

# Namibia Library and Archives Service Information Bulletin



Republic of Namibia  
Ministry of Education

Issue 1, 2012  
ISSN 2026-707X



**The debut of our newsletter**

# Editorial Team



Nomusa Senzanje



Barbara Jacobi



Erasmus Nyanga



Theopolina Shuumbili



Belinda Lizazi



Jakob Muleka

## Who we are

The Namibia Library and Archives Services (NLAS) is a central agency for the implementation of national and international standards relating to library and information work. Its purpose is to secure equal access to knowledge and information for lifelong learning by creating and maintaining professional expertise and nationwide network of libraries/information centers. The Directorate consists of five sub-divisions: Community Library Services, the National Library, Ministerial Library Services, Education Library Services and the National Archives.

The mission of the NLAS is to ensure that adequate, appropriate and relevant information services and resources are available at all levels of the Namibian society.

### Contributions

Contributions are welcome from individuals and organizations within the library sector in the form of articles, news items, and comments. The publishers reserve the right to select and reject the items and edit for space available.

### Contact Details

National Library of Namibia  
Private Bag 13349  
Windhoek  
Tel.: 264 61 – 2935316  
Fax: 264 61 – 2935308

### Layout and Design

Haiko Bruns

### Printing

John Meinert Printing (Pty) Ltd

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# Welcome to our inaugural Newsletter

## Message from the Director

With this first issue, we celebrate the release of the Namibia Library and Archives Services (NLAS) newsletter in our quest to disseminate information and showcase our activities towards attaining Vision 2030, National Development Plan 4 (NDP4) and Millennium Development Goals (MDGs). The newsletter is an advocacy tool and this issue delves into the historical perspective of libraries in Namibia and provides some insights into the current activities of NLAS. With a new and exciting future ahead, we need to inform the people of Namibia about how we started and where we have been and to recognize some notable achievements and trends over the years. It is no doubt that the Directorate has gone through incredible changes since its establishment, and with the necessary support, the cycles of change can even go faster.

Upon independence, Namibia inherited a lopsided picture of the economy and infrastructure. The former disadvantaged Namibians had no access to libraries. The new government sought to rectify these inequalities by upgrading the education system, housing, health care and so forth. Libraries were on the bottom of the priority list and until today the challenge for us to gain visibility and recognition remains a mammoth task. As a Directorate, we need to continue lobbying so that libraries can be recognized as equally important in the role they play in national development.

The Directorate of Library and Archives Services was established in April 1993 with the rationalization of the structure of the Ministry of Basic Education, Sport and Culture. The Directorate consists of five sub-divisions: Community and Public Library Services, National Library, Government Library Services (now called the Ministerial Library services), Education Library Services and the National Archives.

The government also put in place an enabling legal framework - The Namibia Library and Information Service Act 4 of 2000 and the Archives Act 12 of 1992, to guide and regulate library and archives operations and functions in the country. The Namibia Library and Information Service Act 4 of 2000 makes provision for the establishment of the Namibia Library and Information Council (NLIC), which advises the Minister on library and information matters and supports the information community by facilitating the development of resources, networks, standards, coordinating legal deposit; advocating and raising funds for libraries.

It is important to acknowledge that the emergence of ICTs has immensely transformed the libraries' traditional methods of disseminating information. In our quest to remain relevant we have come to realize that ICT access through libraries and digitization are not optional, but an obligation. ICT enables us to facilitate access to information to our users while digitization gives us the chance to preserve fragile documents and make them accessible in digital format to the people of Namibia. Digitization helps us to preserve the nation's valuable historical documents.

In a country where reading is a "National Problem" as per (SAC-MEQ report), libraries need to be strengthened in order to

have proper resources and staffing to help address reading problems outside the classroom. Learning should continue outside the classrooms, libraries are suitable places for life-long learning. The National Library (NL) has a national responsibility to facilitate the publishing of local content through the promotion of writing in local languages. NL should spearhead the center for book initiative and partner with local authors to encourage Namibians.



Ms Veno V. Kauaria, Director

The National Archives (NA) maintains the institutional memory of government ministries, offices and agencies; collects and preserves the nation's history and unpublished documentary heritage; and supports education and research by providing access to these resources. NA is also mandated by Act of Parliament (Act 12 of 1992), to supervise and provide training in records management in all Government offices, Ministries and Agencies as well as parastatals.

Many barriers continue to stand in the way of the Directorate and this profession. The shortage of trained and experienced librarians and archivists in Namibia continues to have serious negative effects on service delivery. The salaries that are not competitive are creating a revolving door where the few who are experienced opt to serve in the private sector or academic institutions where salaries and other conditions of service are more competitive.

Regardless of these few hiccups, the Directorate has a bright future outlook. The Regional library structure was approved by OPM which will put librarians in community libraries and some schools, 3 Regional Study and Resource Centers (Regional Information Hubs) are being build in Omaheke, Oshana and Ohangwena with the help of MCA-Namibia. There has been a noticeable increase in both operational and capital budget. NLAS is blessed with a dedicated TEAM that has a passion and commitment to do what needs to be done in order to continue to advance our developmental goals.

On this note, I sincerely hope you will find this newsletter informative. We look forward to your valuable support and comments along with ideas for topics you would like to see covered in the subsequent issues. Please share this newsletter with your counterparts. May I also take this opportunity to express my gratitude to the Editorial Committee and to all those who contributed in making this endeavour a reality. ■



# THE NATIONAL ARCHIVES OF NAMIBIA

Compiled by Werner Hillebrecht  
Head of Archives: National Archives of Namibia

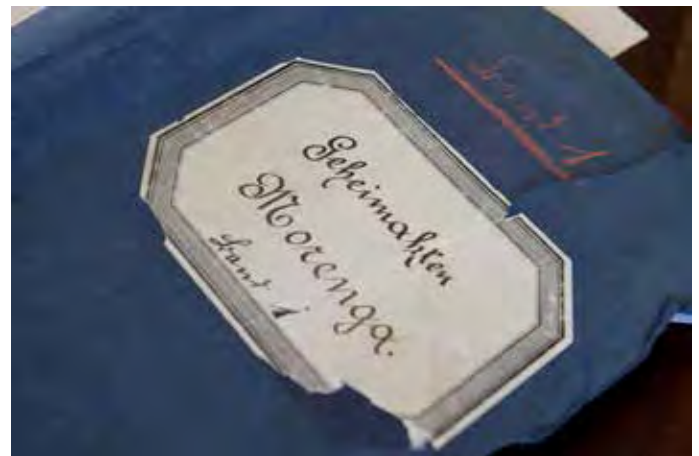
## What can one find in the National Archives?

Apart from the government records, the Archives collects

- Non-governmental records on Namibian history, for example from churches, NGOs, private collections
- Literature on Namibian history (the library catalogue lists 28,000 items)
- Government publications, which must be delivered by law to the Archives
- Academic theses
- Maps and plans (currently over 6,000)
- Posters
- Namibian sound recordings, especially oral history (currently over 1,300 cassettes)
- Namibian films and videos
- Photos (22,000 catalogued and digitized photos)
- Digital material
- Microfilms from foreign archives, for example the German colonial archives in Berlin

## History

The beginnings of the National Archives of Namibia (NAN) date back to the late 19th century, when the German colonial administration established a record-keeping system in Namibia. However, the Archives as an institution was only established in 1939 as the "South West Africa Archives Depot" under the supervision of the South African State Archives. It was first accommodated in the "Tintenpalast", today's Parliament Buildings, where the German records from 1884-1915 had survived the First World War. They were the first to be organized and made available for research, but eventually also the records of the South African administration were transferred to the Archives. The Archives got a dedicated new space with several fireproof storage vaults



*The "Secret" German government file about Jacob Marenga*



*Finding the right file in 7km shelves is not always easy*

in 1957, in the building which also housed the Windhoek Public Library and the Owela Museum in Lüderitz Street.

Since independence in 1990, the National Archives is a division under the Ministry of Education. The space in Lüderitz Street became soon too small, and a new building was erected in Eugene Marais Street, where the Archives and the National Library moved in by the year 2000.

The National Archives keeps the German and South African colonial government records since 1884. However, not only colonial documents can be found. It is especially proud to house the world-famous Hendrik Witbooi Papers which were inscribed in UNESCO's "Memory of the World" register. The so-called "Diary of Hendrik Witbooi" is in fact



One of the best-known photos in the archival collection: Starving OvaHerero returning from the Omaheke, 1905 after the extermination order had been repealed



The Estate Files dating back to 1920

### Who is using the National Archives?

Academic researchers from all over the world who are working on their theses, on books and articles can be found at all times. But the archives is not only for the academics. Many people come to find out more about their family history. Construction plans can be found to renovate old buildings. Traditional leaders look for proof of their ancestry and succession rules.

The photo collections is especially popular and is used by academics for research, by the tourism industry to illustrate brochures and decorate lodges, by school children to make their projects look more attractive. Although this is unusual for a national archives, we do serve school students, because no other institution in Namibia can offer historical information and photos.

### What does the Archives offer?

- A reading room where all this material can be viewed (except government records that are younger than 30 years)
- Professional advice on how to find anything
- Photocopying and digital copying service, including photos
- Sales of Archives publications and old Government Gazettes.

not a diary, but an organized records management system where Witbooi copied all his incoming and outgoing correspondence. The Hendrik Witbooi Papers, the Maharero Papers, the "Vaderlike Wette" of Rehoboth, and the "Treaty of Hoachanas" from 1858 all bear witness of the political and administrative system of Namibians before colonization.

As government records should be transferred to the Archives only after about 20 years, there are not yet many records of independent Namibia in our storage – except court records, which are sometimes transferred earlier. But even so, the existing material fills about 7 km of shelving in the underground storage rooms, and the space is already too small again.

Since the 1980s, the Archives has started building electronic catalogues of its vast holdings, because otherwise they would be inaccessible. All electronic catalogues together hold over half a million records.



Often quite busy: the Archives reading room



The older NBC TV programmes are also stored in the Archives





*National Archives / National Library as seen from Robert Mugabe Avenue*

### **Records management**

The National Archives also supervises the records management in government and parastatal institutions. The Records Management Section

- raises awareness among senior staff about records management
- provides training and advice
- conducts inspections, and
- approves filing systems.

Since many institutions are becoming aware of how poor their records management is, and how badly this affects their operations, this is a very busy section whose services are currently already booked for the whole year.

### **What are our plans for the future?**

We plan to do much more digitization to make our material more accessible. Some of our most important and most-used records, such as some files on the genocidal 1904-1908 war, are already digitized, but much more needs to



*A collection of oral history cassettes*

be done. We hope to make digital copies available in each region.

We also plan to extend the audiovisual section and to archive music – nobody in Namibia does that, and our musical heritage is getting lost every day.

We plan to make our photos available on the internet...and so much more.

### **How does the National Archives cope with all this?**

Not very well. The staffing structure is not adequate, but even the existing posts are not all filled. There is a serious shortage of trained personnel in the archives and records management sector. We can recommend this specialization as a promising career path! ■



*One of the nine stackrooms – here with records of The German colonial period (1884-1915)*

# THE NATIONAL LIBRARY OF NAMIBIA

Compiled by Nomusa Senzanje & Barbara Jacobi  
Senior Librarians



*The Reference Collection*

The National Library of Namibia (NLN) is a custodian of the nation's key knowledge resources. It is mandated by the Namibian Library & Information Service Act 4 of 2000 to collect and preserve all Namibian published documents and make them accessible to the public free of charge. It ensures that knowledge is not lost to posterity and that information is available for research. The library has the country's largest collection of Namibian publications, including Namibian newspapers which date back to the early 1900s, the complete statutes of Namibia as well as electronic resources.

## Background

The library was established in 1926 as the Legislative Assembly Library, with a core collection from the German colonial Bibliothek des Kaiserlichen Gouvernements. It resorted under the clerk of the Legislative Assembly and received professional guidance from the South African Library of Parliament. It became the South West Africa (SWA) Administration Library in 1957, and in 1960, the Department of Education took over the responsibility for the library. The Administration Library served as the reference and subject library for the Legislative Assembly, the Secretariat, and the departments of the administration. The first qualified librarian was appointed in 1965, when the library was open for public use. The Administration Library, within the newly established SWA Library Service and reporting to the Director of Education, was housed in the Tintenpalast.

In July 1980, the SWA Library Service, including the Administration Library, became part of the newly established Division for Cultural Promotion of the Administration for Whites as stipulated by Proclamation AG8. All the public libraries and the Administration Library became part of the second-tier government. In Octo-

## Functions

According to Section 5 of the Namibia Library and Information Service Act 4 of 2000, the functions of the National Library of Namibia, as per sub-division, are to-:

### 1. User Services:

- Provide access to its material and to other information resources which are inside or outside Namibia, through inter-lending, catalogues, databases, networking and user services;
- Act as a centre for national and international supply of information resources;
- Provide support services and conduct research in order to ensure the rendering of a library and information service to the people of Namibia;
- Co-ordinate and supplement the acquisition, exchange, disposal or retention of any library material to ensure an adequate national library resource;
- Serve as the national centre for the conservation of material emanating from Namibia or relating to Namibia; and
- Act as a centre for the collection and preservation of literary manuscripts.

### 2. Bibliographic Service

- Render bibliographic services and serve as the national bibliographic agency;
- Build through legal deposit or other means, a collection of material emanating from Namibia or relating to Namibia;
- Act as central agency for the implementation of national and international standards relating to library and information work; and
- Promote awareness and appreciation of the existence of Namibia's national heritage.





*Estorff Building in Windhoek which housed the Estorff Reference Library from 1984-2000, now housing the Goethe Centre*

ber 1984, the Library moved to the Estorff House and was renamed the Estorff Reference Library. It focused on providing reference, inter-lending and professional services to the general public.

In 1990 following Namibia's attainment of independence, the library was placed under the auspices of the Ministry of Education, Culture, Youth and Sport with the intention of developing a national library. On April 1, 1994, the Estorff Reference Library officially became the National Library of Namibia and is now part of the Ministry of Education under the Directorate of the Namibia Library and Archives Services. The National Library stopped activities in the Estorff House on February 24, 2000 and reopened in the new building (between Kenya House and Trustco) the day before Namibia's 10th independence celebrations on March 21, 2000.



*Study area*

## SERVICES

### Computer access for researchers

The National Library has been offering free internet access using 10 computers equipped with software that time the sessions for users giving each an hour per day.

### Photocopying services

Photocopying is only for library materials. The Library makes use of coin operated machines and users make their own copies. Photocopies can be made within the constraints of the copyright law.

### Interlibrary loans

Materials from our collection are generally not lent out to individuals. They can only be requested on behalf of users



*Bound newspapers, dating back to early 1900*

through other libraries where they hold membership. A maximum of four books can be loaned out at a time. Books on demand may not be readily available on inter-library loan. Reference books, Namibian books and serials are totally not given out on loan.

### Open Access for Research

Reference and general collection material is open for public usage within the library.

### Television broadcasting

The National Library provides access to 8 DStv educational channels including NBC in the foyer. Users can request the channels they want to view.

**1926**

Established as the Legislative Assembly Library

**1957**

Became the South West Africa (SWA) Administration Library

**1965**

Incorporated into SWA Library Service





“In Namibia, the legal framework has been revised by the Library and Information Service Act, (Act 4 of 2000), which stipulates that each publication must be delivered in five copies to the National Library (for Government publications: 20 copies to the National Archives).”



*The Namibiana Collection*

**Closed Access**

Namibian materials acquired through legal deposit also known as the Namibiana Collection are kept under closed access. Only staff members from the reference desk can retrieve the material for the users and these can only be used in the library. The following materials are also kept under closed access:

- The Namibian Government Gazettes
- South West African Acts from 1942
- South African Legislation from 1910
- South African Law Reports from 1947
- UN and World Bank publications.

**Databases and information gateways**

The National Library maintains fully computerized catalogues of its collection using WINISIS in order to provide an effective and efficient information service.

EBSCOhost is an online system that provides access to several periodical indexes or databases. These databases contain citations, abstracts and many full-text articles from magazines, journals, and newspapers.

Southern Africa Bibliographic and Information Network (SABINET), this is an online ser-

vice used for searching books and periodicals, cataloguing and inter lending services.

**Legal deposit**

The Namibia Library and Information Service Act 4 of 2000 makes provision for legal deposit. It means that publishers are required by law to give, free of charge, one or several copies of every publication that is issued or produced in the country to a specified library (or several libraries). Governments in almost all countries have made provision for legal deposit.

**International Standards**

The National Library acts as the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) Agency for Namibia. It was given authorization by UNESCO to become an ISBN Agency in 1991 and an ISSN Agency in 2009. This entails allocating ISBN/ISSN free of charge to books/serials published in Namibia.

The NLN provides the International Agency in London with ISBN and publishers information for their world directory, the Publishers International ISBN Directory (PIID).



*Periodicals corner*

**1981**

Administration Library closed

**1984**

Re-opened as Estorff Reference Library

**1994**

Estorff Library became the National Library of Namibia





*The reference desk*

Indeed there is a serious shortage of trained and experienced librarians in Namibia. The few, who are employed in the government, only use the experience as a stepping stone while waiting for better opportunities in the private sector or at tertiary institutions.

Another limitation is the slow internet connection. The need for broadband connections which are faster and more powerful cannot be underestimated. There are a number of electronic resources the library users cannot fully exploit because the connection speed sometimes is so slow that most of the users leave their searches in frustration. ■

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## Namibia National Bibliography

The National Library serves as the National Bibliographical Agency; and as a basis for compiling the Namibia National Bibliography. The NNB aims to include a complete list of titles published in the Republic of Namibia during the period covered and received by the National Library of Namibia in accordance with the provision for legal deposit as stipulated in the Namibia Library and Information Service Act, No. 4 of 2000.



## CHALLENGES

The enforcement of the legal deposit provision of the Namibia Library and Information Service Act has been a challenge. Although the Act has empowered the National Library to collect all publications produced in the country, not all publications have been deposited with the NL. Some publishers and government ministries are ignorant of their obligation as stipulated by the Act to deposit copies of every publication they produce. Pertinent tasks such as conducting workshops to promote legal deposit compliance; and delivery of legal deposit materials to the places of deposit and visits to the repository libraries have been put on hold as this requires a fully fledged staff complement.



*Training in the computer laboratory*



# LIBRARY

Compiled by Theopolina N. Shuumbili  
Chief Librarian, Community Library Service

## COMMUNITY LIBRARY SERVICE (CLS)

### The history of community libraries in Namibia

Community libraries, formerly known as public libraries in Namibia have been in existence since the German colonial era. In 1918, there were about 16 public libraries in the following places; Windhoek, Swakopmund, Luderitz, Rehoboth, Gibeon, Bethanie, Gobabis, Grootfontein, Keetmanshoop, Kuibis (no longer in existence), Maltahöhe, Okahandja, Outjo and Warmbad. These libraries were privately funded and also depended on book donations. They were expensive to the user. During the South African rule the public library services provided separately for whites and non-whites. The abolition of the Representative Authorities Proclamation AG8 (1978) shortly before independence in 1990, provided the opportunity to create a truly national public library service open to all people.

From 1990 up to date 64 community libraries were established through the Namibia Library and Archives Services (NLAS), a directorate in the Ministry of Education. (see centre spread).

Community libraries are scattered all over the thirteen regions of the country and mostly aim to cover the most disadvantaged communities providing the services that can contribute to the socio-economic activities of the country in order to be a knowledge based society by 2030.

### Functions of Community Libraries

- To provide information services and support to research, studies and employment related information enquiries
- Support lifelong learning – including distance studies
- Provide textbooks and supplementary education materials for primary and secondary school levels
- Provide electronic resources (on CDs, DVDs and software programs)

- Provide reference materials
- Provide ICT training and access to the community
- Provide basic ICT literacy training to the community
- Organise outreach services and programs for communities
- Lend out books and digital materials to the registered library members
- Promote awareness of cultural heritage
- Provide public meeting space
- Promote oral history
- Provide space for family literacy.

### The nature of services, facilities & resources found in community libraries

Community Library Service is striving to move away from the traditional concept of lend-a-book service as well as providing mostly only fiction books and few non-fiction materials in general to multi-functional library services.

The community libraries in Namibia are following the suit of UNESCO Public Library Manifesto of 1994 which states

Users at Greenwell Matongo Community Library





## Government subsidized / funded Public Libraries: 1971 – 1989

Name	Affiliated to Public Library Service	Taken over by administration for whites	Newly established by admn. for whites
Windhoek	5 May 1971	1981	-
Omaruru	1 September 1971	1981	-
Otjiwarongo	17 March 1972	15 June 1982	-
Grootfontein	30 November 1972	1982	-
Outjo	9 August 1973	1 June 1982	-
Mariental	18 July 1975	1 January 1982	-
Walvis Bay	22 August 1975	-	-
Swakopmund	22 October 1976	1 April 1982	-
Aranos	13 May 1977	7 June 1985	-
Okahandja	20 January 1978	1982	-
Keetmanshoop	8 June 1978	1 January 1982	-
Otavi	16 November 1978	1 June 1982	-
Tsumeb	24 September 1981	1 June 1982	-
Gobabis		1 June 1982	-
Lüderitz		1 June 1982	-
Karasburg		1 June 1982	-
Rosh Pinah			9 November 1983
Maltahöhe			23 July 1984
Koës			28 November 1985
Bethanie			15 July 1987
Usakos			11 March 1988
Uis		August 1989	

Source: *The State of public libraries in Namibia and the need for training for public/ community libraries*. By: Andree-Jeanne Töttemeyer

that “The public library is the local centre of information, making all kinds of knowledge and information readily available to its users”.

In accordance with the UNESCO Manifesto, the CLS has started to improve and strengthen equitable access to information and learning resources to redress the regional

and economic inequalities of the past in order to support the national development goals.

### Public Computer Access

Community libraries provide computer services that can be used for free by community members for a variety of purposes such as: word processing; searching the databases, surfing the internet – reading newspapers online; sending emails and so forth.

### Photocopiers

The libraries provide photocopy services for library materials for study purposes. Photocopying of material is done within the constraints of the copyright law.

### Newspaper/Journal Reading Corner

The libraries provide daily local newspapers to keep users up to date with current information. This is an essential service especially for those who cannot afford to buy newspapers on a daily basis. Unemployed youth can also benefit from this service to search for job opportunities being advertised.



*Katima Mulilo Community Library*

## Study Area

One aspect of community libraries is to provide study space. The demand for this facility is on the increase and libraries should strive to make provision for adequate space for their users. The seating capacity depends on the size of the target population and it should be at least 100-200 in a regional/urban library. In addition, provision should be made to double the number of tables and chairs for study purposes during examination times.

Nowadays, libraries cannot always be quiet places. A core study area separated acoustically from the rest of the library is therefore very important as such libraries are incorporating other activities such as group discussions, story reading for children and internet access.

## Research rooms

Lockable individual study rooms (2-3 cubicles) where an individual researcher or a small group of researchers/students who need to study and even keep books for a longer time can peacefully concentrate are a necessity.

## Business corner

An area dedicated for business information with comfortable chairs and tables for reading, and one or two computers can be also assigned in a community library.

## Television /Video Watching/Video Conferencing

This type of service is required in libraries for children, learners and students to be able to watch educational videos/ DVDs.

### Opening Hours from Jan 2013:

Mon - Fri: 08:00 - 19:00

Sat: 08:00 - 17:00

*Taimy Shaanika, Library Assistant, reading stories to children at Greenwell Matongo Library*



*Children's section at Greenwell Matongo Library*

## Children's Section

Community libraries strive to have a separate section for children appropriately furnished with low shelves, chairs, mats and large cushions to sit on while browsing books and playing games.

In conclusion, community libraries through their services should continue to provide support to open and distance learning students; play a significant role in poverty reduction and support economic empowerment. CLS can be regarded as an information centre network in key areas of economic, social and cultural development for securing access to information resources in print and electronic format. ■

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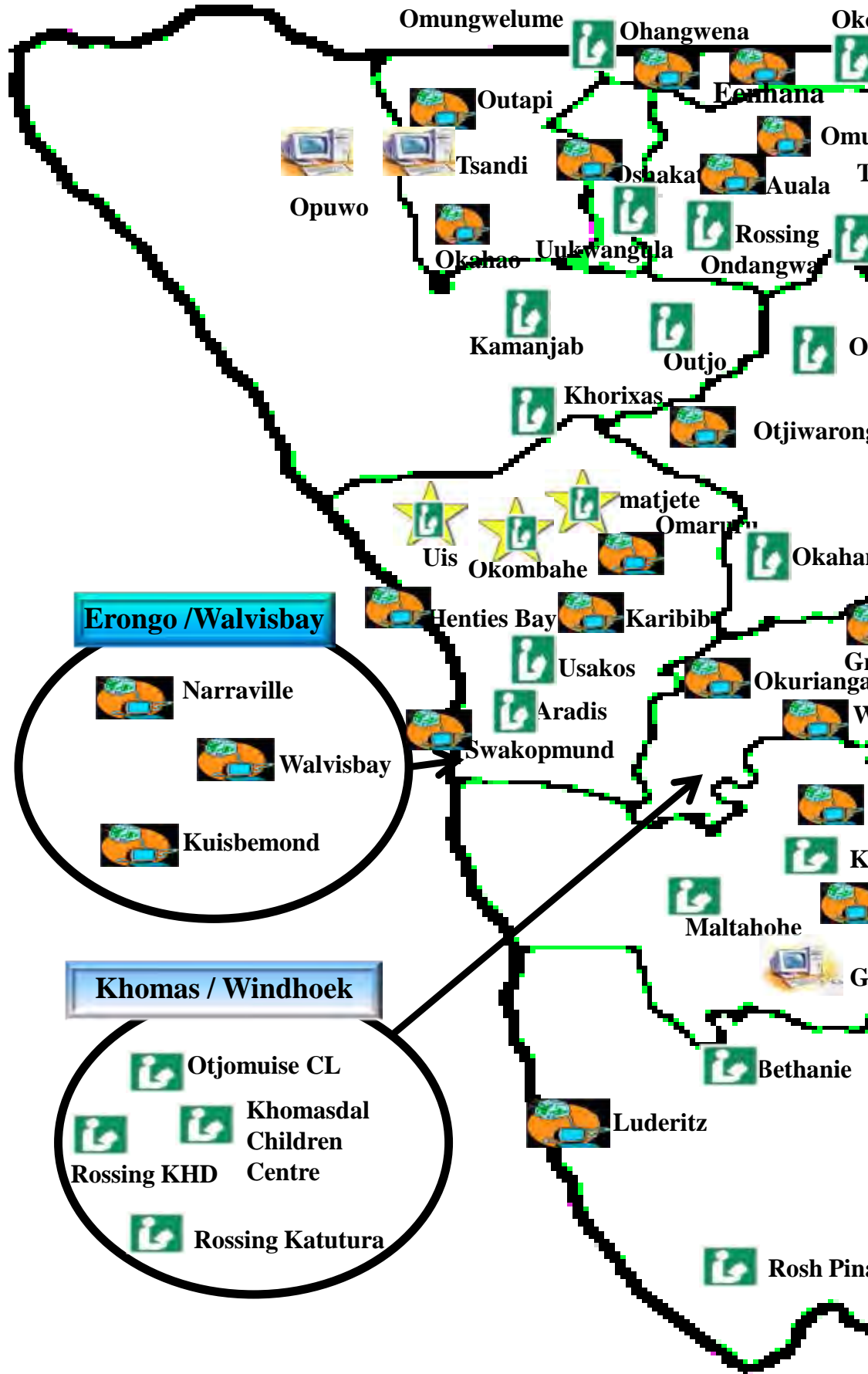
*Children playing at Tsumkwe Library*







# NAMIBIA LIBRARY COMMUNITY LIBR







# EDUCATION LIBRARY SERVICE

Compiled by Belinda Lizazi (Librarian) and  
Margaret Ndala (Education Officer)  
Education Library Service



## Functions of the Education Library Service

- Provide processed, catalogued and classified materials to all Namibian government school libraries;
- Organize sessions which highlight reading promotion activities by identifying and inviting motivational speakers, and mobilize schools for learning through reading activities;
- Organize and advocate for Short Story and Poetry Writing Competitions to cultivate a love for reading and writing amongst the Namibian learners;
- Teach Information Literacy (BIS)

The Education Library Service (ELS) is a component of the Namibia Library and Archives Services, a Directorate of the Ministry of Education. ELS is the major provider of library and information services to all government schools in Namibia. School libraries are essential to support resource-based learning and learner-centered education. It is the vision of ELS that every school will have books, a library building or classroom designated as a library, stocked with books that attract the teachers and pupils towards reading for pleasure, reading beyond school requirement, reading for intellectualism and to be an informed citizen. It is important for the school to expose children to wider reading, in order to develop curiosity at an early age. It is also essential to provide teachers with support services and materials to improve their teaching skills.

ELS aims to provide every school in Namibia with curriculum-related information sources to support resource

based learning, learner-centered education, and a reading culture for lifelong learning and democratic participation. Previously disadvantaged school library collections are being upgraded to eventually reach a comparable or equal status with well-stocked libraries. Materials are also supplied to schools with extensive collections in order to maintain standards and keep their collections up to date. ELS education officers and librarians select and purchase magazines for annual subscriptions, while fiction and non-fiction books are purchased after the annual book selection week. All books are classified and processed to make them shelf-ready and are then dispatched to all 1764 government schools countrywide.



ELS envisions to support resource-based teaching and learning, so that every school will have equitable appropriate curriculum-supportive information resources in all formats and facilities, backed up by professional and administrative services at regional level.



ELS aims to provide every school in Namibia with curriculum-related information sources to support resource based learning, learner-centered education, and a reading culture for lifelong learning and democratic participation.



### Basic Information Science (BIS)

BIS is a non-promotional school subject which provides the opportunity for learners to acquire information skills. ELS promotes the subject by developing a learner-centered, resource based syllabus in conjunction with NIED. In-service training in proper library management and user education as well as the implementation of BIS is provided by means of training the teachers.

### The Importance of BIS

- Aims at equipping learners with the knowledge and skills to use information;
- Aims to develop learner’s understanding of the world of information;
- BIS is the foundation of all teaching and learning.

## UNESCO/IFLA SCHOOL LIBRARY MANIFESTO

### The School Library in Teaching and Learning for All

The school library provides information and ideas that are fundamental to functioning successfully in today’s information and knowledge-based society. The school library equips students with life-long learning skills and develops the imagination, enabling them to live as responsible citizens.

### The Mission of the School Library

The school library offers learning services, books and resources that enable all members of the school community to become critical thinkers and effective users of information in all formats and media. School Libraries link to the wider library and information network in accord with the principles in the UNESCO Public Library Manifesto.

The library staff supports the use of books and other information sources, ranging from the fictional to the documentary, from print to electronic, both on-site and remote. The materials complement and enrich textbooks, teaching materials and methodologies.

It has been demonstrated that, when librarians and teachers work together, students achieve higher levels of literacy, reading, learning, problem-solving and information and communication technology skills.

School library services must be provided equally to all members of the school community, regardless of age,

race, gender, religion, nationality, language, professional or social status. Specific services and materials must be provided for those who are unable to use mainstream library services and materials.

Access to services and collections should be based on the United Nations Universal Declaration of Human Rights and Freedoms, and should not be subject to any form of ideological, political or religious censorship, or to commercial pressures.

### Goals of the School Library

The school library is integral to the educational process. The following are essential to the development of literacy, information literacy, teaching, learning and culture and are core school library services:

- supporting and enhancing educational goals as outlined in the school’s mission and curriculum;
- developing and sustaining in children the habit and enjoyment of reading and learning, and the use of libraries throughout their lives;
- offering opportunities for experiences in creating and using information for knowledge, understanding, imagination and enjoyment;
- supporting all students in learning and practising skills for evaluating and using information, regardless of form, format or medium, including sensitivity to the modes of communication within the community;
- providing access to local, regional, national and global



## UNESCO/IFLA SCHOOL LIBRARY MANIFESTO

(continued)

- resources and opportunities that expose learners to diverse ideas, experiences and opinions;
- organizing activities that encourage cultural and social awareness and sensitivity;
- working with students, teachers, administrators and parents to achieve the mission of the school; proclaiming the concept that intellectual freedom and access to information are essential to effective and responsible citizenship and participation in a democracy;
- promoting reading and the resources and services of the school library to the whole school community and beyond.



Ms Ashipala (right) at Oshikoto senior secondary school in Tsumeb

The school library fulfills these functions by developing policies and services, selecting and acquiring resources, providing physical and intellectual access to appropriate sources of information, providing instructional facilities, and employing trained staff.

### The Future of School Libraries in Namibia

A new structure for school librarians and library assistants was approved to start with the Millennium Challenge Account (MCA) renovated schools.

The new school library strategy is to allow classroom teachers and librarians to do much more than simply ensure access or provide the wide range of appropriate learning resources. This partnership between the two professionals requires collaborative or cooperative teaching to go on across the curriculum. This is essential because it is a requirement to enhance problem solving, communication and technological skills. This helps to leverage the problem of learners learning from a finite body of knowledge, they need to deal with ideas, and learn how to evaluate and analyze, then apply and synthesize the new ideas into new knowledge.

NLAS and the National Institute for Educational Development (NIED) have embarked on establishing a new curriculum merging the subjects BIS with Computer Studies in order to encompass media and information literacy. The aim is to offer teachers and learners multiple ways to teaching and learning through the use of an extensive range of verbal, audio-visual, visual and technological media so as to promote information literacy.

Therefore NLAS is planning to put in place a tool to sensitize School Inspectors, Subject Advisors and school principals on the following pertinent issues:

- Development of the school library improvement plan to inculcate information literacy skills and technology competencies;
- Development of a quality school library program based on the Basic Information Science syllabus as we wait for the approval of the new one;
- Allocate a full-time librarian or a temporary teacher librarian (while the shortage of librarians in the country is being addressed) to take responsibility of the school library programme;
  - Encourage resource sharing including professional services to other schools and making use of resources from community libraries and other agencies;
  - Provide school library outreach activities to geographically isolated schools to enhance school library usage;
  - Liaise with the Directorate of Programme and Quality Assurance (PQA) to provide new opportunities for learners with special needs and abilities.
  - Monitor and evaluate school library activities based on the guidelines provided by IFLA/ UNESCO manifesto on school libraries. ■



Ms Ndala (left), Education Officer, in a school library in Ohnagwena

# NATIONAL NETWORK OF SPECIAL LIBRARIES

Compiled by Jacob Muleka  
Librarian: National Earth Science & Energy Information Centre

Namibia has a network of specialized Libraries hosted by different Ministries and government agencies. These Libraries are under the Ministerial Library Service (MLS), which is one of the five divisions of the Namibia Library and Archives Services (NLAS) Directorate. The Ministerial Library Service (MLS) mission is for special libraries to provide technical and scientific information to decision-makers, researchers, students, the business community, technicians and other professionals covering the needs and services on the key areas of the national economy, technical and industrial development, skills development and scientific research. It is mandated to oversee the overall operations of the special libraries and information services in government by providing professional expertise to supervise, support and coordinate special libraries in the Offices, Ministries and Agencies (O/M/As).

The major functions and services of MLS in partnership with parent institutions (mostly Ministries hosting their individual libraries) are to:

- Provide professional advice and capacity building countrywide for specialized libraries.
- Recruit, supervise and train professional library staff for secondment to various O/M/As in the country.
- Take charge of policies, professional and technical library standards for libraries/information centres in O/M/As.
- Standardize and provide technical support for knowledge management systems



*Patrons of the Ministry of Trade Resource Centre*

- Provide technical, professional and scientific sources of information, national and international on the special field of the institution as national institutions.

Currently, the Ministerial Library Service is overseeing 17 special libraries countrywide.

## **Contact Details:**

Ministry of Education  
Ministerial Library Service  
Luther Street, Government Office Park  
Private Bag 1318, Windhoek  
Chief Librarian: Ms. Ritva Niskala  
E-mail: Ritva.Niskala@moe.gov.na;  
rniskala@gmail.com  
Tel: 293 3166/3184/3181  
Fax: 061 293 3168



*Polytechnic students being assisted by the librarian Ms Asteria Uuyuni, searching online resources at the Ministry of Education Resource Centre.*



**The Education Resource Centre** provides up to date information in various subject categories to benefit staff in the Ministry of Education, learners, teachers, researchers and the public in order to acquire knowledge to fulfill the expectations of vision 2030.

#### **Contact Details**

Ministry of Education (Head office)  
Luther Street GOP  
Ground Floor, Room 040  
P/Bag 13186, Windhoek  
Librarian: Ms. Asteria Uuyuni  
E-mail: Asteria.Uuyuni@moe.gov.na  
Tel: 061 293 3004; Fax: 061 293 3168

**The Namibia Agriculture Water Information Centre (NAWIC)** is a specialized Resource Centre in the Ministry of Agriculture, Water and Forestry which plays an important role in the achievement of the research objectives, knowledge production and extension programmes of the Ministry through the provision and dissemination of information specific to agriculture, rural development, resource management (water) and forestry. It also functions as a National Information Centre supporting all agricultural, water and forestry related fields.

#### **Contact Details**

Namibia Agriculture & Water Information Centre (NAWIC)  
Ministry of Agriculture, Water & Forestry  
Basement, GOP, Luther Street  
Private Bag 13184, Windhoek  
Librarian: Mrs. Sabina Amukoshi  
E-mail: AmukoshiS@mawf.gov.na  
Tel: 061 208 7776; Fax: 061 208 7776

**Trade Information Centre (TIC)** is an open-access research facility of the Ministry of Trade and Industry. TIC is key point in providing information related to business opportunities, small and medium enterprises (SME) as well as international trade. It has an extensive range of information on products, markets and companies registration accessible via printed materials. It also provides information on regulations in terms of import and export goods.

#### **Contact Details**

Mr. Filippus Shaanika (Librarian)  
Trade Information Centre  
Ministry of Trade and Industry  
Private Bag 13340  
Geothe Street, Windhoek  
Email fshaanika@mti.gov.na  
Tel: 061 283 7339/0

**The National Meteorological Library (NML)** primarily targets serving the staff members of the Namibia Meteorological Service and researchers. It started operating in 2006, and it falls under the Directorate of Civil Aviation – Division: Namibia Meteorological Service (NMS) within the Ministry of Works and Transport.

#### **Contact details**

National Meteorological Library  
(Ministry of Works and Transport)  
12C Hugel Street  
P/Bag 13224, Windhoek  
Chief Library Assistant: Mr. Boschhoff Ilukena  
Tel: 061 287 7012; Fax: 061 287 785

**The National Earth Science and Energy Information Centre (NESEIC)** is a special library for the Ministry of Mines and Energy. Its primary goal is to provide resourceful information that is instructional in nature as well as information that aids in lifelong learning and recreational reading to all library users.

#### Contact details

National Earth Science & Energy Information Centre  
Ministry of Mines & Energy Bldg Ground Floor  
1 Aviation Road (opposite Safari Motel)  
P/Bag 13297, Windhoek  
Librarian: Mr. Jakob Muleka  
E-mail: jmuleka@mme.gov.na, Tel: 061 284 8150; Fax: 088 647 177

**Ruthilde Hillig Library** – College of the Arts is the only music library in the country which holds more than just audio visual materials. It provides a wide range of unique material which includes books, sheet music, scores, periodicals, long-playing records, CDs, audio cassettes and videotapes in the field of music as well as listening facilities. Members of the public may apply in writing for special membership.

#### Contact Details

RuthildeHillig Library- College of the Arts  
P.O Box 2963  
41 Fidel Castro Street  
Windhoek, Namibia  
Senior Librarian: Ms. Ellen N. Namhindo  
Email: cota@mweb.com.na; ellepomwene@yahoo.com  
Tel: 061 374 122; Fax: 061 229 007

**The National Planning Commission Resource Centre (NPCRC).** The Library is under the division of Information System Centre within the National Planning Commission. If you are looking for information on National Census, Economic Development, Statistics, National Accounts, Price indexes, Poverty or you probably want to know the State of Namibia economy, then visit the National Planning Commission Library.

#### Contact Details

National Planning Commission Information Centre  
1st Floor, GOP, Luther Street  
P/Bag 13356, Windhoek  
Librarian: Ms. Michelle Simasiku  
E-mail: msimasiku@npc.gov.na  
Tel : 061 283 4189; Fax: 061 226 501

**Habitat Research Development Centre (HRDC) Library.** The construction of the library at the Centre was completed in October 2004. The HRDC Library reflects the HRDC's objectives and functions as an integral part of the research, information gathering and dissemination process. HRDC Library inherited its collection (books, reports & other resources) and its databases from the (former) National Housing Enterprise Information Centre.

#### Contact Details

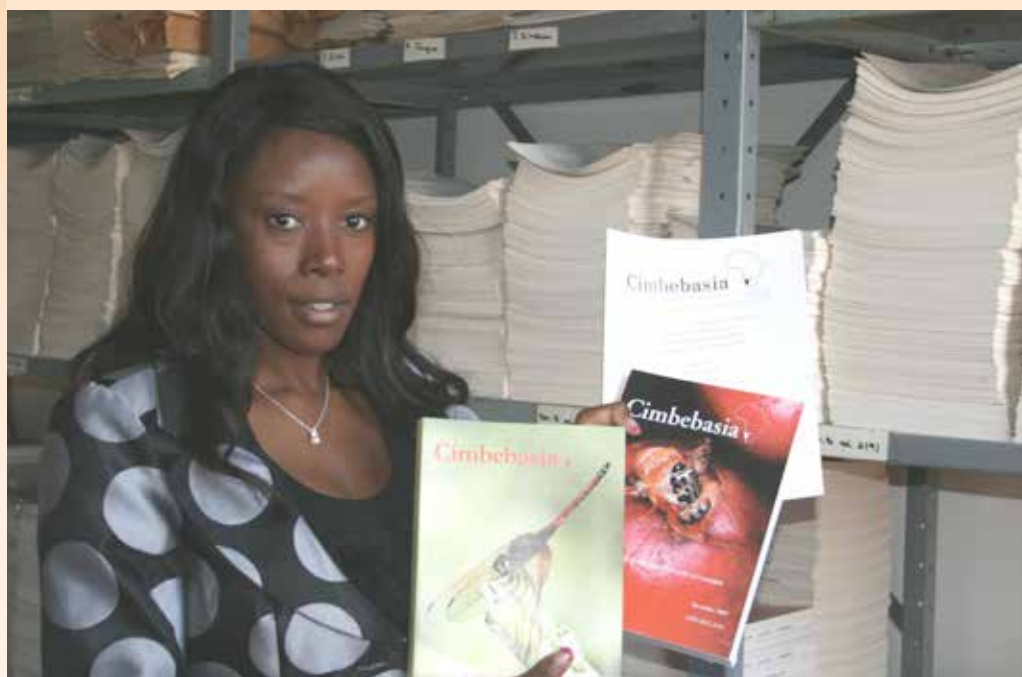
Habitat Research & Development Centre  
(Ministry of Local Government and Housing)  
Claudius Kandovazu Street, Katutura  
Librarian: Nancy Muniaro  
E-mail: library@hrdc-na.iway.na, Tel: 061 268 200; Fax: 061 268 201

**The National Museum Library** became a full-fledged library in 1963 with the appointment of the first librarian and the publication of the Museum's scientific journal Cimbebasia, which was exchanged with other journals worldwide. Before that, the Museum Library had a small collection administered on a part-time basis.

#### Contact details

National Museum of Namibia  
59 Robert Mugabe Avenue  
(opposite AlteFeste)  
P.O.Box 1203, Windhoek  
Librarian: Mrs. Jakobina Nghulondo  
E-mail:jnghulondo@gmail.com  
Tel: 061 276 808; Fax: 061 227 851

*The Museum librarian, Jakobina Nghulondo*





**The M.A.N. Müller Reference Library.** Situated at the National Botanical Research Institute in Windhoek, the M.A.N. Müller Reference Library is a branch library of the Namibian Agriculture, Water and Forestry Information Centre (NAWFIC). Since the establishment of the SWA Herbarium in 1953, traces of a library could be seen as books and periodicals were bought through the Department of Agriculture, or were donated by other libraries and institutions in South Africa and elsewhere. After independence, the name SWA Herbarium changed to the National Botanical Research Institute (NBRI) and the type of publications procured diversified in accordance with the more expansive functions of the developing institute.

In 1996, the NBRI moved to the current building which houses a custom-designed library, where all the books and periodicals gathered over the years could at last be proudly displayed. The library is named after the late Dr. M.A.N. (Mike) Müller, who was the curator of the herbarium from 1975 to 1991, and who contributed greatly to the development of the institute.

#### **Contact Details**

National Botanical Research Institute (NBRI)  
M.A.N. Muller Library  
(Ministry of Agriculture, Water & Forestry)  
8 Orban Street, Room 109  
P/Bag 13184, Windhoek  
Library Assistant: Ms. Joceline Le Hanie  
Tel: 061 202 20022; Fax: 061 258 153

**The Ministry of Gender Equality & Child Welfare Resource Centre (MGECW)** was established in 2002 under the Research Sub-Division of the Ministry. Its objectives are to ensure accessibility by the general public to information such as National and International Instruments Reports, books related to gender, violence, women and children.

#### **Contact details**

Ministry of Gender, Equity and Child Welfare Resource Centre  
P/Bag 13359, Windhoek  
Library Assistant: Ms. P. Shingenge  
E-mail: pshingenge@mgecw.gov.na  
Tel: 061 283 3140; Fax: 061 229 569

**The Katutura State Hospital Library** aims to provide quality information services, resources by offering professional advice to the staff of the Katutura Hospital so as to assist them in their quest to improving health care in the region and the country at large.

#### **Contact Details**

Intermediate Katutura Hospital Library  
Ministry of Health and Social Service  
1<sup>ST</sup> Floor, Independence Ave, Katutura  
P/Bag 13215, Windhoek  
Senior Library Assistant: Aurelia Kandere  
E-mail: akandere@yahoo.com  
Tel: 061 203 4061; Fax: 061 203 4003/4

**The Supreme Court Library** was established in 1997 and started off with a very small collection of publications that was transferred from the High Court Library. The Supreme Court library has an Archive section, which contains valuable collections of Roman – Dutch Authorities dated from the 17th - 19th century. These books have a unique quality in that they are handmade and bound in leather covers.

#### **Contact Details**

Supreme Court Library: National Legal Library  
(Ministry of Justice)  
Rev. Michael Scott Street  
Chief Library Assistant: Mr. Martin Namupolo  
Tel: 061 279 900; Fax: 061 224 979

**The Ministry of Environment and Tourism (MET) Resource Centre** is run by the Environmental Education and Information Services Unit of the Ministry of Environment and Tourism. The unit functions as a national environmental information hub through acquiring and processing environmental data and disseminating information products.

#### **Contact Details**

Environment and Tourism Resource Centre  
Robert Mugabe Avenue  
Librarian: Mrs. Hedwich Isaack  
Tel: 061 284 2952



**The Fisheries and Marine Resources Library** first opened its doors to the public in 1989 using the name: "Sea Fisheries Library" and existed as a small office situated at the old Antonio's hospital building in Swakopmund. What makes the Fisheries and Marine Resources Library unique is that it is situated in a resort town which is a tourist attraction in Namibia. It is therefore the ability of Swakopmund to draw tourists that has seen the library never running short of visitors throughout the year.

#### Contact Details

Ministry of Fisheries & Marine Resources Library  
MFMR Bldg Ground Floor, Strand Street  
P.O. Box 912, Swakopmund  
Tel: 064 410 116 / 410 1142 (Library); Fax: 064 404 385

#### Branch Library

The Ministry of Fisheries and Marine Resources established Kamutjonga Inland Fisheries Institute (KIFI) with a library along the Kavango River close to Mahango Game Park in the Kavango Region. The centre was inaugurated on the 3rd of October 2008 by his Excellency, President of the Republic of Namibia, Hifikepunye Pohamba.

#### Branch Library Contact Details

Kamutjonga Inland Fisheries Institute Library  
P.O. Box 5147, Rundu, Namibia  
Librarian: Ms. Katrina Ngandu  
E-Mail: kngandu@mfmr.gov.na  
Tel: 066 259 913; Fax: 066 259 922

**The Ministry of Works and Transport Library** serves the needs of the employees of the Ministry and other researchers with information related to Transport, Aviation, Construction of roads, railways and engineering.

#### Contact Details

MWTC Bldg 2nd Floor, Bell Street Snyman Circle  
P/Bag 13341, Windhoek  
Librarian: Ms. Emily Gabriel  
E-mail: egabriel@mwtc.gov.na  
Tel: 061 208 8209; Fax: 061 208 8441

**The Ministry of Defence Library.** The library supports the Ministry in fulfilling its constitutional duties and further the progress of knowledge and creativity for the benefit of the Ministry. The library seeks to nurture the developing scholar and to instill confidence in dealing with increasing amounts of information in an ever-changing array of formats.

#### Contact Details

Ministry of Defence Bastion 3  
Ground Floor  
Sam Nujoma Drive  
Librarian: Sylvi Amutenya,  
Tel: 061 204 2212, E-mail: snamutenja@gmail.com



*Ministry of Education Resource Centre Reading Area*



*Ministry of Education Resource Centre Circulation Desk*



# RECENT APPOINTMENTS



**Charles Mlambo** was appointed as the Head of the National Library of Namibia in August 2012. Prior to his appointment, he served in different capacities as the Senior Information Officer, Bank of Namibia from April 2009 - July 2012; Senior Librarian, National Library of Namibia from December 2004 - March 2009; Regional Librarian, Oshana & Omusati Regions from October 2000 - November 2004; Information Officer, Consumers International Regional Office for Africa, Harare, Zimbabwe - January 1996 - September 2000. Mr Mlambo is currently studying for a Masters in Information and Knowledge Management (MIKM) with Stellenbosch University, South Africa. He attained a Bachelors Degree in Library & Information Science from UNISA and a Higher National Diploma (HND) in Library & Information Management from Harare Polytechnic, Zimbabwe.

He has worked with Namibian Community libraries during his stint in the North and helped coordinate the establishment of community libraries in Outapi and Okahao.

He also spearheaded the introduction of public use of ICTs for the National Library of Namibia before leaving for the Bank of Namibia.

As the Head of the National Library, his vision is to make the National Library the most inclusive repository of the country's knowledge in all languages spoken around and of Namibia's creativity in almost every format.



**Michelle Simasiku** graduated with a Bachelor of Arts Honours Degree in Library Science in May 2011 at the University of Namibia. In April 2007 she obtained a Diploma in Information Studies at the same institution. In 2010, she did her intern at the Polytechnic of Namibia and also worked as a Library Assistant at Windhoek Public Library during the December holiday. In July 2011, she was appointed as Librarian for the National Planning Commission. Her interests in the field of library science are classification, cataloguing, integrated systems and research activities.



**Ezze Shipo** graduated with a Bachelor of Arts (Honours) Degree in Psychology and Information Studies from the University of Namibia in May 2011. She has done her internship with Namibia Evangelical Theological Seminar in 2010. Ezze worked on a 6 month contract with the Ministry of Mines Library from December 2010 to May 2011. In June 2012 she was appointed as a Librarian at Community Library Services.

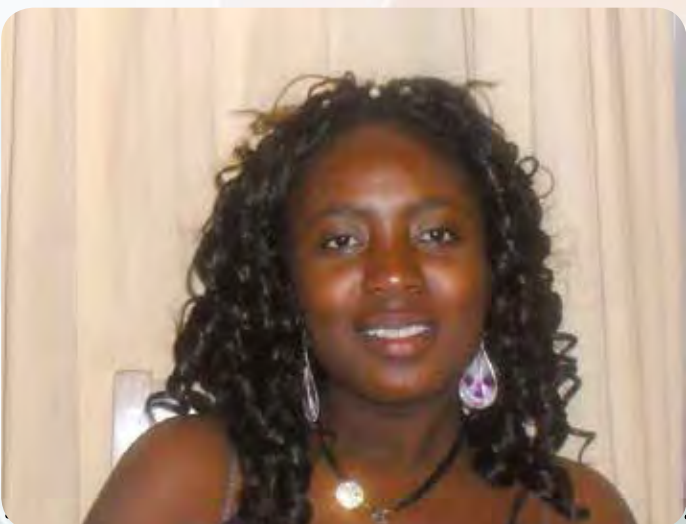




**Mbaunguraije Kaatura** joined the Namibia Agriculture and Water Information Centre (NAWIC) as a Library Assistant in November 2011. He attended Stampriet Primary School and then moved to Mariental where he completed his higher education. He enrolled at the University of Namibia for a Diploma in Records and Archives Management which he obtained in 2009. He has worked as a Records Controller at Nyama Traders based in Aminuis, Omaheke Region and as a student assistant at the University of Namibia. Kaatura worked as a stock controller at Musica, Maerua Mall in Windhoek.



**Roceline K Siukuta** has a Diploma in Information Studies that she obtained at the University of Namibia in 2005. In 2007, she was employed by the Ministry of Works and Transport in Katima Mulilo. She was transferred to Windhoek Government Stores in 2010 where she worked until November 2011. Siukuta commenced work at the National Planning Commission as a Library Assistant on the 1st of December 2011.



**Lukia Silima** was appointed as the Library Assistant at the National Library of Namibia on the 1st of August 2012. She graduated at the International University of Management (IUM) in 2006 with a Bachelor of Science in HIV and AIDS Management. She has worked on a joint project of the United Nations Development Programme (UNDP) and the HIV and AIDS Management Unit (Ministry of Education) as an Administrator since June 2008 to June 2012. Lukia is also a qualified Counsellor and has gained extensive experience with Lifeline Childline.



**Sylvi N. Amutenya** is the Librarian for the Ministry of Defence Library since January 2012. She obtained a Diploma in Information Studies from the University of Namibia and a Bachelor of Arts in Library Science and Records Management at the same university. Sylvi has gained experience as a library assistant at the following libraries on internship: Ministry of Mines, Khomas Regional Council, Ministry of Agriculture, National Archives of Namibia, Greenwell Matongo Community Library, Windhoek Public Library and Katutura Hospital Library.



# STRUCTURE OF THE DIRECTORATE OF LIBRARY AND ARCHIVES SERVICES

1 x Director  
1 x Secretary

1 x Deputy Director

## NATIONAL LIBRARY SUBDIVISION 1x Chief Librarian

**Bibliographic Control Section**  
1x Senior Librarian  
2x Librarian  
1x Chief Library Assistant  
2x Library Assistant  
2x Clerical Assistant

**Section Document Delivery**  
1x Senior Librarian  
1x Librarian  
1x Senior Library Assistant  
1x Clerical Assistant

**Information & Communications Section**  
1x Senior Librarian  
1 x Technical Assistant

**General Service Section**  
1x Chief Clerk  
1x Accountant  
1x Clerical Assistant  
2x Driver  
1x Caretaker  
2x Watchman  
2x Messenger  
7x Cleaner  
2x Labourer

## NATIONAL ARCHIVES SUBDIVISION 1x Chief Archivist

**Research, Publications & Information Section**  
1x Senior Archivist  
2x Archivist  
1x Chief Archives Assistant  
1x Archives Assistant  
1x Clerical Assistant  
1x Data Typist

**Section Records Management Central**  
1x Senior Archivist  
1x Archivist  
1x Assistant Typist  
1x Record Clerk

**Records Management Regional Section**  
1x Senior Archivist

**Preservation & Restoration Section**  
1x Archivist  
2x Technical Assistant

## MINISTERIAL LIBRARY SERVICE SUBDIVISION 1x Chief Librarian

**Training & Quality Control Section**  
1x Librarian  
1x Clerical Assistant

**Professional Service Section**  
1x Senior Librarian  
12x Librarian  
3x Chief Library Assistant  
6x Senior Library Assistant  
8x Library Assistant

## COMMUNITY LIBRARY SUBDIVISION 1x Chief Librarian

**Technical Service Section**  
1x Senior Librarian  
1x Chief Library Assistant  
2x Library Assistant  
1x Record Clerk  
4x Record Clerk

## EDUCATION LIBRARY SERVICE SUBDIVISION 1x Chief Librarian

**Professional Service Section**  
3x Education Officer

**Technical Service Section**  
1x Senior Librarian  
1x Librarian  
1x Chief Library Assistant  
1x 1CL2 Senior Library Assistant  
1x Library Assistant  
1x Technical Assistant  
1x Clerical Assistant  
1x Record Clerk  
3x Handyman

**Professional Service Section**  
1x Senior Librarian  
3x Librarian  
1x Library Assistant

at large. To provide an optimal service to the people of Namibia by ensuring proper record-keeping within the Government of Namibia for the purpose of accountability, transparency and good governance.

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