

# EFFECTIVE COMMUNICATION IN HIGHER EDUCATION: THE USE OF LIBRARY

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University of Ilorin**

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**ISBN: 978-30603-0-9**



## CHAPTER TWO

# ORGANISATION OF LIBRARY MATERIALS

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### Introduction

The ultimate goal of any library is to enable users locate its materials as quickly as possible. The organization of library materials is, therefore, very significant in library operation and services because it provides assistance to the users to retrieve specific documents. Organization of library materials is the entire process of identifying, collecting and putting together properly and systematically relevant information sources so that users can identify and locate the materials without much difficulty.

The purposes for which library materials are organized are:

- to make location of library materials easy
- to save time and space
- to facilitate easy accessibility to the materials
- to enhance effective utilization of the materials
- to also make the library attractive to its users

At the initial stage, organization of library was very simple because only inventory lists and simple access points were required to distinguish one material from the other and find information from them. Further more, the materials were small collections with unique information and features.

By the middle ages, churches and monastery libraries became prevalent as there was no public demand for books. Monks and bishops were therefore responsible for the growth of libraries in the monasteries. At that time, the scribes were the custodians of books which were mainly made from parchment materials. Brief lists of titles and their authors made up the inventory records while arrangement of the materials on the shelf was a way of organizing library materials.

The invention of movable types of printing by Gutenberg of Germany and the invention of papers by the Chinese accelerated the growth of book production which also gave rise to generation of multiple copies of affordable documents. The totality of these factors and the drastic reduction of productions of manuscripts contributed to fast growth of libraries in Europe. As a result of the fact that libraries were just sprouting all over the globe and coupled with information explosion, there was the urgent need for effective way of organizing the attendant myriad of books. However, since the libraries of the earlier ages practised closed access system to library



materials, the collections were becoming more difficult to organize for easy retrieval. It is the need to overcome this problem that led to the development of cataloguing and classification as a major tool in the organization of library materials.

### **Types of library materials**

Library materials are otherwise referred to as library stock. These are information containing items which are acquired, described and classified i.e. organized, preserved and made available for dissemination of their information content. In libraries, these materials are available in various types. The type of a library material is dictated by its nature, content, and mode of use or availability. Library materials may be in print i.e. book form or non-print i.e. non-book form. The non-book materials are generally known as audio-visual materials.

The book materials include (i) monographs which consist of books, pamphlets, printed sheets which are published at specific date once and for all unless edited for a new version, and theses and dissertations which may remain unpublished. The non-book materials otherwise known as Audio-Visual items are items that are not in print but can exist in various forms. The various types of library materials are discussed briefly below.

## **MATERIALS IN PRINT**

### **Monographs:**

These are materials containing detailed written knowledge on a single subject usually in the form of a short book

### **Non-Fiction books:**

This type of materials constitutes the single largest group of books in a library. They complement or supplement what is taught or learnt in the classroom. They are not necessarily classroom texts but books which have relevance to the curriculum and are used to enrich it.

### **Fiction:**

These contain works of the creative imagination and deal with man as a social entity in his world. They are mostly story books in form of novels, short stories; essays etc and they are useful for relaxation.

### **Reference books:**

These are materials that contain definite pieces of factual information. They are broad in scope and not meant to be studied or read from cover to cover but used as entry on introductory or general survey of the particular topic. Reference materials are of two types: general and specialist reference books. Usually, reference materials are not to be borrowed or taken out of the library but arranged together in a section called Reference section and with "REF" below the call or class mark on the spine of the book. Reference



materials include Encyclopaedia, Dictionaries, Directories, Biographies, Manuals Handbooks, Year books, Almanacs, Guides, Atlases, Gazetteers, Bibliographies, Indexes and Abstracts. These are found in all fields of knowledge and shall be discussed further in another chapter.

### **Serials:**

These are publications in any medium issued in successive parts, bearing numerical or chronological designations and intended to be confirmed indefinitely. They are divisible into periodicals and non-periodicals based on intended frequency of publication. Periodicals include journals and newspapers while non-periodicals include journals, conference proceedings and monographic series. A periodical is intended to appear regularly and more often than once, biannual (twice), quarterly (four times) or termly (three times) in a year. They are usually numbered in primary and secondary order in volume and number so that the collected parts comprise a whole. A periodical is a collection of articles by several persons

Non-periodical serials are usually numbered or dated; they can also be published either regularly or irregularly. Serials are living, growing, often multiplying, but can occasionally get ill and sometimes die off. They communicate information more rapidly than what the monographs will do. They therefore serve as means by which scholars can disseminate current information to their colleagues before the material becomes obsolete; just as news magazines aim to inform readers about current events. Serials serve as the vehicle for permanent record of research findings and facilitate an exchange of information between the authors of these research papers and their readers. They communicate new knowledge and disseminate it more rapidly than other formal methods of publication and contain a great deal of materials which never appears in print in any other form.

### **Ephemeral:**

This type of library materials is only of passing interest to many libraries; though some ephemeral may become a permanent part of some public and research libraries. Usually, these materials consist of brochures and programmes of events during special occasions. Such materials are of historical, sociological or cultural importance.

### **Government Publications:**

These are otherwise known as government documents, official documents or official publications. They usually contain information that may have to do with development, civic responsibilities of state or individuals. They emanate from government or/and their agencies and bear the coat of arm or the emblem of the authorising body.

Government Publications may be divided into three types corresponding roughly to three coordinate branches (arms) of government..



These are congressional or legislative publications from the legislative arm, judicial publications from the judiciary and executive publications from the executive arm.

Legislative Publications are those relating to the work or proceedings printed by order of or for the use of other or both houses, or their committees and certain executive publications which are duplicated as documents of the House of Representatives or Senate. Judicial Publications contain court decisions while executive publications are departmental series and published by the several executive departments and independent establishments.

Government publications range from pamphlets to ponderous volumes and vary in articles. They cover almost every field of human knowledge and endeavour. Many government publications are transcripts of original records and constitute primary source materials in the history of government administration and activities. Others, such as the annual reports, contain accounts by executive offices of the work under their directions. They constitute an ever increasing group which gives the results of extensive research in both the social and physical sciences. They touch all facets of human life and are the living record of the efforts of a people.

### **Rare Books:**

Rarity is, of course, a relative concept. However, this type of materials refers to any out-of-print book that is more difficult to obtain than a work which is in print.

### **Dissertations and Theses**

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. They show evidence of original work and could make a substantial contribution to the primary literature. The main purpose of this type of library material is to allow the candidate to demonstrate his grasp on his/her subject and research methods. A large proportion of the materials often appear later in condensed or amended form as articles in learned journals or conference papers or monographs. The report of research findings for a master's degree and a Ph.D. is referred to as thesis dissertation and thesis respectively in British tradition and vice versa in the American tradition.

### **Newspapers and Magazines:**

Newspapers are produced daily or weekly and are 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, obituaries, arts, music and dance. Sometimes, they cover



book reviews or articles on topical issues on weekly basis. They are invaluable sources of information for social, educational, cultural and economic purposes and inform readers of the happenings around them and all over the world. They are very useful for relaxation in addition to research purposes. Magazines usually contain a wide range of information of a less scholarly value but they are equally useful type of library material. They are usually beautiful and eye-catching for the library users. They are also used as a spring board to more serious reading.

### **Pamphlets:**

These consist of library materials that are in print but of thin volume with paper cover and contain information about a particular subject. The sheets may be in bound volume or stapled but they do not contain more than 50 pages. It can be produced in the entire subject on all various information. They are usually stored or kept in boxes known as pamphlet boxes for preservation and may be bound from time to time for preservation.

### **Photocopies:**

Some library materials are kept in the form of photocopies of original materials as alternatives to those materials. This type of materials may be downloaded from the internet. The materials are maintained as part of the library collection.

### **Maps and Atlases:**

Atlases are a collection of maps and maps are pictorial representations of features of a part of the earth's surface. Maps are of different types ranging from topographic maps to special purpose (thematic) maps. The thematic maps consist of land use maps, geological maps, utilities maps, administrative maps, route maps, soil maps, cadastral maps and so on. Maps exist in many forms such as small flat folders (the travel and road maps), large flat maps and wall maps.

## **NON-PRINT MATERIALS**

### **Audio-Visual materials**

The audio-visual materials exist in various types such as still visuals which are graphic materials like charts, radiographs, photographs, art reproductions, slides, filmstrips; posters, artefacts and real objects which include models, games, Braille, cassettes, globes and cartographic materials.

### **Microforms:**

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



**Computer files:**

These are the files that are encoded for manipulation by the computer which comprise data and programmes. The data and programmes may be stored on or contained in carriers available for direct access or by remote access.

**Graphics:**

They are materials that contain information and ideas through a combination of drawings, words, symbols and pictures. These include graphs, charts, diagrams and sketches. They focus attention and convey certain types of information in a condensed form; they appeal to the eyes and therefore are referred to as visuals. A graph is a visual representation of numerical data and is of different types such as line, bar and pie. The most commonly used type is the line due to its preciseness and accuracy. A chart consists of a combination of pictorial, graphic, numerical or verbal materials made to present clear visual summary of important process or set of relationships. A poster is a visual combination of bold design, column and message and very invaluable for enlightenment programmes. A globe is a spherical representation of the earth surface. It gives increased conceptualisation and understanding more than mere verbal expressions.

**Films:**

They are motion pictures which employ both aural and visual forms and presentation with live and moving pictures. They help to overcome inhibitions in learning and show all essential steps, processes or explanations providing close-up views on issues. They verbalize concrete ideas thereby removing barriers to learning.

**Film strips and slides:**

Film strips are still pictures presented in sequence and imprinted on strip of film of varying length. Slides are single frames of film on glass. There can be several slides mounted on a card or plastic mount with photographic or hand-made picture or images. They help to consolidate learning and provide a base for understanding or perfecting ideas and symbols. They help to stimulate aesthetic appreciation, arrest and sustain the attention of learners and make visual experiences easier and more exact.

**Overhead transparencies:**

These consist of images on a transparent base-stock, usually in a film viewed by transmitted light. It is usually 10 x 10cm in size.

**Television and Video-Tape Recording:**

They are highly demanding gadgets which have become common house-hold appliances especially in urban areas. They provide a team approach to learning problems. They are of immediate effect capable of



reaching an audience of any size. They accelerate teaching and learning processes, provide for special instruction and permit the viewing of widely different subjects at any given time.

### **Audio Recordings:**

They are varied and many and include phonograph records, recorded tapes, cassettes and allied materials. They appeal to the aural senses and are very significant in learning or teaching foreign languages, phonetics, history; culture, poetry and music. They can be played and re-played as one likes.

### **Realia:**

These are real objects which provide accuracy and authenticity and can stimulate high interests on topics under discussion.

### **Cartographic materials:**

These materials are those that represent the whole or part of the earth or any celestial body

### **Toys and Games:**

These are play materials which can stimulate one to learn and develop psychomotor skills. They have value as educational resources.

### **Film Cards and flannel Graphs:**

These are single cards on which various designs, objects, letters, numbers words and so on are written. They are very useful especially for children to identify symbols that may be found on them. The flannel graphs are combinations of words and figures on a flash card which can be used to tell stories.

### **Artefacts:**

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

It is clear therefore, that library materials are in various types. However, not all types of library contain the same type of materials in the same proportion. The type of materials in a library varies with its type and clientele. The type of materials in a library focuses on the dissemination of information to its clientele.

### **Cataloguing**

Cataloguing is the art of preparing catalogues. A catalogue is the key to a library's collections as each entry containing the bibliographic details of a particular document informs the users about the holdings of the library (Chowdhury, 2004). According to Rowley and Farrow (2000), a catalogue is essentially an organized list of documents in a library with entries



representing the documents arranged for access in a systematic order. In short, the catalogue is the principal means by which library users can find the contents of library collections. In a simple term, one reason for having a catalogue in the library is inventorial, i.e. keeping a record of what the library has acquired (Bowman, 2003). Another reason is that the catalogue serves as a retrieval aid which allows users to have access to what they want to retrieve from the library collection (Chowdhury and Chowdhury 2007).

The major objectives of a catalogue as identified by Cutter in 1876 and listed by Chowdhury (2004) are:

- To enable a person find a book by author, title, and subject.
- To show what the library has by a given author, on a given subject in a given literature.
- To assist in the choice of a book
- To find entities that correspond to the user's stated criteria,
- To identify and select an entity that is appropriate to the user's needs,
- To enquire or obtain access of the entity described.

The parameters that are used to denote and represent a document in the catalogue have been developed and several codes or rules emerged. But the most popular code which is used all over the world is the Anglo American Cataloging Rules 2 (AACR2) (2005). The rules focus on eight areas of a book: title, edition, material (type of publication), publication, physical description, series, notes, standard number in each catalogue entry. The code describes rules for each of the activities involved in cataloguing (sequence, punctuation, indentation, capitalization, etc). Following the guidelines in the AACR2, it is easy for library users to use the library catalogue.

Cataloguing is done in two ways, descriptive cataloguing and subject cataloguing. Descriptive cataloguing is done by describing the document and allocating access points to it (this has nothing to do with the subject matter). It involves determining the main entry, i.e. the person or body that is responsible for the work. Descriptive cataloguing also entails the description of the essential parts of the publication such as the title, pagination and publisher, place of publication, edition, and series note. Added entries are also made if there is more than one author or editor. A sample of a catalogue card showing descriptive cataloguing is given below:

**TORTORA**, Gerald J.

Microbiology: an introduction/by

Gerald J. Tortora, Berdel R. Funke and

Christine L. Case.- 8<sup>th</sup> ed.- San Francisco,

C.A: Pearson B. Cummings, 2004.

xxvi, 958p.: ill

ISBN: 0-321-39602-2



- I. Funke, Berdell R. jt. author  
 II. Case, Christian L. jt. author  
 III. Title.

Subject cataloguing, also called classification, involves assigning subject headings and class marks to library materials as shown below:

Class mark of the book	<b>QR</b>	<b>TORTORA</b> , Gerald J.
	41.2 .T68 2004	Microbiology: an introduction/by Gerald J. Tortora, Berdel R. Funke and Christine L. Case.- 8 <sup>th</sup> ed.- San Francisco,
	C.A: Pearson B. Cummings, 2004. xxvi, 958p.: ill ISBN: 0-321-39602-2	
	1. Microbiology (the subject matter of the book)	
	I. Funke, Berdell R. jt.author	
	II. Case, Christian L. jt.author	
	III. Title.	

A library catalogue can be in different types and libraries can adapt any type that most conform to their various operations. There are printed catalogues, card catalogues, slip catalogues, microform catalogues, film/picture catalogues and online catalogue associated with electronic environment worldwide. Whatever the form of the catalogue, the entries that they contain have to be filed in such a way to make it easy for users to access the library materials. The entries could be filed in a dictionary way or in a classified order. In a dictionary manner, the author, title and subject entries are interfiled together in alphabetical order while the classified arrangement shows the list of all the titles available in the library filed by their class marks.

### Classification

Classification is a subject cataloguing that is based on the subject contents of library materials. In classification, all related documents should be kept together on the shelves. The basic purpose of classification is to help the library keep related documents together and ascertain the relationships among the items. The main objectives of library classification are:

1. To specify the location of every item on the library's shelves
2. To display the subject relationship among the items in the collection (Chowdhury and Chowdhury, 2007)
3. To arrange materials on the shelves according to their subject classes (Chowdhury, 2004).

The tools adopted by the University of Ilorin library to classify its materials are: Library of Congress Subject Headings Lists, Library of Congress Classification Schemes and the Cuttering Alphabetical Table. The Subject Headings Lists are alphabetical lists of terms and phrases that can



be used as sources of headings to represent the subject contents of a document. As a cataloguing tool, Subject Headings lists provide controlled natural language and standard terms which allow librarians to choose appropriate search terms as subject headings of library materials. Library of Congress Subject Headings (LCSH) is the most extensively used cataloguing tool by university libraries. The principles behind the use of Subject Headings Lists are to meet users' needs, literary warrant, uniform headings or unique headings, specific and direct entries, stability and consistence in the use of vocabulary (LC, 1990).

In the process of choosing appropriate terms to be used as subject headings, cross references are made. The commonest ones used in the catalogues are the **"See"** and **"See Also"** references. **"See"** reference denotes the preferred heading for the given entry, for example,

Computer programme files.

**See** Computer Programmes.

**"See Also"** reference provides information as to where related documents may be found. Entries are made from the general heading to the specific and vice-versa. For example,

Ski and Skiing.

**See also**

Water Skiing

1) Skiing

**See also**

Winter Sports

## MAJOR LIBRARY CLASSIFICATION SCHEMES

The major library classification schemes are:

1. Dewey Decimal Classification Scheme (DDC)
2. Universal Decimal Classification Scheme
3. Library of Congress Classification Scheme (LC)
4. Colon Classification Scheme (CC)
5. Bibliographic Classification Scheme (BC)

The first Library Classification Scheme, Dewey Decimal Classification (DDC) was developed by Melvil Dewey in 1876. In the Scheme, human knowledge is divided into ten main classes and each class is again divided into ten and this goes on successively leading to divisions and sub divisions of various disciplines, subjects and concepts. That is why it is termed decimal classification. Though it was enumerative, it has been introducing many synthetic features in recent times. DDC is the most widely used scheme among school libraries.

**DDC's** main classes are as follows:

- |     |   |                 |
|-----|---|-----------------|
| 000 | - | General works   |
| 100 | - | Philosophy      |
| 200 | - | Religion        |
| 300 | - | Social Sciences |



- 400 - Language
- 500 - Pure Science
- 600 - Technology
- 700 - Arts
- 800 - Literature
- 900 - History

Examples from DDC are as follows:-

- 540 - Chemistry
- 610 - Medical Sciences
- 830 - German Literature
- 540.5 - Chemistry Periodicals  
[540 Chemistry and 05 Periodicals (Table 1)]
- 611.03 - Dictionary of human anatomy  
[611 Human anatomy and 03 Dictionaries (Table 1)]
- 830.9 - History of German Literature  
[830 German Literature and 09 History (Table 3b)]

Universal Decimal Classification (UDC) developed by Paul Otlet and Henri La Fontaine in 1905 was based on the 5<sup>th</sup> edition of DDC. Though basically enumerative, it has many synthetic devices grafted into its main class which makes it flexible. It is an example of an analytic synthetic scheme. UDC uses mixed notations numeric, alphabetic and punctuation marks.

**UDC's** main classes are as follows:-

- 0 - Generalities
- 1 - Philosophy Psychology
- 2 - Religion. Theology
- 3 - Social Sciences
- 4 - Vacant
- 5 - Natural Sciences
- 6 - Technology
- 7 - The Arts
- 8 - Language. Linguistics. Literature
- 9 - Geography. Biography. History.

Examples from UDC are as follows:-

- 53 - Physics
- 78 - Music
- 63 - Agriculture
- 53(038) - Dictionary of Physics  
[53 Physics and [038] Dictionary]
- 78=134.2 - A book of music written in Spanish.  
[78 Music and 134.2 Spanish (Table 1c), = - language]
- 63 "20" - Agriculture in the 21<sup>st</sup> Century.  
[63 Agriculture and "20" 21<sup>st</sup> century].



The Library of Congress (LC) classification scheme was developed by the librarians in the United States of America's Library of Congress. LC divides knowledge into 21 basic classes and each class is identified by a single letter of the English alphabets; each main class is further divided into more specific sub-classes identified by a two or three letter combination with Arabic numbers. LC is an example of an enumerative scheme which allows less flexibility in building class numbers by synthesis. It is best suited for a large library such as University or National libraries. The university of Ilorin library, as indicated earlier, uses the LC classification scheme.

**LC's** main classes are as follows:-

A	-	General Works
B	-	Philosophy, Psychology, Religion
C	-	Auxiliary Sciences of History
D	-	History: General and old world
E	-	History: America
F	-	History: America
G	-	Geography, Anthropology. Recreation
H	-	Social Sciences
J	-	Political Science
K	-	Law
L	-	Education
M	-	Music and books on music
N	-	Fine arts
P	-	Language and Literature
Q	-	Science
R	-	Medicine
S	-	Agriculture
T	-	Technology
U	-	Military Science
V	-	Naval Science
Z	-	Bibliography. Library science

Examples from LC numbers are:-

QD	-	Chemistry
LB	-	Theory
HA	-	Statistics
PG	-	Russian Literature
QD	-	Analytical Chemistry. Water analysis
142		
LB		
1028	-	Educational research.
HA		
155	-	Statistical data. General works
PG		
3301	-	Alexis, czar of Russia



.A45

Colon Classification (CC) Scheme developed by S.R Ragnathan allows the identification of the various facets of the subject and building of class numbers through synthetic devices. This is an example of a faceted classification scheme which provides flexibilities in building class numbers of compound and complex subjects. CC shows that any face of a subject will fit into five fundamental categories: personality, matter, energy, space, and time. Each category with the concept of rounds, levels and phase relations forms the basis of CC.

The CC scheme has the following main subjects:-

A	-	Natural Sciences
B	-	Mathematics
C	-	Physics
D	-	Engineering
E	-	Chemistry
F	-	Technology
G	-	Biology
H	-	Geology
I	-	Botany
J	-	Agriculture
K	-	Zoology
L	-	Medicine
M	-	Useful Arts
N	-	Fine Arts
O	-	Literature
P	-	Linguistics
Q	-	Religion
R	-	Philosophy
S	-	Psychology
T	-	Education
U	-	Geography
V	-	History
W	-	Political Science
X	-	Economics
Y	-	Sociology
Z	-	Law

Examples from CC are as follows:-

- E - Chemistry
- NA - Building
- E.2, 131 - Fire (physical chemistry)
- NA, 3, 94 - Fire place (in building).
- T & gl, 573 - Influence of nourishment on education.

Bibliographic Classification (BC) was originally devised by Henry



Bliss and published between 1940 and 1953. The new revised edition was initiated by Jack Mills. The original BC was essentially enumerative but the revised edition is fully faceted and provides full synthetic features. It is based on 13 categories in the following order: thing, part, property, material, process, operation, patient, product, by-product, agent, space, and time.

The BC notational base consists of 35 characters:

1 - 9  
And  
A - Z

An example is:-

HPK PEY FBG K - Nurses as care giver for terminal patients and their families.

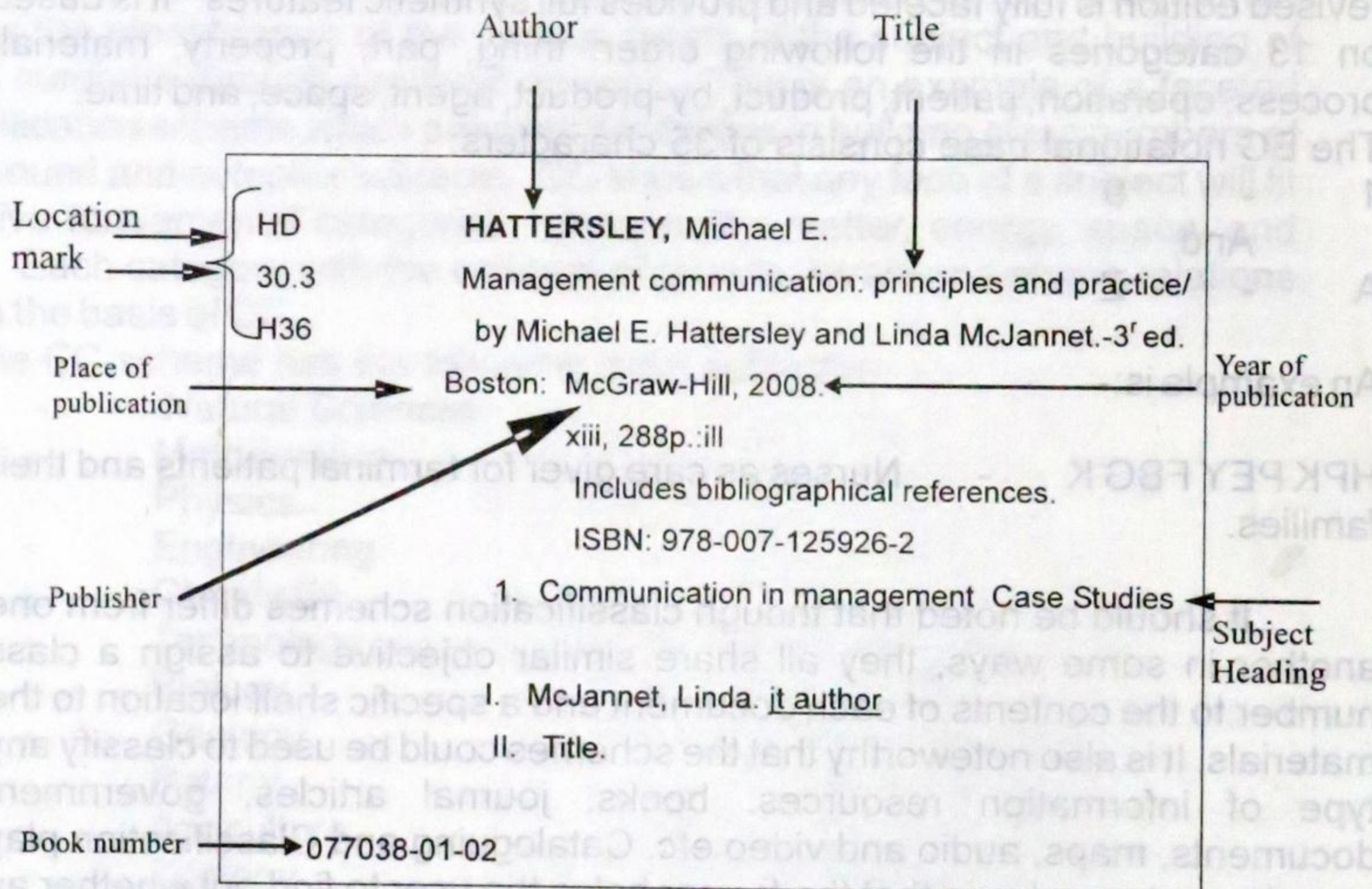
It should be noted that though classification schemes differ from one another in some ways, they all share similar objective to assign a class number to the contents of each document and a specific shelf location to the materials. It is also noteworthy that the schemes could be used to classify any type of information resources: books, journal articles, government documents, maps, audio and video etc. Cataloguing and Classification play complementary roles in that the former helps the user to find out whether an item is available in the library while the latter helps the user to locate the item on the shelf.

The University of Ilorin Library, like most university libraries in Nigeria, uses LC Scheme and operates the dictionary catalogue. If the user knows only the author of a book, he would use the surname to locate the book in the Author/Title catalogue. The same applies if the user knows only the title of the book. The user may not know the author or title, but has a subject he wants to work on. In this case he would use the subject catalogue. Whatever approach the user takes when using the library catalogues, the information needed to locate the material would be found in the catalogues. The next step is to go to the shelf to retrieve the material. If the material is not on the shelf, the user would need to consult the staff at the circulation desk to find out the status of the material, whether it is loaned out, or it is in the reserve collections or it is missing.

Below are samples of selected cards in the catalogues.



## AUTHOR CARD



## TITLE CARD

HD 30.3 .H36 2008	<p>Management communication: principles and practice</p> <p><b>HATTERSLEY Michael E.</b></p> <p>Management communication: principles and practice/ by Michael E. Hattersley and Linda McJannet.- 3<sup>rd</sup> ed.-</p> <p>Boston: McGrawHill, 2008.</p> <p>xiii, 288p. :ill</p> <p>Includes bibliographical references.</p> <p>ISBN: 978-007-125926-2</p> <p>1. Communication in management Case studies</p> <p>I. McJannet, Linda. <u>it author</u></p> <p>II. Title.</p> <p>077038-01-02</p>
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## SUBJECT CARD

### COMMUNICATION IN MANAGEMENT CASE STUDIES

HD 30.3 .H36 2008	<b>HATTERSLEY Michael E.</b> Management communication: principles and practice/ Michael E. Hattersley and Linda McJannet,- 3 <sup>rd</sup> ed.- Boston: McGraw-Hill, 2008 xiii, 288p. :ill Includes bibliographical references. ISBN: 978-007-125926-2 1.Communication in management - Case studies I. McJannet, Linda.jt author II. Title
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0777038-01-02

## JOINT AUTHOR CARD

McJannet, Linda, jt.auth.

HD 30.3 .H36 2008	<b>HATTERSLEY Michael E.</b> Management communication: principles and practice/ Michael E. Hattersley and Linda McJannet,- 3 <sup>rd</sup> ed.- Boston: McGrawHill, 2008 xiii, 288p. :ill Includes bibliographical references. ISBN: 978-007-125926-2 1.Communication in management - Case studies I. McJannet, Linda.jt author. II. Title
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0777038-01-02



## SERIES CARD

TP	Food science and Technology; 155
372.3	HANDBOOK of frozen food packaging and processing/edited
.H23	by Da-Wen Sun. Boca Raton: CRC Press, 2006
	737p. : ill
	(Food Science and Technology; 155)
	Includes bibliographical references.
	ISBN: 1-57444607-X
	1. Frozen Foods
	2. Frozen foods    Packaging
	I. Sun, Da-Wen. <u>ed.</u>
	II. Series

077397-01

Apart from the card catalogues, online searching is also available in many libraries. To use the On-line Public Access Catalogue (OPAC), the user can use any of the known information about the document, e.g. title, author, subject, ISBN, series, accession number, or class mark, to get the document because all the entries will appear on the same template.

Users in need of journals, theses, government documents and audio-visual materials would have to use the catalogues dedicated for such materials wherever they are located in the library. They are organized using the same descriptive cataloguing such as the LC Scheme. However, in the case of journals, broad subject classification is done without added entries. For example,

### Serial Catalogue Card

S1	Nigerian Journal of Agronomy
.N572	V. I. No. 1, 1986 -
	Ile-Ife; Dept. of Plant Science
	Obafemi Awolowo University,
	Nigeria.
	Library has V.I. No. 1 (1986)



be used as sources of headings to represent the subject contents of a document. As a cataloguing tool, Subject Headings lists provide controlled natural language and standard terms which allow librarians to choose appropriate search terms as subject headings of library materials. Library of Congress Subject Headings (LCSH) is the most extensively used cataloguing tool by university libraries. The principles behind the use of Subject Headings Lists are to meet users' needs, literary warrant, uniform headings or unique headings, specific and direct entries, stability and consistence in the use of vocabulary (LC, 1990).

In the process of choosing appropriate terms to be used as subject headings, cross references are made. The commonest ones used in the catalogues are the **"See"** and **"See Also"** references. **"See"** reference denotes the preferred heading for the given entry, for example,

Computer programme files.

**See** Computer Programmes.

**"See Also"** reference provides information as to where related documents may be found. Entries are made from the general heading to the specific and vice-versa. For example,

Ski and Skiing.

**See also**

Water Skiing

1) Skiing

**See also**

Winter Sports

## MAJOR LIBRARY CLASSIFICATION SCHEMES

The major library classification schemes are:

1. Dewey Decimal Classification Scheme (DDC)
2. Universal Decimal Classification Scheme
3. Library of Congress Classification Scheme (LC)
4. Colon Classification Scheme (CC)
5. Bibliographic Classification Scheme (BC)

The first Library Classification Scheme, Dewey Decimal Classification (DDC) was developed by Melvil Dewey in 1876. In the Scheme, human knowledge is divided into ten main classes and each class is again divided into ten and this goes on successively leading to divisions and sub divisions of various disciplines, subjects and concepts. That is why it is termed decimal classification. Though it was enumerative, it has been introducing many synthetic features in recent times. DDC is the most widely used scheme among school libraries.

**DDC's** main classes are as follows:

- |     |   |                 |
|-----|---|-----------------|
| 000 | - | General works   |
| 100 | - | Philosophy      |
| 200 | - | Religion        |
| 300 | - | Social Sciences |



400	-	Language
500	-	Pure Science
600	-	Technology
700	-	Arts
800	-	Literature
900	-	History

Examples from DDC are as follows:-

540	-	Chemistry
610	-	Medical Sciences
830	-	German Literature
540.5	-	Chemistry Periodicals [540 Chemistry and 05 Periodicals (Table 1)]
611.03	-	Dictionary of human anatomy [611 Human anatomy and 03 Dictionaries (Table 1)]
830.9	-	History of German Literature [830 German Literature and 09 History (Table 3b)]

Universal Decimal Classification (UDC) developed by Paul Otlet and Henri La Fontaine in 1905 was based on the 5<sup>th</sup> edition of DDC. Though basically enumerative, it has many synthetic devices grafted into its main class which makes it flexible. It is an example of an analytic synthetic scheme. UDC uses mixed notations numeric, alphabetic and punctuation marks.

**UDC's** main classes are as follows:-

0	-	Generalities
1	-	Philosophy Psychology
2	-	Religion. Theology
3	-	Social Sciences
4	-	Vacant
5	-	Natural Sciences
6	-	Technology
7	-	The Arts
8	-	Language. Linguistics. Literature
9	-	Geography. Biography. History.

Examples from UDC are as follows:-

53	-	Physics
78	-	Music
63	-	Agriculture
53(038)	-	Dictionary of Physics [53 Physics and [038] Dictionary]
78=134.2	-	A book of music written in Spanish. [78 Music and 134.2 Spanish (Table 1c), = - language]
63 "20"	-	Agriculture in the 21 <sup>st</sup> Century. [63 Agriculture and "20" 21 <sup>st</sup> century].



The Library of Congress (LC) classification scheme was developed by the librarians in the United States of America's Library of Congress. LC divides knowledge into 21 basic classes and each class is identified by a single letter of the English alphabets; each main class is further divided into more specific sub-classes identified by a two or three letter combination with Arabic numbers. LC is an example of an enumerative scheme which allows less flexibility in building class numbers by synthesis. It is best suited for a large library such as University or National libraries. The university of Ilorin library, as indicated earlier, uses the LC classification scheme.

**LC's** main classes are as follows:-

A	-	General Works
B	-	Philosophy, Psychology, Religion
C	-	Auxiliary Sciences of History
D	-	History: General and old world
E	-	History: America
F	-	History: America
G	-	Geography, Anthropology. Recreation
H	-	Social Sciences
J	-	Political Science
K	-	Law
L	-	Education
M	-	Music and books on music
N	-	Fine arts
P	-	Language and Literature
Q	-	Science
R	-	Medicine
S	-	Agriculture
T	-	Technology
U	-	Military Science
V	-	Naval Science
Z	-	Bibliography. Library science

Examples from LC numbers are:-

QD	-	Chemistry
LB	-	Theory
HA	-	Statistics
PG	-	Russian Literature
QD	-	Analytical Chemistry. Water analysis
142		
LB		
1028	-	Educational research.
HA		
155	-	Statistical data. General works
PG		
3301	-	Alexis, czar of Russia



.A45

Colon Classification (CC) Scheme developed by S.R Ragnathan allows the identification of the various facets of the subject and building of class numbers through synthetic devices. This is an example of a faceted classification scheme which provides flexibilities in building class numbers of compound and complex subjects. CC shows that any face of a subject will fit into five fundamental categories: personality, matter, energy, space, and time. Each category with the concept of rounds, levels and phase relations forms the basis of CC.

The CC scheme has the following main subjects:-

A	-	Natural Sciences
B	-	Mathematics
C	-	Physics
D	-	Engineering
E	-	Chemistry
F	-	Technology
G	-	Biology
H	-	Geology
I	-	Botany
J	-	Agriculture
K	-	Zoology
L	-	Medicine
M	-	Useful Arts
N	-	Fine Arts
O	-	Literature
P	-	Linguistics
Q	-	Religion
R	-	Philosophy
S	-	Psychology
T	-	Education
U	-	Geography
V	-	History
W	-	Political Science
X	-	Economics
Y	-	Sociology
Z	-	Law

Examples from CC are as follows:-

E	-	Chemistry
NA	-	Building
E.2, 131	-	Fire (physical chemistry)
NA, 3, 94	-	Fire place (in building).
T & gl, 573	-	Influence of nourishment on education.

Bibliographic Classification (BC) was originally devised by Henry



Bliss and published between 1940 and 1953. The new revised edition was initiated by Jack Mills. The original BC was essentially enumerative but the revised edition is fully faceted and provides full synthetic features. It is based on 13 categories in the following order: thing, part, property, material, process, operation, patient, product, by-product, agent, space, and time.

The BC notational base consists of 35 characters:

1 - 9  
And  
A - Z

An example is:-

HPK PEY FBG K - Nurses as care giver for terminal patients and their families.

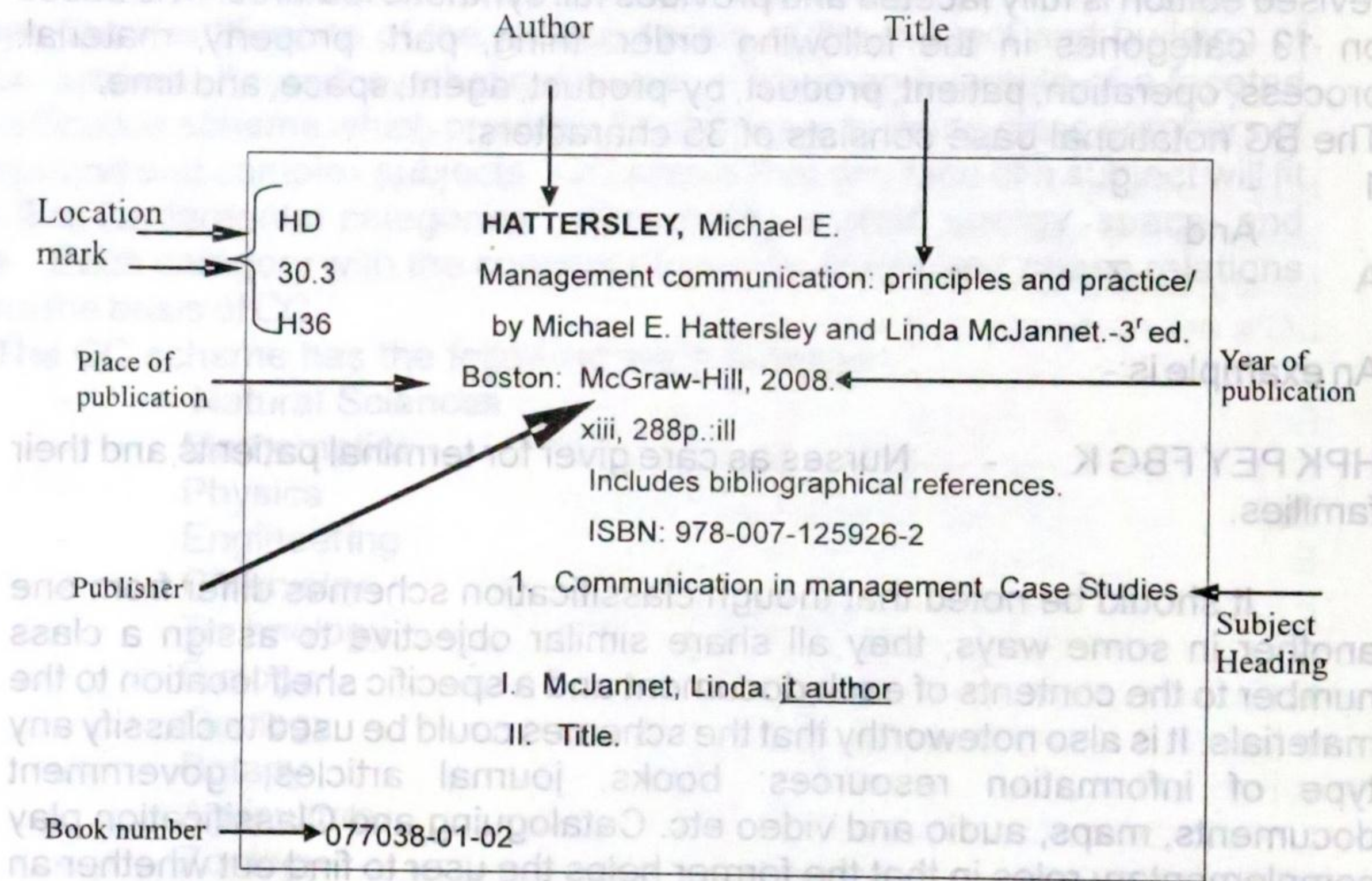
It should be noted that though classification schemes differ from one another in some ways, they all share similar objective to assign a class number to the contents of each document and a specific shelf location to the materials. It is also noteworthy that the schemes could be used to classify any type of information resources: books, journal articles, government documents, maps, audio and video etc. Cataloguing and Classification play complementary roles in that the former helps the user to find out whether an item is available in the library while the latter helps the user to locate the item on the shelf.

The University of Ilorin Library, like most university libraries in Nigeria, uses LC Scheme and operates the dictionary catalogue. If the user knows only the author of a book, he would use the surname to locate the book in the Author/Title catalogue. The same applies if the user knows only the title of the book. The user may not know the author or title, but has a subject he wants to work on. In this case he would use the subject catalogue. Whatever approach the user takes when using the library catalogues, the information needed to locate the material would be found in the catalogues. The next step is to go to the shelf to retrieve the material. If the material is not on the shelf, the user would need to consult the staff at the circulation desk to find out the status of the material, whether it is loaned out, or it is in the reserve collections or it is missing.

Below are samples of selected cards in the catalogues.



## AUTHOR CARD



## TITLE CARD

HD	HATTERSLEY Michael E.
30.3	Management communication: principles and practice/
H36	by Michael E. Hattersley and Linda McJannet.- 3 <sup>rd</sup> ed.-
2008	Boston: McGrawHill, 2008.
	xiii, 288p. :ill
	Includes bibliographical references.
	ISBN: 978-007-125926-2
	1. Communication in management Case studies
	I. McJannet, Linda. <u>it author</u>
	II. Title.
	077038-01-02



## SUBJECT CARD

### COMMUNICATION IN MANAGEMENT CASE STUDIES

HD 30.3 .H36 2008	<b>HATTERSLEY Michael E.</b>  Management communication: principles and practice/ Michael E. Hattersley and Linda McJannet,- 3 <sup>rd</sup> ed.- Boston: McGraw-Hill, 2008  xiii, 288p. :ill Includes bibliographical references. ISBN: 978-007-125926-2 1.Communication in management - Case studies I. McJannet, Linda.jt author II. Title
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0777038-01-02

## JOINT AUTHOR CARD

McJannet, Linda, jt.auth.

HD 30.3 .H36 2008	<b>HATTERSLEY Michael E.</b>  Management communication: principles and practice/ Michael E. Hattersley and Linda McJannet,- 3 <sup>rd</sup> ed.- Boston: McGrawHill, 2008  xiii, 288p. :ill Includes bibliographical references. ISBN: 978-007-125926-2 1.Communication in management - Case studies I. McJannet, Linda.jt author. II. Title
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0777038-01-02



## SERIES CARD

TP	Food science and Technology; 155
372.3	HANDBOOK of frozen food packaging and processing/edited
.H23	by Da-Wen Sun. Boca Raton: CRC Press, 2006
	737p. : ill
	(Food Science and Technology; 155)
	Includes bibliographical references.
	ISBN: 1-57444607-X
	1. Frozen Foods
	2. Frozen foods Packaging
	I. Sun, Da-Wen. <u>ed.</u>
	II. Series
077397-01	

Apart from the card catalogues, online searching is also available in many libraries. To use the On-line Public Access Catalogue (OPAC), the user can use any of the known information about the document, e.g. title, author, subject, ISBN, series, accession number, or class mark, to get the document because all the entries will appear on the same template.

Users in need of journals, theses, government documents and audio-visual materials would have to use the catalogues dedicated for such materials wherever they are located in the library. They are organized using the same descriptive cataloguing such as the LC Scheme. However, in the case of journals, broad subject classification is done without added entries. For example,

### Serial Catalogue Card

S1	Nigerian Journal of Agronomy
.N572	V. I. No. 1, 1986 -
	Ile Ife; Dept. of Plant Science
	Obafemi Awolowo University,
	Nigeria.
	Library has V.I. No. 1 (1986)



It is only in the case of government documents that libraries devise home-made scheme with very simple notations for their cataloguing and classification. For example, at the university of Ilorin library,

AZ: stands for Nigerian Federal Publications.

KW: for Kwara publications

Doc: for International and publications from other countries, e.g.

Doc/Gh.: for a Publication from Ghana.

In conclusion, Cataloguing and Classification have remained essential activities in traditional and electronic information retrieval environments. The activities involved in the organization of information resources in the libraries have the overall intention of facilitating easy access to and retrieval of the resources in the library.

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## CHAPTER THREE

# PUBLIC (LIBRARY) SERVICES

*Isiaka.A.Alao*

*Joseph.O.Omoniyi*

*William.B.Adeoti-Adekeye*

## Introduction

A distinction is usually made between the technical and public services roles of the library. The technical services are (1) primarily concerned with the development, organization and preservation of library materials, (2) in most cases, they are carried out behind the scenes, and (3) they are often of indirect assistance to library users. The public services, on the other hand, are of direct assistance to library users and they are carried out in the public area of the library. In the context of this chapter, public services comprise reference services, which require an adequate collection of reference materials; lending services including such related issues as user registration, charging systems and library rules/regulations; and photocopying services.

## Lending services: user registration

User registration is the act of registering a user in the library. It is an important routine exercise carried out by libraries for the following reasons:

- i. For the purpose of identifying those who have the right to use the library; non-registered user may be barred from using the library.
- ii. To give a user some special form of identification to facilitate the charging out of materials to such clientele.
- iii. To facilitate the issuance of letters of introduction to other libraries.

## Procedure for registration

Registration in any university library may or may not be a continuous exercise all through the session. In some libraries, the period set aside for the registration of clientele is prescribed and failure to register within the stipulated period will lead to denying the clientele's right to use the library. The procedure for registration varies from one library to another; so also is the amount chargeable as registration fee.

In the University of Ilorin library, for example, the registration fee is presently put at two hundred Naira (N200.00), to be paid into the library's account at a designated bank. Usually, only students (undergraduate & graduates) are expected to pay for library registration.

The mode of registration also varies from Library to Library but usually



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