

## Week 10

### Topic: Library Automation and Library Software Packages

Library automation is defined as the use of computers and associated technology to carry out library services or to do exactly what has been done in libraries with the justification of reduced cost and or increased performance.

#### COMPUTER USED

Computers are not being used in libraries to carry out various aspects of library services that are routine and repetitive. These include selection, acquisition, cataloguing, circulation, information storage and retrieval, current awareness services, bibliographic search, etc.

Computers also assist the library staff in offering improved new services in areas such as current awareness services, selective dissemination of information among others

#### Reasons for Automation:

1. To provide more and better services to users.
2. To make materials (information) available when required.
3. To maintain collection record.
4. Security and safety are provided by computer systems on stored information.
5. To aid planning, decision making, and controlling.
6. To provide an efficient control system.
7. Automation helps in the acquisition, organization, storage and dissemination of information in a library.

#### Advantages of Automation:

1. It improves access to information for users
2. It provides information on what is available in a needed field.
3. It ensures greater output services with the same number of personnel.
4. It facilitates resource sharing in an information system, e.g. inter-library loan.
5. It guarantees cost effectiveness and efficiency in libraries and information centres
6. It aids selective dissemination of information (SDI).
7. It provides easy method of updating information. Compared with manually taken documents the static inventory and stocktaking automation system has a way of updating these data without necessarily going through the trouble associated with routine work, which is common with manual work.

The use of automated library system will help to perform the following library function in a manner that will avoid repetition:

1. Compilation of accession lists,
2. Maintaining library statistics,
3. Charging and discharging of books,
4. Compiling overdue notices,
5. Keeping books on reserve,
6. Maintaining library roster.

### **Disadvantages of Automation:**

1. Cost: The initial cost of putting it in place, maintenance cost, etc.
2. Electricity: When we think about Nigerian factor in electricity, we can see that it is nothing to write home about
3. Personnel: Of course, you will need skilled personnel to man the technologies.

### **LIBRARY AUTOMATION SOFTWARE PACKAGES**

There are several software packages for library automation systems available in the markets that are capable of efficiently acquiring, storing, retrieving, and disseminating information to library patrons on a stand-alone computer, local area network and via the internet.

### **DEFINITION OF SOFTWARE**

A software is a set of programmes written or developed to enable the computer to do desired operations. The software can be broadly categorized into two types:

1. system software and
2. application software

The system software are otherwise known as operating systems which are sets of programmes inbuilt in computers to run the computer, whereas application softwares are used in the computer to perform specific applications.

In the case of libraries application softwares are used to automate house keeping operations such as:

### **Service areas to be affected by automation**

Every section of the library operations is amenable/open to automation, but is cost effective to implement in phases. More so, it needs be stated that there is no standard rule to determine which section to automate first; hence each library will have to take that decision, whenever the situation arise.

There are four library operations/section for automating

1. Circulation
2. acquisition
3. cataloguing
4. serials control etc

pic shall be restricted to the data elements required for automating the respective library  
ations/section For automating

Today, quite a number of library software packagea are available for librarians for house keeping operations and information storage and retrieval purposes.

### Module 1: Circulation

The circulation desk of a library carry out charging and discharging (lending of materials to patrons and receiving them back), registration of new users, etc.

- The module therefore will have the following: or data elements needed include:
- Name of borrower (patron).
- Address of borrower.
- Account number (for students only).
- Status (student, staff, visitor)
- The department of the borrower.
- The Author/title of the book.
- Date borrowed
- Date due
- Accession list
- ID card number and every necessary detail that will be needed to track the borrower.

### Module 2: Acquisition

The Acquisition department is saddled with the responsibility of procuring bibliographic materials either through purchases, exchange or gifts. Under acquisition, those involved in suggesting materials to be acquired are the librarian, library staff, faculty members, library committee members, library users.

- Data elements needed include:
- Title of book imprint (year and place of publication, publisher), author, subject, edition, ISBN and unit price.

### Module 3: Cataloguing

The cataloguing department's function is to organize the total library resources with suitable bibliographic controls to facilitate access to the resources by clientele.

Library catalog module comprises

- The author's name
- Title or subject of the materials
- Date of publication
- Place of publication
- Publisher
- Subject
- Classification mark,

accession number,

- ISBN
- Edition, etc. and at times, unit price

#### Module 4: Serials/Journals (Data elements needed include:

- Journal title
- Subject
- Publisher
- Place of publication
- Date of publication,
- The module may have
- Issue Number
- Volume number
- ISSN
- Frequency of publication and
- Subscription price

*Automation, no doubt, ensures efficiency in services delivery at any library, where such is implemented.*

#### MAJOR LIBRARY SOFTWARE PACKAGES

One of the most important decisions in library automation is the hardware and software to use. Some notable and tested automation software are:

1. ALICE Packages
2. TINMAN, TINLIB – The Information Navigation for Library Software
3. GLAS – Graphical Library Automation System
4. CDS/ISIS – stands for Computerized Documentation System/integrated Set of Information System
5. X-LIB
6. DBASE 4
7. KOHA

#### Conclusion

Generally, an automation software provides access to a bibliographic information through:

- Author
- Title
- Keyword
- Publisher
- Subject Group
- Year of Accession, etc.

*Babcock does Library of Congress*

*Transfer activities that happen in an environment you can search for the material*

## WEEK 11

### Introduction to Reference and Bibliography

#### 1. Introduction

When writing a piece of work you should provide references to the sources used. A reference is **the detailed bibliographic description of the item from which you gained your information**. In simple terms, this means the details of the items that you have used, e.g. author, date of publication, title. References are briefly cited within the text, and then given in full at the end of your work in a reference list. Any **other items read for background information but not referred to in the text should be given in full at the end of your work in a bibliography**.

The terms '**Bibliography**' and '**Reference List**' are often used interchangeably, however a **reference list** only includes items you have referenced in your assignment whereas, a **bibliography** also includes items used to prepare your assignment (check with your lecturer or tutor which they require).

#### Reasons for referencing

- to avoid being guilty of plagiarism
- to lend credibility/evidence to your argument
- to show the research that you have done.

There are several reasons for referencing:

- to show *that* you have read
- to show *what* you have read
- to enable the reader to locate the sources mentioned in your paper
- to acknowledge your sources and avoid plagiarism
- so that your readers can find useful background information: e.g. by finding the book in the library
- to show that you are building on previous research
- to show readers that you are well-informed in this area and that therefore your writing is more trustworthy
- so that the library has enough information to order the book or journal if they don't have it
- so that readers and especially teachers and examiners can check that you haven't failed to understand or mis-represented what the author wrote
- so that other writers can find background material to use in their writing



Acknowledge the source of an argument or idea. Failure to do so could result in accusations of plagiarism.

## Plagiarism

### What is plagiarism?

Plagiarism is the use of other people's words, ideas, research findings or information without acknowledgement, without indicating the source. Plagiarism is regarded as a very serious offence in an academic institution.

Writers are required to reference direct quotes, paraphrases, summaries, statistics, diagrams, images, experiment results, laboratory data and the like-just about everything that is taken from sources. All material from the internet must be acknowledged. Information from readers must also be referenced.

### How can plagiarism occur?

Some plagiarism is *intentional*; this is cheating. *Unintentional* plagiarism can arise from an incomplete understanding by student writers of the nature of citation and referencing in an academic context. Poor note-taking skills and carelessness can also contribute to unintentional plagiarism.

### Why is it important not to plagiarise?

There are philosophical and ethical issues related to why plagiarism is unacceptable. The development of academic knowledge relies on building on the work of others and acknowledging sources. Through referencing, you as a student writer are able to demonstrate the depth of research you have undertaken and the extent to which you have engaged with your subject. Your work is strengthened when you can demonstrate that you have drawn on and acknowledged the work of experts in your discipline. Ethically it is necessary to recognise that, when writing in an academic environment, using material without acknowledgement is considered intellectual theft. However, plagiarism is becoming easier to detect and software programs are available that can effectively identify plagiarised material.

### When do I reference?

You reference whenever you have used a piece of information that comes from

- Text books
- Journals
- Published papers, (e.g. conference or working paper)
- Newspapers
- Websites
- TV/Radio interviews
- Personal communication

- Others

You must cite the origins of the information you are using, whether you have copied the words directly or whether you have paraphrased.

### **What do I need to reference?**

When you are writing your assessment, be sure to type in reference information as you add in the ideas of other authors. This will save you time and will ensure that you reference all sources properly. Whenever you use someone else's ideas or words, you must put in a reference. The only exception to this rule is when the information you have read somewhere is common knowledge or 'public domain' information. For example, you would not need to include a reference if you stated in an assignment that Shakespeare wrote plays and sonnets in Elizabethan times.

Always reference:

- Direct quotations – this is when you copy another author's material word-for-word. You should show the reader that it is a direct quote by placing the material in inverted commas. Traditionally, double inverted commas have been used (") but it is now acceptable, and preferable to use single inverted commas ('). Sometimes it is difficult to avoid the direct quotation as the author's words may precisely describe the point you are trying to make. However, do try to avoid the overuse of direct quotations; try to paraphrase the author's work where possible. Please note that when you use direct quotations, you must reproduce the author's words *exactly*, including all spelling, capitalization, punctuation, and errors. You may show the reader that you recognize an error and that you are correctly quoting the author by placing the term 'sic' in brackets after the error.
- Paraphrasing – this is when you take another author's ideas and put them into your own words. You are still copying someone else's work, so you must reference it. You do not need to use inverted commas when you paraphrase, but you must clearly show the reader the original source of your information.

## TOPICS: RULES FOR FILING ENTRIES, SHELVING AND SHELF READING

### Introduction

Once the entries are ready, these must be filed in order into the catalogue. This is not as simple as it might appear to be. The bigger the catalogue, the greater the problems.

### Types of arrangement

1. Classified arrangement
2. Alphabetization arrangement

The classified arrangement is easy to apply. But alphabetization is full of problems.

### Classified arrangement

The entries in a classified part are arranged by means of class numbers given in their leading sections. These arrangement works depend upon the ordinal values allotted to digits by the scheme of classification used.

Entries with the same class number and without book numbers in their respective leadings sections are to be arranged among themselves by the book numbers, if any, in their respective other sections.

Example: BS87 .N27      BS87 .N19

### Alphabetization Arrangement

In alphabetization, basic decision is concerned about whether to follow letter by letter or word by word or some other arrangement. Many difficulties are faced in dealing with initials, abbreviations, hyphenate words etc.

### What is Filing

Filing is the arrangement of documents of any kind using a certain order. These documents may be kept in drawers, cupboards, or on shelves. Filing means to arrange in an orderly manner.

The Reasons for filing

- easy retrieval when needed
- to keep the office tidy
- to keep documents secured and in good condition

For the case of the Use of Library as a course, we are to know the rules guiding filing cards in the library.

### Filing Rules

In order to ensure uniformity and consistency in the filling of catalogue entries, rules have been formulated to guide cataloguing staff in arranging catalogue entries. This is particularly important in a card or book catalogue, where misfiling of entries may prevent users from accessing certain documents in the collection.

This task is usually performed by the clerical staff in the cataloguing department.

The rule will ensure that the entries are arranged properly. Even though documents are arranged in alphabetical order.



no popular filing rules that have emerged are

- The American Library Association (ALA) filing rules
- The Library of Congress (LC) Filing rules

There are a few differences between ALA Rules and the LC filing Rules

Some of the problems that might confront a cataloguer is the type of arrangement that should be adopted: Is it word by word arrangement or letter by letter arrangement? Generally, most libraries adopt word by word arrangement.

Generally, cards are filed alphabetically. Within this alphabetical filing, there are rules to guide the filer.

1. **Word by word:-** All words that are the same are collated before checking the next letter following them. Nothing is attached to the word hence the rule "After the word nothing, or nothing before something"
2. **Letter by letter:** Letter by letter method of filing is no longer popular. With computer filing, letter by letter is out of use.

For example, arranging the words below will be different under these two types of arrangement:

	<b>Letter by Letter</b>	<b>Word by Word</b>
Port Elizabeth	Portable	Port Elizabeth
Portion	Port Elizabeth	Port Harcourt
Port Harcourt	Port Harcourt	Port Novo
Port Novo	Portion	Portable
Portable	Port Novo	Portion
	<b>Letter by Letter</b>	<b>Word by Word</b>
Newell	Newell	New England
New Mexico	New England	New Era
Newport	New Era	New Mexico
News	New Mexico	New York
New England	Newport	Newell
New Era	News	Newport
New York	New York	News

3. **Articles are neglected:-** The articles A, An, The, I, e, I A etc are ignored in filing. However, they are considered if they appear in the body of the document.

e.g     A girl and a boy  
         girl and boy

4. **Date follow chronologically:-** example 2001, 2002, 2003 etc

5. **Filing numbers:** When numerals are to be interfild with words, use the pronunciation of the numbers. Dates are called in bundles e.g 1984 is not one thousand nine hundred and eight-four but nineteen eighty-four, for example:

1984

Nightmare

Old man and his son

100 Naira note

6. **Abbreviated words:-** Abbreviations are filed as if they were spelled out in full. Abbreviations will be spelt out in full and arranged as written. If the meaning of an abbreviation is uncertain, file it as written. For example:

Mr.     = Mister

Mrs.    = Mistress

St.     = Saint

Dr.     = Doctor

G.B    = Great Britian

7. **Initials and acronyms:-** Initials should be treated as one letter words. Remember that initials have periods separating them. e.g A.S.W.A., U.I., UNESCO etc. Acronyms may be initials written without the dots to separate them, A.S.W.A. written ASWA change from initials to acronym. Acronyms should be filed as words.

8. **Signs, symbols are disregarded.** They are treated as if they do not exist, they are ignored in filing. For example; \*, .....,-----, (Section space, full stop, comma, bracket, words in roman and semi-colon). Disregard punctuation marks that are part of a title or corporate name

**Example:**

Importance of being earnest

In good old days

Inside Japan

Inside Russia

Instructions for technicians

Introduction to library science

Involvement

Old rags

Older child

Out of the way

**Note:** Filing rules have been designed to take care of these problems.

## SHELVING

Shelving is the arrangement of materials or books with diversified call numbers on the shelf. It is a showcase of how materials take their places on the shelf.

In shelving, call numbers are used

### Guiding rules in shelving

There are rules guiding shelving in libraries. Irrespective of the classification scheme in use the principles are the same.

1. Numerical sequence in DDC or alphabetical sequence in LC and others using the alphabet for class. This is the first law to be applied in shelving.
2. The decimal place follows
3. Alphabetical sequence of the author's or title
4. Numeral following author's/title's letter of the alphabet
5. Letter following author's or titles number where applicable
6. the indicated volume of the work
7. the indicated copy(ies) of the work
8. indicated edition or date
9. copies, if more than one

## SHELF READING

Shelf reading is the art of checking the library collection on shelves to know whether books materials are in their appropriate places.

They are supposed to shelf read regularly in order to remove the mis-shelved books and put them in their proper places

### Shelf Reading

Shelf reading entails going through the shelves and checking the arrangements to ensure that every book is in its proper position. The librarian or library officers does shelf reading after shelving every morning before the library is opened to users. Library users are in the habit of placing books in wrong positions on the shelf to achieve their selfish end. The practice is more common in academic school and public libraries. The library officers carryout shelf reading to ensure that books that are wrongly shelved or hidden by the users are placed in the right place.