

THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA

by



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Administrative Staff College of Nigeria, Topo

The Administrative Staff College of Nigeria was established by Act No. 39 of 1973. Originally, its objectives were:-

- (a) to provide higher management training for the development of senior executive for the public and private sectors of the Nigerian economy;
- (b) to provide and arrange for a comparative study and investigation of the principles and techniques of management and administration, and for exchange of ideas and experiences and for promotion of a better understanding between persons connected with management and administration in the various spheres of national life;
- (c) to conduct research into problems of management and administration arising in different spheres of national life;
- (d) to award grants, scholarships or travel fellowships for research in public administration and allied subjects;
- (e) to establish and maintain a library;
- (f) to undertake, organise and facilitate study courses, conferences, lectures, seminars and the like and to promote the aforesaid objects; and
- (g) to undertake and provide for the publication of journals and of research papers and books in furtherance of the aforesaid objects.

In November 1978, the Federal Military Government reviewed the history and modus operandi of the College and directed that, to enable the College to cope adequately and effectively with the training need and requirements of the public service, it should henceforth restrict its role to the training of public officers. In order to meet the enormous and wide ranging needs of the public sector (i.e. Federal and State Civil Services, Parastatals and Local Governments) the College now combines the roles of an Administrative Staff College with those of a Civil Service College and undertakes

both Developmental Training and Job-related Management Training for all categories of public servants in Grade Levels 08-16. As a matter of priority, the College assists large Federal Ministries and Parastatals to develop and build up their own Training Units through the training of Departmental Training Officers, bearing in mind that, in the final analysis, the bulk of the training of public officers will have to be done departmentally.

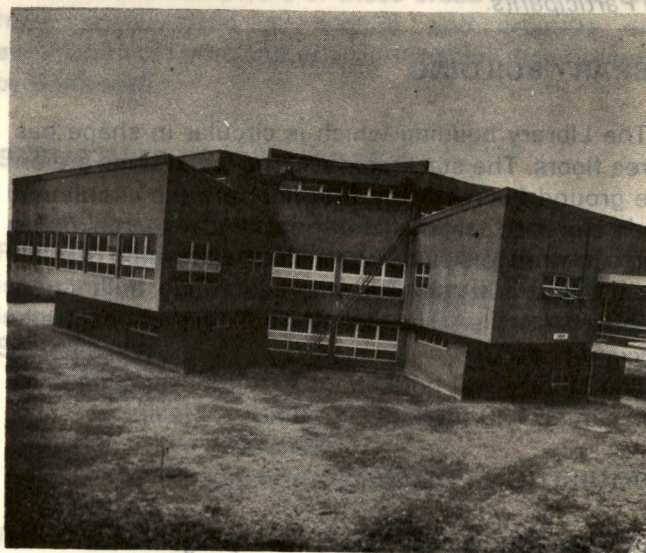
There is a policy-making body - a Governing Board - for the college. At the operational level, the College is organised into five Departments of Studies under the Director-General, viz:-

- (a) Department of General Management Studies;
- (b) Department of Functional Management Studies;
- (c) Department of Financial Management and Quantitative Techniques;
- (d) Department of Public Administration and Machinery of Government; and
- (e) Department of Research and Consultancy Service.

The Departments are supported by the Administrative, Finance and Library Divisions.

In order to fulfil its mission to the nation, the College provides training for public servants in the following areas:-

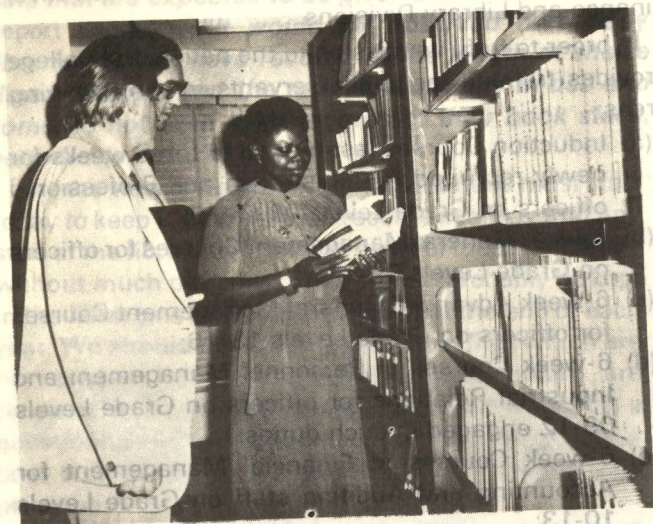
- (a) Induction Courses lasting two to three weeks for newly-recruited Administrative and Professional officers on Grade Levels 08 and 09;
- (b) 6-week General Management Courses for officers on Grade Levels 09-12;
- (c) 6-week Advanced General Management Courses for officers on Grade Levels 13-16;
- (d) 6-week Courses in Personnel Management and Industrial Relations for officers on Grade Levels 09-12 engaged in such duties;
- (e) 6-week Courses in Financial Management for Accounting and Auditing staff on Grade Levels 10-13;



ASCON LIBRARY BUILDING

- (f) 6-week Courses in Project Management for officers on Grade Levels 10-13;
- (g) 6-week Courses in Management Development Training for officers on Grade Levels 09-12;
- (h) 9-month post-graduate Courses for Diploma in Public Administration for officers on Grade Levels 09-12;
- (i) 6-month Courses for Certificate in Public Administration for officers on Grade Levels 09, 10 and 11 in the Executive and Secretarial Cadres;
- (j) 6-week Advanced Financial Management Course for officers (both professional and non-professional) on Grade Levels 13-16;
- (k) 12-week Courses in Management Consulting in the Public Sector;
- (l) Occasional seminars and conferences on selected topical issues lasting from one day to two-and-a-half days for Chief Executives on Grade Levels 16 and 17 and other public officers.

The ASCON Library was established in April 1977 when the first professional Librarian was appointed and the library has since moved from its one room apartment at the Temporary office to the centrally situated massive and impressive building on the College permanent site at Topo, Badagry.



A Reference Librarian Offering Assistance To Some Of The Participants.

LIBRARY BUILDING

The Library building which is circular in shape has three floors. The stackroom and the workrooms are on the ground floor. On the first floor are the circulation and Reference sections, the serials and research rooms and a few readers sit. The top floor is the main reading room and it is furnished with beautifully built open wooden carrels. The whole building is centrally airconditioned.

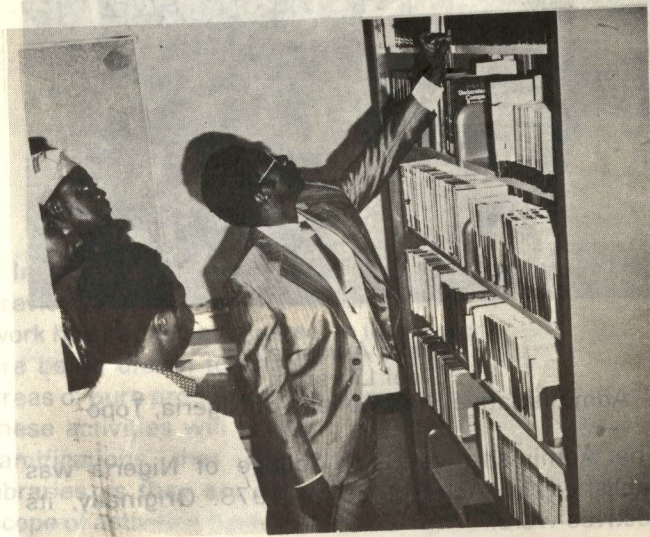
The Library will hold about sixty thousand volumes and can sit 120 readers, at a time.

ACQUISITION POLICY

The acquisition policy of the library is geared towards acquiring materials on Management, Public

Administration and related subjects so that the library could be developed into a reference and research library for the Public Service. The Library has recently embarked on developing a comprehensive collection of all states and Federal Governments publications to facilitate research on government activities at all levels.

At present the library has about 12,000 volumes and subscribes to one hundred and fifty periodical titles with particular emphasis on management and administration. In addition, the library has facility for consulting audiovisual materials. A few works are available in microform.



A Librarian in White Jacket Offering Assistance To Some Of The Participants In The Bookshop which is An Extension Of The Library.

SERVICES

The library provides normal reference photocopying and lending services. Works that are not available in the collection are obtained for readers from other libraries on Inter-Library Loan. In-depth bibliographic services are provided on request to researchers and for seminars and workshops organised in the college.

The library publishes regularly the monthly accession list of additions to the collection. Current contents of Journal issues received are also reproduced and circulated among the staff.

The library maintains readers profiles and offers SDI service to individuals. Instruction on use of the library is given to course participants.

Apart from normal library services, the library runs a small bookshop where recommended texts and books of general interest are sold to staff and course participants. The bookshop is temporarily located within the library.

MEMBERSHIP AND OPENING HOURS

Membership is open to lecturers, Senior Administrative Staff and Course participants. Senior Civil Servants can use the library for reference purposes.

The library opens 7.30 a.m. - 8.30 p.m. Monday - Friday and 9 a.m. - 1 p.m. on Saturdays.