



Cameroon Muslim Students' Union

اتحاد الطلبة المسلمين بالكا ميرون
Foi- Savoir- Succes



Commission in charge of Library

Report of activities of the academic year 2022/2023

Headed by;

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Assisted by;

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Background Information

The Commission in charge of Library is one of the multiple functional departments of the executive office of CAMSU BUEA. The commission aims principally at taking care of the books in the library and ensuring members use them conveniently.

Constituted entirely of new members, the two hold it as primary objectives to bring in new vibes and ameliorate the functioning of the libraries of CAMSU regional and sub-regional branches

However, the goals or visions of the commission in charge of Library like every other commissions are set in a way to enable the achievement of the general plan of action of the union drawn yearly by the Regional Amir

Summary of activities

SN	Planned Activity	Implemented (Yes/No)	Reason(s) for not implementing
1	Getting an accession book, to ensure that all the books in the library are recorded	Yes	
2	Organizing the books in the library and making it visible and easily accessible to members	Yes	
3	Allowing members to sign out books for a maximum of two weeks	Yes	
4	Providing Qur'ans to the Quranic commission during their study sessions	Yes	
5	Providing a physical and digital record of all the books in the library	No	Some books were completely in arab and difficult to record all the necessary information we needed. The destruction of the masjid also prevented us from finishing all the assertion all the books
6	Providing books which can help the members and other commissions	No	We were informed with time that we are the ones to buy books, but that most often CAMSU receive books as gifts from donors
7	Inform members about the books in the library through the communication department	No	Members constantly present in the masjid where informed, but since we did not finish the accession of the books before the masjid when down, we could not make further communication

8	Keeping the library always clean and well organized	Yes	
9	Organizing weekly reading sessions in the masjid	No	Because our books had to be transferred to Buea town and most activities were disrupted. This point was also not well communicated to the members
10	Creating a WhatsApp group to constantly keep members in contact with the books in the library	No	We planned to take the contacts of members but unfortunately, time caught us, our books got transferred and access to them became difficult
11	Implementing a fare of 200frs to each book returned late	Yes	
12	Mark all our books with the CAMSU stamp	No	More than half of the books were marked but not all
13	Monthly report on how the library was used	No	It was only done once and this is mostly due to the destruction of our masjid
14	Creating a flyer to increase members awareness about the library	No	Unfortunately, time did not permit us
15	Fixing Tuesdays and Fridays for borrowing books	Yes	
16	Place the Qur'ans in adequate positions in the mosque for easy access to both brothers and sisters	No	The construction on which the Qur'ans were to be placed could not be built due to the upcoming destruction of the mosque
17	Work with our Sheikhs, to make sure all the books in the library are legit	Yes	
18	Discuss with our Sheikhs on their availability for the different reading sessions	Yes	
19	Ensure good functioning of the library in the sub regional branches	No	We completely forgot since we too did not more have a library here after the destruction of the mosque

Details of Implemented Activities

1. Organization of the books:
 - a. Books were accessioned based on their titles, author, place of publication and more.
 - b. The books were stamped at strategic pages for security purposes.
 - c. Books were classified according to their subject background: for example: some books were classified under Tauhid and others under Seerah

2. Signing out of books:
 - a. Books were signed out on Tuesdays and Fridays for a period of Maximum two weeks.
 - b. The borrower's name and contact were taken each time a book is borrowed
3. Providing Qur'an. Qur'ans were provided to the Quranic commission to carry out their study sessions without stress. This was a great opportunity for them since the library had so many Qur'ans.

Challenges Faced And Proposed Solutions/Recommendations

Point	Challenges	Proposed Solutions
1	Too many books to be managed by only two members	At least 5 members need to work in this commission
	The present library isn't large enough to contain all the books	Build or buy a larger stack/library
15	The dates we fixed did not convinced some members	Don't fix dates for signing-in of books
	Some members are reluctant to return the books they borrowed	Send a formal report to the regional Amir
11	Members to did not always have cash to pay their debt	The fare should be raised to a an amount which don't involve too much cash/coins
8	The presence of dust when cleaning the library which led to air borne disease	Provision of face masks to librarians
17	Getting a Sheikh who is available for to assist in classifying the books and understands Arabic Language because some books are completely in Arabic	A sheikh should be part of the commission because it will help members to finish the work faster

Financial Details

Material bought	Personal Expenses
• A 300-leave accession book	• 2000xfa
• Camsu Stamp	• 2500xfa
• 30 cm ruler	• 100xfa
• Library lock	• 1000xfa
• Selo tape	• 800xfa

1200xfa received from the books returned late and were handed to the FinSec
 Presently, 5600xfa is still to enter reach us from the books not returned

Conclusion

The library functioned quite well at the beginning, but the destruction of the mosque, books that were completely in Arab and the quantity of the books to be handled by only two members are some of the main challenges we had. We really hope that the recommendations suggested will be studied and implemented for/by the upcoming regimes Insha'Allah

Done in Buea, on the 03rd May 2023

TANAYEN ANNATU YURIKA
HOC in Charge of Library