

ABSTRACT

This study assessed personal information management practices among library staff at the University of Dar es Salaam, Tanzania. Specifically, the study assessed awareness of personal information management practices among UDSM library staff, examined tools used by UDSM library staff to manage personal information, evaluated factors influencing effective management of personal information and identified challenges facing UDSM library staff in managing personal information. The study population was library staff and sample size was 116 respondents selected by using census technique. Data were collected using questionnaire, interview and Focus Group Discussions. Data were analyzed qualitatively and quantitatively using content analysis and Statistical Product and Service Solution (SPSS) version 23 respectively. Findings revealed that UDSM library staff were aware of personal information management practices. Both physical and electronic tools were used to manage personal information. Furthermore, the information cycle was the most influencing factor for the effective management of personal information. The challenges reported in the management of personal information include; inadequate information management skills, shortage of time, information overload, inability to access multiple sources of information, inflexibility of information file formats in adopting change in technology and the use of inappropriate information management tools. The study concludes that the University of Dar es Salaam library staff were aware of personal information management practices; physical and electronic tools for the management of personal information were used.