

TOPICAL ISSUES

IN SOCIAL SCIENCES

A Book of Readings



EDITED BY:

ADESOLA OGIDIOLU
DAVID AJIBADE

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FOREWORD

This book *Topical Issues in Social Sciences* is without doubt a remarkable achievement of the Faculty of Social Sciences, Kogi State University. It is also a remarkable contribution to the available literature on various issues in our society which social scientists are concerned with.

The book attempts to present some already familiar issues in a simplified and homely manner by using simple, clear and straight forward language that breakdown issues to the level of average students. This book is organized around major themes that cover the callings of Social Scientists of diverse interests.

The book will not only provide reading materials for students but also for members of the society who may be at lost as to some of the issues covered. The text is particularly recommended for students and teachers in Social Sciences as well as those in behavioural science. It is hoped that the book will further help to introduce readers to other reliable and authoritative sources.

Professor Adesola Ogidiolu

PREFACE

Society that we live in today is characterized by a number of issues, some of these are within the domain of Social Science as an academic discipline. Topical Issues in Social Sciences was a product of some giant strides made by the Faculty of Social Sciences, Kogi State University in an attempt to contribute meaningfully and scholarly to the understanding of issues in the society with a view to bringing about better knowledge of how to live in the society. The Faculty of Social Sciences is made up of five academic departments namely: Economics, Geography and Environmental Studies, Mass Communication, Political Science and Sociology. The various articles are contributions from faculty members which are useful to Social Science students at various levels.

The objects of this book are to reduce dearth of materials for students of Social Science in tertiary institutions and to fill gap of providing materials with local examples. The issues covered in this textbook are based on the relevant curricula in the Social Sciences.

Apart from the Faculty journal, this book is the maiden publication of the Faculty. In this regard, I congratulate the Faculty on this achievement.

Professor Adesola Ogidiolu
Dean, Faculty of Social Sciences.

ACKNOWLEDGEMENTS

Our gratitude goes to God almighty for giving us the good health, intellect and energy needed to produce this multi- disciplinary book. We want to appreciate the Vice-Chancellor, Professor Marietu Tenuche and the University management team for providing a conducive atmosphere under which academic efforts such as this book production can thrive even in these difficult times.

This book would not have seen the light of day without the special efforts of our indefatigable Dean, Faculty of Social Sciences, Professor Adesola Gabriel Ogidiolu. The idea of producing a multi- disciplinary book of readings for the Faculty was Professor Ogidiolu's own. His moral and financial support for the book project is immeasurable.

We equally want to say a big thank you to all the erudite scholars who participated in the review of all the chapters included in this work. We sincerely appreciate your scholarly contributions. To all the lecturers and colleagues in the Faculty who contributed chapters, we say thank you for your prompt response to our call for entries and your prompt payment of the necessary fees for publication.

I want to say a special thank you to the following members of the book production committee; Dr. David Ajibade of Sociology Department, Dr. Isaac Ocholi of Geography Department, Dr. Ibrahim. M. Nasiru of Political Science; and Dr. Musa Nuhu of Economics Department. Your untiring efforts during several meetings culminated in this beautiful book we have in hand now. May God almighty reward you all out of his abundance.

Mohammed Shaibu Onakpa, Ph.D
For: The Book Production Committee

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CHAPTER FORTY TWO

A PRACTICAL GUIDE TO THE USE OF THE LIBRARY

OMONIYI Joseph Olusegun, ADEWARA Janet Oluseyi and ABDULRAHEEM Jamiu
Wankassi

Introduction

The library is a knowledge industry because it acquires, processes, organises, stores and makes available to its clientele information materials from which knowledge is retrieved. That is, knowledge in itself is obtained through an aggregate of information that can be obtained from both the print and electronic materials that are available in the library stock. According to Omoniyi (1998), the major objective for establishing a library is to provide reading materials for the use of its clientele. Hence, the library is an indispensable part of the education programme of any institution of learning because it is the library that provides literature in all areas of study for students and researchers.

This chapter is therefore tailored towards meeting the library needs of students and researchers. It is expected that after going through this chapter, library users will not have much problem in accessing and utilizing the library, its information resources and services throughout their stay in the university. Therefore, students and staff of Kogi State University in particular and other institutions of higher learning in general will find the content of this chapter a useful guide to locating relevant materials in the library for teaching, research and self-development.

The chapter essentially re-echoes significantly the contents of both the orientation programme and General Studies prescribed course outlines in the aspect of Use of Library which all new students at the 100, 200 and in a few cases 300 Levels across the Faculties must take and pass before graduation. Therefore, readers of this chapter are encouraged to go through it meticulously and diligently for maximum benefit as an academic, research and recreational text.

Why do you think you need a library?

Omoniyi, Adewara and Abdulraheem (2019) opined that the Internet cannot be a substitute for a library. You need a library because as you progress through your work as a student, your course will definitely require that you use a wider variety of materials that are physically available in the library. The Internet is good as well because it contains online texts of physical materials which can be accessed or retrieved using Information and Communication Technology (ICT) facilities. Nevertheless, since the Internet provides you with many unwanted materials, it cannot be a substitute for a library which gives you the opportunity to access only materials that are of benefit to you and jettison those that you do not need. It will therefore be to your advantage to learn the bibliographic details that is, the author, title, location market, of the relevant works of general reference and textbooks in your chosen course of study that are available in the library stock (Omoniyi, 1998).

The specific purpose of this chapter is indeed to expose you to the basic introductory knowledge that you require to use the library and its materials more efficiently and profitably in order to easily meet your academic, research and self-development needs. The chapter thus offers a procedure for a systematic approach to literature search manually or electronically as well as to expose you to the various information bearing resources, reference tools and their uses.

Meaning of the Library

To the lay man, the word library means a building where used and unused books, journals, newspapers and other documents are kept for reading, borrowing or consultation. This perception merely equates the library with a bookshop that houses different kinds of book and non-book materials for interested customers. However, one of the major things you will learn in this chapter is the universally accepted meaning of the library and its mandate within the ambit of its meaning.

The origin of the meaning of the word library can be traced to the Latin word *liber* which means book. It is on the basis of the Latin interpretation that the early library and information professionals came up with a definition which perceived the library as a place where important records of human ideas are organised, processed and disseminated to users for the purpose of posterity, knowledge and preservation from human and non-human destruction. Subsequent library and information scholars, however, defined the library based on the prevailing experiences as at when such definitions emerged (Omoniyi, Babafemi and Saliu, 2009). Thus, the glossary of library terms defines the library as a collection of books and other library materials kept for reading, study or consultation. Citing Olanipekun and Ifabiyi (2003) Omoniyi et al defined the library as a building, a room or rooms where a collection of information materials such as books, films, magazines, maps, manuscripts, phono records etc are kept for use. According to Omoniyi (1998), library is an organisation of one or more trained people who carefully select, process and organise books, periodical resources and other familiar materials for the use of its clientele for information retrieval and knowledge acquisition. The emphasis of this definition is the presence of librarians who do not only make library materials available to users but also ensure that the library clientele are assisted to easily locate and use the materials.

The Library Mandate

There are three primary mandates of the library with which library users must be properly familiar with:

1. Library as an information resource centre

The library is a centre of information resources because it provides book, non-book and electronic materials that can assist library users to learn, prepare for examinations, write projects or research work and for self-development. A standard university library must be adequately equipped with appropriate information materials on diverse fields of knowledge that fall within the scope of the university curricular and provide opportunities for library users to freely access the materials.

2. Library as a storehouse of information and knowledge.

To serve the purpose of being a custodian of information and knowledge, the library stocks and organises a collection of written, printed, graphic, visual and electronic materials which make them available for the use of its clientele. Library materials are usually arranged according to a standard practice so that users can retrieve information from the resources without encumbrances.

3. Library as a house collection development.

The responsibility of the library is to acquire materials in varied disciplines in hardbound, soft bound, audio-visual and electronic formats. As the library develops its stock of resources, it ensures that any material that is added to the stock is relevant to the needs of library users.

Types of Library

The library is categorised into different types such as: Academic library in the university, College of Education and Polytechnic, School library located in pre-tertiary institutions, public library, such as National library, and State library or local government library as well as Research library sited in Research Institutes. Each library type stock materials that its clientele requires.

Types of Materials in the University Library

The type of materials in the university library are usually dictated by the nature, content and mode of utilisation of such materials. Library materials can thus be in print (i.e. book) form, non-print (i.e. audio-visual) form or electronic (i.e. e-materials) form.

Print materials: - Print library materials include monographs (i.e. short books, pamphlets, printed sheets or mimeo, theses and dissertations), fiction, government publications, ephemeral, maps and atlases, photocopies, rare books and reference materials. Print materials may or may not be classroom textbooks but they are relevant to the curriculum.

Audio-visual materials: - These library resources are gradually being replaced by modern Information and Communication Technology facilities. Therefore, virtually all audio-visual materials have little relevance in today's library system.

Electronic resources: - These materials are being used in the library for information storage and retrieval by library users. Examples of electronic facilities in the library include e-library which stores databases and e-materials that can be accessed via computers, CD-ROM and the Internet. Online Public Access Catalogue (OPAC) is another example of electronic facilities in the library. OPAC is an electronic version of card catalogue which is operated manually but OPAC search is done online electronically through the use of computers.

Reference Sources

Any standard university library has a Reference Section. Reference implies sending or directing a person to an information aid. Books in the Reference section can only be consulted in the library; they cannot be borrowed for use outside the library. Reference materials are very expensive and they sometimes come in volumes. They are usually shelved separately from the other materials. They are usually in very high demand though limited in copies and they are consulted for the bits and pieces of information that they contain.

Types of Reference Materials/Tools and their Use

1. **Dictionaries and Glossaries:** - These reference tools define words or terms. A dictionary provides information about words and explains terminologies of various subjects, pronunciation, slangs, synonyms, antonyms, rhymes, abbreviations, etymology of words, usage and current status of the words. Similar to the dictionary many of which give quotations, historical or geographical information or illustrations, the glossary is a brief dictionary which gives a list of terms or words that relate to specific subjects or texts e.g. A glossary of Geographical terms published by Longman. The dictionary is of three types: General dictionaries which present information about words in general. General dictionaries do not limit their vocabularies to any specific field of study nor do they contain highly technical, scientific and professional terms. They are also called language dictionaries because they can appear in any language. There is also subject dictionaries containing vocabularies that are restricted to specific fields of knowledge. Special dictionaries are those that focus on words

or aspects of words and specific aspects of a language like slangs, dialects, grammar, quotations etc. a dictionary can be of abridged, unabridged and pocket or desk size. Examples of dictionary include: Concise Oxford English Dictionary, Stroud's Judicial dictionary of words and phrases, Webster's New Dictionary of Synonyms.

2. Encyclopedias: - An Encyclopedia contains series of particular topics. Encyclopedias are not frequently published but they can be updated by annual supplements. An encyclopedia can be a general type when it provides basic facts on many subject fields e.g. Encyclopedia Americana and Encyclopedia Britannica. A special or subject encyclopedia focuses on a subject field very comprehensively. Encyclopedia of Social Sciences is an example of a subject encyclopedia. An abridge encyclopedia is usually in one volume and it contains most recent information.

3. Yearbooks and Almanacs: - These reference tools devoted to the most important recurrences of the preceding year, and published as quickly as possible-after the close of the year. They contain facts and data information on miscellaneous items such as events for the preceding year, biographies, weight and measure, statistics, definition, abbreviations, latest discoveries etc. Yearbooks and Almanacs are published annually and they contain information that cannot be found in general encyclopaedias. There are many yearbooks and Almanac in various specialised fields e.g. American Universities and Colleges, Nigeria Yearbook, Guinness Book of Records etc.

4. Handbooks: - Handbooks provides concise information on miscellaneous specific subjects that are of great importance to the universe. However, unlike yearbooks and Almanacs, handbooks do not necessarily have to be published annually. Examples include; A handbook of Management, Handbook of Sociology etc.

5. Biographies: - They provide comprehensive biographical information about dead or living eminent peoples, countries and professions. For examples, BiographiaNigeriana Who's Who, Makers of Modern Africa etc.

6. Geographical reference tools: - Atlases, Gazetteers and Maps are common geographical reference materials and they provide information primarily about locations, identification and features of places. For example, The Atlas of the world, Atlas of the Bible, Maps of Nigeria are a few of geographical reference resources that library clientele will find useful unlike Atlases and Maps, a Gazetteer is usually an official journal which gives a list of government appointments, bankruptcies notices and other information. It can also serve as an official newspaper of an organisation or institution. Gazetteers of Ilorin Province, Kogi State Official are examples of geographical reference tools.

7. Bibliographies: - bibliographical reference tools are used generally to verify and identify materials on specific subjects that are of interest to researchers. Bibliography is of four types:

- i. Bibliography of bibliographies: - This gives a general list of bibliographies and not on a particular subject e.g. A Bibliography of Doctoral Dissertations in Nigeria.
- ii. Subject bibliography: - This provides to the literature and the most important contributions to specific different subjects e.g. Bibliographical guide to Borno Studies. Guide to basic information sources in Economics.
- iii. National bibliography: - This is a list of some available publications on a subject such as trade, books, theses and dissertations e.g. A comprehensive bibliography in the Humanities and Social Science.

iv. **Trade bibliography:** - These are produced by publishers or book vendors in a particular country or society to promote the book business of the company that produces the bibliographies e.g. Publisher's Catalogue, American Book Publishing Record Cumulative are a few examples of Trade bibliographical tools.

8. **Directories:** - A directory contains a list of persons, clubs, organizations, places, and institutions. For example, The ABS Directory of Business Schools, Nigeria Institutional Directory and Nigeria Telephone Directory are a few of directories.

9. **Indexes and Abstracts:** - As a reference tool, an Index helps to trace articles on a given topic either in books or in periodicals without having to run through the full texts. There are different types of indexes in various fields including; Social Sciences and Humanities Index, Comprehensive Dissertation Index etc. unlike Indexes, Abstracts give a summary of the content of a publication in a given subject field. Abstracts enable library users to assess the relevance of a publication before seeing the full text. The information in an abstract may be sufficient for one to substitute it for the original text. E.g. Dissertation Abstract, International for Humanities and Social Science, Psychological Abstract, Geo Abstract, Education Abstract are a few examples.

10. **Thesaurus:** - A Thesaurus is a special kind of reference material that contains records of words expressing the general notion of that entry under a single entry. There is always an index to a thesaurus which one must first check for a desired word. One has to note the section number of the word in the index and consult that same section in the main part of the thesaurus for detailed information about the word.

11. **Periodicals:** - A periodical is a publication that appears regularly or irregularly, either on daily, weekly, monthly, bi-monthly, annually or biennial basis. Periodicals are usually published by associations, government agencies, institutions of learning or a group of individuals. There are different kinds of periodicals including journals, newspapers, magazines, government documents, non-governmental organisations publications, transactions of clubs, and societies, proceedings, monographic series. As reference tools, periodicals contain more current information than what textbooks can provide.

The Library Catalogue

A library catalogue is simply a book or any tool that provides a list of books or other library documents arranged in a systematic order alphabetically or chronologically. Effective use of the library begins with accurate knowledge of how to use the library catalogue. Therefore, the first point of call when you want to use library materials is the catalogues which are located in the circulation area of the library. There are two broad categories of library catalogues; the manually operated wooden card catalogue and electronically operated Online Public Access Catalogue (OPAC).

The Card Catalogue

A card catalogue is usually a wooden box consisting of trays compartment. Each tray contains "3 by 5" cards while each card contains full details about a given book material. All the cards are filed alphabetically in each tray. The card catalogue essentially provides a complete list of all information materials available in the library stock.

Kinds of Card Catalogues

Omoniyi (1998) identified six kinds of the card catalogues in a university library as follows:

- a) Author catalogue: - This catalogue contains cards that are arranged alphabetically by the authors of materials available in the library. The catalogue is consulted for books whose authors or editors are known. Arrangement of authors' cards in the catalogue is by the author's surname first and followed by the other names. The class or location mark that you find on the card will direct you where to look for the book (s) on the library shelves.
- b) Title catalogue: - This is used when you know the title of a book and you want to know also if it is available in the library. In most university libraries, both the author and title catalogues are combined as Author/Title catalogue. The class or location number on the card will direct you to the shelves where you can find the book.
- c) Subject catalogue: - This catalogue contains the list of books by subjects. That is, a subject catalogue is a tool that you can consult for relevant materials in the subject area that you have in mind. You do not have to know the author or title of a book to have access to it. If the library has it in stock, you will find details about it in the subject catalogue.
- d) Shelf list catalogue: - This is a catalogue that provides the list of all books that are available in the library. The shelf list cards are arranged following the location or class number. You can use the shelf list catalogue if you also want to know the total stock on your subject area under the class or location number tray.
- e) Serials catalogue: - Journals and other periodicals are usually listed separately from books and filed in a separate catalogue in alphabetical sequence using the title of the serials. The serials catalogue therefore provides a comprehensive list of journals that the library has and the list will direct you to the shelves housing the materials.

Classification of Materials

University libraries in Nigeria adopted the Library of Congress Classification Scheme to classify library materials. The class notation for books in Social Sciences is exemplified as follows:

H:	Social Science (General)
HA:	Statistics
HB - HJ:	Economics (including Transport, Commerce, Finance)
HM - HV:	Sociology (including Social Welfare, Criminology)
J:	Political Science

Library Services

Library service is a service that the library offers to its clientele because such service is of direct assistance to library users. Library services are usually carried out in the public areas of the library particularly in the Circulation and Reference Sections as well as the e-library. Library services comprise reference services which require adequate collection of reference materials; lending services which focus on user registration, charging and discharging system, library rules and regulations and photocopying service. According to Alao, Omoniyi and Adeoti-Adekeye (2009), user registration refers to the act of registering a user by the library. As an important routine exercise, user registration is usually carried out by the library:

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

Procedure for Library Registration

Registration procedure in any university library may or may not be a continuous exercise all through the session. However, Kogi State University library registers its prospective clientele all through the session. The period set aside for membership registration of clientele is prescribed in many libraries and failure to register within the stipulated period frame implies that such clientele will not be eligible to use the library for whatever purposes.

The procedure for registration varies from library to library ditto the amount chargeable as registration fee. Usually, however, clientele will be given some registration cards or slips to fill. The cards will contain some basic information about the clientele such as name, faculty, department, hall of residence, matriculation number, level, session and signatures. After the cards have been filled and handed over to the circulation staff, the personal copy of the card is stamped and given back to the clientele who must always produce it on demand when entering the library and when borrowing library materials.

Most university libraries (excluding Kogi State University library) provide their users with library guide document during registration. The guide contains all that the library user needs to know about the library, its rules and regulations, opening hours and penalties for breaching the rules.

Lending Services

Lending service connotes allowing users to borrow materials for use out of the library. Lending service in Kogi State university library, like in most academic libraries, is for staff and students. There are two categories of materials in the library; those that can be lent out to users. Textbooks on various disciplines which are on the open shelves can be borrowed by user while materials that cannot be lent out to users for use outside the library are kept as reference materials on closed shelves.

There are different types of lending systems, depending on the library in question. In Kogi State university library, a library user is usually issued with a certain number of cards upon registration and the cards correspond to the number of materials that the user is allowed to borrow. Anytime a user wants to borrow a material, one of the cards will be collected from the borrower. The card is then inserted in the pocket attached to the material in the Circulation Section so that as the material is returned, the card is retrieved and given back to the user.

The borrowing period also differs from library to library. As in many university libraries, borrowing period in Kogi State University is two weeks period for students and four weeks for staff and lecturers. At the expiration of the borrowing period, the borrower may wish to renew the materials for another round of period or return the item to the library.

Overdue Notice and Fines

When a book is overdue, overdue notices are usually sent to the borrower. If the borrower fails to respond to the first notice, a second and third notice respectively will be sent as a follow up to the previous notice. After the third notice is sent, the accrued fine is calculated and the defaulter is

asked to pay the fine for keeping library materials overdue. For a lost or badly mutilated or soiled material, the culprit is surcharge to the current price of the material plus a pre-determined administrative charges.

The librarian, most especially Reference Librarian, usually provides personal face-to-face assistance to library users who need information on varied subjects or topics on the one hand, and on the other hand, if the library user requires librarian's guidance assistance on how to use a particular reference tools. Reference Services include inquiries, guiding and aiding library users to the best sources for his/her information needs. The library clientele usually raise queries to which the reference librarian provides answers:

Directional: Questions such as where is the card catalogue? Where is the way to the e-library is etc are examples of directional reference question and responses to such questions are very brief.

Ready reference: Questions such as who is the richest person in the world? Have their answers contained in standard reference tools such as Guinness book of records, encyclopaedias etc.

Specific search: This is also known as bibliographic search, directional or advisory search. Questions such as where do I find the definition of library? What do I do to find a topic for my research etc specific reference question can take advisory, directional or bibliographic answers from the librarian?

Reference: This is when the library users are directed to another facility such as agencies and libraries for further assistance in meeting their information or material needs. In a situation like this the reference librarian has the responsibility to issue referral letters to other facilities for help using inter-library co-operation platform.

User Education Service

This is a set of instructions that the library gives to its clientele on how to use the library and its resources. Usually, user-education can be in form of orientation learning/teaching activities or through a prescribed GST course. Library users can also be taken through user-education individually. This usually involves taking the clientele round the library catalogues and how to use each type for retrieval of information and locating materials in library.

Automated Library Services

The evolution of computers has made it possible for the emergence of large bibliographic databases, online retrieval of information and Online Public Access Catalogue (OPAC) as information retrieval tool. Electronic library (also called e-library) is used to store documents in electronic format which library users can retrieve in form of data/information via computers and Internet. The library clientele can have 24 hours access to digitised resources in the e-library. Such facilities at the disposal of e-library users include audio, video, and texts. Electronic resources include CD-ROM which can be read on a standalone laptop or desktop in the e-library. Online databases are e-resources as organised collection of computerised information or data such as periodical articles, books, graphics and multimedia. Online data bases are usually searched for information or knowledge retrieval and they are accessed in the e-library through a network of computers, Internet and other Information and Communications Technology facilities. Kogi State University library has its e-library which provides electronic services and databases such as AGORA, HINARI, OARE, JSTOR, SCIENCE DIRECT, LAW PAVILION, including a number of free online databases in sundry knowledge.

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