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**LIBRARY DEPARTMENT RISKS AND OPPORTUNITIES PROFILE 2018**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Consequence** | **Inherent risk level** | **Internal controls**  **In place** | **Effects of control on likelihood** | **Effects of control on consequence** | **Residual risk level** | **Mitigation measures** | **Responsibility** | **Timeline** | **Opportunities** |
| Loss of information resources | 3 | 3 | 9 | * Biometric System * 3M Books system * CCTV Cameras * Security Personnel | 1 | 2 | 2 | User orientation | University Librarian | Per Semester | * Enhance resource Sharing |
| Reduced number of users in the library | 3 | 3 | 9 | * Current and Relevant information resources * Library accessibility * Conducive learning environment * Qualified library staff | 1 | 3 | 3 |  | University Librarian | Continuous | * Increase usage of the library |
| Fire | 3 | 3 | 9 | * Fire extinguishers * Hose pipes * Emergency doors * Alarms * Power circuit breaker | 1 | 3 | 3 | Regular maintenance | University Librarian | As need arises | * Enhanced Conducive learning environment |

**Opportunity Analysis Table**

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| --- | --- | --- | --- |
| **Opportunity** | **Activity** | **Time Frame** | **Key Performance Indicators** |
| Increase library usage | To conduct information literacy | December 2018 | Develop training materials |
| Resource Sharing | To forward a Proposal to the University Management | December 2018 | Develop union catalogue |
| Enhance Conducive learning environment | Enforce library policy | Continuous | Compliance with library policy |

**Key:**

**Risk Likelihood Scale**

1 = Rare

2 = Unlikely

3 = Possible

4 = Likely

5 = Almost Certain

**Risk Consequence Scale**

1 = Insignificant

2 = Minor

3 = Moderate

4 = Major

5 = Extreme

**NB:**

The composite risk index takes the value ranging from 1- to 25. The range is divided into three sub – ranges, with appropriate interpretation as indicated below;-

**1 - 8:** Low Risk Level (Operate with the risk level, however continuous review is necessary)

**9 – 15:** Medium Risk Level (Less immediate control measures should be developed)

**16 – 25**: High Risk Level (Immediate control measures should be developed)

**Recommendation:** The risk analysis matrix should be reviewed at the start of every academic year

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