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**LIBRARY DEPARTMENT RISKS AND OPPORTUNITIES PROFILE 2018**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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
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| 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
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**Opportunity Analysis Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **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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