Use of Library & Introduction to Information Communication Technologies (ICT) (GST 103) BY Isaac O. BUSAYO –(Ist Class)

INTRODUCTION

What is a Library?

(a). an educational resource centre. (b). a 'nest' where scholars are hatched (c). a storehouse of knowledge

Why the study of use of Library?

 - Acquaintance with library resources

 - Needful and helpful to be a successful scholar

 - A requisite course for all undergraduates

Types of Libraries

1. Academic Libraries 2. National Libraries 3. Private Libraries 4. Public Libraries   5. Research or Special Libraries 6. School Libraries

Definition of Libraries

ACADEMIC LIBRARIES

 These are libraries attached to tertiary institutions of the status of a university, a polytechnic, a college of education or other tertiary institutions with similar standing, offering Certificate programmes, Diploma and Degree courses at various levels. Examples are FUOYE Library, Federal Polytechnic Ado-Ekiti Library, College of Education Ikere-Ekiti Library etc.

NATIONAL LIBRARIES

Defined as the apex library of any nation. Has the copyright law to acquire publications published on the country by the country for retention in its stock for use of the citizenry. Also empowered by law to issue International Standard Book Number (ISBN) and International Standard Serials Number (ISSN) to intending authors and publishers on request.

PRIVATE LIBRARIES

These are libraries owned by an individual or an organization like a Church. They are established to meet the needs of the owner and thus the collections are dictated by the fields or disciplines of the owners. For example, some lawyers have their private (personal) law library also some medical doctors have private medical library. Likewise some engineers, librarians etc.

PUBLIC LIBRARIES

Like the name suggest, public libraries take care and serves the public interest of all ages without any discrimination. It is often defined as the public or peoples' university. It is usually financed with the tax-payers money and it makes reading provision for all in the community/society where it is situated including the children.

RESEARCH OR SPECIAL LIBRARIES

Research or special libraries are designed for a defined or a unique group of users with similar needs. The users of research or special libraries are specialist users like the Law Libraries for Lawyers, Medical Libraries for Doctors, Engineering Libraries for Engineers etc Organizations with such libraries are International Institute of Tropical Agriculture (IITA) Ibadan, Central Bank of Nigeria (CBN) Abuja, Nigeria Institute of International Affairs (NIIA) Lagos, Cocoa Research Institute of Nigeria (CRIN) Ibadan etc.

SCHOOL LIBRARIES

School libraries are libraries attached to Nursery, Primary and Secondary Schools. It is intended to encourage reading habit and to develop in pupils the ability to learn from books with or without the aid of a teacher. The importance of school libraries cannot be over-emphasized as it helps to develop reading skills in children and the love for books, early in their educational career.

COMPONENTS OF A LIBRARY

A typical library is made up of four (4) components namely:

- Books, Serials and Non-Book Materials
- Building or Room
- Personnel (Staff)
- Clientele (Users)

These components are of equal importance. In other words, all the four components work jointly and are inseparable from one another.

(1) BOOKS, SERIALS AND NON-BOOK MATERIALS

Books are printed materials of not less than 49pages, apart from the cover pages, that are fastened together for ease of reading, consultation or reference. When it is less than 49pages,it's known as a pamphlet.

Serials are periodical publications which are issued in successive parts and they are intended to be continued indefinitely. Serials are either published at regular or an irregular intervals, which could be daily, weekly, bi-monthly, monthly, quarterly or yearly. Serials usually bear volume, number and year eg daily newspapers, journals, magazines, annuals etc. It is more current than books and it is useful for research.

1. NON-BOOK MATERIALS

Non-book materials are otherwise known as audio-visual materials. These are information resources that can be seen and or heard. Examples are:

- Computers
- Films
- Video-cameras
- Televisions
- Radios
- Slides
- Maps, Charts, Photographs etc

2. BUILDING OR ROOM

Building or Room is an important component of a library. There should be a designated building or room or rooms set aside as the library, where the books (collections) can be safely kept, where staff can function effectively and which users can conveniently make use of, without any form of noise or distractions for maximum concentration and assimilation. The building or room must be conducive to reading with good lighting, well ventilated, with air conditioners or fans etc.

(3) PERSONNEL (STAFF)

Books, serials and non-book materials (collections) and building or room alone do not make a good/complete library. The personnel constitute an important component of a library. The staff man the library and translate all the policies of the library into action ie they ensure the smooth administration of the library.

(1) The core library personnel consist of :

- Academic librarians
- The para-professional staff

(2) The supportive library personnel are :

- Library Attendants/Assistants or the Clerical Officer.
- Technical Staff

(4) CLIENTELE (USERS)

- Clientele, users, readers and patrons are terms that are used interchangeably to mean the same thing.
- The library is expected to provide information, to be disseminated by the personnel and used by the clientele.
- The library serves different users depending on the type of library and the need of the users. An academic library for example would serve students (undergraduate and post-graduate), lecturers, non-teaching staff and other researchers who may be allowed to use the library for reference services only.

STOCK OF THE LIBRARY

Library stock like books, serials and non-book materials are acquired through different methods namely:

- Purchase
- Gift or Donation
- Exchange
- Bequeath/Will

GST 103 – USE OF LIBRARY AND INTRODUCTION TO ICT (2 Units) By Uzomba Christian Emeka (2nd and 3rd Class)

TOPICS

- DEPARTMENTS IN THE LIBRARY

- CATALOGUING AND CLASSIFICATION

- BIBLIOGRAPHICAL DETAILS OF A BOOK

- CLASSIFICATION SCHEMES AND TOOLS

- LIBRARY SKILLS

- STUDY SKILLS

- LIBRARY RULES AND REGULATIONS

- SANCTIONS FOR VIOLATION OF RULES AND REGULATIONS

DEPARTMENTS IN THE LIBRARY

- Administrative (The University librarian-head)

- Technical services (acquisition, cataloguing, serials, reprographic, bindery)

- Reader services (circulation, reference, reservation)

- Research documentation and bibliography

- Information and communication technology (Digital, Electronic, Virtual Library)

CATALOGUING AND CLASSIFICATION

Cataloguing is the process of describing a book or other library item in such a way that all the important bibliographic details are highlighted.

Classification is the process of grouping things in a consistent logical order. According to Clarke (1997), it is the process by which we group things according to their likeness and separate them according to their differences.
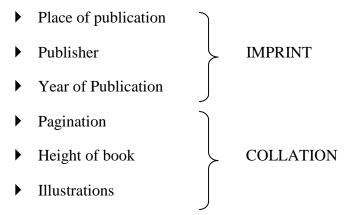
In other words, Classification can be defined as the process of arranging library materials into various subjects for easy accessibility and retrieval without wasting the user's time. Therefore cataloguing and classification of library materials gives the book a unique call number that

bears the classification number, cutter number and year of publication of the item and this is indicated at the spine of the book.

BIBLIOGRAPHIC DETAILS OF A BOOK

The bibliographic details include:

‣ Author's name (Surname first)

‣ Title and subtitle of the item

‣ Edition statement

‣ Place of publication

‣ Publisher   } IMPRINT

‣ Year of Publication

‣ Pagination

‣ Height of book   } COLLATION

‣ Illustrations

‣ Series Statement

‣ International Standard Book (or Serial) Number (ISBN/ISSN)

   Notes, Call number and Accession number of the book are also indicated on the catalogue card used to describe the book

CLASSIFICATION SCHEME

The cataloguing tools for cataloguing and classifying library materials depends on the classification scheme adopted by the library. The library classification scheme includes:

➢ The Library of Congress Classification

➢ The Dewey Decimal Classification

➢ The Universal Decimal Classification

➢ The Colon Classification

➢ The Moy's Classification

LIBRARY OF CONGRESS CLASSIFICATION SCHEME

Of all the aforementioned classification schemes, the **Library of Congress Classification scheme** is adopted in all Academic institutions because it is wide and gives more room for description of information materials and it is alphanumeric in nature.

The classification tools are:

LIBRARY OF CONGRESS SUBJECT HEADING

LIBRARY OF CONGRESS CLASSIFICATION SCHEDULES

Reference

Clarke, S.O. (1999) Fundamentals of library science. Lagos: Functional Publishing.

LIBRARY SKILLS

Library skills are those skills that guide library users so that they can maximally utilize the library resources (books, journals, information materials) effectively and efficiently. It involves acquiring through instructions on the use of the library.

STUDY SKILLS

Study skills are those skills that guide in the studying and understanding of the information in a book. These skills can be appropriately represented as SQ3R.

‣ **What is SQ3R?**

SQ3R is a reading strategy designed to help students gain a deeper understanding of the written information. It is a reading comprehension method named for its five steps: Survey, Question, Read, Recite and Review. The method was introduced by Francis Pleasant Robinson in his book "Effective Study" published in 1946.

SURVEY

The first step, survey or skim, advises that one should resist the temptation to read the book and instead glance through a chapter in order to identify headings, sub-headings and other outstanding features in the text. This is in order to identify ideas and formulate questions about the content of the chapter.

QUESTION

Formulate questions about the content of the reading. For example, convert headings and sub-headings into questions, and then look for answers in the context of the text. Other more general questions may also be formulated such as:

a. What is this chapter all about?

b. What question is this chapter trying to answer?

c. How does this information help me?

READ (R1)

Here, use the background work done with "S" and "Q" in order to begin reading actively. This means reading in order to answer the questions raised under "Q".

RECITE (R2)

Here, one is meant to identify major points and answers to questions from the "Q" step for each section. This may be done either in an oral or written format. It is important that an adherent to this method use his/her own words in order to evoke the active listening quality of this study method.

REVIEW (R3)

The final "R" is "Review". This method instructs the diligent student to immediately review all sections pertaining to any key words forgotten.

LIBRARY RULES AND REGULATIONS

Just like in other organizations, there are rules and regulations guiding library activities. Such rules are applied in all constituent parts of the library, and are necessary for normal functioning of the library.

1. Only registered students will be allowed to use the library.

2. All registered students are issued with library cards which they bring along whenever they want to make use of the library.

3. All readers must show any book or papers they are carrying to the officer at exit.

4. Readers must at all times obey the reasonable request of any library officer.

5. Silence must be maintained in and out of the library premises.

6. No reader may enter any part of the library marked 'private or reserve' for staff working except by permission.

7. Books in the reference section marked 'reserved' or 'not for loan' and as such may not be removed from the library.

8. No book may be marked, defaced, or damaged in anyway.

9. Penalties will be charged for overdue books.

10. There shall be no eating of any kind of food in the library.

11. There shall be no smoking in the library

12. The use of any form of naked lights including candles shall be prohibited in the library.

13. Briefcases, bags, umbrellas, sticks, water-proof-wears etc. must be kept in the place provided   and at owner's risk.

14. Students are expected to dress decently according to the FUOYE Dress Code.

SANCTIONS FOR VIOLATION OF LIBRARY RULES AND REGULATIONS

➢ Readers are held responsible for any injury to any book in their charge, and must pay for loss or damage.

➢ Cases of lost Library cards should be duly reported to the Circulation Librarian and the cost of replacement duly charged.

➢ Overdue books are charged at N50 per day including weekends.

➢ Theft of books are reported to the Chief Security Officer and the culprit if found guilty may be suspended or rusticated.

➢ The University Librarian may suspend or withdraw all reading privileges from person who contravenes the library rules and regulations.

Serials by Dr. (Mrs.) Olubanke, Bankole (4th, 5th and 6th lectures)

Serials: Serials are publications issued in successive parts and intended to be published indefinitely e.g newspapers, journals, conference proceedings, memoirs, bulletins e.t.c. A serial can be in print or both print and electronic form. It usually has numerical/chronological designations. Serial collections can be found in the Serials section of the library. They are usually produced by institutions, learned societies, and/or nongovernmental organization.

Definitions of Serials

Osborn (1980) defined serials as publications issued in successive parts, at regular or irregular intervals and intended to be continued indefinitely. Serial publications issued in successive parts at regular intervals are called Periodicals.

Serial is applied to"materials in any medium issued under the same title in a succession of discrete parts usually numbered (or dated) and appearing at regular or irregular intervals with no predetermined conclusion.

Periodical is a serial publication with its own distinctive title, containing a mix of articles by more than one contributor, issued at regular stated intervals of less than a year, without prior decision as to when the final issue will appear. e. g. magazines.

Examples of Serials

   Journals: These are peer reviewed periodicals where research papers relating to a particular academic discipline is published. They are published at intervals e.g. quarterly, bi-annually or annually.

   The Library subscribes to scholarly journals which can be in hard copy or electronic format to provide the most current information available on a variety of subjects. Journal articles are useful for research and assignment because they provide access to the latest research in a particular field of study and keep up to date with current issues.

Features of Serials

1. A serial is a continuing publication

2. It may be regular or irregular, or not published at the stated time

3. It may have changes in titles or numbering

4. It bears on it the title, the volume, the specific issue/ number, date, and the International Standard Serials Number.

Importance of Serials

1. They contain up-to-date information

2. They carry first information of new ideas or discoveries .i.e. they are primary sources of information e.g. research journals

3. Information found in them may not appear in books.

Selection and Acquisition of Serials in the Library

Selection is based on users interest and needs (that is, users suggest titles to be acquired)

Selection done must be within the library's budgetary provision

Selection tools used in selecting serials include Publishers' catalogue, National Union list of Serials etc.

Serials may be purchased (locally or from foreign countries), or may come as donation.

Processing procedures, Display and Storage of Serials

1. Checking of titles against the orders

2. Stamping

3. Assigning of class marks

   Display is done on sloping display shelves with compartments behind or underneath to keep back issues. Serials' arrangement on the shelves is by subject. Back issues running into several volumes are bound at the bindery section.

Retrieval of Serials in the Library

   Serials are not usually given out on loan to users but can only be consulted in the library. Photocopying of relevant pages of journals is allowed if users do not have enough time to stay in the library. An article may be traced by indexes and abstracts.

   Indexes provide access to relevant articles by making it possible to trace them through index entries or keywords.

Abstract may be used in tracing articles the same way indexes are used, but instead of key words found in indexes, abstract give summaries. The user can make use of the abstract or request for the original article in full.

Reference

Osborn, A.D. (1980). Serial publications: their place and treatment, 3rd ed. Chicago: America Library Association.

Reference Sources

Reference Sources are vital sources of information found in the Reference Section of the Library. They are quick sources of information, they are not meant to be read from cover to cover but consulted for specific information or a particular purpose, they may be available in form of print and /or non print . They are not to be loaned out but used within the library. They can easily be identified with the symbol "Ref" or "R" which appears before the call mark on the spine of the book.

Categories of Reference materials

1. Directional reference materials e.g. abstract, indexes, bibliography.

2. Non Directional e. g. dictionaries, biographies, encyclopedia

Examples of Reference Sources

1. Indexes and abstracts

Indexes make other information materials easy to retrieve. They are finding tools that contain keywords/terms that has been used in describing some works that users may want to retrieve, works like journal articles etc. Abstracts are brief summaries of a given information material. They lead the information users to the whole and detailed work if they consider them relevant to their research subject.

2.   Encyclopedias: Encyclopedias contains articles on various topics dealing with the entire range of human knowledge. It is alphabetically arranged and is often in several volumes. It gives detailed information of an entire area of knowledge.

Types of encyclopedias- general encyclopedias and subject encyclopedias are used to obtain quick information (facts) or detailed background information on a subject. E.g. – Encyclopedia Britannica. Information on encyclopedias has been derived from several sources, written by specialists, and organized for quick and convenient use, usually arranged in alphabetical order.

General encyclopedia usually has indexes which direct users to the page where the information needed can be retrieved. Subject encyclopedia provides information on a particular field of knowledge. They may come as a single volume or multi-volumes. E.g. Oxford Encyclopedia of Science and Technology, Encyclopedia of Social Science, Encyclopedia of Philosophy.

3. Dictionaries-These sources provide inform about words . It gives the meaning, derivation, spelling, pronunciation, usage of words. They are arranged in alphabetical order. Dictionaries help users to understand an information e.g. General Dictionaries, Subject Dictionaries, Biography Dictionaries such as who's who in Nigeria.

4. Biographies: Give account of the different events that occurred in people's lives. While biographies give a brief account, encyclopedias may be more detailed. E.g. Who's who in Nigeria

5. Gazettes: These publications emanating from the government. They are periodic government publications which provide information on the activities of the government. E.g. information on government appointments, legislations, decrees etc. e.g. The Nigerian Gazette.

EVALUATION OF REFERENCE MATERIALS

Evaluation of Reference materials is the general assessment of the values of reference materials in relation to the needs of the users. The criteria for evaluating reference materials are as follows:

1. Authority-This refers to the popularity of the authors, co-authors and publishers' reputations. Some authors and publishers are renowned that people cannot doubt their integrity.

Therefore, it is important that reference materials come from well known authorities and publishers.

2. Scope-The coverage of the materials also counts. This is to show whether it covers a general knowledge or it is on specific subject area

3. Up-to-datedness- The up-to-datedness of the content of the information material is important. Reference materials must be up-to-date and libraries are expected to acquire the most recent editions.

4. Arrangement-The information in the reference materials must be systematically arranged for easy access. This could be alphabetical, chronological or in tabular form depending on the topic treated.

5. Illustration-The level of illustration made is another factor that may be considered. Illustration must be made where necessary.

6. Format-A reference material is expected to have a long life span. In view of this, the physical format of the material as to whether it is hard cover or paper cover, the type face or font are equally important and must be given necessary consideration.

7 Bibliographies- Attention must be paid to articles in the reference sources whether they enlist the references consulted.

8. Cost of Purchase-The cost price of a material serves as a determinant in deciding whether to acquire a title or not, and even the number of copies to purchase.

Reference services

Reference services in the library involves getting responses to users' information need, queries and enquiries about anything, queries can be on how to locate a particular information source, gaining access to a database etc. Reference services can be offered in diverse ways such as phoning, chatting, one-on-one discussion etc Resources kept at a library reference desk include:

1. A computer with internet access-Librarians subscribe to databases and also make use of public web for information provision for users.

2. A collection of reference books

3. Books and other items being set aside for users who demanded to pick them up later in the day or days after.

4. Books reserved for students who are working on a special assignment, these resources are to be used only within the library and not to be borrowed.

5. Printed lists of information items in the library that are not in the catalogue e.g. newspapers, school yearbooks etc.

Reference Services

1. A book for reserving computers with internet access

2. Placing of books on hold so as to prevent it from being renewed by the user who has borrowed it

3. Requesting for information material(s) from branch libraries or from a cooperating library through interlibrary loan

4. Recommendation for the purchase of information materials which the library does not have and which will be beneficial to users.

Copyright

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). It is the exclusive right accorded by law to the creator of a literary work, composer or artist with regard to the use and reproduction of his created works for economic or commercial purposes. In other words, copyright is the legal right secured by the creator of a work, whether is it literary, musical or artistic in nature, to protect the work from undue exploitation by members of society. Hence, people who want to use the work in any form must get the permission from the owner.

Why do we have Copyright Laws

1. To encourage creative people to produce works of culture,

2. To provide incentives for the effective dissemination of work produced/ For financial gain

The five broad categories of works that are eligible for Copyright protection in Nigeria are:

a) Literary works

b) Musical works

c) Artistic works

d) Cinematograph films

e) Sound recording

Exceptions:

The second section of the Copyright Act provides general exceptions from protection of literary, musical and artistic works in Nigeria.

According to REPRONIG (2004), Copyright is not infringed if a work is performed, copied reproduced or adapted for:

i)   Research or private study

ii) Criticisms or review or the reporting of current events if an acknowledgement is made.

iii) The inclusion in a film or broadcast of an article work and shown where it can be viewed by the public.

iv) Reproduced and distributed in a place where it can be viewed by the public.

v)   The performance or broadcast of a reasonable extract, if sufficient acknowledgement made.

vi) Reproduced and/or performed for judicial proceedings.

Violation of Copyright Law

Reprography has been noted worldwide as the major way in which the various activities amounting to violation or infringement of Copyright such as: plagiarism, counterfeiting and piracy are realized (Okwilagwe, 2001).

  Ways in which copyright law is violated include:

Piracy: is an act of violating Copyright law when people illegally reproduce work for sale i.e. for commercial gain without permission from the owner of that work. Different forms of piracy take place in Nigeria and virtually all intellectual works are pirated, be it music records, audio cassettes, video tapes and all paper-based printed materials.

Plagiarism: This is an act of violating the copyright law, when people take other people's idea and copy it, making it look as though it is their own original idea. This is also called "academic dishonesty" when you make use of people's work without acknowledging them. Acknowledgement involves ensuring that all the names that have been cited in your text is included in your reference list.

Counterfeits: This act is committed when fake copies of an author's work are reproduced for commercial purposes.

Photocopy: This is difficult to determine, since the copyright law has exception for the fair dealing for purpose of research or private use. However, photocopy still denies authors the normal benefits from their work.

Referencing: Referencing is a way of giving credit to authors. Whether an author is quoted directly, paraphrased or an idea from an author's work is included in one's work; if such an idea has contributed to the work in one way or the other, it is very important to acknowledge the source of information. In acknowledging the authors whose works have been consulted; one is trying to avoid a violation of the copyright law called plagiarism.

Referencing Rules

- Any time one uses someone's ideas one must include the name of the person and date of publication in the text.

- All authors cited in one's work must be included in one's reference list at the end of the document.

- Short quotations should have quotation marks, while long quotation should be indented.

- Where there is no author, title of the work should be used in place of the author.

- Where there is no date of publication use n.d. (i.e. no date). It should be noted that sources with no author and date must be considered carefully before using it in one's work, except it is important in the work.

- Begin the reference list on a new page by separating it from the body of the work.

- Arrange all references in alphabetical order, according to the author and title in case of no author. This also depends on the reference citation styles chosen.

- **Reference list and Bibliography**

  A reference list is a list of all cited works prepared at the end of a document with the aim of providing bibliographic information to readers in order to locate and explore sources cited. Bibliography, on the other hand is a list of all cited works and those works not cited but consulted during the preparation of a document, or those materials to be recommended for further readings in addition to the ones cited in your work.

Referencing Styles:

1. American Psychological Association (APA) Style: Used commonly by people in the field of Psychology and other Social Sciences disciplines. For more details, see http://www.APAstyle

2. Harvard Style: This is mainly used in the Physical and Natural Sciences, also, it is now being used in the Social Sciences. See http://www.harvardstyle

3. MLA: Modern Language Association of America This style is used in Arts, Humanities, Literature and some other disciplines.

4. Chicago: Preferred in History

5. Turabian: For college students to use in all subjects

References

Okwilagwe, O.A.(2001). *Book Publishing in Nigeria*. Ibadan:Stirling-Horden.

REPRONIG (2004).Copyright: *What You Need to Know*. Ibadan: REPRONIG.