**GEDS 105 USE OF LIBRARY AND STUDY SKILLS**

**WEEK 1 – TOPIC: WHY STUDY THE USE OF LIBRARY?**

INTRODUCTION

A library is a place where professionally selected and acquired books and non-book materials are processed and orderly arranged for easy location (access), retrieval, and use.

To many students, they get to use a library for the first time when they get into the university. However generally it is important to get to know and understand the library in order to make efficient and maximum use of it. One can be completely overwhelmed stepping into a library that is in an unknown environment. The library is one of the largest piece of educational equipment that students encounter and many approach it with confusion, and discouragement due to its complexity. Hence the course is to expose students to the library as well as teach the needed skills to maximally utilize the library to ones benefit

Importance/Benefits of the course

1. Help students overcome the barrier and discouragement to information access and use to achieve their academic pursuit
2. Teaches students the routines and practices in the library in order to avoid frustration and discouragement.
3. Expose students to the various information resources and how to access them.
4. Expose students to the various retrieval tools available to access information
5. Educate students on how to access required information in the library without the assistance of a library staff or personnel.
6. Impact skills that aid one make use of information resources in any kind of library.
7. Enlighten on the various sections of the library
8. Teach students parts of a book and there relevance to o academic achievement

**WHO IS THE USE OF LIBRARY COURSE MEANT FOR**

1. Students
2. Staff
3. Researchers from outside the university community

**Library user education**

There is need to train library users on how to use the library materials since information resources and materials are many and in different formats. When this is done, users will be familiar with how resources in the library are organized, and will also feel confident to use them. Library user education therefore is an instructional program, designed to educate individuals or prospective users on how resources are prepared, and stored/arranged, to enable them make effective and efficient use of the resources which the library provides access to.

**Week 2- Topic: What is library? Types of libraries**

The term library was derived from a Latin word ‘liber’ which means book. Hence, the library, traditionally is a collection of books used for reading and study, or a building or room where such collection is kept. This therefore implies that the library could be the collection of books or a building or both. For the purpose of this course, there is need for a standard definition. Hence, the library can be defined as a place where information materials (such as books, pamphlets, journals, magazines, CDROM etc) are systematically acquired, organized, stored, preserved, and disseminated to appropriate users. It can also be defined as a collection of organized knowledge in all forms which comprise of book and non-book materials. A library’s collection may include books, periodicals, reference materials, audio visuals, CD ROM and databases, etc based on the purpose for its establishment or the curriculum of the parent institution.

Types of libraries

The establishment of a library depends on the objective of its parent institution, the nature of collections and users it intends to serve. Libraries are similar in function and are grouped into the following types

1. Academic libraries

These are libraries established by higher institutions of learning to enrich the core activities of an educational institution such as universities, polytechnics, colleges of education, training institutes, etc. The academic library supports academic objectives of the parent institution such as teaching, learning and, research. The academic library has been described as the heart of the institution and is one of the most essential units of the institution. The library may have smaller units and branches known as departmental or faculty libraries. The university library is an example of an academic library and is headed by a university librarian who is a professional in the field of library and information science. The academic library is not managed by one person as there are preofessional librarians who provide services in the library.

Functions

The main objective of the academic library is to provide information to fulfill the information needs of the academic community (staff, students, researchers). This objective is reflected in its functions as follows:

1. Provision of information materials (print and non-print) required by the academic programs of the parent institution.
2. Supporting the research activities of students, staff and visitors
3. Provision of conducive space for study and research
4. Cooperating with other libraries to develop a network of resources such that information resources are easily shared amongst the libraries in the network
5. School libraries

These are libraries established in nursery, primary and secondary schools. They are also referred to as media resource centers. The collections of the library are made up of books, periodicals, toys, and educational media suitable for the age of the pupils/students of the school. The school library is headed by a school librarian, and most times is the only one managing the library and providing services in the library.

Objective/function of the school library

Just like the academic library, the school library is set up to cater for the information needs of the pupils and teachers of the school. Hence:

1. They acquire organize and make available information resources/materials in line with the school’s curriculum
2. They promote reading skills and help to improve the learning and reading habits of the students
3. They encourage and stir the young minds and interest towards reading and the use of the library.
4. They help to develop students’ ability to be independent learners.
5. National libraries

The national library is the apex library in a country. It collects preserves and disseminates information resources published within the country. The national library is the databank of knowledge in a country. It has the responsibility of collecting all copyrighted publications within the country. This act is known as LEGAL DEPOSIT. The legal deposit law stipulates that 25 copies of each publication of the federal government be sent to the national library, 10 copies of the state government publications, and 3 copies of every individual publications are to be sent to the national library.

Functions of the national library: (read up from the text)

1. Public Libraries

Public libraries are set up by the state or local government to cater for the information need of the general public within its jurisdiction. It is known as the **people’s university.** It provides services to all regardless of age, status, gender, religion, language or educational qualifications.

1. Special libraries
2. Virtual/E-Libraries