these challenges.

The study adopted a case study research design and a mixed methods approach combining qualitative and quantitative techniques. A sample of 30 respondents, comprising students and academic and library staff, was involved through questionnaires, interviews and documentary review. Out of 30 questionnaires distributed, 27 were fully completed and returned, giving a response rate of 90 percent. Quantitative data were analyzed using descriptive statistics such as frequencies and percentages, presented in tables and figures, while qualitative data from interviews and documentary review were analyzed using content analysis.

The findings revealed that the ADEM library relies on a combination different acquisition method such as purchase, donation and exchange and that materials are selected on the basis of relevance to user needs, quality and cost effectiveness. The study further revealed that the acquisition process at ADEM is constrained by delays in the approval and release of funds for procurement and by an inadequate supply of electronic resources, which limits the currency and diversity of the library collection. As a result, a considerable proportion of users are unable to access materials that are current and relevant to their academic needs.

The study recommends that ADEM library management should streamline and expedite fund approval procedures for procurement, invest in electronic resources and ICT infrastructure, and adopt strategies such as resource sharing, consortium arrangements and advocacy for sustainable funding, in order to strengthen collection development and better support teaching, learning and research at ADEM.

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CHAPTER ONE
INTRODUCTION AND BACKGROUND OF THE STUDY

1.0 INTRODUCTION

This chapter describe the background to the study, the general objective of the study, the specific objectives research question, scope of the study and limitations of the study, significance of the study and definition of key terms.

1.1 Background of the Study

Libraries in academic institutions play a vital role in supporting teaching, learning, and research activities. They provide access to textbooks, reference materials, journals, and electronic resources that students and lecturers depend on for academic success. One of the most important technical functions in any academic library is acquisition. Acquisition refers to the systematic process of identifying, selecting, ordering, receiving, and paying for information resources (Johnson, 2018). Without an effective acquisition system, a library cannot develop a strong and relevant collection.

Globally, academic libraries are experiencing rapid changes due to technological development. Libraries now acquire print books, electronic books, online journals, databases, and open access resources. This requires proper planning, budgeting, and policy guidelines. In developing countries such as Tanzania, academic libraries often face challenges including limited budgets, inadequate policies, insufficient staff training, and delayed procurement systems (Mcharazo & Olden, 2000). These challenges directly affect the quality and relevance of collections.

In Africa, academic libraries face numerous challenges in the acquisition of information resources. Many institutions struggle with limited funding, inadequate infrastructure, and the high cost of scholarly publications (Johnson, 2018). Despite these challenges, African academic libraries continue to improve their acquisition strategies by adopting digital resources, participating in library consortia, and collaborating with international organizations to increase access to information resources. Studies on academic libraries in Africa indicate that expanding electronic collections and strengthening ICT infrastructure have become essential strategies for

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improving access to information and supporting higher education and research (Shikali & Muneja, 2024).

In Tanzania, academic libraries play a vital role in supporting higher education institutions by providing information resources for students, lecturers, and researchers. However, many academic libraries in the country face challenges related to acquisition processes, including insufficient budgets, rapid growth of academic programs, and the increasing cost of information resources (Shikali & Muneja, 2024).. These challenges often affect the ability of libraries to acquire adequate and up to date materials required for teaching and research. As a result, libraries must develop effective acquisition policies and strategies to ensure that collections remain relevant and responsive to users' needs.

The Agency for the Development of Educational Management (ADEM) in Bagamoyo is a government institution responsible for training education managers and administrators. The ADEM library is expected to provide adequate and updated information resources to support its academic programmes. However, the effectiveness of its acquisition processes and their contribution to collection development has not been clearly assessed. This study therefore seeks to examine how acquisition processes influence collection development at ADEM in Bagamoyo.

1.2 Statement of the problem

The quality of an academic library collection is fundamentally determined by the effectiveness of its acquisition processes. When acquisition activities are poorly managed, libraries accumulate outdated, duplicated, or irrelevant materials that fail to serve users' current information needs (Ujah & Jacob, 2022). Despite the importance of acquisition processes, many academic libraries, particularly in developing countries, face several challenges such as limited budgets, high costs of information resources, and inefficient procurement procedures. These challenges may affect the ability of libraries to acquire adequate and up to date materials required for academic activities.

ADEM library provide sufficient and relevant information resources to support its academic programs. However, the effectiveness of acquisition processes and how they contribute to collection development support the development of the library collection. Therefore, this study assessed the acquisition processes for collection development in the ADEM library in Bagamoyo to identify existing practices, challenges, and possible improvements that can enhance the effectiveness of the library collection.

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1.3 Objective of the study

1.3.1 General objective

To assess how acquisition processes at ADEM in Bagamoyo affect the development of the library collection.

1.3.2 Specific objectives

i. To find out methods used for acquisition in academic libraries.

ii. To examine the criteria used for acquiring materials in academic libraries.

iii. To find out challenges facing academic libraries in acquisition process.

iv. To find out strategies to overcome the challenges facing library in acquisition process.

1.4 Research questions

i. What are methods used for acquisition in academic libraries?

ii. What are criteria used for acquiring materials in academic libraries?

iii. What are challenges facing academic libraries in acquisition process?

iv. What are strategies that will be suitable to overcome challenges facing academic libraries in acquisition process?

1.5 Significance of the study

The study helps ADEM improve its library services by identifying weaknesses in the acquisition process. Second, it will add to the existing knowledge on library management in Tanzanian institutions. Third, other libraries in similar institutions can use the findings to improve their own processes. Finally, the study may help policy makers understand the need to support academic libraries with better resources and guidelines (Chisita, 2011).

Furthermore, students and lecturers will benefit from improved access to relevant and current learning materials. The results may also assist other similar institutions in strengthening their library acquisition systems.

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1.6 Scope of the study

The study focuses on the library of ADEM in Bagamoyo, Coast Region, Tanzania. It looks at the acquisition processes and collection development activities of the library. The study involves library staff, academic staff, and students at ADEM. It does not cover other institutions or libraries outside ADEM in Bagamoyo.

1.7 Limitations of the study

The study faced some challenges. These include limited time for data collection, difficulty getting honest answers from some respondents, and lack of proper records or documents at the library. The researcher tried to deal with these challenges by using more than one method of collecting data and by assuring respondents that their answers was kept private.

1.8 Definition of key terms

Acquisition: The systematic process of identifying, selecting, ordering, receiving, and paying for library materials such as books, journals, and electronic resources (Johnson, 2018).

Collection development: A continuous process of assessing user needs, selecting appropriate materials, acquiring them, and evaluating their usefulness to support institutional goals (Evans & Saponaro,2012).

Academic library: A library established within a higher learning institution to support teaching, learning, and research activities (Corrall,2012).

Library policy: A formal written guideline that directs how materials are selected, acquired, and managed in a library (Evans & Saponaro, 2012).

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CHAPTER TWO

LITERATURE REVIEW

2.0 Introduction

This chapter presents a review of related literature on acquisition processes and collection development in academic libraries. The review draws from books, journal articles, and research reports to provide a theoretical and empirical foundation for the study. The chapter is organized around the key themes that emerge from the study's specific objectives: methods of acquisition, criteria for selecting library materials, challenges in the acquisition process, and strategies to overcome those challenges.

2.1 Methods used for acquisition in academic libraries

Academic libraries use various methods to acquire information resources. The choice of method depends on the type of material, the availability of funds, and the urgency of the acquisition. The main methods include purchase, donation, exchange, and legal deposit.

Purchase

Purchase is the most common method of acquisition. It involves buying materials directly from publishers, booksellers, or vendors. Libraries may purchase materials through standing orders, firm orders, or approval plans. Standing orders are arrangements with suppliers to automatically supply new editions of specific titles. Firm orders are one-time requests for specific items. Approval plans allow vendors to supply items that match a pre-agreed profile, which the library may accept or return (Johnson, 2018).

In Tanzania, public institutions including academic libraries are required to follow government procurement regulations when making purchases. The Public Procurement Act and its associated regulations govern how goods and services, including library materials, are obtained. This can introduce delays and bureaucratic challenges into the acquisition process, as noted by Mwaguni (2015) in a study of Tanzanian university libraries.

Donation

Donations are another common source of library material, especially in developing countries where purchase budgets are limited. Donations may come from individuals, governments, non-governmental organizations, or international bodies. While donations can significantly augment a

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library's collection, they also pose challenges. Donated materials may be outdated, duplicated, or irrelevant to the library's needs. Gorman (2000) cautions that libraries should evaluate donated materials carefully and only accept items that genuinely add value to the collection.

For institutions like ADEM, which may have limited acquisition budgets, donations can play an important role. However, over reliance on donations without proper evaluation can result in collections that do not serve the actual information needs of users.

Exchange

The exchange method involves libraries sharing materials with other institutions, typically on a reciprocal basis. This method is particularly useful for acquiring materials that are not available through commercial channels, such as government publications, institutional reports, and locally produced research. The International Federation of Library Associations and Institutions (IFLA) has long advocated for exchange programmes as a cost-effective means of collection building, especially for libraries in developing countries (IFLA, 2012).

Legal deposit

Legal deposit is a mechanism whereby publishers are required by law to deposit copies of their publications with designated libraries. In Tanzania, the National Library of Tanzania Act provides for legal deposit, requiring publishers to submit copies of their publications to the National Library. While legal deposit primarily benefits national libraries, some academic libraries may also benefit indirectly through their relationship with the national library system.

2.2 Criteria used for acquiring library materials in academic libraries

The selection of materials for acquisition is guided by a set of criteria that help ensure that the library invests its resources in the most useful and relevant items. These criteria vary among institutions but generally include relevance, currency, authority, accuracy, and cost.

Relevance refers to the degree to which a material addresses the subject areas and academic programmes of the institution. Evans and Saponaro (2012) argue that relevance is the most important criterion in academic library selection, as the library's primary role is to support the curriculum. Currency refers to the timeliness of the material; for rapidly changing fields such as science and technology, it is important to acquire the most recent editions and publications.

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Authority relates to the credibility of the author or publisher. Materials produced by recognized experts or reputable publishers are generally preferred. Accuracy refers to the factual correctness of the content, which is particularly important in fields such as medicine, law, and engineering. Cost is also a major consideration, as libraries must balance the need for comprehensive coverage against limited budgets (Corrall, 2012).

In practice, selection decisions in academic libraries are often made collaboratively, involving input from academic staff, students, and library professionals. User recommendations play an important role in ensuring that acquired materials meet actual information needs. However, in institutions with limited staff capacity, the selection process may be less systematic, resulting in collections that do not fully reflect user needs.

2.3 Challenges facing academic library in acquisition process

Academic libraries, particularly in developing countries, face numerous challenges in the acquisition process. These challenges have been widely documented in the literature and include budgetary constraints, inadequate policies, weak procurement systems, limited staff capacity, and the digital divide.

Budgetary constraints

Insufficient funding is perhaps the most frequently cited challenge in library acquisition. Mcharazo and Olden (2000) found that Tanzanian academic libraries consistently received inadequate funding for collection development, resulting in collections that were outdated and insufficient to meet user needs. This situation is compounded by rising prices of academic publications, particularly journals, which have increased at rates far exceeding inflation in recent decades (Corrall, 2012).

Budget cuts due to broader economic challenges further constrain the capacity of academic libraries in Tanzania and other developing countries to acquire new materials. When budgets are cut, libraries are forced to make difficult choices, often resulting in the cancellation of journal subscriptions and the deferral of book purchases.

Absence of collection development policies

Chisita (2011) highlighted the absence of formal collection development policies as a significant challenge in academic libraries in Sub-Saharan Africa. Without a clear policy, acquisition decisions may be made arbitrarily or based on the preferences of individual staff members, rather

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than on the systematic assessment of user needs. This can result in uneven collections with gaps in key subject areas.

Bureaucratic procurement procedures

In many African countries, government institutions are required to follow lengthy procurement procedures before acquiring goods and services. While these procedures are designed to promote transparency and prevent corruption, they can also result in significant delays in the acquisition of library materials. (Mwaguni ,2015) found that university libraries in Tanzania often waited months for materials to be delivered due to bureaucratic delays in the procurement process.

Limited staff capacity

The effectiveness of the acquisition process depends largely on the skills and knowledge of library staff. In many academic libraries in Tanzania, staff may lack the specialized training needed to carry out acquisition activities effectively. This includes knowledge of selection criteria, vendor evaluation, licensing of electronic resources, and procurement regulations. Johnson (2018) notes that the increasing complexity of the information marketplace with its mix of print, electronic, and open access resources demands a high level of professional expertise from acquisition librarians.

The digital divide

The shift towards electronic resources has created new challenges for academic libraries in developing countries. While electronic resources offer significant advantages in terms of access and currency, they also require reliable internet connectivity, adequate hardware, and sustainable funding for licensing agreements. Many Tanzanian academic libraries lack the infrastructure needed to fully exploit electronic resources, creating a digital divide that limits their capacity to meet the evolving information needs of their users (IFLA, 2012).

2.4 Strategies to overcome challenges facing academic library in acquisition process

First, the development and implementation of a formal collection development policy is widely recommended as a foundational step. Such a policy provides a systematic framework for decision-making and helps ensure that acquisition activities are aligned with institutional needs and priorities. Evans and Saponaro (2012) emphasize that a good policy should be developed collaboratively, with input from library staff, academic staff, and students, and should be reviewed regularly to reflect changes in the curriculum and user needs.

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Second, resource sharing and consortium arrangements offer a practical means of expanding access to materials beyond what any single library could afford. By pooling resources and negotiating collectively with publishers and vendors, library consortia can secure better prices and access to a wider range of materials. In East Africa, initiatives such as the Consortium of Tanzania University and Research Libraries (COTUL) have sought to facilitate resource sharing among academic libraries.

Third, capacity building for library staff is essential for improving the quality of acquisition decisions. Training programmes in areas such as collection assessment, vendor evaluation, and electronic resource management can equip library staff with the skills needed to navigate the increasingly complex information marketplace. Mcharazo and Olden (2000) argue that investment in staff development is as important as investment in materials if libraries are to fulfil their academic mission effectively.

Fourth, the adoption of open access resources and free online databases can significantly supplement a library's collection without incurring additional costs. Many high-quality academic journals and textbooks are now available on an open access basis, and libraries can integrate these resources into their collections to fill gaps created by budgetary constraints. Gorman (2000) suggests that librarians should actively curate and promote open access resources as part of a comprehensive collection development strategy.

Fifth, advocacy for increased and sustainable library funding is essential for long-term collection development. Library managers should develop evidence-based arguments for institutional and government support, demonstrating the link between library resources and academic outcomes. Chisita (2011) argues that libraries must position themselves as strategic assets of their institutions if they are to secure the resources needed for effective collection development.

2.5 Research gap

From the review of the literature, it is evident that while considerable research has been conducted on acquisition processes and collection development in academic libraries generally, and in Tanzanian university libraries specifically, there is a notable lack of studies focusing on government training institutions such as ADEM. Most existing studies are conducted in university settings, which may have different structures, funding mechanisms, and user needs compared to institutions like ADEM.

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Furthermore, while general challenges such as inadequate funding and absence of policies have been widely documented, the specific acquisition practices, challenges, and strategies relevant to ADEM in Bagamoyo have not been systematically studied. This study therefore aims to fill this gap by providing an in depth assessment of the acquisition processes at ADEM and their implications for collection development.

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SECTION THREE

RESEARCH METHODOLOGY

3.0 Introduction

This chapter describes the research methodology that was used to conduct the study. It outlines the research design, study area, population, sample size and sampling techniques, data collection methods and instruments, data analysis procedures, and ethical considerations. The methodology was designed to ensure that the study produces reliable, valid, and comprehensive findings regarding acquisition processes and collection development at the Agency for the Development of Educational Management (ADEM) library in Bagamoyo.

3.1 Research design

This study employed a case study research design. A case study is an in depth investigation of a particular phenomenon within its real life context, and it is particularly appropriate when the researcher seeks to understand “how” and “why” questions within a specific setting (Yin, 2014). The case study design is suitable for this research because the study focuses on a single institution the ADEM library in Bagamoyo and aims to gain a detailed understanding of its acquisition processes and collection development practices.

3.2 Research approach

This study adopted a mixed methods research approach, integrating both qualitative and quantitative approaches within a single study. A research approach refers to the overarching framework or strategy that guides how a researcher collects, analyses, and interprets data (Creswell & Creswell, 2018). The choice of approach is informed by the nature of the research problem, the study objectives, and the kind of knowledge the researcher produce.

3.3 Area of the study

The study conducted at the Agency for the Development of Educational Management (ADEM), located in Bagamoyo, Coast Region, Tanzania. A researcher chooses ADEM as the case study because the library provided relevant and up to date information resources to support our research and other academic instruction and professional development activities.

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3.4 Population of the study

The target population for this study consist of 100, comprises all individuals at ADEM in Bagamoyo who are directly or indirectly involved in library acquisition processes and collection development, or who use the library as part of their academic activities. This population includes library staff (librarians and library assistants), academic staff (lecturers and tutors), and students enrolled at the institution.

3.5 Sampling techniques and sample size

Given the relatively small and well defined nature of the study population at ADEM, our research used a combination of purposive sampling and simple random sampling to select study participants. Purposive sampling used to select library staff and key academic staff who are directly involved in acquisition and collection development decisions. Simple random sampling used to select student respondents, in order to ensure that all enrolled students have an equal chance of participating in the study and that the findings are representative of the broader student population. . The researcher collected data from a sample size of 30 respondents selected to participate in this study.25 student and 5 staffs.

3.6 Data collection methods

The study employed three main data collection methods: questionnaires, interviews, and documentary review. Using multiple methods of data collection strengthens the validity and reliability of research findings through triangulation (Kothari, 2019).

Questionnaire

A structured questionnaire was administered to students and academic staff. Questionnaires are a practical and cost effective instrument for gathering data from a relatively large number of respondents within a limited time frame (Kothari, 2019). The questionnaire contained both closed ended and open ended questions. Closed ended questions was used to gather quantitative data on issues such as the frequency of library use, satisfaction with available materials, and awareness of the acquisition process. Open-ended questions l allows respondents to express their views in their own words and provide richer qualitative information. The questionnaire was pre-tested on a small group of respondents before the main data collection to ensure clarity and validity of the items.

Interview

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Semi structured interviews conducted with library staff, including the librarian in charge and library assistants. Interviews allowed the researcher to explore complex issues in depth and to follow up on responses for clarification and elaboration (Mwilongo et al., 2020). A semi-structured interview guide prepared in advance, containing key questions related to the study objectives. However, the researcher will retain flexibility to probe further based on the responses received. Interviews was conducted in person at ADEM.

Document review

Document review was used to supplement primary data collected through questionnaires and interviews. The researcher will examine available library documents such as acquisition records, annual reports, procurement files, collection development policies , and library budgets. Documentary review is a non obtrusive method that provides objective, verifiable evidence about institutional practices and processes (Yin, 2014). It helped the researcher to corroborate or contrast information obtained from interviews and questionnaires, thereby improving the credibility of the study findings.

3.7 Data quality control

To ensure the validity of the study instruments, the questionnaire and interview guide was reviewed by the supervisor and at least two experienced librarians before use. Feedback from the pre test will also be used to refine the instruments. To enhance reliability, the researcher will ensure consistency in data collection procedures across all respondents. The use of triangulation or combining questionnaires, interviews, and documentary review will further strengthen the overall credibility and trustworthiness of the study findings (Kothari, 2019).

3.8 Data processing and analysis

Data collected through questionnaires were analyzed using descriptive statistics, including frequencies, percentages, and means. These statistics presented in the form of tables and figures to facilitate clear interpretation and comparison. Data collected through interviews and documentary review analyzed using qualitative content analysis. Interview recordings transcribed verbatim and then coded thematically to identify recurring patterns and themes related to the study objectives. The thematic analysis will follow an inductive approach, allowing themes to emerge from the data rather than being imposed in advance (Braun & Clarke, 2006). Findings from the qualitative and

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quantitative analyses integrated and presented together to provide a holistic account of the acquisition processes and collection development practices at ADEM.

3.9 Ethical considerations

The researcher observed ethical principles throughout the conduct of the study. Prior to data collection, the researcher obtained official permission from ADEM management through a formal introductory letter from the School of Library, Archives and Documentation Studies (SLADS). All research participants are fully were informed about the purpose of the study, their right to refuse participation or withdraw at any time without consequence, and the measures that was taken to protect their identity and the confidentiality of their responses. Informed consent obtained from all participants before data collection begins. The research collected information only used for academic purposes and data collected were stored securely and used for the purposes of this research only.

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CHAPTER FOUR

DATA PRESENTATION, ANALYSIS AND DISCUSSION

4.0 Introduction

This chapter presents, analyses and discusses the findings of the study on the Assessment of Acquisition Processes for collection development in academic libraries, using the library of the Agency for the Development of Educational Management (ADEM), Bagamoyo as a case study. Data were obtained through a structured questionnaire administered to students and academic staff, and a semi structured interview conducted with the librarians in charge.

4.1 Response rate

A total of 30 respondents, comprising 25 students and 5 members of staff, were sampled to participate in the study through questionnaires. Out of the 30 questionnaires distributed, 27 were fully completed and returned, giving an overall response rate of 90.0%, as shown in Table 4.1. In addition, one interview was successfully conducted with the librarian in charge of ADEM library. According to Kothari (2019), a response rate of above 70% is considered adequate for analysis and generalization of findings in social science research. The response rate obtained in this study is therefore considered adequate and reliable for analysis, and all findings presented in this chapter are based on the 27 questionnaires returned.

Table 4.1: Response rate of respondents

Category of respondents	**Sample size**	**Questionnaires returned**	**Response rate (%)**
Students	25	22	88.0
Academic/library staff	5	5	100.0
Total	30	27	90.0

Source: Field data (2026)

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4.2 Demographic characteristics of respondents

This section presents the demographic characteristics of the respondents, namely age, sex and level of education, following questions 1 to 3 of the questionnaire in Appendix 1. These characteristics provide a general profile of the respondents and help in understanding the context within which the data were collected.

Table 4.2: Age of respondents

Age group (years)	Frequency	Percentage (%)
18 – 28	14	51.9
29 – 39	9	33.3
40 – 60	4	14.8
Total	27	100.0

Source: Field data (2026)

The findings in Table 4.2 show that respondents, 14 (51.9%), were aged between 18 and 28 years, followed by 9 (33.3%) aged between 29 and 39 years, while 4 (14.8%) were aged between 40 and 60 years. This indicates that most of the respondents were relatively young, which is consistent with the fact that the majority of library users at ADEM are students.

Table 4.3: Sex of respondents

Sex	Frequency	Percentage (%)
Male	15	55.6
Female	12	44.4
Total	27	100.0

Source: Field data (2026)

Table 4.3 indicates that 15 (55.6%) of the respondents were male while 12 (44.4%) were female. This shows that both sexes were fairly represented in the study, although male respondents were slightly more than female respondents.

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Table 4.4: Level of education of respondents

Level of education	Frequency	Percentage (%)
Certificate	4	14.8
Diploma	8	29.6
Degree	13	48.1
Masters	2	7.4
Total	27	100

Source: Field data (2026).

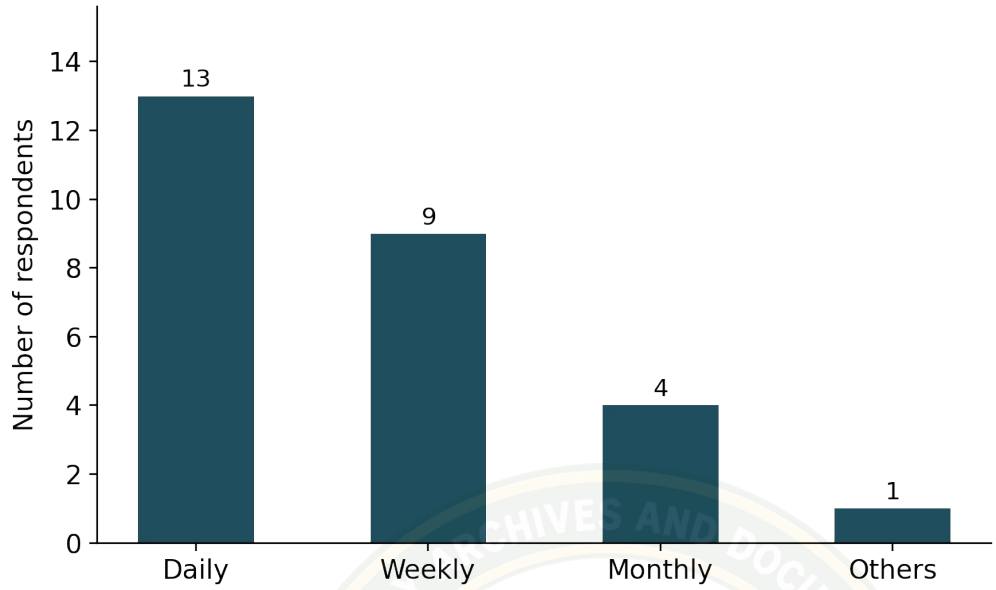
As shown in Table 4.4, the respondents, 13 (48.1%), held a degree, followed by 8 (29.6%) with a diploma, 4 (14.8%) with a certificate, and 2 (7.4%) with a master's qualification. This suggests that the respondents were generally well educated and capable of providing informed and reliable responses regarding library acquisition and collection development at ADEM.

4.5. Frequency of library use at ADEM library

Respondents were asked how often they use the library. The findings are presented in Figure 4.5.

Figure 4.5: Frequency of library use by respondents

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Source: Field data (2026)

Figure 4.5 shows that 13 (48.1%) of the respondents use the library daily, 9 (33.3%) use it weekly, 4 (14.8%) use it monthly, while only 1 (3.7%) indicated that he doesn't use library. The relatively high proportion of daily and weekly users suggests that the library collection is actively utilized, which underscores the importance of ensuring that materials acquired remain relevant and adequate for users.

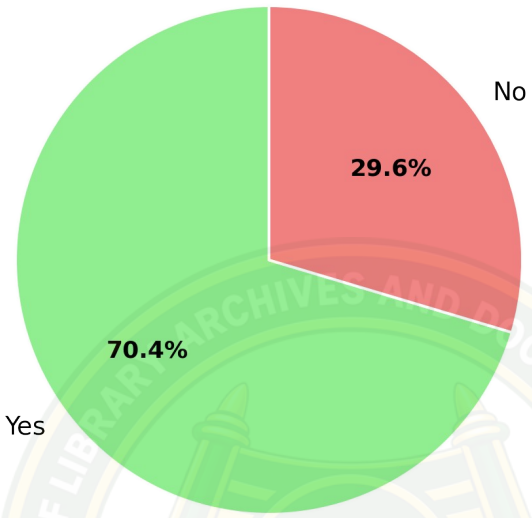
This supported when librarian in charge asked whether the library acquires materials and, if so, through what methods, the librarian confirmed that the library actively acquires materials rather than relying on a single source of supply. The librarian stated that ``*the library acquires materials mainly through purchase, donation and exchange''*. This is consistent with Johnson (2018), who observes that most academic libraries rely on a combination of purchase, donation, gift and exchange methods to build a balanced and cost effective collection, since depending on a single method may limit the growth and diversity of the collection.

4.6 Availability of library materials at ADEM library

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Respondents were asked whether they are able to find required books and materials in the library. The findings are presented in Figure 4.6.

Figure 4.6: Availability of library materials in library



Source: Field data (2026)

Figure 4.6 shows that 19 (70.4%) of the respondents were able to find the required books and materials in the library, while 8 (29.6%) were not among the respondents who found materials, although the library is generally able to meet user needs, a notable proportion of users still fail to find the materials they require, which points to gaps in the adequacy or timeliness of acquisition.

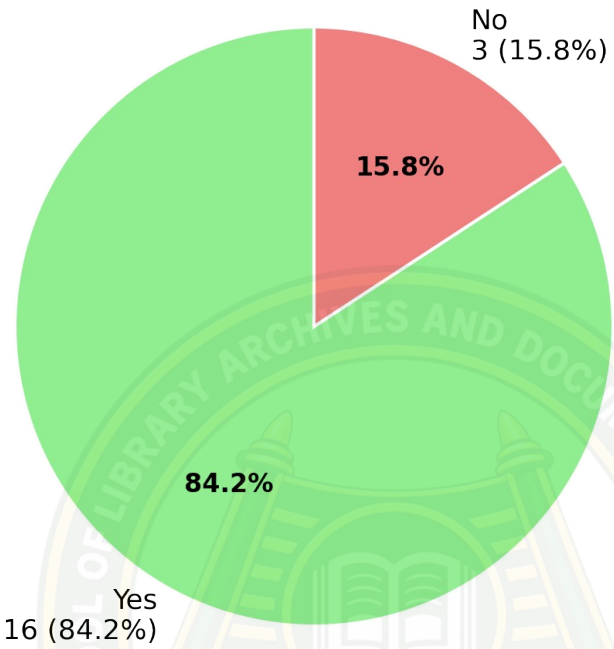
During interview when librarian in charge asked whether the library has a collection development policy and what criteria guide acquisition, the librarian responded as follows: The librarian explained that ``*materials are acquired based on user needs, the quality of the material, and affordable cost.*'' This finding shows that ADEM library applies three main criteria when acquiring materials: relevance to user needs, the quality of the material in terms of content and authority, and the cost-effectiveness of the material in relation to the available budget. This agrees with Evans and Saponaro (2012), who argue that an effective collection development criterion should balance user needs, quality standards and budgetary realities in order to build a collection that is both relevant and sustainable.

4.7 Relevance of library materials at ADEM library.

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Respondents were asked whether materials are relevance to course of in the library. The findings are presented in Figure 4.7.

Figure 4.7: Relevance of library materials to course



Source: Field data (2026)

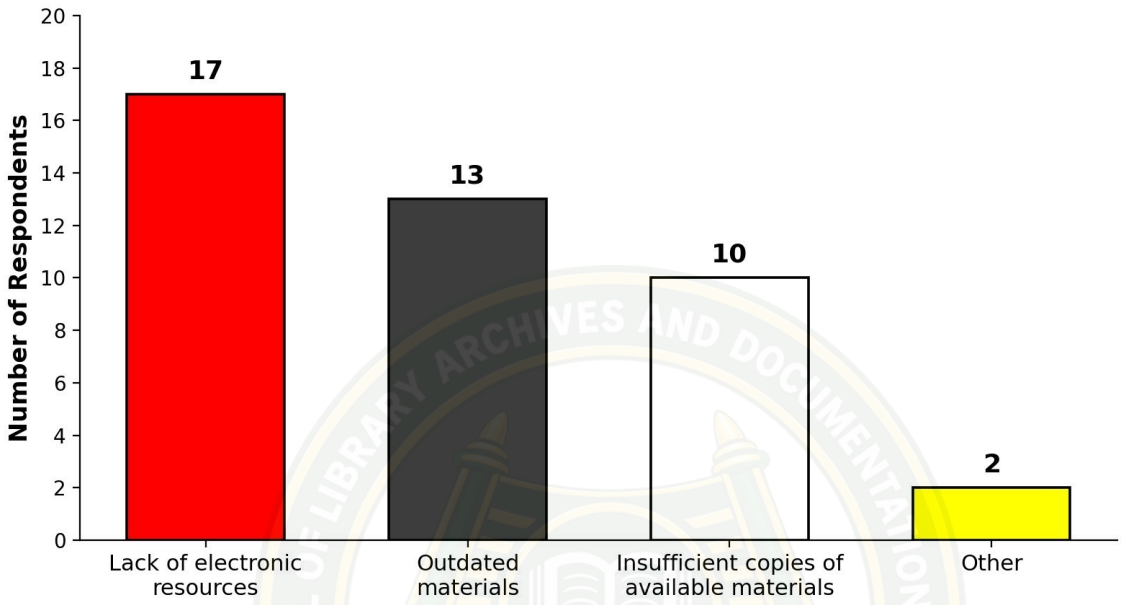
Figure 4.7 shows that 16 (84.2%), reported that the materials were relevant to their course, while only 3 (15.8%) felt otherwise. During interview the librarian identified delays in the approval of funds for procurement as the major challenge affecting the acquisition process. The librarian noted that ``*there is a lengthy process involved in approving payment for new materials, which slows down acquisition.*'' . This finding is consistent with Mcharazo and Olden (2000) and Okwu and Opurum (2021), who note that delayed procurement and payment approval procedures are among the leading challenges undermining collection development in academic libraries in developing countries such as Tanzania.

4.8 Challenges in accessing relevant materials at ADEM library

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Respondents were asked to indicate the challenges they face in accessing materials relevant to their course, The findings are presented in Figure 4.8.

Figure 4.8: Challenges faced by respondents in accessing relevant materials



Source: Field data (2026).

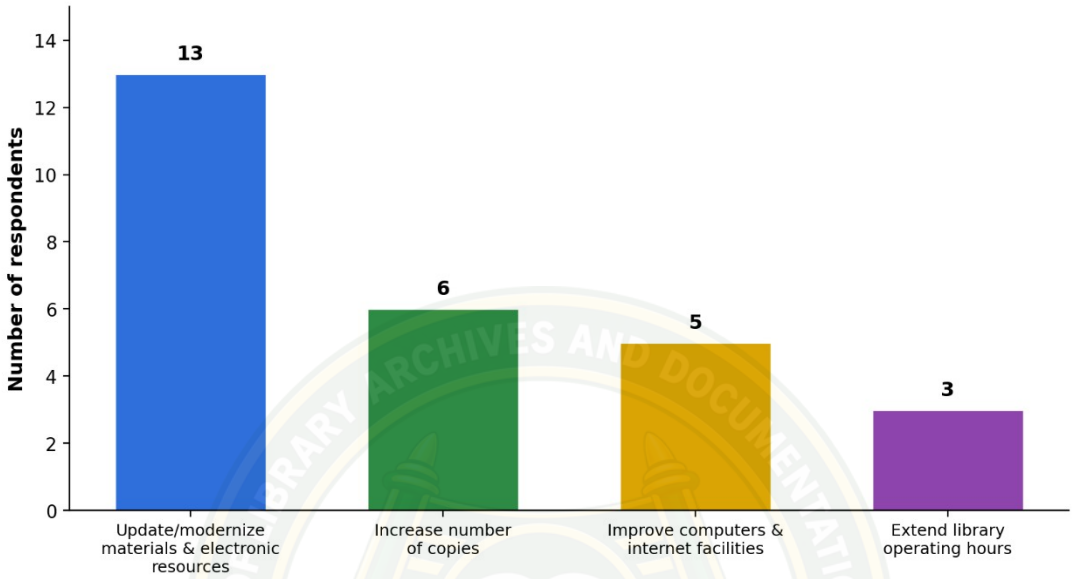
As presented in Figure 4.8, the lack of electronic resources was the most frequently cited challenge, mentioned by 17 (63.0%) of respondents, followed by outdated materials, 13 (48.1%), and insufficient copies of available materials, 10 (37.0%). A further 2 (7.4%) cited other challenges like limited awareness of available library resources and poor searching skills. . These findings show that the currency and format of materials, particularly electronic resources, remain a major concern among library users.

4.9 Strategies to overcome challenges facing ADEM library in acquisition of library material

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Respondents were asked to suggest strategies to overcome the challenges, in order to identify possible measures for improving library resources. The finding presented in Figure 4.9.

Figure 4.9: Respondents suggested strategies to overcome challenges



Source: Field data (2026)

Figure 4.9 shows that respondents, 13 (48.1%), suggested that the library should update and modernize its materials, particularly electronic resources and computers, in order to improve learners' satisfaction, a view that is well captured in one respondent's own words "*To update the materials available in the library, especially electronic materials and computers and other assistive technology in order to improve the learners' satisfaction.*" A further 6 (22.2%) suggested an increase in the number of copies of available materials, 5 (18.5%) called for improved computers and internet facilities, while 3 (11.1%) suggested extending library operating hours.

CHAPTER FIVE

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SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.0 Introduction

This chapter presents the summary, conclusion and recommendations of the study, which assessed the acquisition processes for collection development in academic libraries, using the library of the Agency for the Development of Educational Management (ADEM) in Bagamoyo as a case study.

5.1 Summary of the research

The study assessed the acquisition processes for collection development in academic libraries, with specific reference to the ADEM library in Bagamoyo. The study was guided by one general objective, which was to assess how acquisition processes at ADEM in Bagamoyo affect the development of the library collection. The study was further guided by four specific objectives, namely: to find out the methods used for acquisition in academic libraries; to examine the criteria used for acquiring materials in academic libraries; to find out the challenges facing academic libraries in the acquisition process; and to find out strategies to overcome the challenges facing libraries in the acquisition process.

The study adopted a case study research design and a mixed methods research approach that combined both qualitative and quantitative techniques, an approach considered appropriate for gaining an in depth understanding of a phenomenon within a single. Data were collected from a sample of 30 respondents comprising students and academic or library staff, using questionnaires, interviews and documentary review. Out of the 30 questionnaires distributed, 27 were fully completed and returned, giving an overall response rate of 90 percent, which is considered adequate for analysis and generalization of findings in social science research (Kothari, 2019). Quantitative data obtained through the questionnaire were analyzed using descriptive statistics, while qualitative data obtained through interviews and documentary review were analyzed using qualitative content analysis.

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5.2 Summary of major findings

5.2.1 Methods used for acquisition of library materials at ADEM library

The study sought to find out the methods used for acquisition of materials in academic libraries. The findings revealed that the ADEM library does not rely on a single method of acquisition but instead uses a combination of purchase, donation and exchange to build its collection. This finding is consistent with Johnson who observes that most academic libraries rely on a combination of purchase, donation, gift and exchange methods in order to build a balanced and cost effective collection, since dependence on a single method may limit the growth and diversity of the collection.

5.2.2 Criteria used for acquiring library materials at ADEM library

The researcher intended to examine the criteria used for acquiring materials in academic libraries. The findings established that materials acquired for the ADEM library collection are selected on the basis of three main criteria, namely relevance to user needs, the quality of the material in terms of content and authority, and the cost effectiveness of the material in relation to the available budget. This finding agrees with Evans and Saponaro (2012), who argue that an effective collection development criterion should balance user needs, quality standards and budgetary realities in order to build a collection that is both relevant and sustainable.

5.2.3 Challenges facing ADEM library in the acquisition process

The study sought to find out the challenges facing academic libraries in the acquisition process. The study found out that respondents were confident that the library resources are up to date, while the rest either felt that the resources are not current or were unsure. Interview data further revealed that delays in the approval of funds for procurement are a major challenge affecting the timeliness of acquisition at ADEM, a finding consistent with Mcharazo and Olden (2000) and Okwu and Opurum (2021), who identify delayed procurement and payment approval procedures as leading challenges undermining collection development in academic libraries in developing countries such as Tanzania. In addition, the lack of electronic resources was the most frequently cited challenge in accessing relevant materials, mentioned by many respondents

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5.2.4 Strategies to overcome challenges facing ADEM library in the acquisition process

The researcher intended to find out strategies that would be suitable to overcome the challenges facing academic libraries in the acquisition process. Respondents proposed several improvements, the most common being the need to update and modernize library materials, particularly electronic resources and computers, a suggestion made by almost half of the respondents. Other suggestions included increasing the number of copies of available materials, improving computer and internet facilities, and extending library operating hours. These suggestions are broadly consistent with strategies identified in the literature, including the development of a formal collection development policy, participation in resource sharing and consortium arrangements, capacity building for library staff, adoption of open access resources, and advocacy for increased and sustainable funding (Evans & Saponaro, 2012; Chisita, 2011; Gorman, 2000; Mcharazo & Olden, 2000).

5.3 Conclusion

Based on the findings of this study, acquisition processes at the ADEM library make a positive contribution to collection development, as the library actively acquires materials through purchase, donation and exchange, and applies clear criteria of relevance, quality and cost in selecting materials. However, the effectiveness of these processes is constrained by delays in the approval and release of funds for procurement, which slow down the acquisition of new materials, and by inadequate provision of electronic resources, which limits the currency and diversity of the collection. Consequently, a considerable proportion of users are unable to access materials that are current and relevant to their academic needs, which in turn affects the extent to which the library collection can adequately support teaching, learning and research at ADEM.

The study further concludes that although the acquisition practices at ADEM broadly reflect approaches documented in the wider literature on academic libraries in Tanzania and other developing countries, government training institutions such as ADEM face acquisition challenges that are distinct from those of conventional university libraries, particularly with regard to bureaucratic procurement procedures and limited budgetary allocations for electronic resources. Addressing these challenges will require deliberate institutional and policy level interventions.

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5.4 Recommendations

From the findings and conclusions of this study, the following recommendations are made by researcher.

- The ADEM library management should develop and formalize a written collection development policy that clearly outlines the criteria, procedures and responsibilities for the acquisition of materials. Such a policy would provide a systematic framework for decision making and help ensure that acquisition activities remain consistent and aligned with institutional needs. The library should also priorities the acquisition of electronic resources and the improvement of computer and internet facilities, given that these were identified by the majority of respondents as the most pressing needs.

- ADEM management, in collaboration with relevant government authorities, should streamline the internal approval processes for library procurement funds in order to reduce delays in the acquisition of materials. Sufficient and timely budgetary allocation should also be made specifically for the library, to ensure that acquisition activities, particularly the purchase of electronic resources, are not unduly constrained

5.4.3 Area for further studies

Since this study focused on a single government training institution, future researchers are encouraged to conduct comparative studies involving several government training institutions in Tanzania, future studies could examine, in more depth,

- Assessing the impact of electronic resources and ICT infrastructure in Government training institutions
- Investigation of electronic resources development and management in academic library
- The role of Academic library in enhancing access to electronic resources for teaching and learning

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APPENDIX 1: RESEARCH QUESTIONNAIRES FOR LIBRARY USERS

Dear respondent,

My name is ADAM RICHARD GEORGE. I am a student of the school of library, archives and documentation studies (SLADS), taking a Diploma course in Library Information Management. I am conducting a research proposal, AN ASSESSMENT ON ACQUISITION PROCESSES IN ACADEMIC LIBRARIES: A CASE STUDY OF ADEM - BAGAMOYO.

This questionnaire is designed to collect data for academic research purposes only. Your responses will be treated with strict confidentiality. Please answer all questions honestly.

Instructions: Please answer all questions by ticking or writing the appropriate option.

1. Your age?

    a) 18 – 28 ( )

    b) 29 – 39 ( )

    c) 40 – 60 ( )

2. Your gender?

    a) Male ( )

    b) Female ( )

3. Your level of education?

    a) Certificate ( )

    b) Diploma ( )

    c) Degree ( )

    d) Masters ( )

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4. How often do you use library?

a) Daily ( )

b) Weekly ( )

c) Monthly ( )

d) Others (specify): _____

5. Do you find the required books and materials in the library?

a) Yes ( )

b) No ( )

If yes, are the materials in the library relevant to your course?

a) Yes ( )

b) No ( )

6. Are the library resources up to date?

a) Yes ( )

b) No ( )

c) Not sure ( )

7. What challenges do you face in accessing relevant materials to your course? (Tick all that apply)

a) Outdated materials ( )

b) Insufficient copies ( )

c) Lack of electronic resources ( )

d) Or Others (specify): _____

8. What improvements would you suggest for library materials and resources?

……

……

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APPENDIX 1I: INTERVIEW GUIDE FOR LIBRARY STAFF

Dear respondent,

My name is ADAM RICHARD GEORGE but a student of the school of library, archives and documentation studies (SLADS), taking a Diploma course in Library Information Management. I am conducting a research proposal, AN ASSESSMENT ON ACQUISITION PROCESSES IN ACADEMIC LIBRARIES: A CASE STUDY OF ADEM - BAGAMOYO.

I will highly appreciate your cooperation. The answers will be used for academic research purposes only.

1. a) Do you acquire library materials? If yes, what methods do you use to acquire library materials?

   b) If no how do you develop your collection?

2. Do you have collection development policy? If yes, what are the criteria you use to acquire library materials?

3. What are the challenges affecting acquisition process in your library?

4. What strategies do you recommend to overcome challenges?

5. In your opinion, do the current acquisition support the teaching and research activities? If yes how? If no why?

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APPENDIX III: RESEARCH BUDGET

ACTIVITIES	COST ANALYSIS	COST TOTAL
Local transport	20,000 per week x 6 weeks	120,000/=
Secretarial service	20 Pages @300×20×5	30,000/=
Stationary	2 reams of paper A4	20,000/=
Binding	50 copies@1000×50	50,000/=
TOTAL		**220,000/=**

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APPENDIX IV: TIME SCHEDULE

ACTIVITIES	1st MONTH	2nd MONTH	3rd MONTH	4th MONTH	5th MONTH	6th MONTH
Report at the school of library, Archive and documentation studies						
Distribution of questionnaire and interviewing respondents						
Observation the situation and collecting questionnaire and data analysis						
Data interpretation and report writing.						

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APPENDIX V: INTRODUCTION LETTER

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT

In reply, please quote:

Ref. No. AB.112/267/01A/222

18th March, 2026

Academic Officer,
School of Library Archives and Documentation Studies,
(SLADS),
P. O. Box 227,
BAGAMOYO.

Re: PERMISSION TO COLLECT DATA FOR THE STUDENT ADAM RICHARD GEORGE FROM 5TH TO 12TH MAY, 2026

Please refer to the above heading and your letter with **Ref. No. DA.201/457/VOL/1/20** dated **27th February, 2026.**

2. Agency for the Development of Educational Management *(ADEM) was inaugurated* in 2001 under the Executive Agencies Act, *Cap.245 of 1997. ADEM is mandated to conduct* Training, Research and Consultancy Services in Education Management, Leadership and *Administration* to all serving and prospective Education Managers and Administrators in *Tanzania.*

3. This letter is intended to inform you that **Adam Richard George** have been granted permission to collect data as from **5th to 12th May, 2026.**

Thanks for your continuing cooperation.

Dr. Emmanuel S. Mollel
For CHIEF EXECUTIVE

For: CHIEF EXECUTIVE
AGENCY FOR THE DEVELOPMENT OF EDUCATIONAL MANAGEMENT (ADEM)
P.O. Box 71 BAGAMOYO

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