



A MANUAL OF USE OF LIBRARY

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Preface

This work has emanated from the urge of providing guide to the users of library, hence the title a manual of Use of Library. It shall serve the need of students, teachers and others in the use of library. The contributors are practicing academic librarians and who have been teaching the course for many years at tertiary level of education.

The book contains minute detailed issues relating to use of library and which are developed around the Approved Minimum Academic Standard Syllabus on use of library for students in tertiary level of Education. The contributors are very down-to-earth in their logical presentation of the steps involved in the use of library. Their presentation is user oriented. The student readers are greatly assisted with simple and annotated illustrations and practice exercises which should enable the readers practice independently.

This book is a necessary companion to student-researchers which can enable them access, process, store and retrieve materials most especially in this era of information explosion with the intellectual rest and collaborative spirits of the contributors, the book is packaged with simple language, with theoretical bases and practice inclination.

Without hesitation I strongly recommend the book to students, teachers and general readers.

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Lastly, but not the least we express our profound gratitude to others who participated in proof-reading, typesetting and editing the manuscript.

Dr. Wahab Fola Adio
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Chapter One

The Library

Concept of Library

The word library has been defined by many scholars as a social institution which collect book and non book materials organizes, preserves the materials and makes them available for selective dissemination of information. Aguolu (2002) explained that the library is a social institution, created to conserve knowledge, preserve cultural heritage, provide information, undergird and underpin education and research, and serve as function of creation. It is anything ranging from a collection of assorted book and / or non book materials displayed at a place to an array of the materials in a large hall within a society which is meant for consumption of information leading a human enterprise and does not function alone, but depends mainly upon the skills and talents of the specialised trained personnel in its discipline performing their functions in the society it serves.

Characteristics of a Library

For any library to achieve its main objective, the following characteristics are very essential:

- i. **Accommodation**: There must be a convenient space set aside for library operations/activities.

ii. **Information materials**: There must be a dynamic collection of relevant books and non-books.

iii. **Arrangement**: The various acquired information material must be well arranged according to certain order (subject) in order to promote easy information retrieval and avoid time wastage.

vi. **Staff**: There must be certain qualified officers or personnel to coordinate the library activities e.g Librarian, Classifier, Cataloguer library officer, porter etc.

v. **Users**: Utilization or use of the available information materials is the main objective of any library. Hence, there must be users to exploit the materials. The library users are in different categories according to the type of the library. The absence of users (patrons, clients or clientele) affects the goal of a library (i.e. every book its user and every user his book)

Functions of a Library

Any given library is charged with the responsibility of the following functions:

- Selection and acquisition of relevant information materials.
- Processing, preservation and organization of the available materials.
- Provision of a friendly atmosphere

(accommodation) for reading, studying and research.

- Provision of specialized service (e.g. ready reference).
- Provision of specialized service (abstracting, indexing and bibliographical compilation).
- Provision of Selective Dissemination of Information Service (SDI)
- Provision of Current Awareness Service (CAS).

Sections of the library

For effective operation, the library has the following sections:

- i. Acquisition Section: A section where selection and acquisition of information materials take place. These materials received certain processes here before they are transferred to other sections.
- ii. Cataloguing and Classification Section: The library materials are further processed here by providing a detailed description of each material (book) and as well as determining its subject matter.
- iii. Serial Section: it is a section where serial publications (journals, magazines, newspapers etc) are acquired, processed and displayed for use. These materials contain relevant and current information.
- iv. Audio-visual Section: Materials that are not in book form are kept here for preservation,

entertainment and dissemination. Such materials include, T.V, Radio, Computer, Film, Cassette, Tape, Video, Telephone, Internet, Projector etc.

- v. Circulation Section: This is a section where library users have a close contact with the information materials. They have the privilege to select materials of interest on the shelves for use within the library and as well as for loan (outside the library). This is to say that a user can borrow a given number of books for a given period.
- vi. Reserve Section: This is where important materials are kept for fair use or for the generality of users. For instance, a book that will be needed by majority of users will be transferred from the circulation section to reserved section where the two sections are different. Books that are of limited copies but which are of great demand at a point in time are set-aside in this section.

Chapter Two

TYPES AND FUNCTIONS OF LIBRARY

School library: A library that is established as an integral part of a primary or secondary school with the objective of providing the instructional materials to enrich the curriculum, to supplement text books and classroom instruction and to provide students unlimited opportunities for learning e.g Government Secondary School, Ilorin library, st. Anthony Secondary School library, Unilorin Secondary School library e.t.c

Special library: This is a library that its collection is of specialised nature, serves a specialised body of users, has a staff with its specialised training in a particular subject or methodology or offers a specialised and usually personalised service. E.g Ministry of Agric library, Central Bank of Nigeria library, Agricultural Rural Management Institute library e.t.c

National library: Preserve and make available to users records of human communication either published in its country, published abroad, by her citizens or of interest to that nation, it is purely a reference and research library, e.g. National library of Nigeria, National Library of Ghana etc.

Public Library: A library set up by a state or regional or local govt to play an important cultural role, serve as documentation center for the traditional value of the people and help at inculcating in children and adolescent an appreciation of cultural heritage through making available to

them oral traditional materials in transcribed or recorded form e.g. Kwara State Public library, Oyo State Public library, Niger State Public Library.

Academic library: This is the library attached to higher institution (post secondary) aligning with the educational objectives of the institution. It is the nerve center or the pivot around which academic activities revolved and constitutes an indispensable instrument of intellectual development e.g. University of Ilorin library, Ilorin, Ambrose Alli University Library, Ekpoma, University of Ibadan Library, Ibadan e.t.c.

Functions of a Library

Any given library is charged with the responsibility of the following functions:

- Selection and acquisition of relevant information materials.
- Processing, preservation and organization of the available materials.
- Provision of a friendly atmosphere (accommodation) for reading, studying and research.
- Provision of specialized service (e.g. ready reference).
- Provision of specialized service (abstracting, indexing and bibliographical compilation).
- Provision of Selective Dissemination of Information Service (SDI)
- Provision of Current Awareness Service (CAS).

Chapter Three

TYPES OF LIBRARY MATERIALS

Introduction

Library materials are items containing information for the purpose of dissemination. The information content could be for academic or relaxation. However, the library materials could be in print form or non-print form.

A. Among the library materials that are in print form are:

- i. Monographs
- ii. Fiction
- iii. Non-fiction
- iv. Rare Books
- v. Dissertations
- vi. Reference Books
- vii. Serials
- viii. Pamphlets
- ix. Maps and Atlas
- x. Newspapers

(i.) **Monographs:**

These are materials or any publication that is not a serial. Monographs give detailed and thorough research treatment of the topic under discussion.

(ii.) **Fiction:**

It is an imaginative writing that takes the form of novels and short stories. Goodall (1991) sees fiction as a means of comprehending, experiencing, extending our world and our vision. These are mainly for relaxation purpose.

(iii.) **Non-Fiction:**

These are the materials mainly use to complement learning and teaching in the classrooms. They could also be described as prescribed textbooks for students based on the curriculum.

(iv.) **Rare Book:**

This type of material is a book of which copies are scarce, but the term also has the secondary implication of an old book. Special collections and the archival library are naturally extensively stocked with rare books.

(v.) **Dissertations:**

These are publications, which are not available through normal bookselling channels. Other materials that fill into this category are reports and conference proceedings. In essence, these are reports of research findings of candidates for a research degree in partial fulfilment of the conditions for the award of the degree under the supervision of an academic staff.

(vi.) **Reference Books:**

A reference is designed to be consulted for bits of information rather than to be read consecutively or read from cover to cover. They contain factual information. These materials include almanacs, bibliographies, biographical sources, dictionaries, directories, encyclopedias, etc.

There are two main types of reference materials; they are general and subject reference books. In every ideal or standardized library, reference books are not to be borrowed or taken out of the library. For instance, Encyclopedia Americana and Encyclopedia Britanica are under general reference materials while Encyclopedia of Education and Encyclopedia of Sociology are subject reference materials.

(vii.) **Serials:**

These are publication issued in successive parts and

intended to be continued indefinitely. It includes periodicals, annuals, numbered monographic series and other categories of this description. For many academics and researchers, the serials to which a library subscribes are the most important and useful elements of its stock. Articles in serials are published much more rapidly than books and thus serials constitute a vital flow of up-to-date information. Similarly, articles in serials frequently discuss in-depth, highly specialized topics and include information which may never appear in book form.

(viii.) **Pamphlets:**

This is a library materials that is referred to as a publication, sometimes defined as having at least five but not more than fifty pages. They are in print but of thin bound volume or stapled that contain information about a particular subject. In the libraries, they are kept inside pamphlet boxes for preservation.

(ix.) **Maps and Atlas:**

The library material is a volume of maps, which may be accompanied by text and which will usually be indexed in the form of a gazetteer. A map is a graphic representation of all or some part of the earth's surface, showing physical features and human aspects such as political boundaries etc. usually drawn to scale, while an atlas is a collection of maps.

(x.) **Newspapers and Magazines:**

Newspaper and magazines are publication issued periodically, usually daily or weekly, containing the most recent news.

B. Non-Print Materials

Non-print materials exist in various forms. The forms are briefly described as follows:

i Filmstrip

This comprises of information that are relevant to courses that are taught in our tertiary institutions. It contains different courses with various pictures and the pictures are mainly available in the courses to which they are being taught. The filmstrips may be silent or provide with an accompanying sound.

ii Films Projector

This projector is use to projects whatever we have on filmstrip so that it can be visible for students to watch or view. About 500 to 1000 students can watch a projected film at a time depending on the capacity of the available hall.

iii Slide Sets / Projector

This device is an input into the slide projector. It is a set of 135mm films cut into a number of exposures. It has an audio cassette, therefore, every slot of the slide into the projector has an explanation on the audio cassette. We can also have audio tape slide which is self of slide accompanied with an audio tape recording. Sometimes signal is available to project the next slide.

iv Overhead Projector Transparencies

This is a material from which one can see through. It is used while presenting seminars or projects. It comprises of a mirror and an arrangement of concave-lens. When a transparency is placed on the overhead projector, it projects the image on the transparency thereby making it very easy for the presenter to explain on the screen than having such information on ordinary cardboard/papers.

v Video Camera

This material is an important one in the AV section as it is used to cover every institutional activities such as lectures, inaugural lectures, etc.

vi Video Projector

This device is used in AV section to pre-view any recorded program such as paper presentations, inaugural lectures, etc. i.e. it enables pre-view ahead of any public presentation.

vii Fast Dubbing Machine

Original copies of Audio and Video cassettes are not loan out in the AV section. Therefore, fast dubbing machine is used to dub for staff, students and other library users on request at times for a fee.

viii Television/Monitor

This medium is used in the class to enhance learning process. They are of immediate effect capable of reaching audiences of any size, accelerate teaching and learning processes.

ix Computer

Computer is an electronic device that is capable of accepting information in form of coded signal, storing this information and applying prescribed processes to the information on the basis of a set of instruction called program. A computer program is a sequence of instructions for performing some specific task, with each instruction given in a form that the computer can interpret either directly or indirectly.

x Microform

Microform indicates any form of micro record, whether on film or paper. Other materials include microboard, macroform and microfiche.

Chapter Four

ORGANIZATION OF KNOWLEDGE IN THE LIBRARY

All societies depend for their existence on the communication of knowledge. The more complex the society and the more complex its knowledge, the more complex does this matter of communication become. An ever increasing amount of information must flow smoothly and accurately, not between the members of the society but between one society and another and generation in the past. This has made proper organization of library book and non book materials most pressing on libraries.

Book: The trade in stock of a library is book which contains information need of the library users which they seek. In order to facilitate identification and retrieval of books needed by the library users, the libraries describe the books by its essential elements and classify them according to their information content subject wise. A book has its covers, title pages, and the text pages. The left sealed edge referred to as spine.

The purpose of organization of library materials is to describe the materials for their identification and ultimate retrieval. Organization involves describing the materials, classifying them into their subject groups, arranging (filling) their entries in catalogues and arranging (shelving) the materials on the shelves.

A. CATALOGUING: This is the art of describing a book outlining its essential features- author, title and subject... The description is entered on 3"x5" card i.e. 7 1/2cm x 17 1/2cm card.

The description on each card is termed an entry which begin with a heading like author, or title or subject where a book has more than an author but not more than 3, entries are made under each author and where there are more than 3 and one stands out as a principal author the main entry is made under the title and one other entry may be made under the first of the several authors. The surname of the author is written first with a comma, followed by the others i.e the forenames which may be in initials. Nevertheless, the subject entries shall be made. The heading determines the arrangement of the entries in the card catalogue.

See Reference: Refers from a heading which is never used to a heading which is e.g. WIRELESS

See
RADIO

GENERAL SCIENCE

See
Integrated Science.

See also reference: Refers from a heading that is use to a related heading e.g. TELECOMMUNICATIONS

see also

Radio,

BOOK TRADE

see also

Printing

B. CLASSIFICATION: This is the process of assigning a book the subject its deal with. This is usually carried out using classification schemes.

Types of Classification schemes: There are 5 classification schemes Dewey Decimal, Library of Congress, Universal Decimal Colon and Bibliographic Classification Schemes.

The first two are the most relevant to the scope of this course.

(i.) Dewey Decimal Classification (DDC)

This method is devised by Melvil Dewey and was published first in 1876. He divided the entire body of knowledge into ten main classes using Arabic numeral to denote the classes. The approach is most suitable for small libraries. Such as school and public libraries. The main groups are

classes	Subject areas
000- 099	General works
100- 199	Philosophy & Psychology
200- 299	Religions
300- 399	Social science
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 class number is followed by the first three letters of the authors name e.g. 200 ADE

Class No author

200 denotes subject (class number)

ADE denotes the author

(B) Library of Congress Classification (LC):

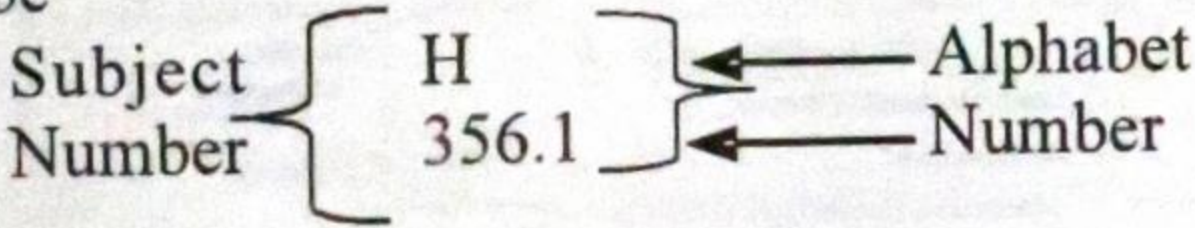
This originated from America by Library of congress. The method grouped the body of knowledge into 26 and used both capital alphabets and Arabic numerals to denote the subject and expand each subject group to take care of the minute subject in each group. The notation is described as MIXED because of the use of both Alphabets and numerals. It

is quite suitable for large libraries such as academic libraries. Most Nigerian University Libraries if not all adopt the use of this schemes.

The scheme is as follows:

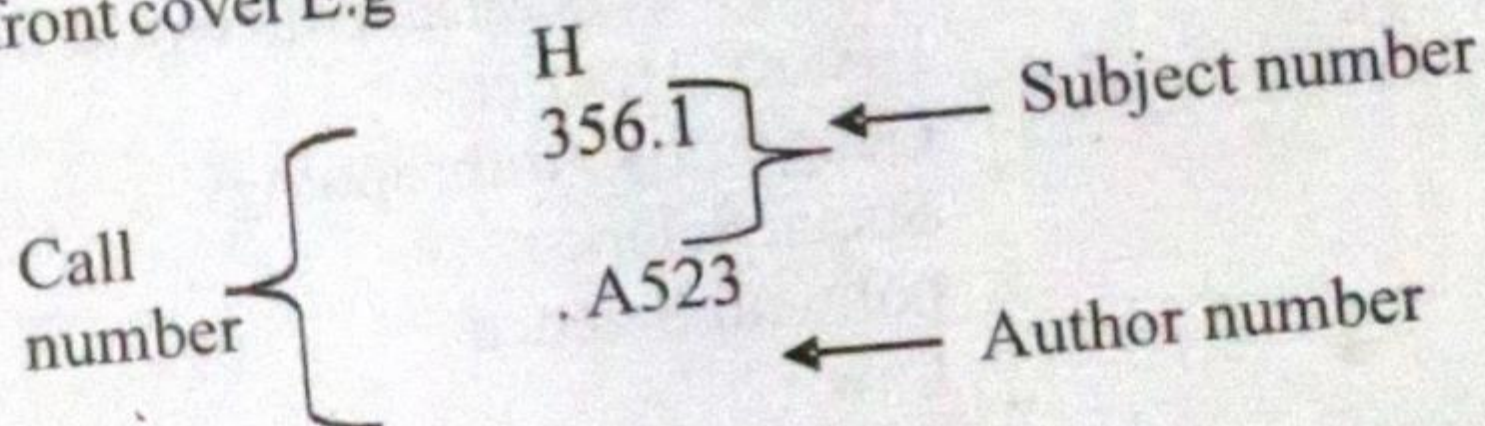
CLASSES	SUBJECT AREAS
A	General works
B	Philosophy, Psychology, Religion
C	Auxiliary, sciences of history
D	History: general and old world
E-F	History America
G	Geography, Anthropology
H	Social Science
J	political Science
K	Law
L	Education
M	Music and Books on Music
N	Fine Arts
P	Languages and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography

A class is usually broken down to take care of branches of a main discipline e.g. H, HA, HB, HC for social sciences T, TA, TB, TC for technology and QA, QB, QC for science etc. For a book in social science the classification may be



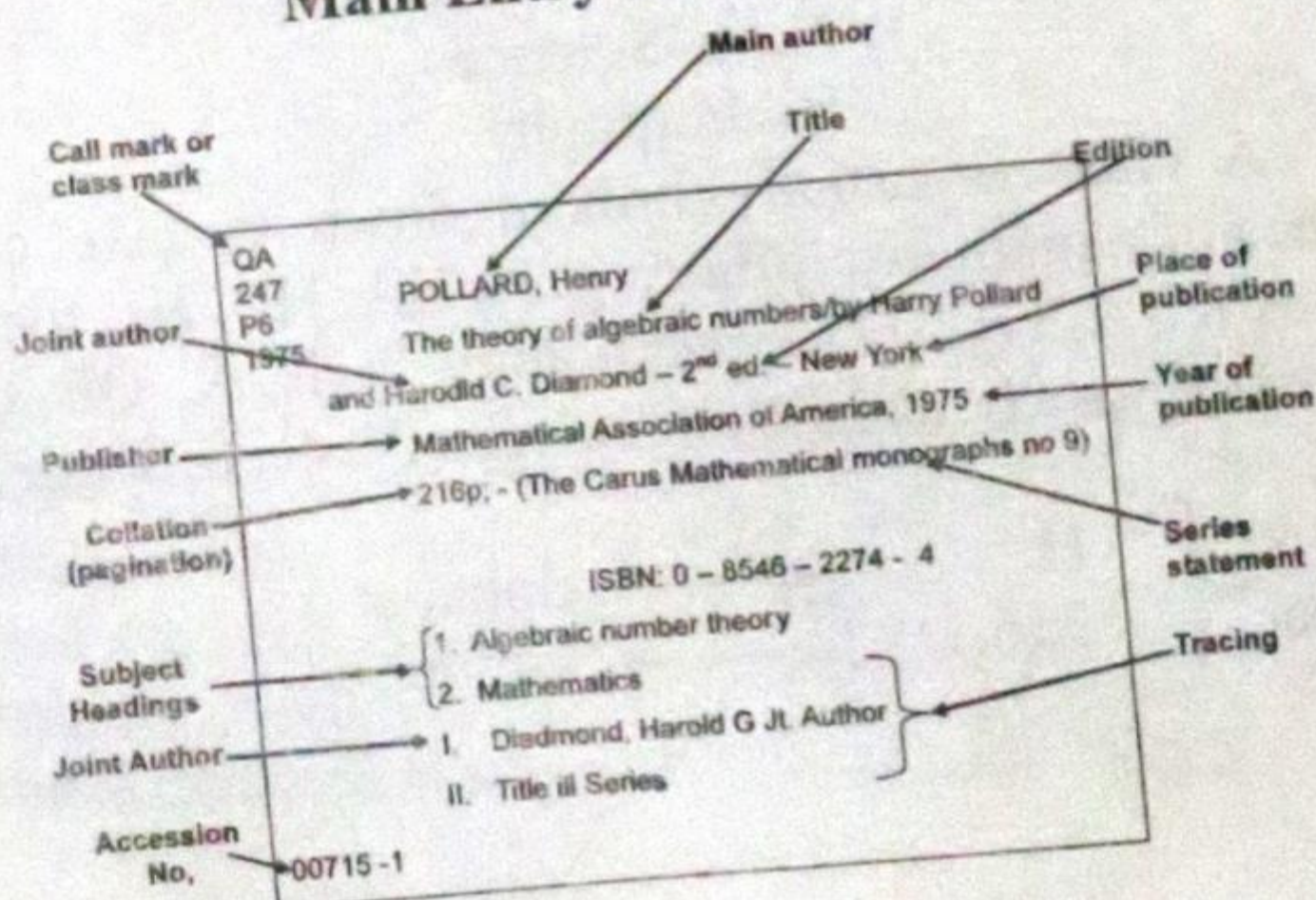
The author of a book is signified by the first letter in capital of his surname and Arabic numerals. The first letter is preceded by a full stop or point eg. A52 or B34 etc. may be for Abdullahi or Bolaji respectively.

Subject number and the author number constitute CALL number or call mark or class mark/number or location Mark of a book and it is usually labelled on the lower end of a book SPINE for user to see, where the spine is narrow it written on the front cover E.g

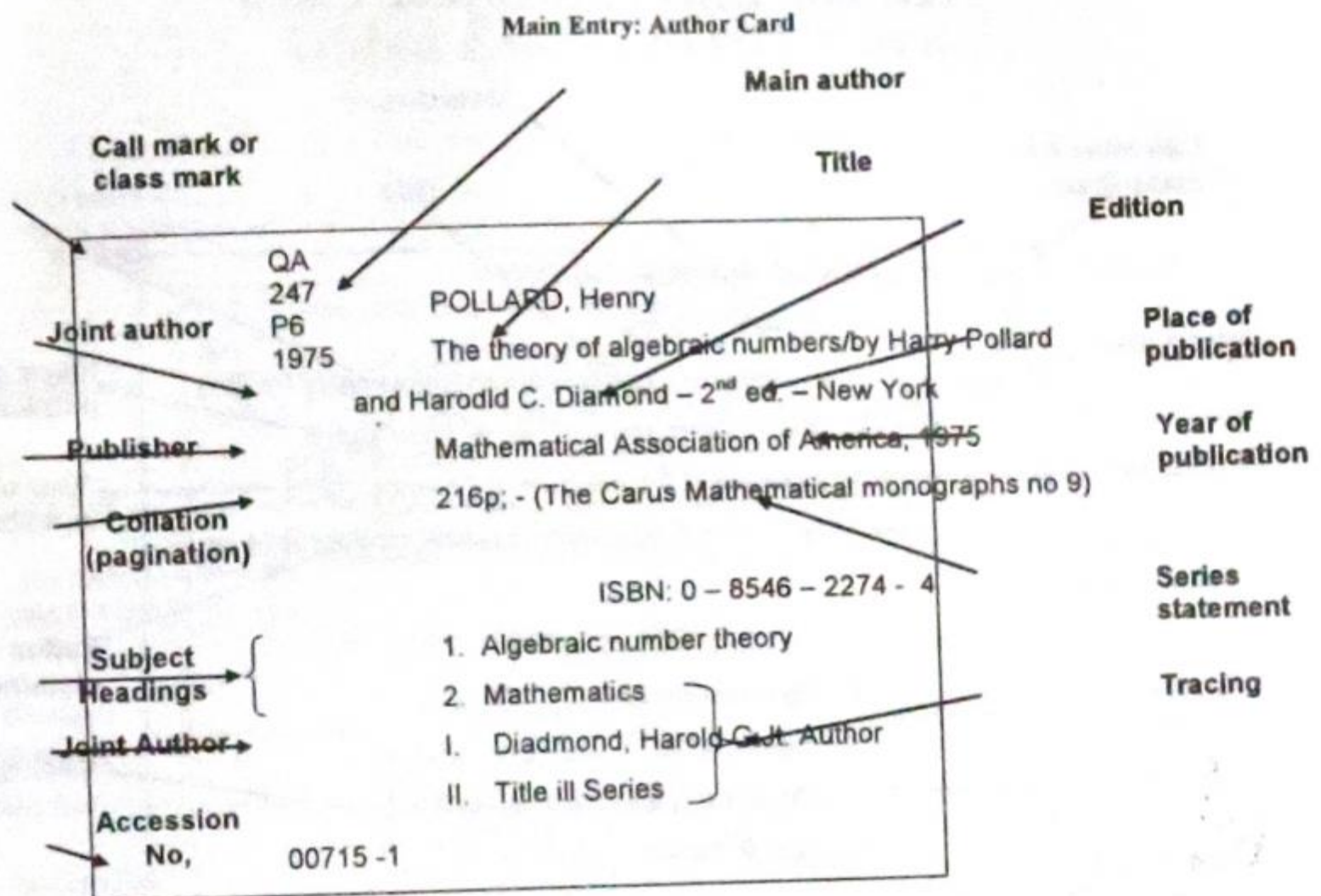


The call mark indicates the actual location of a particular book on a shelf. The books are arranged on the shelves in ascending order of their call number with their spine facing outward to facilitate easy identification when browsing through the shelves. Spine of a book is its unopened left edge Examples on Entries on 7 1/2 x 17cm cards filed in card catalogues.

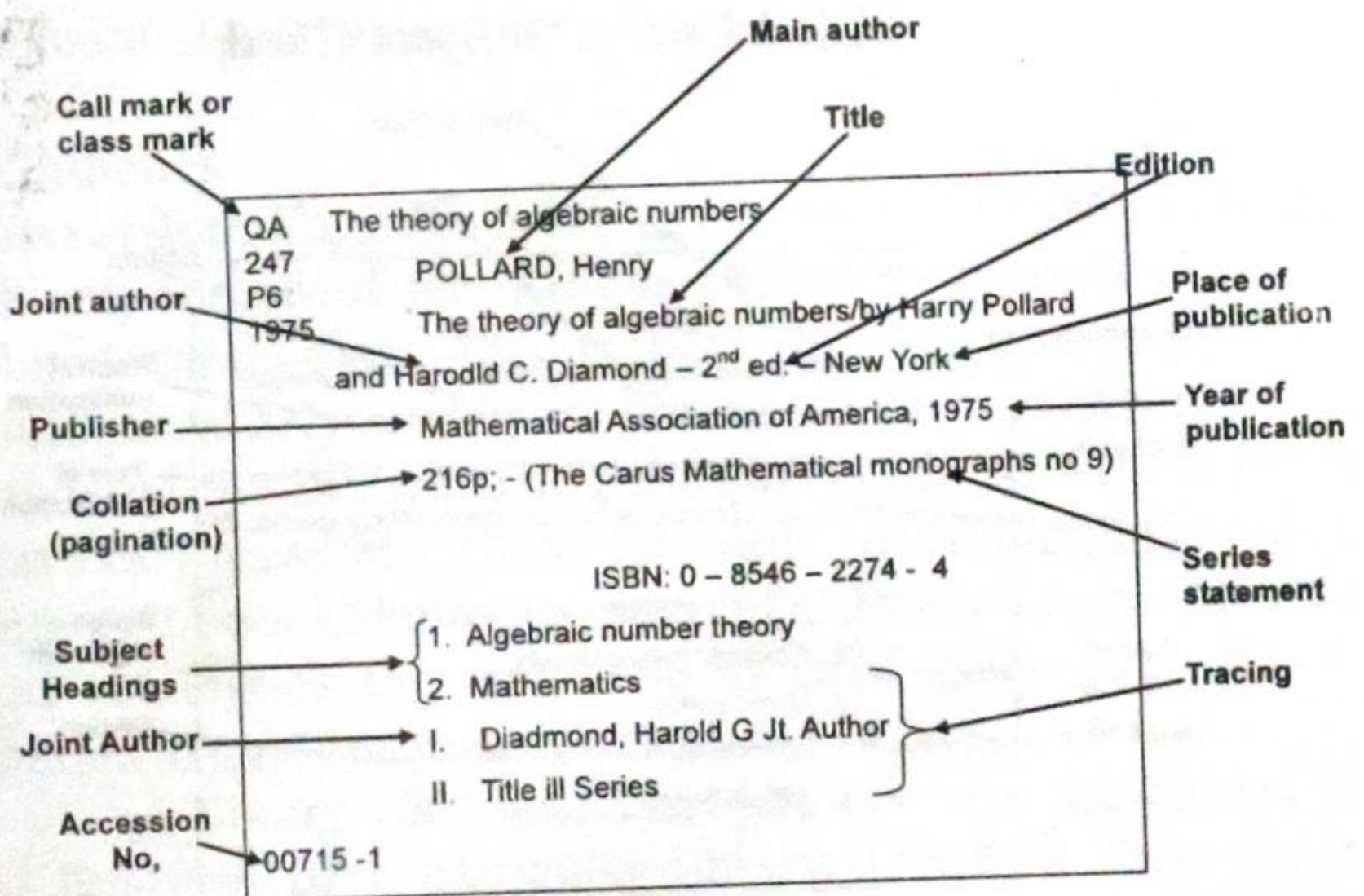
Main Entry: Author Card



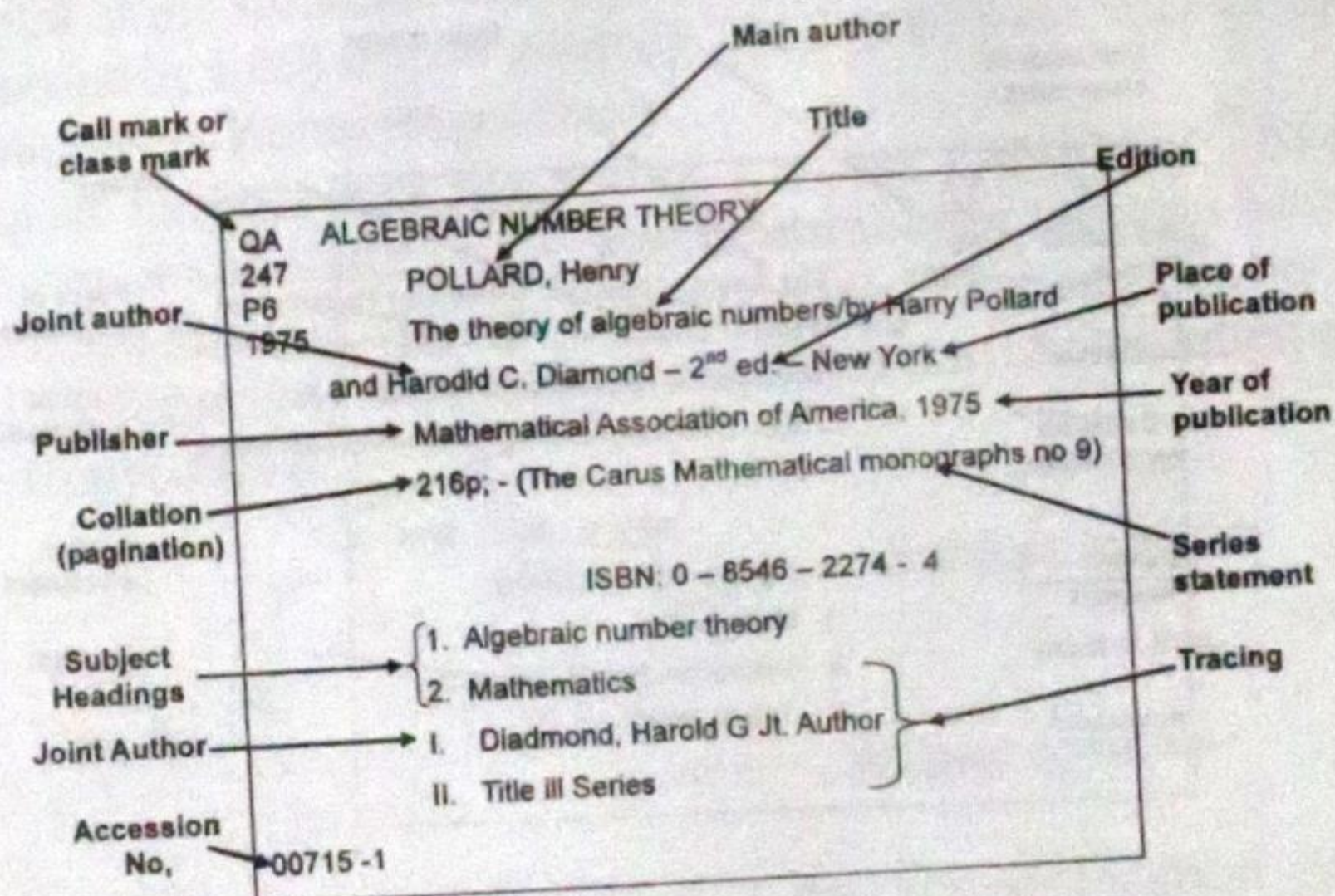
Added Entry: author Card



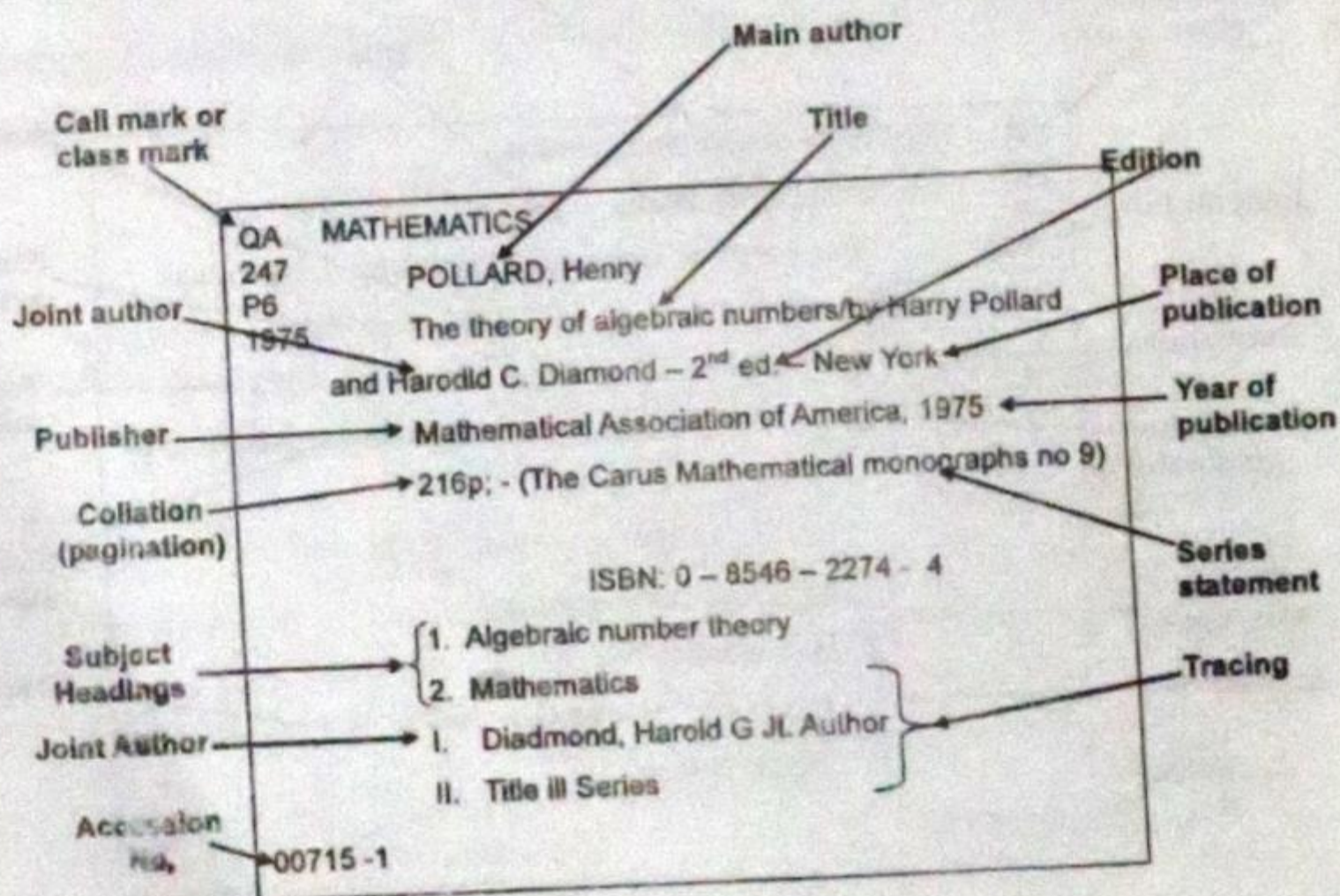
Added Entry: Tile Card



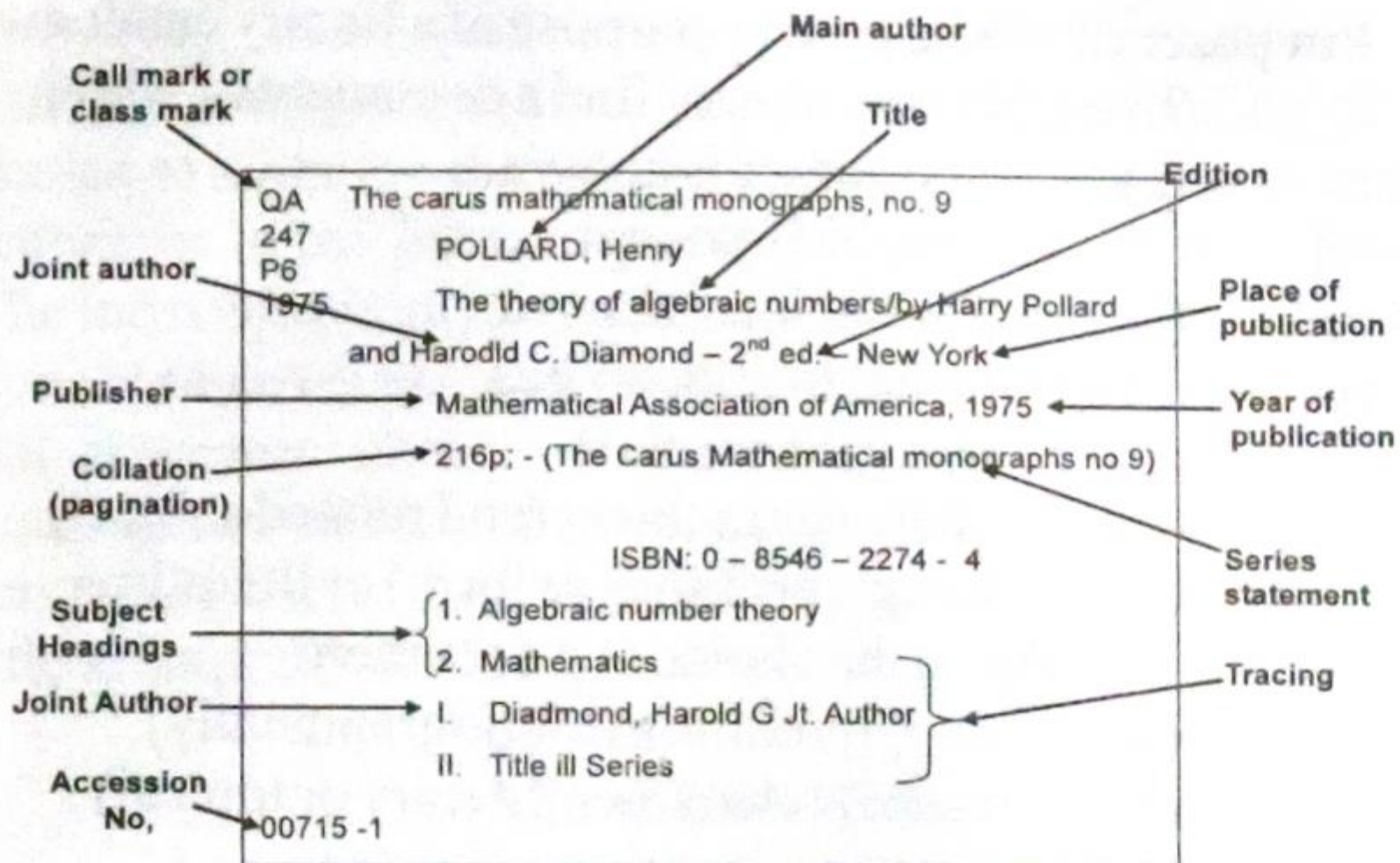
Added Entry: Subject Card



Added Entry: Subject Card



Added Entry: Series Card



Retrieval Devices

These are prepared specifically to facilitate the retrieval of documents from a library. They are (a) the catalogues (b) arrangement of books on shelves.

Catalogues

Description: Catalogues are in various forms such as book, cabinet, and sheaf etc. for our purpose, we concentrate on cabinet catalogues. This is because, this is the form of catalogue widely used in our libraries. This is usually made of wood and partitioned. The partitions are filled with drawers (trays or file) which house the cards containing description (entries) of books held in a particular library. Hence the term card catalogues for such type of catalogues. Each file is labelled to guide users to its content of entries.

A library catalogue therefore contains the entries of the holdings of a particular library. Once an entry for a particular book is not located in the library catalogue it indicates that the library does not hold or have that book in its

collection unless that entry has been withdrawn for a purpose or destroyed by careless users.

Purpose: The precise purpose of a library catalogue are

I. To enable a person to find a document of which

(a) The author is known

or (b) The title is known

or (c) The subject is known

(ii) To show what the library has

(a) by a given author

(b) on a given subject (and related subject)

(c) in a given kind (or form) or literature

(iii) To assist in the choice of a document

(a) as to its edition (bibliographically)

(b) as to its character (literary or topical)

Arrangement in Catalogues

Documents are usually arranged by their authors, titles, subjects or forms in catalogues because users usually ask for them by these characteristics. For fiction, author arrangement is common, title for periodicals and subject for non-fiction though its advantage is immediacy because one can browse through them immediately. Document arrangement has its limitation and most libraries prefer the arrangement of the documents entries in catalogues. The heading of an entry is the element by which the entry is filed in the catalogue. The entry heading with which the catalogue is composed of determines the variety of the catalogue. A catalogue which is composed of author entries only is called an AUTHOR CATALOGUE, of title entries, the TITLE CATALOGUE and that of subject, the SUBJECT CATALOGUE. Where class numbers are used, the catalogue is termed CLASSIFIED CATALOGUE. In most libraries, often catalogues contain more than one type of entry. Title entries are often interfiled with author to have

AUTHOR/TITLE CATALOGUE while catalogues which combine author, title and subject in one alphabetical sequence are called DICTIONARY CATALOGUES. In dictionary catalogues especially the subject entries are usually distinguished from the other two. Depending on the choice of a library, the subject entries may be typed in capital letters, or in red ink or typed on a card of a different colour. The most commonly found in Nigerian Academic, Public and School libraries are both Author/Title and subject catalogues. An academic library if interested may have a catalogue housing her entries of serials separately. Such catalogue is termed SERIAL CATALOGUE. Their entries are purely in title arrangement.

Use of Catalogues

As earlier indicated, to the library users the purpose of a library catalogue is to ascertain the holdings of documents of their interest. Therefore, the first port of call to check for a book whether for reading or borrowing is the library catalogue. This will ascertain the holding and direct the users to the precise location of the books on the shelves.

Guide to Use: Always visit a catalogue with at least a slip of paper and a pen or pencil to enable you put down important note specially the call or class mark of the book you are looking for. This is usually written on the top left corner of the entries. Draw out carefully the appropriate tray from the catalogue. Each tray is usually labeled with 2 sets of three alphabets e,g AAA-BAD. All the entries having their first three letters within this range will be in this tray. They are arranged alphabetically. Check through the tray from the beginning entry until you get to the entry you are looking for.

After getting the entry write down the call or class number or mark on your slip. This will link you with the location of the book.

Take caution in the use of the catalogue so as not to disorganise or destroy the entries. As a last resort when in problem in the use of a library catalogues consult the librarian or any of his or her assistant for help. **DO NOT REARRANGE** the entries by yourself when they are disorganized.

AAA - ' ACZ	DOZ' - FUV	IOC-'KLE	RAE'-TUW
ADA -BECT	FUV- GUT	KLI-POQ	TUX-XTA
BCU- 'DOY	GUU- ' IOB	POR- 'RAD	XTB- 'ZZZ

LOCATING AND RETRIEVAL OF BOOKS FROM SHELVES

The books are usually arranged in the stack room(s) on the shelves in upright position with their spines facing outwards to show their call/class mark or numbers. They are arranged in ascending order of their call numbers from left to right and from top down per each shelf segment. However, if a book is over sized for the shelf, it may be placed on the lowest shelf segment of the shelf unit.

Libraries usually mount directional boards/notices to guide users to the various places and stack rooms. At the stack room(s) where the shelves carrying the books, there are shelf guides on the shelves. Each shelf will carry a guide indicating the range of books on it.

H - Social Science
J - Politics
K - Law
L - Education

Shelf guides

200 - Religion
300 - Social Science
400 - Languages

With the shelf guide, users locate appropriate shelf or shelves containing the book of their interest users will thereafter browse through the shelves from left to right to identify and locate the desired book(s). Using the call mark to locate the book, remove it from the shelf by holding its spine midway.

For reading/use in the library: After retrieval proceed to the reading tables and sit to read. After use leave the book(s) on the table. **DO NOT RESHELF BY YOUR SELF.**

Chapter Five

FUNCTION OF CIRCULATION UNIT

1. **Loaning out of materials**

For use outside the library, you borrow the book (s), to enable you leave the library with the books. After the retrieval from the shelf Proceed to the circulation desk, show your library card, fill in the borrowers slips in triplicates or more. Give the slips and book(s) to the library staff on duty so that the book(s) can be stamped date due. This is the latest date that the users should return the borrowed item to the library.

After the books have been duly stamped the borrower can then leave the library with the book(s). However, he must allow the porters/ security men at the library exit to check and confirm that the book(s) is/are properly released for borrowing. It is now the responsibility of the borrower to keep the item borrowed secured and return them to the library when due. Late return of borrowed items attracts of token. When books are lost, the borrowers are made to pay for the replacement of item. The penalty normally covers the cost of the book(s) and administrative costs.

An act of taking books out of the library without due process of borrowing contravenes the library regulations. Such action is usually met with necessary disciplinary action which may lead to dismissal or array in court of the culprits. The length of loan range from two to four weeks.

(ii) **Registration of Users:** This is where users disclose their identity on certain forms. Information usually provided on the form include Name, address, place of work, department, matriculation number if student etc User's

passport may be required and a token amount paid for the registration. After which the registered user is provided with a library card to identify him or her as a bona-fide user of the library. This facilitates identification of the bona-fide users and those who can borrow books from the library. It also enables the user(s) to obtain letter of introduction to other libraries for their information need.

(iii) Charging and Discharging of Books: Charging of books is act of issuing out of books for borrowing while discharging of books is taking books back from borrowers to the library. The number of books allowed to be borrowed by users is usually specified. There are several types of charging system, which include Browne, which is popular with public libraries, and Newark with academic and special libraries.

BORROWERS NAME	ACCESSION NO.	DATE DUE
AUTHOR		LOCATION NO.
TITLE		
BORROWERS NAME AND ADDRESS (In Block letter)		
I acknowledge that this book is on loan to me in accordance with the regulation in force.		
Signature..... Date		

Typical Borrowers Slip

Accession Number is usually written on the stamp impressed on one of the preliminaries of the book. This is usually on one of the first three apart from the title page.

NAME OF THE LIBRARY
ACCESSION NUMBER
CALL MARK

Stamp Impression on book.

(iv) Sending over due notices and Imposing Penalty:

The section sends due notices to borrowers after date due of book borrowed. A second or/ and third notices may be sent to the default if he or she fails to honour the earlier one(s).

Penalty is imposed on the default as due based on the policy of the library. Penalty such as fines is to protect the rights of all library users. They are to encourage the timely return of materials so that other users will have equal opportunity of access to the books when need be.

(v) Reservation of Books: When many users need a particular title at a point in time and limited number of copies is available in their library, such books are usually placed on reserve by the circulation desk. This is to prevent few users from monopolizing the use of the book at the expense of others. Lecturers can request the library to reserve materials for students for assignments. A library reserves books that cut across many disciplines and are in demand by many students. This step is to ensure that many students have access to the materials at that time in need. Rare books are also placed on reserve. Users are usually allowed to use the reserve materials for specified duration in the library or could be allowed for weekend borrowing when the library shall not open to the users. Users duly sign for the items on collection and indicate their seat in the library at the time of use. When a user request for a book that is on loan he may be requested to fill out a reserve request. When the borrowed item is returned, it is reserved and set aside. Whoever is on request is informed and the book is held until he comes for it.

(vi) Renewals of Borrowed Books: Borrowers are allowed to renew the books(s) in his possession when due provided no other user is awaiting the book(s).

(vii) Inter Library Loan: No man is an Island entire of itself. No library can acquire all materials that its users may need. A library sends to another library for loan materials that

are not available in its collection but on request by its users. The borrower library makes available to her patron.

(viii) Shelving of Materials: When books are returned to the libraries or having been used in the library, the users are NOT to re-shelve but leave them on the table. The circulation staff re-shelve the materials and read shelves from time to time. Shelf reading is act of going through the books on the shelves to ensure that books are in their most appropriate location. This reduces of denying other readers from having access to them at the time of need.

(ix) Weeding: Obsolete materials are usually removed from shelves time to time. This may be due to the materials time age or currency. Materials may also be removed if it is worn out. Such worn out books may be reinforced and reintroduced into the collection.

(x) Maintain statistics: Libraries usually take and keep statistics of their users stocks and use of stocks periodically.

Chapter Six

REFERENCE SERVICE

What is Reference Service?: Reference service consists of professional personal assistance to individual library users in pursuit of information. Katz (1978) explained that reference service is an act of translating reference queries into terms that can be met by a given reference to create free flow of communication between the inquirer and those who after the reference service. It is one of the services provided in the library to ease effective retrieval of information where it may be stored. Reference service is otherwise known as reference work. Simply, it is the art of answering questions. In doing so one has to determine precisely what type of answer is required for the information seeker. Specifically, in academic library such as in the University, the patrons need assistance in finding materials for their term papers while the lecturers and the researchers are in need of research materials. Whoever needs information can approach the library reference staff to assist in obtaining the information or guidance on where specific information can be obtained. Such service allows information to flow efficiently from information sources to those who need them in maximizing the available resources.

The person who interprets the question i.e. inquires with the ultimate purpose of providing the answer is referred to as **REFERENCE LIBRARIAN** and he is a professional trained to meet the challenges of his work. He is assisted by Reference Assistant who must have been trained on or off the job. The reference librarian and his assistant assist the library users to get better value from the library's collection than he would on his own. Information can come from a book

magazine or in machine-readable form which can be assessed by a computer. Reference questions can be in various forms. As a library user, you can ask for a known item which may be a specific book, article, film or any item by citing its features such as author, title or source. These features can be identified through the card catalogue, index, bibliography or personal means. You can also ask for information without any knowledge of specific sources which can require reference interview. The librarian may have to interview you as a patron to know what you really want or need for successful inquiry, a patron must cooperate with the library staff on the interview.

Reference Inquiries: Reference inquiries from library patrons are usually of ^{four} ~~your~~ general types:

(a) **Directional inquiries:** These inquiries require mere direction from the Reference staff. Such may be where do I locate a book?, 'where is the reading room?', Where is the display shelf located?, etc. These are usually very short, concise and specific both in asking and inquiries.

(b) **Ready Reference:** Usually these are the inquiries that are often data type requiring a single and unusually uncomplicated responses such questions could be, When is the resumption date of a school?, 'who is the Emir of Ilorin?'. 'How far is GSS, Ilorin to a named motor park?' etc. Required answer to this type of question is usually short. The required information can be quickly obtained in standard reference. They are referred to as quick reference, which can be easily and quickly consulted.

(c) **Specific Search Inquires:** This requires minimal bibliographic or directional or advisory search. Such questions could be 'May I have advertisement on this?', 'How do I get a topic for my term paper?', 'Can I have the address of a scholarship awarding body?'.
Library

(d) **Literature Searching:** This is when a comprehensive search has to be carried on inquiry such as requesting for relevant materials on a topic.

REFERENCE SOURCES

Reference sources are otherwise known as Reference materials. These are the library materials that are specially prepared and designed in solving the queries from the inquirers. The source could be in any form. It may also be primary or secondary or tertiary material, which has been enlarged, condensed or evaluated by a second party. Primary information source is a direct provider of information such as respondents to questionnaire interviews and other individuals that may supply information directly. Secondary information is the one derived from primary information. Which has been modified, selected or rearranged for a purpose.

Tertiary source of information is the one that is very remote from the original. It is usually a derived collection of both primary and secondary sources. They are usually located and arranged in a definite order in the REFERENCE SECTION of the library. Their peculiar features include:

- to be consulted within and NOT TO BE BORROWED out of the library.
- more expensive than other books
- usually held in limited copies
- usually in great demand
- only used for finding out bits and pieces of information
- they contain factual information

TYPES:

(a) **Encyclopedia:** They are generally in multi-volume to give in concise and easily accessible form it is whole corpus of knowledge within the subject scope of the work. They are

not to say the last word on a subject but to provide first and essential facts only. A number of articles in them run to several pages and into much technical detail. They are uniform in content, and contain both short and long articles. May not be arranged alphabetically to ensure that related subjects are dealt with in proximity with each other rather than separated by the random vagaries of the alphabets. They may offer no more than a starting point for a closer investigation of a topic which is what they have designed for. They usually contain bibliographies to articles which may pilot one to further reading.

Encyclopedia can be grouped into general and subject ones. General encyclopedia deals with all fields of knowledge while the subject ones limit its coverage to specific or group of subjects.

General Encyclopedias:

Example 1. Encyclopedia Americana, New York: Grolier Incorporated, 1990. 30 Vols.

Contain brief and in depth articles with emphasis on American history, geography and biography. It has a detail index.

2. Encyclopedia Britannica 15th ed. Chicago: Encyclopedia Britannica Inc. 1990 32 Vol. Comprises of a two-volume index of 47,500 entries, a twelve volume micro-paedia containing short articles in alphabetical order, a seven-volume macro-paedia of over 4000 comprehensive articles on various subjects, and a one-volume propaedia a typical guide to the content of the Encyclopedia.

Subject Encyclopedia:

Example 1. McGraw-Hill Encyclopedia of science and technology, 6th ed.

Dictionaries: They are synonymous with glossary. They are

most common reference book, concerned with words, either the general words of a language or the special terms of a particular subject discipline. May be in one language (monolingual) two languages (bilingual) or several languages (multilingual).

Language Dictionaries:

Example 1. The Oxford English dictionary 2nd, ed.

Referred to as 'emperor of dictionaries' Traces the history of English language through definitions and quotations. Covers over half a million words and supports the definitions and usage with above 2.4 quotation. Available online and on CD-ROM/

2. Longman Dictionary of Contemporary English 3rd ed. London: Longman, 1995.

Gives prominence to pronunciation, definite usage, meaning, usage frequency, register and a full ELT of over 55,000 British and American English. Includes 64 pages of new words and colour leadwords. It is a desk dictionary, and has CD-ROM.

3. International Dictionary of Education/by G.T page and J.B. Thomas with A.R. Marshall. New York: Kogan Page, London/Nicholas Publishing Company, 1977.

A comprehensive practical guide to reference works, helps users to solve problem of abstracts notion and term. It is a guide and reference work to the international language of education from pre-school to post doctoral levels. Contain above 10,000 entries on curriculum development, educational research, colloquialisms of the classroom and lecturer hall.

4. McGraw Hill dictionary of scientific and technical terms 4th ed. New York: McGraw-Hill, 1989.

First published in 1974, comprises 100,000 terms with

117500 definitions in science and technology and about 3000 informative illustrations.

Directories: They are basically lists of names and address of individuals or organizations arranged to match their users requirement.

Types Trade or Industrial Directories. International Directories Professional directories, Individual directories.

1. The national telephone directory 6th ed. Lagos; Nigerian Telecommunications Ltd. 1990.
2. World of learning. London: Europa Publishing Company, 1947 Provides data on universities and colleges research centres, museums, art galleries, and learned societies through out the world.
3. Common wealth universities year book London: Association of common wealth universities, 1941.
Two vols, contains information on 600 common wealth universities.
4. The ABS Directory of Business schools London Butterworth and Heinemann.
Provides diverse information about Business schools in the United Kingdom.

Almanacs and year books:- They are devoted to the important events of the proceeding year published as quickly as possible at the close of the year. Almanacs is a compendium of data and statistics relating to countries, personalities, events, subjects. While year book is that of a given year, Almanac is more retrospective than the year book.

1. Whitaker's almanac London: J. Whitaker, sons Ltd. 1861
2. World almanac and book of facts. New York; Newspaper Enterprises Association, 1968.
Cover the same subject matter with the world almanac but emphasis American data and Whitaker's British Data.

Examples:

Webmaster's New Thesaurus of English Language New York: Population Publishing Co.

Covers more than 340,000 related and contrasted words synonyms, autonyms, idiomatic expressions, definitions and words, usage in English Language.

Serials Publications:

Serial publication is issued in parts, regularly or irregularly and continued indefinitely.

Include journals, newspapers, magazines, annuals, memoirs, proceedings and transaction of societies and numbered monographic series. They are source of research and review articles, contain relatively, more current information than those of books, keep abreast of development in specific fields.

Examples: Accounting Review. Published quarterly by American accounting Association.

Journal of Library Administration Published by Has worth Press.

Government Documents: Published by the government, covers almost any subject, range from pamphlets to voluminous copies, contain most authoritative information on government and their agencies activities.

Example: Kwara State of Nigeria gazette, Vol 24 No 7 Ilorin: Kwara State Government. Published by the authority of Kwara State Government, giving public legal notices, news about appointment, promotions, results of examination, etc.

2. Nigeria Federal office of statistics. Digest of statistics. Lagos Federal office of statistics, 1952

Bibliographies

There are many definitions of bibliography, but no single definition is suitable for all situations. To most people, it is a list of books. Such list must be technically produced, with the description of the written or published records (its contents) and arranged in a definite manner.

The arrangement of entries in a bibliography may be

- i. Classified - according to some recognized scheme of classification.
- ii. Subject classed-items are grouped under suitable divisions of the subject each of which may be further subdivided.

e.g. **Education**

Health Science

General

Medicine

History

Pathology

Methods

Surgery

Psychology

Pediatrics

etc.

Alphabetical subject this is a straight forward arrangement of specific subjects in alphabetical order and not under subdivision of a wide subject.

- iii. Annalistic by year of publications.
- iv. Alphabetical author a straightforward alphabetical arrangement by author or title
- v. Dictionary arrangement of entries under author, title, series and subject for each item in one sequence.

Types of Bibliography: General and special

A. General

Universal listing all the books published in the world e.g. British museum, National union catalogue of USA National current national bibliographies produced by many countries e.g. National Bibliography of Nigeria (NBN). British National Bibliography (BNB).

B. Examples:

Information sources in science and technology/edited by C.P. Huff Englewood Libraries Unlimited, 1988, 362p.

Indexes: These are keys to the contents of back files or bound volumes of most journals. They can also be included with the final issue of the year or volume or included in the subsequent issue of a journal. A citation index is a list of cited articles, under each of which is a further list to the documents where they have been cited within the period by the index.

Examples 1: Science citation index. Philadelphia: Institute for scientific information, 1961

Cover over 300 scientific journals per issue citations alphabetically by author, provides bibliographic information on some index with permuted subject index analyzing the title significant words of each article.

2. Education index. New York: H.W. Wilson, 1977. 27 vols. Lists monthly cumulative author, number of pages, title, citation, degree and date, etc. of article.

Abstracts: It gives summary of the content of publications on a given subject field. Example is Dissertations abstract international.

INFORMATION REQUIRED	INFORMATION SOURCES
1. Current affairs, topical issues on General interest.	1. New paper, magazine and periodicals on current issue.
2. Words, terms, concepts etc. their meanings history and other attributes	2. Encyclopedias
3. Background and extensive knowledge on all subjects, terms and general knowledge	3. Encyclopedias
4. Notable personalities, their terms achievement failure etc.	4. Biographical references sources and encyclopedias
5. Government position, view on issues programmes and directions.	5. Government publication such as bulletins and press report by the government on her agencies.
6. List of books articles and other materials on a given subject, issues, period of time formats etc.	6. Biographies
7. Places, organization, association as well as their officers, programme and functions and address etc.	7. Biographies
8. Information of geographical significant.	8. Geographical reference source such as maps, atlas, gazettes and general encyclopedias

Chapter Seven

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) AND LIBRARY SERVICES

Definition of ICT

Information and Communication Technology is the application of micro-electronic based computing and telecommunications technology to library and information work. Generally, it is the combination of computers and telecommunication in handling and disseminating information.

ICT and Library Services

ICT in the context of library is used for creation, acquisition, storage, retrieved and dissemination of information. In all ramifications, information is power, therefore, organization and institution need information to succeed, such information needs to get to the right people at the right time. As information is crucial to all professionals so also it is to academic. Information has therefore to be regarded as a tangible resource like capital. ICT empowered students through access to online information searching facilities and expedites research and academic as well as global network.

The application of ICTs has transformed the library into a new information services unit, providing electronic acquisition, electronic cataloguing electronic Online Public

Access Catalogue (OPAC), electronic inter-library loan, electronic circulation, functions. The use of ICTs did not come overnight, libraries existed for many years without computer but as technology emerged in the world at large, libraries embraced these tools as a means to avoid some manual tasks inherent to managing large collections of information resources. In another words, the use of computers and communication technologies in information handling and processing has arisen because of the increased workload involved in coping with information explosion. However, ICT has made possible, information acquisition, organization and dissemination faster than before.

Computer

Meaning

A Computer is an electronic device that can receive; store and process data to produce meaningful information. The computer accepts raw data which could be in the form of figures, scanned images or text, processes it and produces the required output or result as information, which could be communicated orally or on paper or visual display as a report, charts, diagrams etc.

Components

Computer is divided into two main parts: Hardware and Software.

Hardware:- They are physical (Mechanical and Electronics) components. Its parts are the Visual Display Unit (VDU) or the monitor, the system unit (i.e) Central Processing Unit (CPU), the keyboard, the mouse and the printer.

Software:- These are programmed or coded instructions that the hardware works on to achieve a particular task. Without the software, the computer hardware is best described as a

vehicle without fuel, it is a system of step by step instructions that turn data into information. Basically, there are two main types of software that can be recognized:- Operating System Software and application software, although, utility software is sometimes regarded as another software.

Operating System Software:- An inbuilt programme that accompanied the computer. These programs controls the way the computer operates or provide facilities that extend the general capabilities of the system. Operating System (OS) software is a complex collection of programme which controls the performance of the computer to make sure that the hardware are properly, efficiently and orderly used by the other programs; DOS, Windows 98, Windows NT, UNIX are few examples of operating system software.

Application software:- It is a software designed for specific operation. These are programs written to solve a particular problem; it does only the purposeful task for which it is developed and nothing more.

There are a number of application software packages or programs developed specifically for library use. Some of them include; TINLIB (The Information Navigator Library Management), Alice for Window, Micro-CDS/ISIS (Computerized Documentation System/Integrated Set of Information System), X-Lib, In-magic, etc. Library Software could be obtained off the shelf purchase or customized.

Utility Software:- It is designed mainly to search for virus, correct or repair damaged diskettes and hard disks.

Application of ICT to Information Sourcing

The major application of ICT to information sourcing are in the areas of networking, online searching, CD-ROM technology, library automation and the Internet.

Networking

Computer Network can be defined as inter-connection of two or more independent computers and the peripherals. The network system consists of a computer terminal, telephone lines and modem.

Types of Networking:- They are two major types of computer networking, the LAN-Local Area Network, it is used to describe inter-connection of computers in a single room or rooms within a building, equally used to describe the inter-connection of computers in different buildings that covers a limited geographic distance within close proximity.

The WAN-Wide Area Network It is used to interconnect computers on separate sites, cities, countries or the entire world, i.e the Internet.

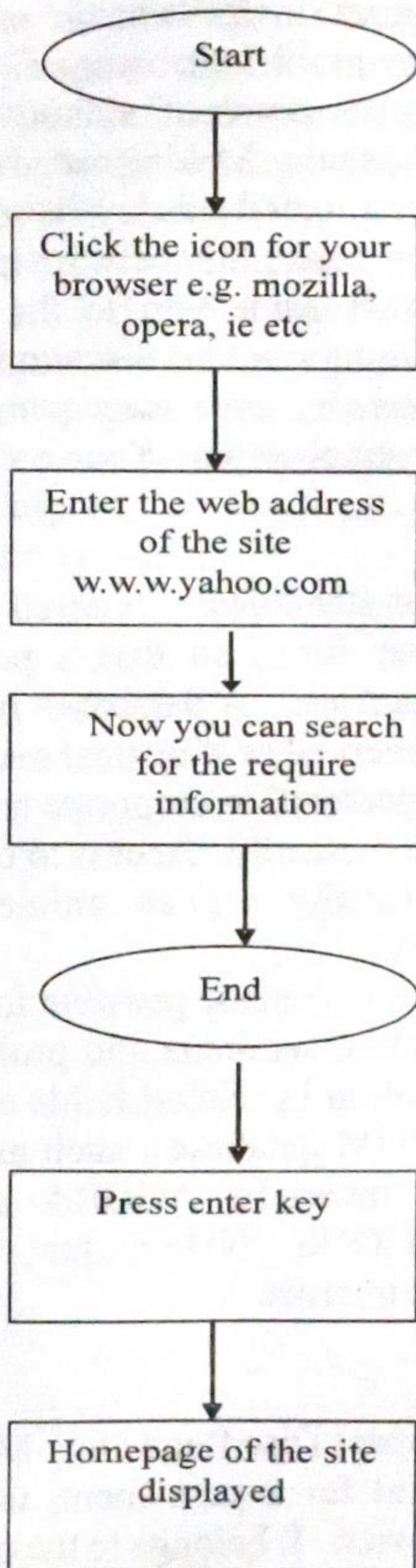
The Internet and Online Searching

Internet can be described as a world wide collection of computer networks, made up of networks linked together by the international system. It is also an electronic resource that is now having the most significant impact on library services and operations. This strength of impact is due to its multi-faced nature, since it simultaneously fulfils three important roles in library services; first, it is a resource that can be consulted and used like any other reference tool; second, it is more dynamic and far-reaching than any other resource use in a library setting; finally, it provides a medium of communication and interaction beyond the physical library to users.

Without any doubt, the internet is an important product of Information and Communication Technology (ICT). Several million of computers worldwide are interconnected and the information sources in each computer are made available to all users who have access to internet.

The Internet is accessible to all kinds of people, academic, students, school children etc, through the internet one can access bibliographic and full text database, library catalogue, on OPAC (Online Public Access Catalogue), electronic mail, newspapers, etc. One of the most important facilities on internet is the worldwide web (www). Websites can be created on the internet and they can be accessed through a browser. Each website has universal resource local or website address.

Internet Access Flow Chart



OPAC (Online Public Access Catalogue)

OPAC is the electronic version of the library card catalogues (manual made of wooden boxes). Any users who can use the card catalogues (manual) or the online (OPAC) successfully will not have problem in using collections of the library because the access point of author, title, subject approaches are almost the same. Making use of computers for searching in an automated library is quite simple, particularly in a situation where the software in used is user friendly. Computers will guide you to the shelf of the materials needed; Charging out and discharging of library materials using computers is quite easy compared to the cumbersome nature of manual system of borrowing, etc

Popular Databases

Essentially any systematically ordered collection of information, in whatever form, so that a paper is quite conceivable is called database. A databases might contain bibliographic data or numerical or statistical material, etc. It might be assembled for personal or corporate use, but can be sought and retrieved automatically. Access to commercially available database is usually via an online 'host' or, increasingly over networks.

This is another service made possible for students to get materials for researches, seminars and project topics, it provides current information in related fields and are made through available CD-ROM databases, such as MEDLINE database for medical materials; AGORA database for Agriculturist; EDUCATIONS INDEX for materials on education, etc. all via the internet.

CD-ROM Technology

CD-ROM is compact Disc Read Only Memory. The CD-ROM is generic term for a permanent, un-modifiable computer data storage device. It belongs to the optical media

where data is recorded and read back using laser beam. CD-ROM has the enormous potential as a medium on which to distribute databases containing full text of books, periodical and other media. Very few CD-ROM applications are devoted to full-text duplication of print source; significantly, journal articles and general references source such as encyclopedia, dictionaries, etc. Are becoming more profound in this area of application, a useful characteristic of CD-ROM is ability to combine text and visual images on a single disc. The emerging use of CD-ROM technology has improved the delivery of information to library patrons.

One indisputable services area that CD-ROM has greatly influenced is the bibliographic search for academic and research purposes, in short compact disc is making an impact in the library world.

Chapter Eight

REFERENCING

This is citing or documenting source of information used in writing a paper. At the point in the paper where the information is presented, in-text citation is done. Also at the end of the paper, all the sources used in the paper are listed. List of citation made at the end of the page where the citations take place is referred to as footnote while that at the end of each chapter or the paper is endnote. One of the styles of referencing commonly in use is American Psychological Association (APA) style. Others are Havard and vacouver. InText Citations: An in-text citation must being with the same name or word as in the list of reference as of the works cited. This is to enable the reader find the complete reference.

Bibliography

Bibliography and reference are usually used on paper to indicate all the works of other schools consulted in writing a term paper or research reports

Bibliography is a list of all other publications consulted during the study. While reference contains specifically list of materials from which in-text citations is made.

Guides to citation of works-

By a single author: write surname then comma followed the year of publication in parenthesis e.g. (Adio, 2001) The causes of----- (Adio, 2001) if at the end or within the statement. If at the beginning, write the surname and put the date in parenthesis. Adio (2002) stated that -----

By two authors: cite both names every time the reference is made in the text and use & e.g. (Abdullahi & Azeez, 2004).

With fewer than six author: cite all of them the first time and subsequently use only the first author's name followed by 'et al' comma and the year e.g. (Umar, Ibikunle, Elelu & Sulyman, 2005), Umar et al (2005).

With fewer than six authors: use only the first author's surname followed by et al. comma and the year even for the first time.

With no author: use the first word usually of the title and the year.

For a quotation from the text: put the page number(s) after the quote or author and page if the author was not indicated in the sentence. E.g Babatunde (2003) stated that “A lack of commitment may mar the effort” (Babatunde, 2003, p.41).

For unpublished thesis, dissertation or project report. Name of the author (year): Title. Unpublished dissertation. City: Name of institution that accepted the work. Reference list is the final presentation of all research reports. Any work not cited in the report should not be included.

APA format include the following element-

- Author's surname.
- Author's initial as indicated on the original source.
- The year of publication in parentheses.
- Title of the article.
- Title of the journal.
- Volume.
- Pagination.

For monographs, the format is

- Author's surname.
- Author's initial as indicated on the original source.
- The year of publication in parenthesis.
- Title of the publication.
- Edition where applicable.
- Place of publication.
- Publisher.
- Pagination.

The title of the journal or publication is either underlined or initialized.

Harvard style differs from the APA by a dating reference page with the year of publication in parenthesis separated by colon e.g. Eseyin (2007:13).

Chapter Nine

INDISCIPLINE IN THE USE OF LIBRARY

Libraries are sacred places where decorum is essential. The library rules and regulations are made to make users benefit from the library services. The users are required to show considerations for one another. Despite this, some users engage in certain anti-social behaviours which are detrimental to effective use and efficient running of the library. These should be avoided by the users. Such anti-social behaviours include

- i. Noise making: This comes in different forms in communication. The noise constitution actions include engaging in conversation or discussion, distractions by fidgeting over seat, noisy shoes and noisy movements, wearing dresses that are capable of distracting other readers, chewing gum in the library and tapping intermittently one's biro or pen on the table.
- ii. Ripping off pages of library books.
- iii. Stealing of library materials.
- iv. Intentional misshelving i.e hiding from other of library materials.
- v. Marking in text.
- vi. Bringing in of authorized/unauthorized items such as bags, umbrellas, handset for operation in the library.
- vii. Avoiding checking at the library exit.
- viii. Transfer of library cards.
- ix. Willful damage of library materials.

- X. Non-reporting of loss library books any where.
- Xi. Dumping over-due library book beyond date due.
- Xii. Keeping library books beyond date due. Bringing in and consuming in the library cooked food and snacks.

TUTORIALS

1. The figure below illustrates trays of a library catalogue

ABB-ANX	EAR-ELE	INT-LEW	PAD-PHY
AOR-BIV	ELF-ENG	LFA-MAG	PID-PSY
BJA-CEM	ENH-FLU	MAH-MAJ	PTA-RWY
CEN-CHE	FOA-FUZ	MAJ-MED	SAT-SOI
COL-CYZ	GAA-GYT	MEE-MYX	SOJ-STY
DAA-DRU	HAE-INS	NAM-OYE	UAC-ZXY

From the catalogue identify the tray that will contain each of the item outlined below:

- i) Pausteurs Africa:.....
- ii) Nigerian journal of Genetics:.....
- iii) Enviromental impact analysis:.....
- iv) World back:.....
- v) Collective bargaining and the Academic Library:....
- vi) Hydraulic power plant:.....
- vii) LONG G.Gilbert:.....
- viii) Sanitary engineering:.....
- ix) Torey Botanical club Bulletin:.....
- x) The Development of the Private sector in a small economy:....

795	R	OJO, Adeyeni
.C66		The essentials of medicine /
		Adeyeni Ojo and Meg Ola.-Ilorin:
		University Press 2003
		450p.ill
		1. Medicine
		2. Public Health
		I. Ola, Mag

What does the above fig illustrate?.....

From the illustration copy out

- (a) The author(s).....
- (b) Call mark(s)
- (c) The subject(s).....
- (d) Title of the item.....

3a. How will these authors be indicated in a catalogue?

	Forenames	Surnames
(i)	Olu	David
(ii)	Timothy Molu	Adeoye
(iii)	J. S.	Caleb

3b. Using Library of Congress classification scheme from which shelf do you locate books of the following subject content:

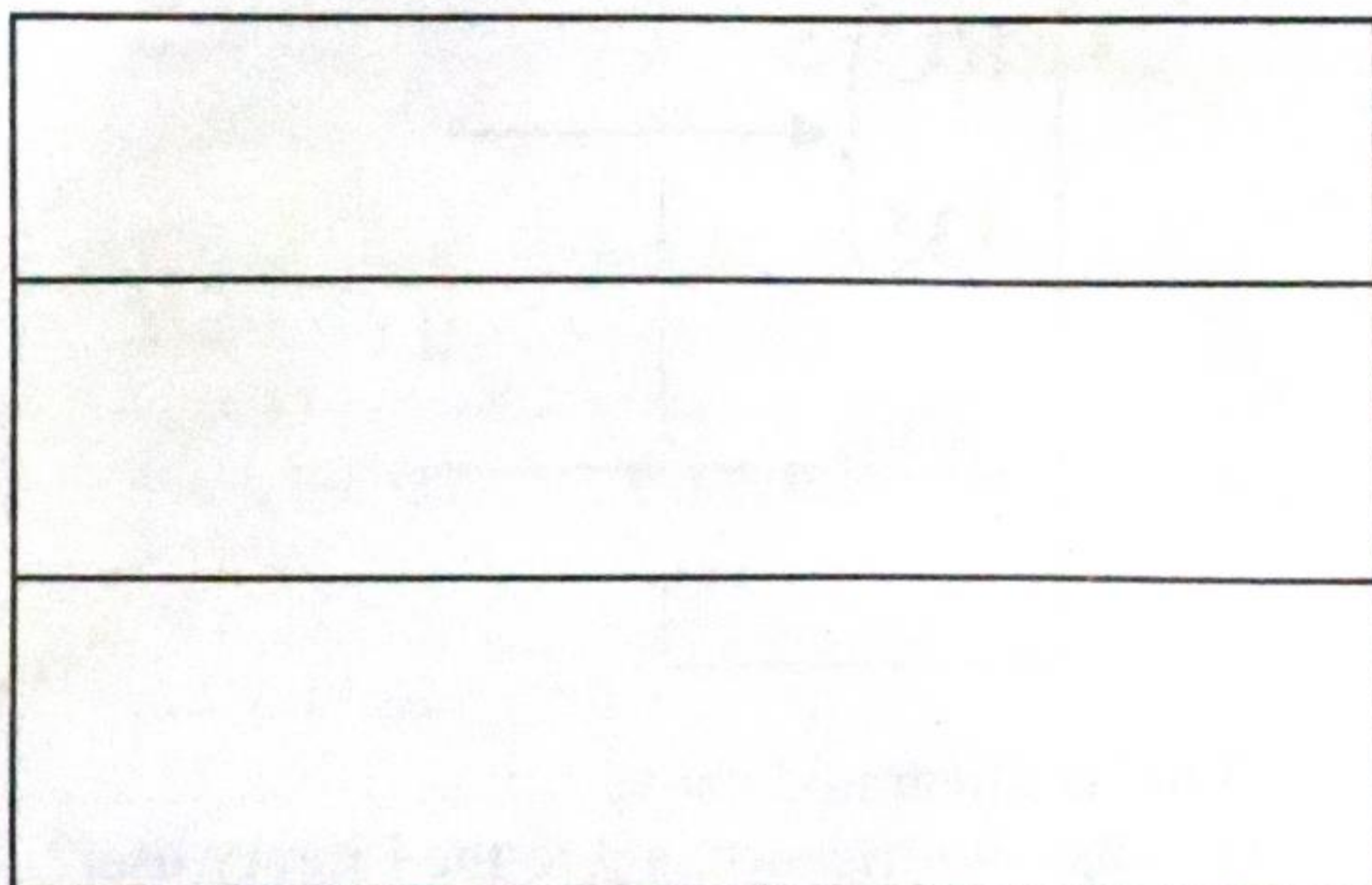
- (a) Education.....
- (b) Science.....
- (c) Medicine.....

4. Below are steps in borrowing book(s) from Library using the numbers only arrange the steps in correct sequences in a line

- (i) Steps/Complete the borrowers slips
- (ii) Browse the shelf
- (iii) Write down the call number
- (iv) Proceed to circulation desk
- (v) Get the book stamp for date due
- (vi) Show your library cards
- (vii) Locate the library catalogue
- (viii) Locate the appropriate shelf
- (ix) Search for the book entry
- (x) Retrieve the book from the shelf

5a. what are the 3 main approaches in locating book on line from library catalogue(s)?:.....

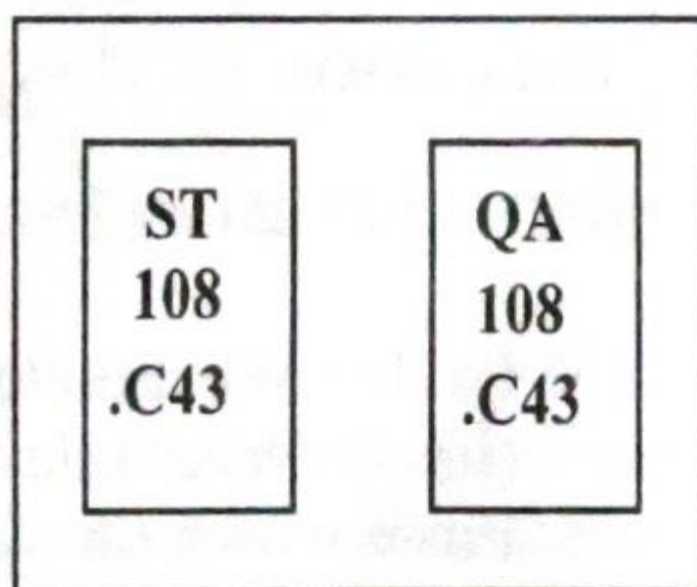
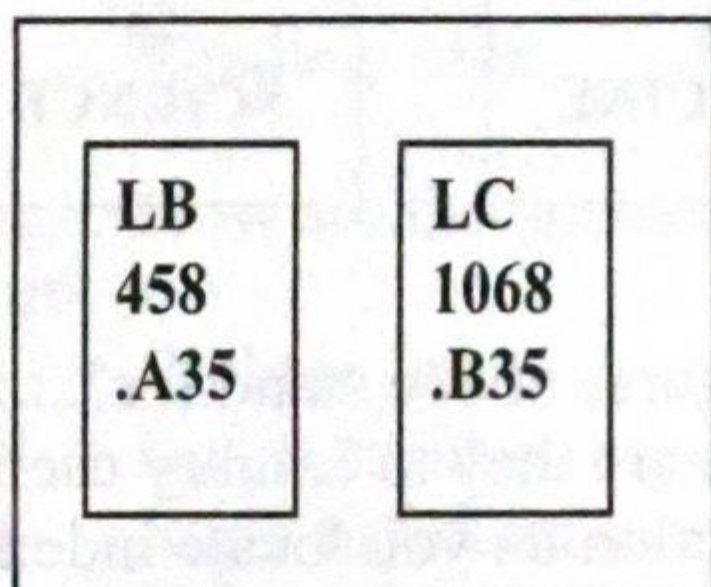
5b.



The diagram above illustrates a library shelf.

Use arrows to show the direction of browsing through the shelf

6

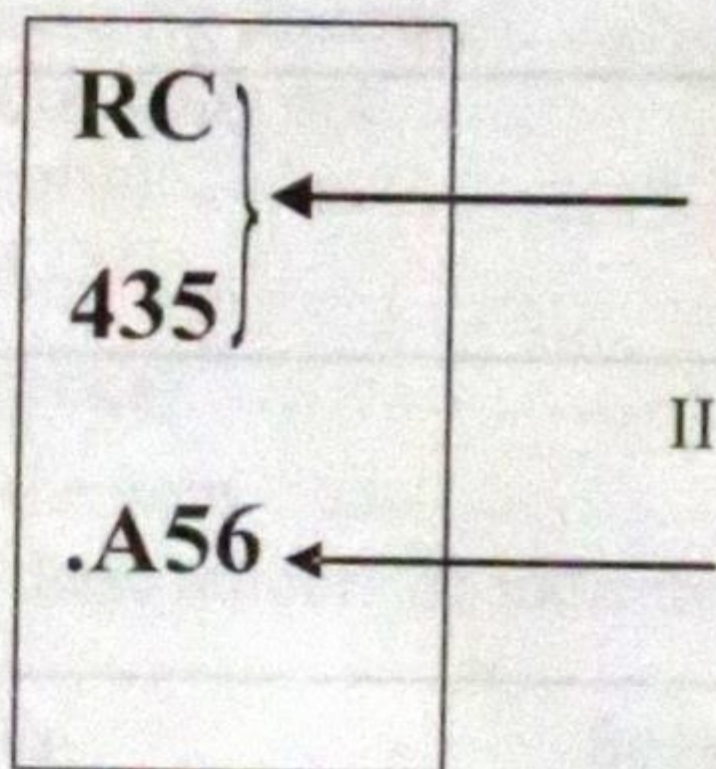


The above figures give call marks on the spine of publication

What can you say pairs of book in group A & B?

- (A).....
.....
- (B).....
.....

7.



- (a) What is illustrated above?.....
- (b) Of what significance is it to the Library user?.....
- (c) Label I & II above
- (I)
- (II)

8.

L
EDUCATION

R
MEDICINE

Q
SCIENCE

- (i) What do the figures above stand for?.....
 - (ii) What relevance are they to Library users?.....
- 9 From which library section do you locate indexes, bibliographies, abstracts and allied materials?.....
-

10. In writing a term paper, what materials would Provide you with?

- (a) List of relevant publications on the paper?.....
- (b) Summary of articles on the paper?.....
- (c) Citation of journals relevant to the paper?.....

- (11) Below are options following specific questions. In each case, select the suitable portion that answers each question.
- (i) What do you do in using library books?
- (a) Shelve the books after use
 - (b) Leave the books on the table after use
 - (C) Mark the books while reading for your future reference
 - (d) Tear for your use the pages needed by you
 - (E) None of the above
- (ii) The most ideal item or place to consult to find out whether a library has a publication or not is the library
- (a) Catalogue
 - (b) Book Shelves
 - (c) Circulation desk
 - (d) Work room
 - (e) Reading tables
- (iii) How are the books arranged on the library shelves?
From
- (a) Right to left in descending order of call numbers
 - (b) Left to right on ascending order of call numbers
 - (b) Right to left on ascending order of call numbers
 - (d) Left to right in ascending order of accession numbers
 - (e) Left to right in descending order of call numbers
- (iv) Which of the items listed below is not used in locating publications in the library?
- (a) Author
 - (b) Accession numbers
 - (c) Call numbers
 - (d) Subject heading

- (d) Title
- V. _____ lists the holdings of a particular library
- (a) Index
 - (b) Bibliography
 - (c) Catalogue
 - (d) All of the above
 - (e) None of the above
- vi. Which library refers a source contains summaries of articles contained on other publications?
- (a). Bibliography
 - (b). Abstract
 - (c) Encyclopedia
 - (d) Index.
 - (e). Hand book
- (vii) The full meaning of OPAC is:-
- (a) Online Process Access Catalogue
 - (b) Offline Process Access Catalogue
 - (c) Online Public Access Catalogue
 - (d) Online Publicity Access Catalogue
- (viii) ICT is the combination of Computers and.....
- (a) Internet
 - (b) Computer
 - (c) Telecommunication
 - (d) Software
- (ix) Computer is divided into two main parts:
- (a) Software and Monitor
 - (b) Software and CPU
 - (c) Hardware and Software
 - (d) Hardware and Operating System Software

(x) One of the following is not an example of operating system Software:-

- (a) NT
- (b) UNIX
- (c) DOS
- (d) TINLIB

(xi) Example of library Software are:-

- (a) X-Lib and DOS
- (b) In-magic and CD-ROM
- (c) X-Lib and TINLIB
- (d) All of the above

(xii) The full meaning of CD-rom is:-

- (a) Computer Disk Read Only Memory
- (b) Computer Disk Read On Memory
- (c) Compact Disk Read Only Memory
- (d) Compact Disk Relay Only Memory

(xiii) Major application of ICT to Information sourcing are in the areas of the following except one:-

- (a) Library automation
- (b) Online searching
- (c) CD-ROM technology
- (d) Operating System Software.

(xiv) One of these does not belong to the group of printed Library materials:-

- (a) Books
- (b) Disk
- (c) Pamphlets
- (d) Conference Papers

(xv) The full meaning of ICT is:-

- (a) Informational and Communication Technology

- (b) Information and Communication Technology
- (c) Information and Computer Technology
- (d) Information and Computerized Technology

(Xvi) Software is designed to search virus

- (a) In-Magic
- (b) Utility
- (c) CDS/ISIS
- (e) None of the above.

THE USE OF LIBRARY (GST 112) PRACTICAL ASSIGNMENT

NAME:

MATRIC NO:

DEPARTMENT:

According to Dewey Decimal Classification Scheme, of which shelf will you locate publications of the underlisted subjects

1. Banking and finance
2. Arabic literature
3. English grammar
4. Marriage in Islam
5. Principle and practice of education
6. Constitutional law in Nigeria
7. An introduction to mass media
8. Inflation
9. The traditions of prophet Muhammed
11. Farming in Ilorin
12. Malaria treatment
13. Educational psychology

14. Broadcasting and electronics
15. An-Nahwu was-sorif
16. Oxford dictionary
17. Things fall apart
18. Al-Adab asasu najah
19. Use of library

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