GST 103 - USE OF LIBRARY AND INTRODUCTION TO ICT (PART 1)

LECTURER: UZOMBA, CHRISTIAN EMEKA

CONTENTS

DEPARTMENTS IN THE LIBRARY

Administrative (The University librarian-head)

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

Reader services (circulation, reference, reservation)

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

(A) ADMINISTRATIVE DEPARTMENT

This department is responsible for the day-to-day activities of the library. The department is headed by the University Librarian who oversees all library activities. Functions of Administrative Department include:

1. Planning, organization and coordination of library programmes and policies.

2. Plans, supervises, and coordinates staff activities, including assessment of staff needs.

3. Participates in the preparation of the budget and other administrative functions and reports.

4. Develops and implements policies, rules and regulations; recommends and implements procedural changes to improve the quality of services.

5. Performs other functions as assigned by the University Librarian

(B) TECHNICAL SERVICES DEPARTMENT

Technical Services are the behind-the-scenes activities that a library undertakes to process library materials loaned for the public. These activities include ordering, classifying and cataloguing, preparing materials for the library shelves, inventory, and weeding. Other technical services include the activities related to acquiring donated materials, and repairing and preservation of library materials. Technical services comprise:

(i) Acquisition Department: This is responsible for the acquisition of books, electronic resources and other information resources into the library. The department is headed by *Acquisition Librarian.*

(ii) Cataloguing and Classification Department: The Cataloguing and Classification department processes the acquired materials to enable patrons have access to locate and retrieve them easily and without wasting time. This is done by describing and recording the items **(Cataloguing)** and assigning respective class marks **(Classification)** to the materials according

to the subject they treat. The department is headed by *Cataloguing Librarian.*

(iii) Serials Department: This is responsible for the management of serial publications in the library. Serial publications are those library materials that are published and issued in successive parts, intended to continue indefinitely. They are considered important because of their up-to-date information on various fields and subjects. This is headed by *Serials Librarian.*

(iv) Bindery/Reprographic Department: Bindery section is a place where library materials repaired, rebuilt or reinforced to make them become strong again and to be able to withstand what they are subjected to.

Reprography is about the reproduction of materials. They include photocopying, typesetting, printing, etc. aimed at creating multiple copies of materials. These services are offered at lesser or no great cost to the user.

(C) READERS SERVICE DEPARTMENT: The Reader Services department is responsible for dealing directly with library users. The members of staff who work in these areas are in constant interaction with the users of the library and their library experience; hence their functions and activities are customer service related. This department comprises:

(i) Circulation Department: Circulation department makes materials available to users, and regulate the use of materials by providing library cards for borrowing the acquired, processed materials. They are responsible for charging, discharging, renewing and reserving of materials. They also control extension mobile service as well as inter-library services. This is headed by *Circulation Librarian.*

(ii) Reference Department: Reference department is the major spot for assisting library users to discover the true potential of the library. It is a section where users are helped to get to the resources of the library. The department offers reference services with the aid of reference materials by providing relevant materials with appropriate information needed by the user. The section is concerned with answering user's queries on how best to utilize the library. The reference materials include: Dictionaries, Encyclopedia, Directories, Handbooks, Indexes, Abstracts, Yearbooks, Guides, Maps, etc. The department is headed by *Reference Librarian*

(D) INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) DEPARTMENT

This involves the application of advanced modern technologies to meet the expectations of modern library users. The department is responsible for digitization of library materials, developing library application software, providing access to library electronic resources and databases, and maintaining access to online public access catalogue (OPAC). It is headed by an *ICT or Systems Librarian/Analyst.*

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

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.

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ONLINE PUBLIC ACCESS CATALOGUE (OPAC), LIBRARY SOFTWARE AND DATABASES

What is a Library Catalogue?

The term catalogue originates from the two greek phrases Kata + Logos. Kata means "according to" and logos mean "order". So the literal meaning of catalogue is arrangement of reading material in a reasonable means in a particular order. C.A. Cutter in his famous book 'Rules for Dictionary Catalogue' in (1876) defined Catalogue as the list of books which is arranged on some definite plan. As distinguished from a bibliography, it is a list of books in some library or collection'. S.R. Ranganathan has defined catalogue in his book Library catalogue: Fundamental and Procedure in 1938 as "a tool which gives information about the contents of the library".

A Library catalog or library catalogue is the list of all information materials held by a library or group of libraries. It is a register of all bibliographic items found in a library or group of libraries. It gives information about the arrangement and order in which they are lying in the shelves. It helps the reader to find out his or her desired book without any loss of time. It saves the time of the reader'.

USES/FUNCTIONS OF LIBRARY CATALOGUE

The main function of library catalogue is to help the exploitation of resources of the library. Specifically,

1. It provides information about the contents of the library.
2. It gives information about the arrangement and order in which they are lying in the shelves.

3. It helps the reader to find out his or her desired book without any loss of time. I.e. it saves the time of the reader'.

4. It provides the whole bibliographical information of a book and other materials viz author, title, subject, edition, publisher, etc.

5. It helps the libraries to know the number of materials they have at a glance (Inventory)

ONLINE PUBLIC ACCESS CATALOGUE (OPAC),

An *online public access catalog* (often abbreviated as **OPAC** or simply **library catalog**) is an online database of materials held by a library or group of libraries. OPAC is the gateway to library's collection. It is an online database of all of the resources held in the library. Users search a library catalog principally to locate books and other material available at a library. In simple language it is an electronic version of the card catalog.

ELEMENTS OF A LIBRARY CATALOGUE

The elements of Library Catalogue 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)

Call Number

LIBRARY SOFTWARE

The term software refers to series of instructions designed for a computer to carry out specific functions. It also refers to one or more computer programs and data held in the storage of a computer for some purposes. These are the programmes fed into the computer to control its activities. There are two main types of computer software packages which are system software and application software. System software is responsible for managing variety of independent hardware components so that they can work together harmoniously. It provides the basic function for computer and helps run the computer hardware and system. It includes the combination of the following device drivers, utilities, operating system such as windows, Linux, Unix, Mac OS, Android, and servers. Application software is the second type of software which is developed to aid in any task that benefit from computation. It is a broad category and encompasses software of many kinds, including the Microsoft office, Corel Draw, Photoshop, internet browser, library software, business software, computer aid design, spread sheet, mathematical software, educational software, etc. For the purpose of this study, emphasis will be placed on the application software since it embodies the library software.

WHAT IS LIBRARY SOFTWARE?

Library - oriented software packages are computer software packages designed to perform and accomplish library functions. They are therefore set of detailed, designed, and coded machine readable instructions that enable a computer to carry out effective library and information services or operations. This is software that has been developed to handle basic housekeeping functions of a library. The advent of software in the library makes it easy to automate library operations, thereby facilitating students and staff in higher institutions in their search for information and carrying out research in their respective fields. Today, software has been developed for the housekeeping functions of circulation, acquisition, cataloguing, serial processing, web based OPAC system, library stock management, etc in the library.

TYPES OF LIBRARY SOFTWARE

There are various types of library - oriented software packages. Ukachi, Nwachukwu and Onuoha (2014) stated that library software come in two different models- the Proprietary software (i.e. those that require the payment of subscription fee) and the Open Source Software (OSS). Some of the major proprietary software products according to Breeding (2012) include Symphony, Millennium, Aleph, Voyager, Polaris, Library Solution, Carl X, Spydus and many others. The proprietary products have been available for many years, and have reached a high level of maturity, and remain the dominant approach used for library automation.

On the other hand, open source software is free software developed for the enhancement of library routine activities. It's not necessarily cost-free, but is free to use, free to modify, and free to share. Some of the open source software in today's market includes: Emilda, EspaBiblio, Evergreen, Greenstone, D-Space, Avanti, Gnuteca, InfoCID, Jayuya, Koha, SLAM, SLIM, Virtua, NewGenLib. oBiblio, OPALS, OpenAmapthèque, OpenBiblio, PhpMyLibrary, PMB, Senayan etc.

LIBRARY DATABASE

According to Encyclopedia Britannica, database**,** also called **electronic database**, is a collection of data, or information, specially organized for rapid search and retrieval by a computer. It is an organized collection of information. A library database therefore, is a searchable electronic index of published, reliable resources which provides access to a wealth of useful research materials from academic journals, newspapers, and magazines. Some databases also include e-books, relevant Web resources, and various multimedia. The information found in databases is either

originally created or comes from different, reliable sources. These databases are not "Internet" sources. One must login with their username & password to use databases.

EXAMPLES OF LIBRARY DATABASE

1. AGORA: Access to Global Online Research In Agriculture

2. EBSCOHOST

3. HINARI: Health Internetwork Access to Research Initiative

4. OARE: Online Access to Research in The Environment

5. DOAJ: Directory Open Access Journals

6. SCIENCE DIRECT

7. PUBMED: DIGITAL ARCHIVE OF BIOMEDICAL AND LIFE SCIENCES JOURNAL LITERATURE (A service of the National library of medicine and the National Institute of Health)

8. TEEAL: The Essential Electronic Agricultural Library

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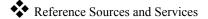Muller, T. (2011). How to Choose an Free and Open Source Integrated Library System.

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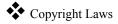
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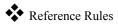
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LECTURER: Dr. (Mrs.) OLUBANKE, BANKOLE (PART 2)

CONTENTS:

❖ Serials

❖ Reference Sources and Services

❖ Copyright Laws

❖ Reference Rules

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.

iiii) 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

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