

USE OF LIBRARY (WEEK ONE)

Introduction

Libraries are a part of the information highway that connects people to the world of knowledge. They are created to conserve knowledge; preserve cultural heritage; provide information; serve as center and foundation of research and creation. University library is recognized as the basis for teaching, learning and research.

Today, the library like many social institutions is continuously undergoing modification. It is for this reason that people in the library profession say that a library is not a building. This implies that even the concept of the library undergoes modification from time to time.

Library has been variously defined. To a layman, Library is a place where books are kept. In fact, it is just a building that houses books or a place where books were kept for custody. Because bookshops also store books but you cannot borrow any of those books. You can only purchase. While in the library, books and other information materials are acquired, process, store, preserve, and make available for users to read and borrow at ease.

These definitions of the library have since been modified. Of recent, newer concepts are developed. Definition of library must encompass the three Bs that are mandatory in the present concept of a library.

These three Bs are:

B-Books (print and non print materials)

B- Building - physical structure

B- Brain – personnel (staff who organize the resources for use)

For the library to exist and function there must be a professional officer (library officer) personnel who will carefully acquire, systematically organize and make available information materials for the users to satisfy their information needs. Only if this basic element is lacking from an organisation, it is a misnomer to refer to it as a library.

Going by the concept of the three Bs, a library could be seen as a building or part of a building which contains book and no-book information resources, with personnel who manage the resources for use.

In the evolving information age, however, the library is no longer seen exclusively as a building, housing information resources and personnel who manage them for use.

The concept is now stretched to include the modern computer and the related networks such as the internet. This new input is called virtual/digital library/electronic library which is a collection of information in electronic form made available and accessible through appropriate computer networks (e.g. Intranet/internet).

This course will benefit the students the opportunity of being information literate. Information literacy is the ability to recognise when information is needed, evaluate, organise and effectively create, use and communicate information. To be information literate, a person must be able to recognize when information is needed and have the ability to locate, evaluate and use effectively the needed information.

General Functions of libraries

1. Conservation role
2. Information role
3. Educational role
4. Research role

5. Cultural role
6. Recreational role

Major Definitions

A library can be regarded as a collection of books and other forms of recorded knowledge purposefully selected and systematically organized and preserved by qualified library personnel for use by either the public or a target group (Nwalo, 2000).

Aguolu (1998) defines libraries as a collection of records of human culture in diverse formats and languages, preserved, organized and interpreted to meet broad and varying needs of individuals for information, knowledge, recreation and enjoyment.

A library is more than a collection of books. It is an assemblage of human knowledge in all its ramifications, acquired, organized, stored, preserved for easy retrievals and dissemination. (Odiase, Unegbu and Haliso (2001)

A library is a room or building where books, pamphlets, magazines, newspapers, cassettes and videos are kept together for easy access. *The items mentioned above are known as the library's stock. Depending on the type of library and policies guiding its collections, various kinds of information can be physically found in any library.*

A library is a place where professionally (librarian) selected, acquired books and materials are processed and orderly arranged for easy collection or retrieval, (access) and use

Library is sub-unity or sub-system in any organization or institution that is charge with the responsibilities of effectively selecting, acquiring and processing of print and non-print materials to make for orderly storage, easy location, retrieval and the use.

Libraries provide people with access to the information they need to work, play, learn, and direct.

Irrespective of whichever definitions is to be adopted, the major point of concern to the professionals is the need to organize the collection in such a systematic manner that assures easy retrieval of the required information, when needed by the user.

From the above definitions, we can see that library perform five basic functions which are:

1. Select
2. Collect/Acquire
3. Organize/Process
4. Store/Preserve
5. Make them available and accessible.

The central mission of a library is to collect, organize, preserve, and provide access to knowledge and information. In fulfilling this mission, libraries preserve a valuable record of culture that can be passed down to succeeding generations.

INFORMATION CARRIERS ACQUIRED IN LIBRARIES

Information acquired by librarian or required by users comes in a variety of formats such as books, serials, maps, compact discs, etc. These formats are collectively called **Information Carriers**, the reason being that these various objects bear information that are useful to users of a library. These information carriers can be categorized as follows:

1. **Print Media:** These are printed text (means of expression usually on paper) and they include books, pamphlets, serials, newspapers, magazines etc.
 2. **Manuscripts:** any document containing characters transcribed by hand with a brush, pen, pencil, or stylus. Today the term *manuscript* is applied also to typewritten material. These are writings made by hand or as typescript, such as letters, minutes of meetings, etc.
 3. **Cartographic Materials:** They are materials representing the whole or part of the earth surface or any celestial body at any scale. They include two and three-dimensional objects such as maps, plans, globes, etc. Globe, a model of the earth or of the heavens, is a kind of map. Most globes are formed from a series of roughly triangular pieces.
 4. **Graphic Media:** They are two dimensional representation of material viewed without a projector (e.g. photographs, drawings, charts, post cards), or the same can be projected without motion by means of optical device (e.g. filmstrips, slides, transparencies).
 5. **Audio Media:** These are information materials that have pre-recorded sound vibrations. They are also called sound recordings. They are equivalent of a printed text that can be recorded as sound recording such as sound discs, sound cassette, tape reel, gramophone records, compact discs, etc.
 6. **Audio-Visual Media:** They are library materials which can be used to provide information that can be seen and heard, that is, they produce sound as well as images that can be projected with motion. They include motion pictures and video recordings, compact discs, etc.
 7. **Microforms:** a piece of film or paper such as microfilm or microfiche that contains miniature reproductions. They can be read by the use of microform projectors called Readers, e.g. microfiche reader.
 8. **Digital Media:** They are media represented in an electronic form such as diskettes, compact discs, etc.
- However, media collections other than books for storing information have grown rapidly. Many libraries are now repositories and access point for maps, prints, or other documents and various storage media such as
 - Microform(microfilm/microfiche),
 - Audio tapes,
 - CDs,
 - cassettes,
 - videotapes, and
 - DVDs.
 - Libraries also subscribe to online resources and provide facilities and access to such resources on the internet. For example, the Babcock University subscribed to several online resources that enable users to have access to e-journals and research publications.

WHY STUDY THE LIBRARY OR THIS COURSE "USE OF LIBRARY AND LIBRARY SKILL?

1. To acquaint users with the different types of libraries, parts of a printed book, media resources (materials).
2. For users (students, staff etc.) to understand the purpose why the University library was established
3. For users to know the kind of materials that the library acquires; and their physical arrangement and organization.

4. To enable the students have a general idea of classification systems used in library (i.e. DDC, LC, UDC, etc.)
5. To help students to know or have knowledge of how to select books based on their subjects areas.
6. To enable them know how to use the card catalog, OPAC and the ability to search information beyond the catalog e.g. internet searching, online resources etc.
7. To familiarize the users with the major Reference Books both general and subject specific and teach them how to use them.
8. To eliminate time wastage while searching for books and other materials.
9. This is to say, ***being able to identify your information need, where to get the information, how to access it, retrieve and apply it to solve your information need.*** Any student who knows how to make effective and efficient use of the library has solved half of his/her educational problem.

All the afore-listed guides could best be described as the **codes of conduct** for library users.

Primary aim of any library

1. Building a useful collection to serve its users.
2. Provision of materials in support of the learning process – that is, material for students course work, assigned readings as well as background readings for essays, term papers and projects.
3. provision of materials to meet the requirements of faculty staff and postgraduate students
4. provision of materials to assist the library user in his own personal self-study
5. co-operation with other academic libraries with a view to developing a network of academic library resources which are accessible to all students and staff and
6. Meeting the specialized information needs of the community and the region within which the university is situated.

Week 2

TOPIC: PARTS OF THE BOOK

Introduction

Knowing the parts of a book helps you find information faster and more efficiently. It will save you time and effort especially when it comes to writing your bibliography/Reference(s).

Objective

It is expected that at the end of this lecture the student should be able to:

1. Identify major parts of book or printed publication.

Sub-Titles

1. What is a book
2. The features and parts of a standard book
3. The Features and parts of a journal

Major Definition of a Book

A book is defined as any document that has a collection of 50 pages or more that are bound together with a unique title.

A book is an intellectual property of the writer(s) which contains a body of facts, ideas, theoretical principles or practical information on a given subject, that has been published (printed on pages bound together) bracket closed. According to the UNESCO assessment, a standard book must have at least 48 pages, including its covers. (United Nations Educational, Scientific and Cultural Organisation)

It is a set of printed sheets of paper bound together along one edge. It is separately published and has an independent physical existence; sometimes it may appear as part of a set of volumes in which the pagination may be continuous with other volumes. In such case, each individual book in the set is called monograph (e.g students projects, bible Quran, workshop proceedings, conference and seminar proceedings and pamphlets among others.)

Books are produced in different form and sizes. They form the bulk of any library collection. A single sheet within a book is called a leaf, and each side of a leaf is called a page. A book produced in electronic format is known as an e-book.

A **Book** is a physical objects consisting of a number of pages bound together.

Note: Books less than 50 pages are called booklets or pamphlets

The features and parts of a standard book

It is important that a learner or a prospective librarian knows the various features as well as the parts of standard book.

Features of a standard book

For any given resource material to be qualified as a standard book, it is expected to possess the following features:

1. **An author (or joint authors)** – exist as either personal or corporate authors; and editors, if it involves an edited work.
2. **A definite title**: and at times with a sub – title;
3. **an imprint** i.e. place of publication, publisher and year of publication;
4. **Copyright**:- a claim to intellectual property on the book.
5. **an ISBN (International Standard Book Number)** a number which is specific for a particular published work, with which it is registered. ISBN in a book therefore, makes it to be a published work unique and quite different from another printed material.

Note: No two (2) different book titles, even when written by the same author, can bear the same ISBN, the presence of this number serves to provide support to copyright protection of the author.

PARTS OF A BOOK

Every prospective library staff or / and library user is expected to know the following different parts of book:

The physical divisions or printed book can be grouped into four parts:

- The Binding
- The Preliminary Pages
- The Text/ Body
- The Auxiliary or reference pages

THE BINDING: This is the part of the book that holds the leaves or pages together. It protects the leaves and makes them easy to handle. It is usually made up of the **spine and cover**. **The Binding** is also the protective cover of a book.

In order to make the binding strong, there is a sheet of paper at each end of a book which is inserted to help fasten and sew printed papers to the cover. This sheet of paper is called the *end-paper*. These papers are inside the covers which often bear useful information such as tables, maps, graphs, etc.

A **book cover** is a protective covering used to bind together the pages of a book. The title of the book, name of its author(s) and at times some illustrations are commonly borne or found on the front while the biodata of the author (optional) appears on the back cover: **The book cover** could be paper, leather, while library edition of books cover are usually hard-cover (hardback cover) (hbc), or soft cover (Paperback cover) (pbc).

The Spine: The spine is the book's backbone. The spine is all you can see when a book is on the shelf, the spine displays the title and author of the book and is often highly decorated. The top edge of the spine is called the **head** and the bottom edge the **tail**. The spines or front covers carry **the call number**. Note: For library books, the spine or front covers carry the *call number*

2. **THE PRELIMINARY PAGES:** These are those pages that precede the actual text of the book. They are either unnumbered or numbered in Roman figures. They include the following:

1. Flyleaves
2. Half-title page
3. Frontispiece
4. The Title page
5. The Verso/Copyright/Back of the Title page
6. forward
7. The dedication page
8. The Preface
9. List of illustrations page
10. introduction page
11. Acknowledgement
12. The Table of Content page

The Flyleaves Page - These are the blank pages next to the end papers, they are the first and the last leaves in the book. Unlike the end papers, they are not pasted to the covers of the book.

Half title page, or bastard title pages - This contains only an aspect of the title. It does not give any further information about the book. Sometimes, it may also contain the name of a series. It is usually unimportant to a cataloguer.

Frontispiece or publishing book illustration is a decorative illustration of a book, usually facing a book's title page. In modern use, the frontispiece is the verso opposite the recto title page. *This contains an illustration relating to the subject matter of the book. It precedes the title page.* It is most commonly found in biographical works in which it is usually the picture of the biographic, and in art books which it may be a reproduction of a painting or photograph of an artist. Note: The Title page is the Recto while the copyright page is the Verso.

The Title page (Recto) - The title page is the first important printed page in the book. It gives the full title of a book, it does not abbreviate. It also provides other information such as the author of the book, name of collaborators, the publisher's, place of publication, the editor if any, person who wrote the introduction if separate from the author. **The title page is regarded as the authoritative source of information when cataloguing a book.** It is the most important source of information to a cataloguer.

The Copyright/Verso/Back of the Title page - This is the back of the title page. It is the legal right to exclusive ownership given by government to the author/publisher of a book. It provides the copyright date, the name(s) of the copyright owner(s), year of publication, edition, restrictions on photocopying, international Standard book number (ISBN), Cataloguing in Publication (CIP) detail. The copyright page also indicates the number of times the book has been reprinted. In some books the publication details such as place of publication and name of the publisher may appear on the copyright page.

The ISBN is a unique number given to every standard book published. The National Library of a country makes provision of ISBN to authors and publishers in a country. The cataloguing in publication (CIP) provides the bibliographic description of a book which can be copied by a cataloguing librarian.

Dedication Page- The dedication page follows the title page. It bears the name(s) of person(s) to whom the author dedicates the book. It is the page where the author dedicates the book to someone. ~~It is placed on a page preceding the preface.~~ It is a kind of homage by the author to someone else.

Forward- is an introduction by someone other than the author, and it is usually a famous person. It is a concise or brief or short write-up on a separate page by a distinguished professional on the subject covered in the book or respected personality in the society and known by the author, which formally introduces the book to the target reading audience.

Preface – The preface introduces the author to the reader and gives his or her reasons for writing the book. *Sometimes, it may contain author's plan, explanation as to how the work was developed.* It also explains the arrangements, symbols, abbreviations used and any other special features. **Preface can be highly useful because it can be helpful in knowing the scope, objectives, and significance of the work. It precedes the table of contents.**

Introduction Page: is a preliminary note which gives more elaborate treatment to the subject than the preface. Sometimes it is contributed by a person other than the author. It follows the table of contents.

Table of contents page - The table of content provides a list of the chapters of the book with page numbers. It lists the contents of the document, often giving chapter headings with page numbers, with or without explanation, arranged by chapter, section, subsection, etc. *It highlights the various topics on the subject contained in the book; usually broken into chapters and with the corresponding pages to locate such:*

List of illustration Page

This gives a list of pages in which all the illustrative materials have appeared such illustrative materials include photographs, drawings, portraits, maps, plates, tables, diagrams, etc.

Acknowledgement Page

This page lists all those who contributed in one way or the other to the production of the book. The roles performed by the various individuals will be stated. Also, in this page, the author is expected to show his/her gratitude to any organization that has facilitated the writing of the book.

Note: Usually, the Preliminary pages are numbered in Roman figures

3. THE BODY/TEXT: (the body of the book otherwise called the main text). The text of a book is made up of the main body of the book. It is an expansion of the table of contents. It is actual contents of the book. It could contain essays, with or without illustrations and exercises. It is most vital part of any book: ~~The body/text follows the preliminary pages which are normally numbered in Roman Figures. The text is numbered in Arabic numbers.~~ The text or body may include: chapter - A **chapter** is one of the main divisions of a piece of writing of relative length, such as a book.

4. THE AUXILIARY PAGES: This follows the text/body of the book and may include:

- a. Appendix
- b. Bibliography/References
- c. Glossary
- d. Footnotes/Endnotes
- e. Index

Appendix - also known as *Addendum* or *annexure*, An appendix may be material referred to but not explained in the body of the book. It is a supplemental addition to a given main work. It is giving information on the data, table or chart generated in the present book or adopted from another source. It may correct errors, explain inconsistencies or otherwise detail or update the information found in the main work, especially if any such problems were detected too late to correct the main work. For example, the main work could have had already been printed and the cost of destroying the batch and reprinting is deemed too high. ~~It is usually the last page(s) preceding the fly-leaf of the back cover.~~

Bibliography/References: This is a list of the books or articles the author has used in writing the book. It may be a list of materials recommended for further reading. Or it is usually a list of the various sources of information found useful by the author in the course of writing the book. It also provides an opportunity to learners/readers to have an insight to the sources for further reading. No matter how brilliant an author is, he/she must have used other people's works in preparing the book. In some cases, an author might even quote verbatim from another author. In such case, a reference has to be made to such quotations. ~~This may be included at the end of each chapter or at the end of the book or as footnotes.~~

Glossary: Glossary explains difficult terms, acronyms and abbreviations used in the text but not explained. Glossary of a book will give meanings to words used in the book. Vocabulary words or new words in the book will be here. The glossary can help you to understand your reading and will make it easier for you to learn and study the information.
Glossary: A list of hard words with their meanings often printed in the back of the book.

Footnotes: This could be placed at the bottom of each page or may be placed in a section for notes. Endnotes are references made in a chapter or the entire book placed at the last page of every chapter in a book.

Index: This is an alphabetical listing of topics, names of persons, corporate bodies, places, maps and subjects, etc. discussed in the text with their page reference. The index of a book is very valuable to learners. You will find a listing of each topic in the book, names of people, maps in the book, or any other information in the book listed here. The index is always listed in alphabetical order with the corresponding page numbers where the reader can find the information he/she is searching for. Index is very helpful to learners.

Take a few minutes to review a book and see if you can find all the parts of a book.

The Features and parts of a journal

It is imperative that a library staff and the users know some important features and also parts of the information material called a journal.

Thus, a reputable journal (local or foreign) should have the following features:

1. An editorial board – usually comprising experienced professions of the field covered by the publication. There should be an editor-in-chief, sub-editors and a contact address through which correspondences are made;
2. A definite title for the publication but with no author. It is only the articles contained therein that have respective author(s).
3. an imprint i.e. place of publication, publisher and year of publication
4. Periodicity an indication of the number of issues of the given journal title produced in a particular year. It could be weekly, monthly, bi-monthly, quarterly, twice per year and annually, etc. a given set of journal title for a period of time in a particular year will bear the same volume number but different issues.
5. copyright –the ownership of, or claimant of responsibility for the intellectual property;
6. An ISSN (International Standard Serial Number) – a number which is specific for a particular journal title i.e more or less the registration number.
7. Diversity of contents - containing different opinions or outcomes of empirical studies by several authors, on different topics on the subjects' field covered by the journal. At times, a journal (or any other serial publication may contain some reviews, professional news, etc.

PARTS OF A JOURNAL

A reputable journal must have the following parts.

1. covers - usually of hardback (hbc) or paperback (pbc). The front cover of most journals contains the title, edition – volume/issue number (abbreviated as vol. and no. respectively), year of publication and ISSN.
2. Notes to contributors: made up of the guidelines on the format to be conformed to, by authors on those articles to be sent in. Usually, contained on three inside page of either the front or back cover (fly leaf). Although in some others, it appears on the back cover.
3. Title page – which also carries the title, volume and issue numbers, ISSN and ~~year~~ of publication
4. Table of contents – consists of the names of the authors and titles of the respective articles which make up the journal and the pages to find such. In some journals, the table of contents is found either on the back or front cover; while it is on the page that follows the title page, in other

Finally, it is necessary to state here that not all journals and standard books will have all the features and parts so far outlined, but it is ideal that majority of them are contained (although not necessarily in that order too). In the respective journals or books it needs be noted also that et al is written after the name of the principal author for any journal article or book involving more than three authors.

WEEK 3

TOPIC: TYPES OF LIBRARIES WITH EMPHASIS ON ACADEMIC LIBRARIES

Objective

To Provides an overview of the different types of libraries and explains in detail their various collections, functions, and services.

TYPES OF LIBRARIES

Libraries are categorized according to their purpose, content and the general pattern of their services. Each library has its focus, targeted audience and policies guiding her users.

Because no single library can contain the information sought by every potential user, different types of libraries exist to serve different needs. Libraries fall into six basic categories:

1. **National libraries or Public library** - which serve all members of the general public, governmental departments as well
2. **Special Libraries or Research libraries** - which serve various organizations, industries, and governmental agencies etc.
3. **School Libraries** - which serve students and teachers through the high school level
4. **Personal Libraries or private libraries** –
5. **Academic library** - which serve students and faculty in higher education

Each type of library develops its mission statement, collections, services, and facilities to satisfy the needs of its particular clientele.

1. NATIONAL OR PUBLIC LIBRARIES

These are maintained by governments to serve the needs of governmental bodies and citizens of a nation as a whole. The national libraries are usually legal deposits libraries where every publisher must deposit as by law at least copies of their publications to the national library. In Nigeria today, public libraries are known as National Library, State library and Local Government Library. The public library has unrestricted users unlike the other libraries. It is open to all the citizens. The Public Libraries are regarded as "*The People's University*".

National or Public libraries offer their collections and services to all members of the community regardless of age, citizenship, occupation, economic status, educational level, ethnicity, or background.

SPECIAL LIBRARIES or Research Libraries

A **special library** is a name for a library that is neither an academic nor school library, nor a public library. These are libraries established to meet the specialized needs of professionals and business groups; it may be the library of a corporation, a government department or a research institute. Special libraries may include, law library, news library, government library, corporate library, museum library, medical library, Nigerian National Petroleum Commission (NNPC), IITA – International Institute of Tropical Agriculture(IITA), Lagos, High Court Library, Central Bank Library, etc. These libraries are not usually open to the public for use. Special libraries are also sometimes known as “information centers” research centers, or technical libraries. **The collections of special libraries depend on the specific needs of the organizations they serve.**

Purpose of Special Libraries

- To serve the specialized needs of their employees or members.
- To provide current information, new methods and research strategies in specialized areas

Research libraries are most often academic libraries or national libraries, but many large special libraries have research libraries within their special field and a very few of the largest public libraries also serve as research libraries.

3. SCHOOL LIBRARIES

These are libraries in nursery, primary and secondary schools. They usually contain books and non-book materials for teaching, learning, viewing and reference. They support the programme of the school.

The school library is usually part of a school system, and serves students between Kindergarten and age 12. It provides information to meet the users' need. **School libraries are sometimes referred to as media resource centers.**

School libraries serve elementary schools, middle schools, junior high schools, and high schools. **The main function of a school library is to support various educational programs and to develop students' skills in locating and using information.** Teachers use school libraries to access information needed to develop and support their classroom instruction. Students use the materials in school libraries to perform their class work.

PRIVATE LIBRARIES/PERSONAL LIBRARIES

Private/personal libraries are owned by individuals and families for their private use. They are usually not open for public use. Examples: Chief Obafemi Awolowo's Sopolu Library now Donated to Olabisi Onabnjo University Ago-Iwoye. Nnamdi Azikwe Newspaper library also donated to University of Nigeria Nsukka. Tai solarin Library at Ikenne etc.

5. ACADEMIC LIBRARIES

Academic library is a library which serves an institution of higher learning, such as a college of education or a university.

These are libraries in institution of higher learning such as Universities, Polytechnics and Colleges of Education Libraries. Many academic libraries have departmental branches in their respective faculties and departments, e.g. Science & Technology Library, Management & Social Science Library, Education & Humanities Library, etc.

These libraries are located on the campuses of colleges and universities and serve primarily the students and faculty of that academic institution. Some academic libraries, especially those at public institutions, are accessible to members of the general public in whole or in part. Examples are: Babcock University Library, Redeemer's University Library, Olabisi Onabanjo University Library etc.

NOTE: Libraries of all institutions of higher learning are known as academic libraries.
The library is the most vital organ of higher education.

BASIC FUNCTIONS OF ACADEMIC LIBRARIES

Academic library owe duty to the members of the University community and its environs. It ensures that information and materials needed for research are made available through various means.

1. Selection and acquisition of information materials for use by the academic community.
2. Organizing the acquired materials for easy access which involves:

- *Cataloguing*: This is physical description of information materials – author, title, publisher, place of publication, edition, etc.
 - *Classification*: Grouping and assigning class mark (call number) to the materials.
 - *Processing*: Stamping, carding, typing and lettering.
3. Circulation of materials through easy access to open shelving, and reserve section at the circulation desk.
 4. It gives reference services by assisting users in locating information and resources.
 5. It offers both formal and informal instruction in the use of library.
 6. Preservation and Conservation of knowledge - libraries ensure that the record is preserved and made available for later use.
 7. Libraries provide people with access to the information they need to work, play, learn, and govern.

PURPOSES OF ACADEMIC LIBRARY

The main purposes of an Academic library are

1. To support the school's curriculum
2. To support the teaching and research functions of the university (for faculty and students).

AIMS OF ACADEMIC LIBRARY

1. To provide needed materials either through inter-library loan or exchange as soon as possible.
 2. To disseminate existing and new information.
 3. To serve their students, staff and faculty.
 4. To provide information and services that are essential to learning and progress.
 5. To bring the latest and best texts and online resources to faculty, staff and students.
- Most books are in PDF format available online and on CD ROM, combining the power and flexibility of digital texts with page compatibility with the paper versions for ease of reference.
 - Users can search virtually and instantly across entire collections, print out pages and select text for pasting on a document.

FUNCTIONS OF ACADEMIC LIBRARY

However, their major duties are

- To acquire information,
- To organize information for easy access, and retrieval.
- To disseminate information, and
- To educate users on how to use both the library and its resources.
- To ensure that information and materials needed for research are made available through various means.

COLLECTIONS OF ACADEMIC LIBRARY

The most valuable asset of an academic library is its collection. The choice and selection of these collections are of prime importance for adequate services to be rendered to scholars and students of the institution.

The collections of any library will depend on the target audience (library users). An academic library may acquire materials that will benefit the members of staff, students and visitors to the library. Their collections are in the following categories:

- General Collections
- Special Collection, and
- Media Collection

1. The Library **General Collection** supports the academic curriculum.

The library's collection include:

- Books
- Journals
- Electronic Resources
- Cartographic materials

2. The Library **Special Collections** contain unique and rare materials such as artifacts, sculptures, etc.

3. Library **Media Resources**. The media collections are in various types, like the Audio/Visual, CD ROM, Tape, VHS and DVD formats etc. They are used to enhance research in various field of study.

WEEK 4

TOPIC: LIBRARY INFORMATION RESOURCES/MATERIALS Objectives

At the end of this lecture the student is expected to be in a position to:

1. Identify different kinds of information resources in the library and the individual characteristics.

Introduction

- Library information resources are those materials that the library uses to provide services to her users. Such resources are for studying, teaching and research. Library acquires those resources that it can help the users satisfy their information needs.
- A library is expected to provide a variety of information resources that will satisfy the specific needs of each library user.

These resources can be grouped into two:

1. Non-Book or Non-Print Resources
2. Book or Print Resources

(1) Non-Book or Non-Print Resources

These are library materials that are not in book form, be it periodicals or pamphlets. They require special handling, storage and maintenance. Some libraries have a special department where these materials are organized for use. This department is called audiovisual department.

These non book resources are broadly classified into three types.

1. Microforms
2. Audio/visual resources
3. Electronic/Online resources which can be accessed on the internet (Electronic or online Textbooks, reference sources, government publication and serial publication)

1. Microforms

This refers to any information storage material that is made up of images which is very small to be read with the naked eyes. Thus, before they can be read, the reader needs a micro reader or printers. They are in four forms such as microfilm, the microfiche, the micro-card and the microprint. They are used primarily as information storage material.

2. Audio/visual resources

Audio visual resources in library are grouped into the following:

1. **Audio resource** – An audio resource is any instructional devices that can be heard and not seen. They apply to the sense of hearing. Example: record players, tape recorders, audio tapes, audio cassettes, audio CDs, phone records and other types of recordings.
2. **Visual resources** – These are instructional devices that can be seen but not heard. They apply to the sense of sight. These could be projected or non-projected. Examples: **Projected:** computers, filmstrips, slides, over-head projectors etc. **Non-projected:** chalkboards, pictures, etc.
They could be hardware as in record players, tape recorders, radio or software which may include records, tapes, cassettes lexiphones, reel-reel recorder, phonographs, oral traditions, graphic materials, drawings etc.
3. **Audio/visual resources** – these are instructional devices that can be heard and seen at the same time. They apply to both the sense of sight and hearing. Audiovisual resources are in different types and format which includes hardware and software. These are resources that combine the use of audio and visual materials, example: televisions, video-recordings, motion picture, films, VCDs, Videotapes.

Audio-visual resources serve as teaching aids in academic libraries. They can also be used by students as a means of learning. They are also very useful for instructional and illustrative purpose in schools.

3. Electronic resources

Electronic Journals: An electronic journal is defined as any serial or serial-like publications available in an electronic format. *The print versions take time in the production and delivery process whereas the electronic versions are available as soon as the articles are approved and put on-line there is no waiting period.*

Electronic Books: Electronic book, also known as e-Book that is which can be distributed and read in digital form, usually on a computer or handheld display device. E-books can be cheaply distributed worldwide over the Internet and do not require shelf space. Devices that store and display electronic texts are sometimes generically referred to as e-books. E-Book

can be in form of e-books, e-reference sources, e-government publications, e-theses and dissertations.

(2) **Books or Print Materials** are materials made of paper which are produced in different form and sizes. They form the bulk of any library collection.

Types of Books or print Library Resources

1. Textbooks
2. Serials publication
3. Government publications/Special collections
4. Theses and Dissertations
5. Reference sources

1. **Textbooks:** These are those books that treat a subject comprehensively and are used by students, staff and researchers. e.g English textbooks, history of Nigeria, Theory of cataloguing, an introduction to the theory of knowledge. Etc.

2. **Serial Publications:** These are publications issued at regular or irregular intervals under the same title treating different aspects of related subjects and intended to continue indefinitely. Serials are unlike books (textbook) which are meant to be read from cover to cover. Serials can assume a paper, microfiche or microfilm, online or CD-Rom format and electronic format. Examples: of serials are Journals, magazines, newspapers, newsletter, news bulletins, accessions lists, and periodical indexes. This could be daily, weekly, monthly, bi-monthly quarterly, yearly, twice per year, bi-monthly etc.

(1) **Journal** - a journal contains academic work or scholarly articles, it exists as an outcome of empirical studies (research). It is used to disseminate current information on research and development in a particular subject field. The articles in them are often written by experts in the field and therefore reliable. The articles are precise and concise and hence not as cumbersome to read as textbooks.

Magazine - Is defined as a periodical for general reading containing articles on various subjects by different authors.

- (3) **Newspaper**- This is a serial issued at stated frequent intervals (Usually daily, weekly or semi weekly) containing news, opinions, advertisements and other items. Examples: guardian, the sun etc.

Importance of Serials:

1. They contain the most current and vital information on the various subjects or disciplines.
 2. They are product of research and may never appear again in any other form.
 3. They are published regularly unlike text books.
 4. A serial contains news items and information for entertainment
 5. Serials are used for selective reading and research.
4. **Government Source, publications and documents:** Government publications are materials published by local, state and federal governmental bodies and agencies.
- It can also be regarded as reference sources because some of the information required by users can be supplied by government publications.
 - These are publications issued by branches and organs of government, including judicial, legislative bodies, publications of regional and international organizations. The information contained in these publications may never be found in other information sources.

Some examples of government publications are:

- law reports, approved budgets, decrees, constitutions, regulations, annuals statistics reports, scientific reports, in-house journals from government establishment, population census report national handbook, circulars, newspapers, departmental plans, national development plans, gazetteers, annual reports of government agencies, reports of commissions and tribunals of inquiries corresponding white papers, cartographic maps by the federal surveys units, the legal materials issued by the authority of the court and many more.

Government documents are publication made by the government and its agencies in the process of governance. Government documents contain important information about the state. Government publication may be in form of reference works, books, periodicals, bibliographies, pamphlets, maps or internet resources.

4. Theses and dissertations - These are project work based on original research toward attaining an academic degree. It contains original information. Theses and dissertations can be sources of definitions, bibliographies and factual information. Unpublished theses and dissertations are listed in a special catalogue in the reference department of the library. These materials are very important for research.

5. Reference Sources or material: is any material, regardless of form or location which can provide answers to the information needs of the library users expressed as queries. It contains miscellaneous/various information (different kinds, various subjects) on any topic - be it an event or individual. All the sources of information like serials, books, government publication, and audio-visual materials already discussed can be useful reference sources.

Because of the importance of these reference sources, they are usually separated from other books in the library.

Characteristics of References sources

1. Reference sources are not meant to be read from cover to cover or from page to page. These materials are only consulted when specific information is needed.
2. Reference sources are used mainly within the library vicinity.
3. Reference books are not allowed to be loaned by library users.

The cataloguer ascertains which books are to be classified as reference books. If a book is for reference, no date-due-slip, book pocket and cards are required. The book is stamped "Reference only" on the title page and placed on the Reference department of the library for use.

4. Reference sources can appear both in print and electronic forms (format).
5. They are specially compiled to provide answers to any type query that might be raised by the use of a library. It is generally based on universally accepted knowledge.
6. Reference books are consulted for specific needs.

7. Information contained in reference books are organized in such a way that ~~information~~ is made easy.
8. The arrangement may be chronological or alphabetical, depending on the nature of the book. Yearbooks, for example, are suitable for chronological arrangement while dictionaries and encyclopedias are more amenable to alphabetical arrangement.
9. All the books and other material in this section of the library are to be kept there and they should not be borrowed out

Sources of Reference Information

There are three basic sources of published reference information. These are

1. the primary sources;
2. the secondary sources; and
3. the tertiary sources

❖ **Primary Sources:** These are original sources of information. They have not been interpreted or condensed by other workers/compilers. The primary sources of information are journals *articles* (and some other serials) patents, technical reports, dissertations and theses. Technically, primary sources cannot be categorized as reference sources but because these sources are generally used to meet the special reference search and research queries of users. *These sources contain original information which are also very recent. The primary sources of information contain the most recent information on any subject. They are considered the most important sources of information especially for science and technology based disciplines.*

❖ **Secondary Sources:** The secondary sources of information are derived from the primary sources. They modify, interpret, condense, and rearrange primary sources in order to satisfy the information needs of users. Examples of (SS) are abstracts, indexes and bibliographies. The abstracts are brief accounts of the detailed information contain in primary sources while indexes merely indicate that items of