

Serials, Reference Sources and Services, and Intellectual Property Rights

By

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Introduction

Library achieves its goal of information provision for teaching, learning and research through acquisition, processing and dissemination of information materials to clients. These materials are in different categories of which two of them are serials and reference sources.

This chapter presents a detailed description of the information materials and how they could be distinguished from one another. It also captures the concept of intellectual property rights with emphasis on copyright; how copyright is violated and how not to infringe on author's rights when using intellectual products for assignments, projects and other literary works.

Learning Objectives

At the end of this chapter, students should be able to:

- Define serials;
- Differentiate between serials and periodicals;
- Give examples of the two types of reference materials;
- Describe reference sources;
- Discuss Intellectual Property Right and
- Highlight and explain referencing styles

TYPES OF LIBRARY INFORMATION MATERIALS

1. Serials

Serials are the vital information sources housed in the serial section of the library. Serials are published in discrete parts at regular or irregular intervals. They can be defined as publications issued in series with numerical or chronological designation and intended to be published indefinitely. Examples of serial collections are journals, conference proceedings, magazines, newspapers, newsletters, bulletins. Those serials that are published at regular stated intervals of

less than a year (e.g. daily, monthly, quarterly, etc) are called Periodicals. Examples include journals, magazines, and newspapers. Serials could be in print form or it could be in both print and electronic forms. Serials are published by institutions, learned societies, publishers and /or non- governmental organizations.

Serial publications usually have a title, volume, issue or number, date and International Standard Serials Number (ISSN).The information in serials are original, current and up to date. Serials are consulted only within the library, and cannot be borrowed by library users.

a. Journals

This periodical contains original research reports or recent developments in a particular discipline. First, articles are submitted to Editors, who in turn arrange for peer review by experts in the field of submitted manuscripts. After receiving the reports of reviewers, decisions are arrived at by the editors as to whether to accept or reject manuscript for publication. The reviewing process is to ensure that standard is maintained in what is being published. Journals are published at regular intervals such as quarterly, bimonthly, monthly, etc. (example: African Journal of Library, Archives and Information Science published twice in a year)

b. Magazines: A magazine is a periodical which contains articles on different topics. The articles are usually concise, informal and not necessarily written by experts. They are educative and informative; usually, they contain graphics to arouse the reading interest of the public. Magazines can appear in print or both print and electronic forms. Examples include Tell, Newswatch, Ovation among others.

c. Conference Proceedings: These serial publications contain the proceedings (records) of a conference. Most times, the full text of the papers presented at a conference is published even though not all conferences publish proceedings.

d. Newspapers: These are periodicals which contain news of current events, advertisements, people's opinions and other current issues. They are usually available in print and digital format. Examples include Vanguard, Tribune, etc.

e. Newsletters: These publications are smaller in size than newspapers. They contain news on a particular organization or activity. They may appear in print or electronic format.

f. Diaries: Diaries are usually handwritten; it is an account of events in a person's life. Scientists write down their observation or progress made on their research work from time to time. Therefore, other scientists who may want to repeat such experiments will find the diaries useful.

2. Reference Sources

Reference sources are sources which people refer to or consult for quick and specific information in the library. Gates (1994) as cited by Ojedokun (2007) described a reference source as a source which is consulted for aid or information on a topic, a theme, an occurrence, a person, a date, place or a word. Reference sources can be used to gain background knowledge on a topic. They provide direct information and are not read from cover to cover. Some of them are access tools which guide or direct on how to locate other information sources. Reference sources may be in print and /or non print format. These sources are not loaned out but consulted in the library. Reference books in the library carry the inscription “R” or “Ref” on their spines.

Types of Reference Sources

There are two types of reference materials.

- (1) Directional reference materials
- (2) Non –Directional reference materials

Directional reference materials: These sources direct users to where information can be obtained. e.g. bibliographies, indexes, abstracts.

Non-Directional reference materials: In this case, the required information is obtained directly from the sources e.g. directory, yearbook, encyclopedia, dictionary, handbook, map, gazette, gazetteer, atlas, manual, almanac, biography.

Directional Reference Materials

a. Bibliographies: Bibliographies are compilations of published works (i.e. books and articles) by an author, works on a particular discipline, topic, works published in a particular country or within a particular time frame. The published works are listed alongside their bibliographic details and this facilitates retrieval of the needed information material. Bibliographic details include the author, year of publication of work, title of work, edition statement, title of journal (where applicable), place of publication, publisher, pagination (where applicable). Example of Bibliography: Bibliography of Science and Technology.

b. Indexes and Abstracts: Indexes and abstracts are finding tools for tracing articles, books or other information sources. Indexes contain keywords or index entries while abstracts contain summaries of works such as books, article, speech, report, and dissertation. The information in the published abstract helps the researcher to decide whether requesting for the full text will meet his information need or not. They contain certain bibliographic details (e. g. author, title) for easy retrieval of relevant works. Examples: Library and Information Science Abstract (LISA), Dissertation Abstract International, Social Sciences Index, Science Citation Index.

Non-Directional Reference Materials

a. Dictionaries: This is a reference source with alphabetical listing of words. The listed words can be general words of a language (General dictionary) or specific words of a particular subject or discipline (Subject dictionary). Dictionaries give meanings, spellings, pronunciations, and usage of words. Some dictionaries give the derivation (etymology), synonyms, antonyms, and illustrations, biographical and geographical names of words. Example of a General Dictionary: Advanced Learner's Dictionary. Examples of a Subject Dictionary: Dictionary of Medicine, Dictionary of Music.

b. Encyclopaedias: This reference material contains articles on all aspects of human knowledge. They provide essay-like summary on a variety of topics. They are usually arranged alphabetically and may appear in single or multiple volumes. Encyclopaedias are written by experts in various disciplines. Multivolume encyclopaedias usually have their indexes at the end of the last volume. General encyclopaedias contain information on all areas of knowledge while Subject encyclopaedias focus on specific disciplines. Examples of General Encyclopaedia: Encyclopaedia Americana, Encyclopaedia Britannica. Examples of Subject Encyclopaedia: Encyclopaedia of Architecture.

c. Directories: This reference source is a compilation of names of people, institutions, companies or organizations with their addresses, phone numbers, affiliation, publications and other details in classified or alphabetical order. Examples: American Library Directory, Nigerian Telephone Directory.

d. Thesauri: Thesauri (singular, thesaurus) contain list of words that has been arranged alphabetically. Thesauri list words with their synonyms and antonyms and other related words. It is worthy to note that thesauri do not give meanings of words. An example is Roget's Thesaurus.

e. Gazettes: These are official publications of the government which carry current information on the activities of the government. The publications are issued regularly and they include the constitution of a country, government appointments, Acts and Bills, Regulations, Tenders. An example is the Nigerian Gazette.

f. Gazetteers: These reference publications contain geographic names of places and their locations. They also contain the geographic features (e. g rivers, cities, lakes, mountains) of the locations. Example includes Chamber's World Gazetteer.

g. Yearbooks: This is an annual publication which contains statistics, photographs and other facts about events of the previous year. It covers past events of a country, discipline, or institution. Examples of Yearbook: Commonwealth University Yearbook.

h. Almanacs This is a collection of dates, facts and statistics which may be current or both current and retrospective. Almanacs are rich sources of economic, political, geographic and demographic information. It is an annual publication and is usually presented in tabular form to enhance comparison. There are general almanacs e. g World Almanac and Book of Facts, and Subject almanacs e.g. Almanac of American Politics.

i. Handbooks: They contain factual information in a brief manner on a particular subject. They are usually handy (easy to reach) and easily accessed e. g. CRC Handbook of Chemistry and Physics.

j. Maps: These reference materials may be available in print or electronic form. They are abstract representations of the surface of the earth or parts of the surface of the earth. They serve as guides for travelers in locating their destinations. There are different types of maps e.g. street map, road map, relief map, topographical map, language distribution map and orthophoto map.

k. Atlases: An atlas is a bound collection of maps. The listing of the maps is done alphabetically. An example of an atlas is the World Atlas.

Reference Services

Reference services in the library include all the activities carried out by the reference librarian in satisfying or meeting a patron's information need. Such activities include answering users' enquiries, assisting or guiding users in locating information sources or resources, searching for information for patrons, helping to assess the quality or appropriateness of an information source, referral services (i.e. referring patrons to resources in other libraries), and developing the reference collection. Other reference services include User Education which encompasses: acquainting new users with library sources, resources, their locations, services offered, the layout of library building and library rules and regulations. Compilation of Bibliographies, Provision of Current Awareness (CAS) and Selective Dissemination of Information (SDI) Services. These services can be rendered via e-mail, electronic mailing list, telephone, on-line chatting, phoning. For an effective service delivery, a reference librarian must be equipped with the following:

1. Reference Books
2. Computer with internet connectivity, databases and other relevant e-resources
3. Printed lists of library holdings that are not in the catalogue e.g. newspapers.

Intellectual Property Rights

Intellectual Property (IP) deals with the legal protection of intellectual property products. Intellectual property products are people's ideas e.g. musical compositions, the story in a novel. Intellectual property products are "the creative ideas and expressions of the human mind or

intellect” (Bothma et al., 2014). They are intangible in nature. Intellectual products have value, and needs to be protected legally, thus, the need for Intellectual Property Rights. Intellectual property rights are the rights granted to an author or owner of intellectual products (i.e. ideas in books, films, etc). These rights vary across different countries, some countries focus on the economic value of the products for authors while some focus on the moral rights of users. IP applies to trademarks, patents and copyright.

Trademarks: Trademarks are symbols or signs put on products to show their commercial origin.

Patent: A patent is a legal document which establishes the right of an inventor of a product to use and derive financial gain from his invention for a specified period of time.

Royalties: This is a sum of money that is paid to owners of intellectual or creative works each time the work is sold or performed.

Copyright: This is the right granted by law to owners of intellectual and/or creative works to monopolise the use of their works or control its use by others. The symbol © represents copyright. Copyright laws vary across different countries, in Nigeria; copyright covers the following category of works

- a. Literary works
- b. Musical works
- c. Artistic works
- d. Cinematograph films
- e. Sound recordings

Exceptions to Copyright

The use of other people’s work is permitted under some certain conditions. This permission can be by law or under what is called “Fair use” or “Fair dealing”.

Fair use is the legal opportunity granted an author to cite a copyrighted work or make use of such work without obtaining permission from the owner of the work while fair dealing allows one to reproduce limited portions of copyrighted works. Fair use can be applied when conducting a research, criticism, news reporting, teaching and commentary while fair dealing includes works used for review, research or private study. Fair use of a copyrighted work is not for commercial purposes; also, a limited portion of the work which will not hamper the marketability of the work should be used.

REPRONIG (2004) states that copyright is not infringed if a work is performed, copied, reproduced or adapted for:

1. Research or private study

2. Criticisms or review or the reporting of current events if an acknowledgement is made.
3. The inclusion in a film or broadcast of an article work and shown where it can be viewed by the public.
4. Reproduced and distributed in a place where it can be viewed by the public.
5. The performance or broadcast of a reasonable extract, if sufficient acknowledgement made.
6. Reproduced and/or performed for judicial proceedings.

Violation of Copyright Law

Copyright is violated with the following activities:

Plagiarism: Plagiarism involves copying from an intellectual creation of another person without acknowledging or giving credit to the owners of the work. This is also called Academic Dishonesty. It should be noted that , even when using one’s own previous work in another work, one still has to acknowledge himself and not self-plagiarize or infringe upon a publisher’s copyright. Plagiarism is a grievous offence in academia and perpetrators of such acts are sanctioned accordingly.

Piracy: Piracy involves making copies of copyrighted works for financial gain. Such act deprives original owners of the works of his financial benefits and discourages him from producing more works.

Counterfeits: Counterfeits is the reproduction of fake copies of an original work for sale.

Photocopy: Photocopying a copyrighted work, if at all will be done for the purpose of research or private study, must be done reasonably, that is, only a copy of the work should be photocopied and a limited portion which will not hamper the economic gain of the author should be photocopied. Otherwise, one will be infringing or violating the copyright law.

Referencing

Referencing is “giving relevant, accurate and complete information indicating and acknowledging which sources you used for writing an assignment, a thesis or dissertation, a research article or a research report for work” (Bothma et.al., 2014).

Referencing, also known as “citing” or “citation”, is usually done in a standardized manner according to the particular reference style you have adopted. Referencing shows that you have researched extensively on the topic you are writing, it indicates that your writing is not based on

your ideas or view alone but other authors' views have been looked into, referencing also makes the tracing of the original works used by you possible for other authors.

When using someone else's work, you can quote the person directly (verbatim), paraphrase i.e. saying the same thing that another author has said using entirely different words. This involves digesting the whole idea and expressing it in your own words, or reflecting his original idea in your work. Anytime this is done, the owner(s) of the work must be cited in the text/document and also, a reference list must be presented at the end of the document. This reference list saves the author from being charged for plagiarism. When quoting verbatim, short quotation is always in quotation marks while long quotation is indented.

Reference list: A reference list is a list written at the end of your document that contains a comprehensive description of all the sources that you used, referred to or cited in the text of your document. Usually, a Reference list/Bibliography is alphabetical in arrangement, even though, in some cases, the arrangement can be a numeric one.

Bibliography: Bibliography is a word with different meanings. In this context, bibliography is synonymous to a reference list. It is a list of sources used and referred to in the document written by you. A bibliography can also be a list of information sources that you consulted but did not cite in your document.

The Basic Principles of Referencing

In-text referencing

In-text referencing involves mentioning (acknowledging) the source of the information you have cited or used in the text of your document. The details acknowledged in the text include the surname of the author cited and the year of publication of the work used. E.g.

According to Okwilagwe (2001), copyright is the exclusive right given to an author and other creative artists to authorize the use of their work in any way.

OR

Copyright is the exclusive right given to an author and other creative artists to authorize the use of their work in any way (Okwilagwe, 2001)

Footnotes and Endnotes

Footnotes are short notes that appear at the end of a page. It usually contains a small number or alphabet in the text that directs you to the footnote which either tells you the source of the information or gives more information about the text in the document.

Endnotes are usually found at the end of the document and they contain information about the text. However, it is worthy to note that, not all reference styles make use of footnotes and endnotes.

Referencing / Citation Styles

Referencing or citation is done using different citation styles. However, the type of style used depends on the specification of the publishing house /organization /faculty for which the work is written or the discipline of the writer. The different referencing styles are:

Harvard Citation Style: This style and its many variations are used in social and behavioural sciences, philosophy, politics, economics, arts and the health sciences.

APA (American Psychological Association) Style: This reference style is commonly used in the social sciences, education, and history.

MLA (Modern Language Association of America): This style is used by people in literature, arts, humanities and some other disciplines.

Chicago Manual of Style: This style is sometimes used by people in the social sciences, history, political studies, theology and computer science.

Turabian Citation Style: This style is a simplified version of Chicago Manual of Style. It was developed by Kate Turabian for the writing of theses, dissertations and term papers.

Exercises

1. What is a Serial Publication?
2. Give five (5) examples of Serials
3. What is the difference between Serials and Periodicals?
4. What are reference sources?
5. Give two (2) examples of Directional Reference materials and five (5) examples of Non-Directional Reference materials.
6. Define Intellectual Property Rights
7. Explain the following terms :
 - (a) Trademark
 - (b) Patent

(c) Royalties

(d) Copyright

8. Mention three ways through which copyright is violated

9. What is referencing?

10. Mention and explain four (4) referencing styles.

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