UNIVERSITY OF ILORIN
ILORIN, NIGERIA

EFFECTIVE COMMUNICATION IN HIGHER EDUCATION: THE USE OF LIBRARY

EDITED BY:
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EFFECTIVE COMMUNICATION IN HIGHER EDUCATION:

THE USE OF LIBRARY

Edited By:

Dr. Joseph O. Omoniyi
Professor F. A. Adekola
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General Studies Division
University of Ilorin
Ilorin.

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University of Ilorin, Ilorin

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PREFACE

It is a great opportunity to be instrumental in bringing about the production of the second edition of this book. The reason behind the revision was borne out of an ultimate desire to make the book user-oriented and streamline the contents of the earlier edition. This latest edition therefore focuses on making the book a guide to library users for effective use of the library. It provides necessary skills that students require to produce quality term papers, research projects and for library communicative competence. The book is therefore recommended to students and other library users.

Dr. J. O. Omoniyi
Professor F. A. Adekola
Dr. W. Fola Adio

ACKNOWLEDGMENTS

Effective communication in higher education: The use of library is a second edition and it has been designed to be user-oriented. In achieving this, the General Studies Division thanks immensely all the contributors who have endured and tolerated our numerous pressures as well as thoughtfully reacted to our suggestions and, in turn, through different but persistent ways and strategies made this volume available.

I also like to acknowledge, on behalf of all the contributors, the original sources of all texts quoted in the publication. I commend sincerely the efforts of Dr. Wahab Fola Adio in the coordination of the production of this edition. The support of the University Librarian, Dr. Joseph O.' Omoniyi in making the production of this edition feasible is highly appreciated.

Lastly, but not the least, my thanks go to the Vice-Chancellor, University of Ilorin, Ilorin, Professor AbdulGaniyu Ambali for creating and providing an enabling environment which allows for the growth and sustenance of a good academic tradition.

Professor F. A. Adekola
Director, General Studies Division

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CHAPTER TWO

TYPES AND ORGANIZATION OF LIBRARY MATERIALS

Wahab Fola Adio
Evelyn O. Akinboro
Titilola A. B. Abdussalam
Samuel O. Eseyin

Types of Library Materials

Introduction

Library materials are synonymous to library stock. They are information containing items which are meant and made available for dissemination of their information content. They may be either in print (book) or non-print (non-book). The non-prints are generally referred to as Audio-visual materials.

Materials in Print

Monographs: These contain detailed written knowledge on a single subject usually in the form of a short book.

Non-Fiction: They constitute the single largest group of books found in the library. Though, they are not necessarily classroom textbooks, they are used to complement or supplement what is taught or learnt in the classroom and used to enrich the curriculum.

Fiction: They are mostly storybooks in form of novels or short stories which contain works of the creative imagination, dealing with man as a social entity in his world. They are useful for relaxation.

Reference Materials: These materials are broad in scope, not meant to be read or studied from cover to cover but used as entry on introductory or general survey of the particular topic. They contain definite pieces of factual information, are not to be borrowed out of the library and exist in all disciplines. They shall be discussed further in chapter 3 of this book.

Serials: They are publications in any medium, issued in successive parts, having numerical or chronological designations, and intended to be continued indefinitely. They are either periodicals or non-periodicals depending on intended frequency of publication. Periodicals are intended to appear regularly and more often than once per annum and include journals, newspapers and magazines. Each periodical contains a collection of articles by several persons. Non-periodicals can be

published either regularly or irregularly and are usually numbered or dated. These include conference proceedings and monographic series.

Serials serve as the vehicle for permanent record of research findings and communicate it more rapidly than any other form of publication. Also, they contain a great deal of information that never appears in prints or any other form.

Ephemeral: They are materials of historical, sociological or cultural importance. The materials consist of brochure and programmes of events during special occasions. They are materials of sociological, historical or cultural importance.

Government Publications: They are otherwise referred to as government documents, official documents or official publications. These emanate from government or/and their agencies and bear the coat of arm or the emblem of the authorising body. They are found in almost every discipline, range from pamphlets to ponderous volumes, and vary in articles. They are of three types namely legislative, judicial or executive depending on the arm of government from which they emanate.

Rare books: These refer to, any out-of-print book that is more difficult to obtain than a work which is in print.

Dissertation and Thesis: These are reports of research findings of candidates for a research degree in partial fulfillment of the conditions for the award of the degree under the supervision of an academic staff. The report of search findings for a Master's degree and Doctoral degree is referred to as Dissertation and Thesis respectively in British tradition and verse versa in American tradition.

Newspapers and Magazines: Newspapers are produced daily or weekly and current in providing news items and information. The information content is both on local and international matters based on government policies, economics, social affairs, sports, obituary, arts, music and dance. Magazines usually contain a broad range of information of a less scholarly value, are usually beautiful and eye catching. They are also used as a spring board to more serious reading.

Pamphlets: They are of thin volume of not more than 50 pages either bound or stapled. Usually, they are stored or kept in boxes for preservation and contain information about a particular subject. They may be bound from time to time for preservation.

Photocopies: These are photocopies of original materials as alternatives to those materials. They may be downloaded from internet to form part of the library collection.

Maps and Atlases: Maps are pictorial representations of features of a part of the earth's surface. A collection of maps constitute an atlas. Maps range from topographic maps to special purpose (thematic) maps and exist in many forms such as small flat folders (the travel and road maps), large flat maps and wall maps.

Non-Print Materials

The non-print materials are commonly referred to as Audio-Visual materials. These are in non-book form.

Microforms: These involve words and seen as a format which is complementary to the printed words. These include films, films strips, film loops, microfilm tapes, magnetic tapes, records, transparencies, pictures, overlaps and kit materials.

Computer files: These are the files encoded for manipulation by the computers comprising of data and programmes. They may be stored or contained in carriers available for direct or remote access.

Graphics: These use a combination of drawings, words, symbols, and pictures to illustrate information and idea. These include:

Graph – a visual representation of numerical data which can be line, bar or pie.
Chart – a combination of pictorial, graphic, numerical or verbal materials used to present clear visual summary of important process or set of relationships.
Poster – A visual combination of bold design, column and message which is very invaluable for enlightenment programmes.
Globe – A spherical representation of earth surface.

Films: These are motion pictures, which employ both aural and visual forms and present with live and moving pictures. They verbalise ideas thereby removing barriers to learning.

Films strips and slides:

Films strips are still pictures presented in sequence and imprinted on strip of film of varying length. Slides are single frames or films on glass. They help to stimulate aesthetic appreciation, arrest and sustain the learners' attention and make visual experiences easier and more exact.

Overhead Transparencies: These consist of images on a transparent base stock usually in a film and viewed by transmitted light. Usually they are 10 x 10 cm in size.

Television and Video – Tape Recording: These are highly demanding gadgets and common house-hold appliances. They provide a team approach to learning problems, are of immediate effect, capable of reaching an audience of large size and permit the viewing of widely different subjects at any given time.

Audio Recordings: These include phonograph records, recorded tapes, cassettes and so on. They appeal to the aural sense and can be played and replayed as one likes.

Realia: These are real objects which provide accuracy and authencity and capable of stimulating interests on topics under discussion.

Toys and Games: These are play materials which are capable of stimulating learning and developing psychomotor skills.

Film cards and flannel Graphs: These film cards and single cards are usually with various designs, objects, letters, numbers, words etc. They are useful especially for children to identify symbols that may be found on them.

Flannel graphs: These are combinations of words and figures on a flash card which can be used to tell stories.

Artefacts: They are implements, tools, carvings, archeological and other objects made by our ancestors. They are valuable for historical, cultural and social events and very vital for both teaching and learning purposes.

Overhead projectors: They are used for presentations of prepared lectures, seminars, video and audio documentary cassettes of inaugural lectures, convocations, conferences, lectures, matriculations, seminars and workshop etc.

Diskettes and CD-ROMs: These materials usually come with books in various forms. They contain information in their respective books and can be viewed and read by using electronic gadgets.

Organization of Materials

Purpose of Organization:

Locating Library materials as quickly as possible is the desired ultimate goal of any library. Organizing library materials entails the putting together properly and systemically, relevant information sources to enable library users identify and locate materials without much difficulty. Basically, organization aims at the following:

Saving space for the materials

Making location of library materials easy so as to save time

Making accessibility to the materials easy
Increasing the effective utilization of the library materials
Making the library attractive to its patrons.

Process of Organization:

Certain steps are required in organizing library materials. These are cataloguing (describing) the materials, grouping (classifying) into subjects, arranging (filing) their entries and arranging the materials on the shelves (shelving).

CATALOGUING:

Cataloguing is an art of outlining the bibliographic details towards preparing catalogue. Such details include author, title and subjects of a particular document. This is generally termed an entry for that particular publication and may be made on 3"x 5" i.e. 7½ x 12½ cm index cards. Each outline usually begins with an access point i.e. what a user can start with to search for an entry and a description for a particular document. Parameters to do this are as laid down as codes or rules that emerged over years. The most popular and being used among them is Anglo American Cataloguing Rules 2 (AACR2). This states clearly the areas of book that must be covered and with appropriate punctuations. The entry is usually composed of access points usually referred to as headings and other elements listed below constituting the book description.

ENTRIES

Publications in the library are represented by entries in the library catalogue. Each entry is in two parts which are a heading and a description.

Heading: This is the element by which an entry is filed and by which an entry can be accessed where it is filed. The headings are usually Author for author entry, Title for title entry, Subject for subject entry. In addition, there can be series heading where the publications are in series. A publication can have as many entries as relevant headings to facilitate its easy access and subsequent retrieval.

Author Entry: Surname is written first and in capital letter followed by a comma and other names. An author is a comprehensive term. On occasion, the author may be the editors, compiler, illustrator, composer etc. Usually it is indicated on the title page of a publication. Author entry is usually the main entry which the reader must refer if he wants all the details.

OTHER ENTRIES: Title, joint authors, subject, series and reference entries are made to serve as added entries. Library patrons can as well access publications through these entries. To get other entries, all other possible access points as may be listed under tracing are superimposed on the main entry - one by one in turn as illustrated in figures III - VII.

A reference entry is a direction from one heading to another. References are of two kinds. These are:

a. **See reference:** Those which refer from a heading which is never used to a heading which is used.

b. **See also reference:** These refer from a heading that is used to a related heading.

Examples:

a. **See reference**
Wireless
See
Radio

b. **See also reference**
Telecommunication
See also
Radio

Description:

The description of books contains elements such as author's name, but usually omitted as it is the heading. Other unmentioned authors in the heading may be included in the description. Other elements of description are title, edition, place of publication, publisher, year of publication, imprints, International Standard Book Number (ISBN) or International Standard Serials Number (ISSN), Notes, Tracings, Class Number, and Accession Number.

Tracing: This is a list of other headings such as joint author(s), title, subjects, series and references which can serve as added entries for publication and by which the publication can be accessed.

ISBN/ISSN: Unique and International code for each publication

Class Number: This represents a notation which indicates the subject group that the book deals with. It is usually written at the top left hand corner of entries in catalogues. It is often called location mark. This is because it indicates the actual location of each book on the shelf.

Accession Number: A registered acquisition number indicated on books as arrived at library when acquired. It is often called Book number.

CLASSIFICATION: This is assigning a book the appropriate subject it deals with based on specific classification schemes. These are Dewey Decimal, Library of Congress, Universal Decimal, Colon and Bibliographic Classification Schemes. Apart from these general schemes, there could be others based on specific subjects or national (home) made.

Dewey Decimal Classification (DDC) Scheme:

This scheme grouped the entire body of knowledge into ten main classes using Arabic numerals only to denote the classes. The notation of the scheme is said to be PURE because it is composed of Arabic numerals ONLY. The scheme is most suitable for school and public libraries.

The main outline of the scheme is as follows:

Classes	Subject areas
000 – 999	General works
100 – 199	Philosophy and Psychology
200 – 299	Religion
300 – 399	Social Sciences
400 – 499	Languages
500 – 599	Pure Science
600 – 699	Applied science and technology
700 – 799	Recreation and the arts
800 – 899	Literature
900 – 999	History, Geography, Biography and Travels.

The call mark assigned to publication is made of the class number (ARABIC Number) followed by the first three letters of the author's surname. For instance a book on language written by Omoniyi J. O. may bear any number ranging from 400 – 499 with addition of OMO say 499 OMO. That of Akinboro, E. V. may be 400AKI.

Library of Congress (LC) Classification Scheme

This scheme grouped the entire body knowledge into 26 classes and used capital letters to denote the main classes. Another letter in capital is added to the basic Alphabet to indicate subdivisions of the classes. Arabic numerals are added to expand each subject group to take care of minute subject. The notation here is regarded as MIXED because of the application of both ALPHABETS and NUMERALS to the notation. This scheme is most suitable for large libraries such as academic library. Most Nigerian university libraries if not all adopt the use of this scheme in classifying their materials.

The scheme is as follows:

LC CLASSES	SUBJECT AREAS
A	General work
B	Philosophy, Psychology, Religion
C	Auxiliary, Sciences of history
D	History, general and old world
E-F	History America
G	Geography, Anthropology
H	Social Science
J	Political Science
K	Law
L	Education

M	Music and Books on Music
N	Fine Arts
P	Languages and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography

~~NO~~ I, O, W, X, Y

In order to cater for the branches of the main disciplines, each LC class is subdivided. For example

Main Class	Sub Classes	
H Social Sciences (general)	HA :	Statistics
	HB :	Economic Theory, Demography
	HC :	Economic History and Conditions
	HD :	Industries, Land use, Labour
	HE :	Transportation and Communication
	HF :	Commerce
	HG :	Finance
	HJ :	Public Finance
	HM :	Sociology (General)
	HN :	Social History and Conditions, Social Problems, Social Reform
	HQ :	The Family, Marriage Woman
	HS :	Societies: Secret, Benevolent etc.
	HT :	Communities, Classes, Races
	HV :	Social Pathology, Social and Public Welfare
	HX :	Socialism, Communism, Anarchism
L Education (General)	LA :	History of Education
	LB :	Theory and Practice of Education
	LC :	Special Aspect of Education
	LD :	Individual Institutions: United States
	LE :	Individual Institutions: America (Except United States)
	LF :	Individual Institutions: Europe
	LG :	Individual Institutions: Asia, Africa, Oceania
	LH :	College and School Magazines and Papers
	LJ :	Student Fraternities and Societies United States
	LT :	Text books

Main Class	Sub Classes	
Q Science (General)	QA :	Mathematics
	QB :	Astronomy
	QC :	Physics
	QD :	Chemistry
	QE :	Geology
	QH :	Natural History (General) Biology (General)
	QK :	Botany
	QL:	Zoology
	QM:	Human Anatomy
	QP :	Physiology
	QR :	Microbiology
R Medicine (General)	RA:	Public Aspects of Medicine
	RB:	Pathology
	RC:	Internal Medicine
	RD:	Surgery
	RE:	Ophthalmology
	RF:	Otorinolarguholohy
	RG:	Gynecology and Obstetrics
	RJ:	Pediatrics
	RK:	Dentistry
	RL:	Dermatology
	RM:	Therapeutics, Pharmacology
	RS:	Pharmacy and Materiamedica
	RT:	Nursing
	RV:	Botanic, Thomsonian, and Electric Medicine
	RX:	Homeopathy
	RZ:	Other Systems of Medicine
S Agriculture (General)	SB:	Plant culture
	SD:	Forestry
	SF:	Animal Culture
	SH:	Aquaculture, Fisheries, Angling
	SK:	Hunting Sports

Main Class		Sub Classes
T Technology (General)	TA:	Engineering (General) Civil Engineering (Civil)
	TC:	Hydraulic Engineering
	TD:	Environmental Technology Sanitary Engineering
	TE:	Highway Engineering, Roads and Pavemerils
	TF:	Railroad Engineering and Operation
	TG:	Bridge Engineering
	TH:	Building Construction
	TJ:	Mechanical Engineering and Machinery
	TK:	Electrical Engineering, Electronics, Nuclear Engineering
	TL:	Motor Vehicles, Aeronautics, Astronautics
	TN:	Mining Engineering, Metallurgy
	TP:	Chemical Technology
	TR:	Photography
	TS:	Manufactures
	TT:	Handicrafts, Arts and Crafts
	TX:	Home Economics

OTHER SCHEMES OF CLASSIFICATION

Universal Decimal Classification (UDC) Scheme is designed for and used in special libraries most especially Research Institute Libraries while Colon and Bibliographic classification schemes are no longer in use in Nigeria.

The schemes mentioned above are universal schemes covering all subjects. However, as a library user, one may come across specific classification schemes for specific subject for instance, such schemes exist for the field of medicine (Bernard Classification Scheme) and for law (Moys Classification Scheme).

Unlike Library of Congress Classification Scheme, Bernard uses alphabet W and not R for Health profession and subdivide medicine into related subjects by adding each of A – Z to the basic W. Bernard adopts Q as the basic code for Preclinical Sciences but differently from that of Library of Congress Classification Scheme, Moys like library of Congress uses K as basic code to represent law and subdivides the subject into its minors by adding each alphabets A – Z to basic K. This is similar to Library of Congress Classification Scheme which also uses K as the basic code for Law. The details of Bernard and Moys Classification Schemes are beyond the scope of this book.

ARRANGEMENT OF CALL NUMBERS ON BOOKS AND SHELVES

For more specifity of book identification, the subject number is followed by author number. The author number is indicated by the first letter of the surname or the corporate body preceded by a dot and followed by a set of assigned Arabic numerals. This is called CUTTER NUMBER. The subject number plus the Author number constitute CALL NUMBER or CALL MARK or CLASS NUMBER or CLASS

MARK or LOCATION MARK of a book. This indicates actual location or position of books on the shelves.

Example: QA
462 } Subject Number
.A53 ← Author Number } Call Number

The above illustrates a CALL NUMBER for a publication in a BRANCH OF SCIENCE whose author's surname starts with A such as Adio, Adeoti, Adekeye, Adesina etc.

Another set of information may be added to indicate the year the publication is published and differentiate editions of the same publication or the sectional location in the library or type of publication e.g.

(a)	(b)	(c)
QA	T	S
462	1361	10
.A53	.B14	.B46
2001	REF	THE

a is published in 2001

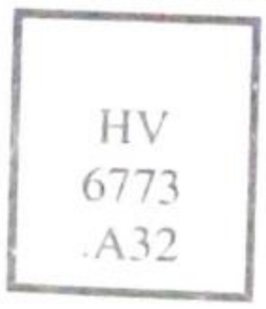
b is located at reference section, and c at Theses section

When year of publication is shown along with call number; it indicates that the publication is not its first edition. It indicates the year of publication of the edition.

The call mark is usually labelled on the lower end of a book SPINE for users to see. Where the spine is narrow it is written on the left lower end of the front cover. Spine is the unopened left edge of a book. Entries on the catalogue cards in most libraries bear their call marks on their left top hand side. The call marks are at times referred to as LOCATION MARKS because they are to indicate actual location of books on the shelves. The books are arranged on the shelves from top left to right horizontally per shelf/segment in ascending order of the call numbers with the spines facing outwards. This is to facilitate easy identification when browsing through the shelves. The books are placed on the shelves while the cards having the entries and descriptions of the books are usually arranged in card catalogues. The call marks on the entries in the catalogue link entries with the books on the shelves. Both catalogues and arrangement of books on shelves are to facilitate documents retrieval from a library.

For further classification, note the following:

Call numbers are arranged vertically on the lower end of spine of books e.g



Spine of a book with call mark

Fig. II

1) a letter or letters (HV 6773 .A32)
A single letter represents a broad, general subject
For Example: H = social sciences;
Multiple letters mean a narrower subject within it
For Example: HV = Social and public welfare. Criminology, Social pathology.
This part of the call number is arranged alphabetically on the shelves, so G would come before H which would come before HV.

2) A number (HV **6773** .A32)
This middle part further defines the subject.
For Example: In the subject area of Social Sciences, it designates a type of material. 6773 indicates general/comprehensive works.
To determine the arrangement of the call number on the shelves, read these numbers the way you would count: 10 comes before 100 which comes before 1000.

3) **Cutter numbers** (HV 6773 **.A32**)
This number **.A32** represents the beginning letter of a person's (author, editor, etc.) last name (surname) with a number that interpolates it between other names beginning with the same letter.

For example:
Aina, Lenrie O. = .A32
Abdussalam, Aminat T. = .A15
The above number may be preceded by a cutter number that further divides the subject, or gives some information about the form of the item, such as whether it is an outline, from book, or case book.
To determine the arrangement on the shelves, read Cutter numbers the way you would read a decimal: .1 comes before .101 which comes before .11.

- The call number may have additional parts:
  1) a date: (HV 6773 .A32 **2013**) which distinguishes among different **editions** of the same work.
  2) a **volume** number (HV 6773 .A32v.1) which distinguishes among different volumes of a work. An earlier edition comes before a later edition and an earlier volume before a later one of the same publication on the shelf.

1) a letter or letters (HV 6773 .A32)

A single letter represents a broad, general subject

For Example: H = social sciences;

Multiple letters mean a narrower subject within it

For Example: HV = Social and public welfare. Criminology, Social pathology.

This part of the call number is arranged alphabetically on the shelves, so G would come before H which would come before HV.

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Aina, Lenrie O. = .A32

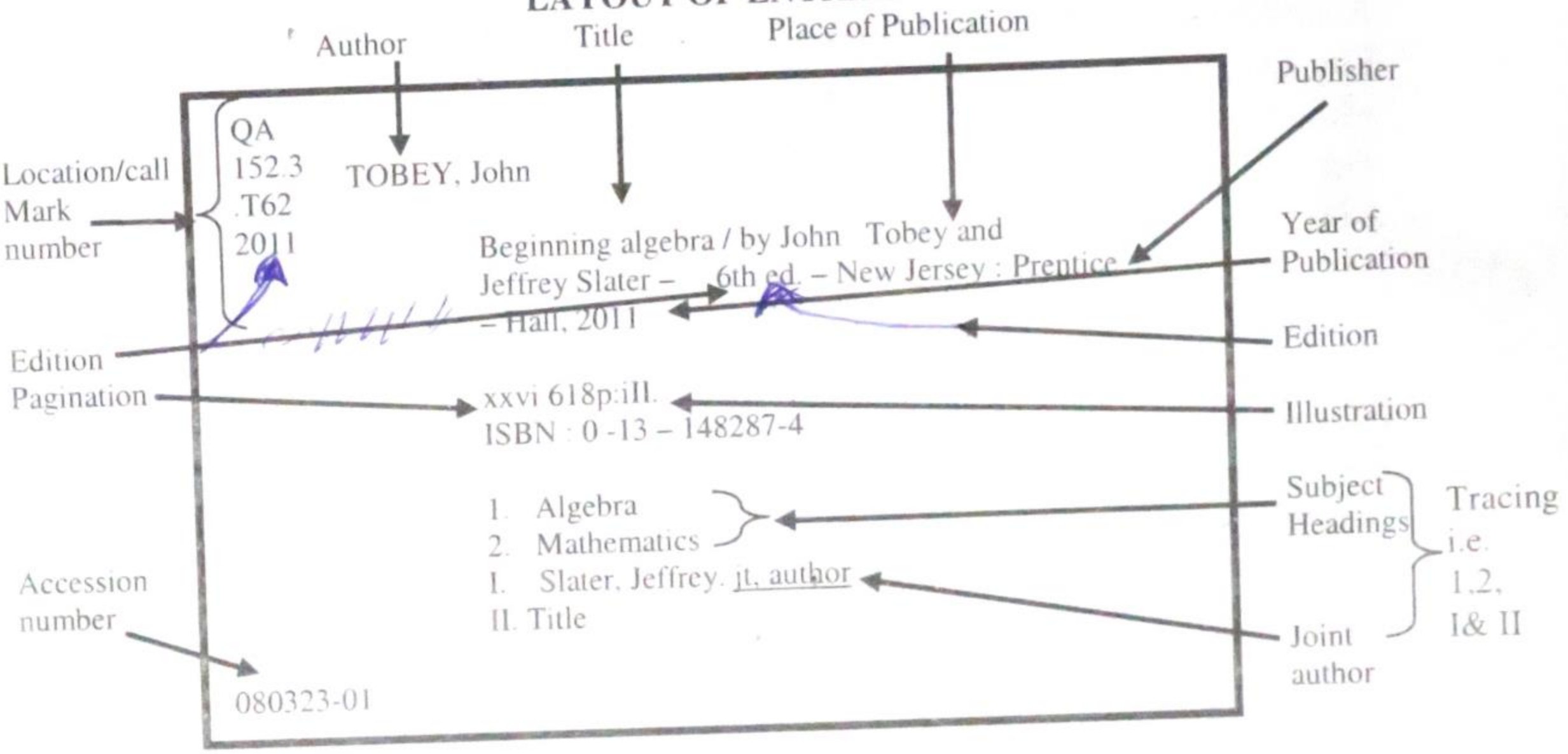
Abdussalam, Aminat T. = .A15

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- The call number may have additional parts:
  1) a date: (HV 6773 .A32 **2013**) which distinguishes among different **editions** of the same work.
  2) a **volume** number (HV 6773 .A32v.1) which distinguishes among different volumes of a work. An earlier edition comes before a later edition and an earlier volume before a later one of the same publication on the shelf.

LAYOUT OF ENTRIES



Author Card (Main entry)
Fig. IV

SLATER, Jeffrey

TOBEY, John
Beginning algebra / by John Tobey and Jeffrey Slater. – 6th ed. – New Jersey : Prentice – Hall, 2011

xxvi 618p:iII.
ISBN : 0 -13 – 148287-4

1. Algebra
2. Mathematics
I. Slater, Jeffrey. jt,auth
II. Title

080323-01

Joint Author Card (Added entry)
Fig. IV

Beginning algebra

QA
152.3
.T62
2011

TOBEY, John
Beginning algebra / by John Tobey and Jeffrey Slater. – 6th ed. – New Jersey : Prentice – Hall, 2011.

xxvi 618p:iII.
ISBN : 0 -13 – 148287-4

1. Algebra
2. Mathematics
I. Slater, Jeffrey. jt,author
II. Title

080323-01

Title Card (Added entry)
Fig. V

ALGEBRA

QA
1523
.T62
2011

TOBEY, John
Beginning algebra / by John Tobey and Jeffrey Slater. – 6th ed. – New Jersey : Prentice – Hall, 2011

xxvi 618p:iII.
ISBN : 0 -13 – 148287-4

1. Algebra
2. Mathematics
I. Slater, Jeffrey. jt,author
II. Title

080323-01

Subject Card (added entry)
Fig. VI

QA
1523
.T62
2011

MATHEMATICS

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Subject Card (Added entry)
Fig. VII

Figs. III – VII represent entries for the publication having 5 access points.

A user can know whether a library has the publication or not by checking through the library catalogue through the access points one by one.

If none of the entries is found, it is an indication that the library does not hold the publication unless the entries have been destroyed or withdrawn for one reason or the other. Apart from the main entry, a user can access any publication through any heading listed under the tracing on the entry as outlined in the above illustration. An entry made under any of the headings listed in the tracing is termed added entry. In this case they are:

1. Algebra
2. Mathematics
I Slater, Jeffrey it author
II Title

CATALOGUE:

In libraries, the entries with their descriptions are arranged in definite order to constitute the catalogue which is the list of library holdings. It is therefore regarded as the KEY to the library collection or holdings. It is one of two retrieval devices and one of the many forms of bibliographies in libraries. Basically, like other bibliographies, it is an arrangement of entries representing documents.

A library catalogue can be of various types and any library can adopt any type suitable for her operations. The types include printed (book) catalogue if the entries are printed in book, card catalogues if entries on cards are arranged in a cabinet catalogue, on line catalogues if the entries are electronically stored in Machine Readable form. Others are film/picture, sheaf, microform catalogues. The entries can be arranged or filed in one of specific sequence.

The slips/cards containing the entries are filed in catalogues. The call number usually on the top left corner of the cards in most cases links the entries to the book location on the shelves. The entries can be arranged in a catalogue in a specific sequence.

Author, title and series entries are often interfiled in a catalogue in an alphabetical order to form AUTHOR/TITLE catalogues while those containing subject entries only constitute SUBJECT CATALOGUES. However, catalogues containing the entries – title, subject and author in one alphabetical sequence are called DICTIONARY CATALOGUES. A subject heading could have been a class number representing the subject and chosen from a classification scheme. A catalogue of which the main arrangement of entries is by class numbers is termed a CLASSIFIED CATALOGUE. AUTHOR/TITLE and SUBJECT CATALOGUES are common in Academic library, Public library, National library, and School library and Classified catalogues in Special library. Library may create and maintain a different catalogue for the entries of serials only. This catalogue is referred to as SERIALS CATALOGUE. The main entries are the titles of the serials which are filed ALPHABETICALLY.

Libraries may maintain different catalogues for different collections such as for Documents termed documents catalogue, theses catalogue for theses, rare books for rare publications etc.

Purpose of Library Catalogues:

Library Catalogues are primarily

a. To indicate the holdings of a particular library and location of books on the shelves.

b. To facilitate the retrieval of documents from a particular library.

Just like any retrieval tool, a catalogue

(a) enables a patron to find a document of which the

(i) Author
(ii) Title
(iii) Subject
} is known

(b) Shows what the library has

(iv) By a given author

(v) On a given subject (and related subjects)

(vi) In a given kind (or form) of literature

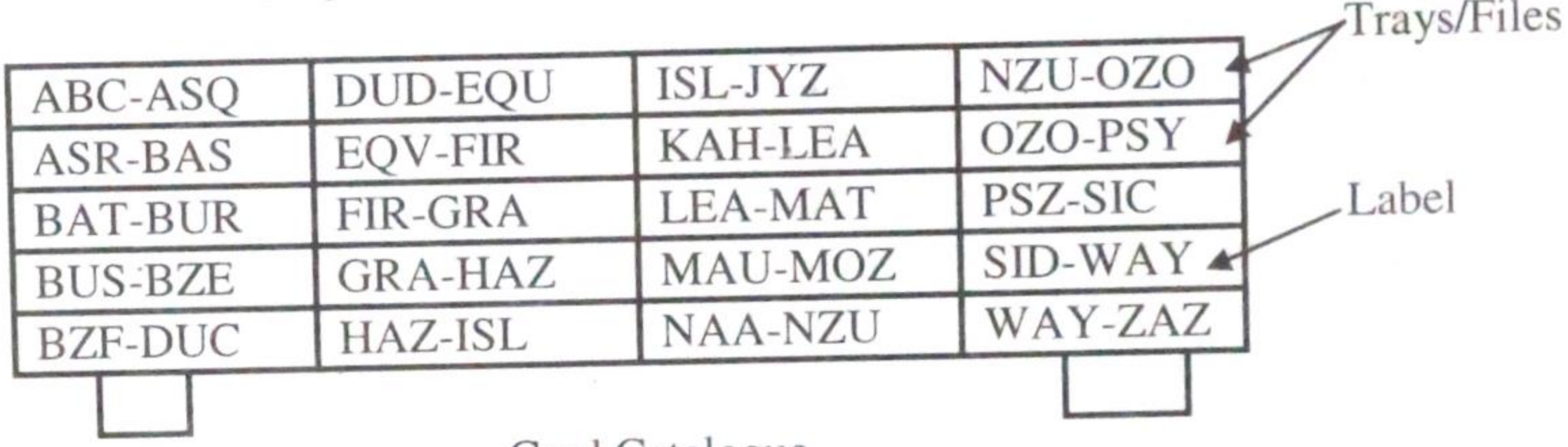
and

(c) Assists in the choice of a document
  (i) As to its edition (bibliographically)
  (ii) As to its character (literary or topical)

Approach to Catalogue use:

There are 3 approaches to use of catalogue in searching for entries.

When author or title of a book in need is known, search AUTHOR/TITLE Catalogue. If subject is known, search SUBJECT catalogue. Search appropriate catalogue and its file (tray/drawer) for your need in terms of the materials needed.



Card Catalogue
Fig. VIII

Guide to use:

The first port of call to check for a book in the library is the library catalogue. This will ascertain the holdings of the library and direct the users to the precise locations of the books on the shelves.

- Always visit a catalogue with at least a strip of paper and a pen or pencil to enable you put down important note especially the call or class mark of the book of your desire.
- Draw out carefully, the appropriate tray from the catalogue.
- Each tray is usually labeled in 2 sets of three alphabets indicating the range of entries filed in the tray and arranged alphabetically in author/title and subject catalogue and in numerical sequences in classified catalogue.
- Check through the tray from the beginning till you get to the entry you are looking for.
- Write down the call or class mark on a (strip of) paper. This links you with the location of the book on the shelf.

Note: Take caution on the use of the catalogue so as not to disorganize or destroy the entries. As a last resort, consult librarian or his assistant for help when in problem in the use of the catalogue. When the entries are disorganized, DO NOT REARRANGE the entries by yourself. Ideally, all books on the shelves should have their entries in the catalogue and verse versa otherwise something might have happened. Entries in the catalogue without books on the shelf may be due to

specific books stolen from the library, withdrawn for binding or loaned out or on reserve. Where books are on the shelves without corresponding entries in the catalogue may be due to destruction of the entries by the patrons.

COMPUTERIZED OR AUTOMATED CATALOGUE

The emergence of computers and soft ware in libraries has paved way for evolution of automated catalogue. In this type of catalogue, the information traditionally shown on catalog card is being made machine-readable. "Machine readable" in the sense that one particular type of machine, a computer in this case, can read and interpret the data in the cataloguing record.

Nevertheless, libraries still retain the card catalogue as a back-up to their automated catalogue generally referred to as OPAC i.e. On-Line Access Public Catalogue in case of any disaster. Computer software programme which can read, store and print, i.e MARC records all an individual library holdings to have its own OPAC.

Various computer software programmes are available for application towards building up an OPAC. These include TINLIB, ALICE for window, Virtual, X-Library, Alexandria. On-Line Public Access Catalogues

- Provide one central location to store and display a library's complete holdings from where users can search for their entry need.
- Contain standardized entries and users friendly. Hence, if a user knows how to use one library's catalogue, he/she has skill set to use any other library catalogue, even if they are not exactly the same.
- Provide key word and subject search, allowing a patron to search for book even if he/she is not sure of the title or author.

EXAMPLE OF AN ENTRY IN AN OPAC

Using Koha Module, an entry online is as follows:

Working multisectorally in nutrition : principles, practices, and case studies /
By Garrett, James L.

- Additional authors:
  - Natalicchio, Marcela.
- **Published by:** International Food Policy Research Institute, (Washington, D.C.:)
- **Description:** xxi, 205 p.:ill., maps; Bibliography : p.190 – 196.
- **ISBN**
  - 9780896291821
- **Subjects:**
  - Nutrition policy.
  - Nutrition policy – Senegal – Case studies
  - Nutrition policy – Colombia – Antioquia --- Case studies

- **Copyright:** 2011

Holdings

Descriptions

Item type	Current location	Home Library	Collection	Call number	Status	Last seen	Barcode
Books	Main Library	Main Library	Non Fiction	TX 359 . W92	Available	20/05/2013	086494 - 01

Note: Refer to chapter 4 for detail of using electronics for library services

FILING (ARRANGEMENT) OF ENTRIES IN CATALOGUES

In search for catalogue entries, you must be systematic to save your time, conserve your labour and locate the entry desired. To make the searching fruitful, try to understand and be familiar with the filing rules at the library. Note the following:

- When the entries are in alphabetical sequence the content of entries are arranged (filed) either word by word or letter by letter. Most libraries prefer the former i.e. word by word.

E.g New Amsterdam
New England
New Wives for Old
Newart
Newman

- Initials are filed before a word beginning with the same initial letter i.e.
- Abbreviations filed as if spelled in full e.g. Mrs as Mistress, St as street or saint
- Hyphenated as one
- Compound words as one if printed as one but if sometimes printed as one word and sometimes separate or with hyphen like BOOK-BINDING or BINDING one form is chosen and referred from others.
- Names with prefix are arranged as one word

In personal names such as Mcathey, the Mc is pronounced as MAC.

Titles are filed according to the first significant word while articles 'a', 'an', and their foreign equivalents are ignored.

In classified catalogue where the entries are arranged with class marks, the arrangement of the entries follows the arrangement of books on the shelves.

LOCATING AND RETRIEVAL OF BOOKS FROM SHELVES

Books are usually arranged on the shelves in the stack room(s) in upright position with their spines facing outwards displaying their call marks. Oversized books are placed on the lowest shelf segment of the shelf unit. Directional/notice boards are mounted to guide patrons to the various places, stack rooms inclusive. On the shelves are the shelf guides by their edges to indicate the range of books on each

shelf. Locate appropriate shelf carrying the book(s) of your interest with reference to the call number(s) noted from the catalogue. Browse through the shelf(ves) from left to right to identify and locate the book(s) of your desire. Remove the book(s) from the shelf by holding its spine midway.

T	ENGINEERING (GENERAL)
TA	CIVIL ENGINEERING
TC	HYDRAULIC ENGINEERING
TD	ENVIRONMENTAL ENGINEERING
TE	HIGHWAY ENGINEERING
TG	BRIDGE ENGINEERING

Shelf Guide
Fig. IX

Use of the book(s)

If the book(s) is (are) for

- Reading/consultation in the library.

  After retrieval, proceed to the reading tables and sit to read. Leave the consulted book(s) on the table after use.

DO NOT RESHELF BY YOUR SELF

However, if for

- Borrowing/Use outside the library.

  Proceed with book(s) to the circulation desk for borrowing process.

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