

LIBRARY, STUDY SKILLS AND ICT



COURSE OUTLINE

Meaning of Library

History of Library

Types of Libraries

Library and Education

Library Services

Organization of Information Materials

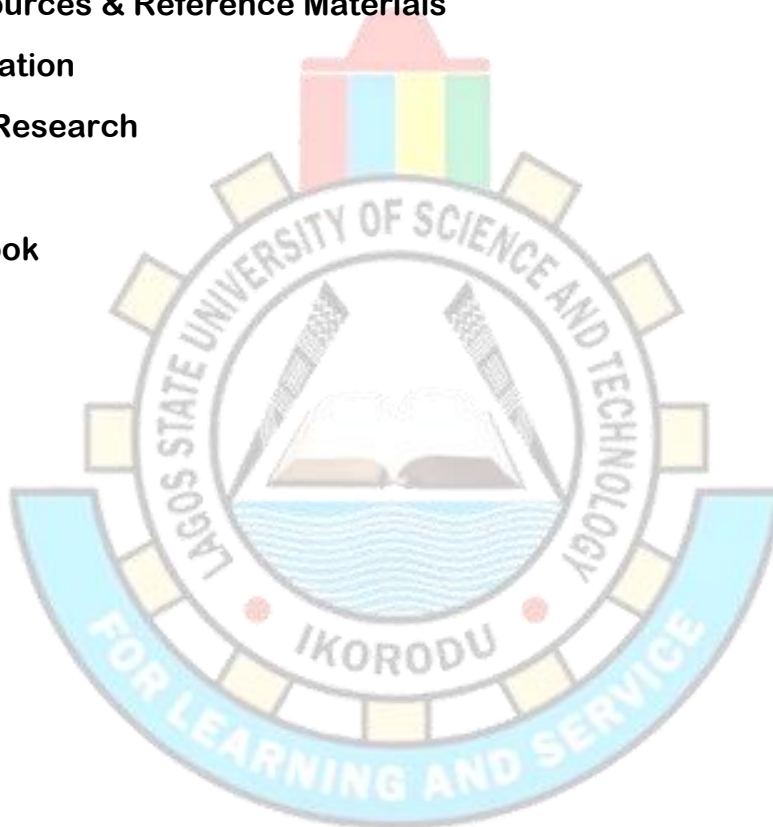
Information Sources & Reference Materials

Library Automation

Citations and Research

Copyright

Anatomy of Book



Meaning of Library

A library is an organized collection of information materials which can be print and non-print (books and non-books) housed in a conducive space or environment.

Types of Libraries

- School
- Academic
- Private
- Public
- Subscription
- Special
- Digital
- National

=> School Library: Is a library attached to pre-school, primary, and secondary schools for the purpose of instilling a reading culture.

=> Academic Library: Is a library attached to higher institutions of learning, such as universities, polytechnics, colleges of education, etc. The academic library carries out teaching, learning and research roles

=>Private library: This is an individually owned library which could be accessible to the public or not.

=>Public library: Also known as the layman's university. This type of library is open to all categories of users. It is owned by the state government and maintained by the taxpayers' money.

=>Subscription library: A money-making library. It could be government or individually owned. Its membership is by registration or renewal.

=>Special library: A library attached to institutes, industries, and organizations, e.g., International Institute for Tropical Agriculture (IITA) Ibadan, Oyo, Federal Institute for Industrial Research Oshodi (FIIRO)

=>Digital library aka virtual online or electronic library is a library without walls—a library in the air.

=>**National Library** is the apex library, father of all libraries. It is established and maintained by the federal government of all countries, e.g., National Library of Nigeria, Bibliothèque Nationale, France, Library of Congress, USA.

National Library of Nigeria was established in the year 1964 by an ACT. The ACT became a decree in 1970.

ROLES OF THE LIBRARY

1. They perform information role
2. Education role (configuration)
3. Research role
4. Recreational role
5. Tell tales to heels (Public Library)
6. Preservation of heritage and culture

LIBRARY AND EDUCATION

Library Economics: Library Rules and Regulations:

- No noise making
- No naked fire
- Umbrellas in cloak room beside porter
- Mutilation
- No edibles
- Use 9 doors for exit & entry
- No lapping
- No reservation of seat
- No stealing. Please borrow & return

ORGANISATION AND SETUP OF A LIBRARY

Administrative Section Readers Section Readers Service Section Reprographic Section ICT Section

Administrative Section Administrative Section houses the library head and all other clerical staff. They see the day to day running of the library. They are

- Head of the library

- University Librarian

Technical Section Referred to as behind the scene section. It takes care of cataloging for non-library staff. It is divided into two parts:

Acquisitions Section: It acquires material for the library through purchase and donation

Cataloging and Classification Units

This is the unit of the library that processes the information material by creating entries and giving call numbers.

Reader Service Questions

The customer service section of the library. It is the face of the library. It is the best place for call for library users, patron (deleted). Users can either be Researcher, Staff or Student.

The 5 Unit under Reader Service Section

1. Circulation Unit
2. Serial Unit
3. Reference Unit

Circulation Unit

1. Registration and Orientation of users
2. Take statistics of book consulted
3. Shelving and shelf reading
4. Charging and discharging of information materials
5. Taking of head count
6. Returning consulted materials to the shelf
7. Calculation of Fine Calculation

Serial Unit

1. Package of serial materials
2. Continuous publication e.g. Newspapers, articles, journals

Reference Unit

- Houses reference materials
- Materials that are consulted to solve a problem e.g. dictionary, encyclopedia, bible and quran

REPROGRAPHIC SECTION

1. Binding Unit
2. Photocopying Unit

The binding unit is the hospital of the library. It is the "spine." It is responsible for fixing worn-out books.

Photocopying Unit: It is absolutely important in the library. It is charged with the responsibility of duplicating materials.

ICT SECTION

1. Cafe
2. Media Resource Centre
 - Systems connected to internet in Cafe.
 - MRC is for orientation.
 - Documentation of lectures.
 - In-house workshop and training.

Information Sources And Reference Materials

1. Primary
2. Secondary
3. Tertiary

Primary Source

A source of information in its original state; it has not gone under any form of interpretation or dilution. E.g. lab report.

Secondary Source

Guides or points to the primary source of information. E.g. index, abstract, summary of a book.

Tertiary Source

It has gone through dilution, interpretation. There is contribution from different authors, revisions to produce the information. E.g. dictionary.

Reference Materials

Qualities:

- Not read from cover to cover

- Consulted to answer a question or solve a problem
- They are books of facts
- Compiled by experts in their field
- Revision/Review tendency - editions (upgrades)
- Arranged either alphabetically, chronologically (date)
- Known as closed access materials in the library i.e not loanable (Reserved)

Categories of Reference Materials

- General reference materials (All areas of knowledge)
- Subject reference materials (Specific/particular field of knowledge)

Types of Reference Materials

Dictionary: Also known as lexicon or concordance.

- Compiled by a lexicographer.
- It gives meaning, pronunciation, usage, antonym, synonym, etymology (origin of words).
- Pocket-sized dictionaries are called "Abridged." They contain selected few words.
- Monolingual dictionary: A dictionary with only one language.
- Bilingual dictionary: Two languages treated side by side.
- Multilingual dictionary: Three or more languages treated.
- General dictionary: Contains various miscellaneous words.

Encyclopedia: Discusses and treats words on a topic/issue. It gives background information of words.

- **Encyclopedia Britannica & Encyclopedia Americana**

Directory: Contains list of notable personalities in a community or organization. It includes names, designation, office address, email address.

Handbook & Manuals: Handbook provides users with a new Subject area commonly distinguished; it includes the following terms:

- **Year Book:** A pamphlet that gives several views of a community or an organization.
- **Almanac:** Contains a list of all sorts and several views. No elements are outside but are all collected, one dimension.

Biographical Sources:

- **Biography:** The life record history written by someone, whether the personality is alive or deceased. It is chronological.
- **Autobiography:** Written by the personality, living in a chronological order, the life record history.

Geographical Sources:

- **Maps:** Gives info about a geolocation in terms of longitude and latitude.
- **Gazetteer:** Not only the geo location of a place but also a background explanation of that place/its nature.
- **Guides:** Used by tourists, includes information not just of geolocation but also places of attraction/interest.

Index:

- Contains lists of technical terms or words that are used in an intellectual context.

Abstract:

It gives a concise, succinct summary of an intellectual context and is usually printed on the preliminary page.

Catalogue & Cataloging

A catalogue is a principal list, an index, a key, an entry point in a library's holdings.

Cataloging is the process of noting bibliographic details of an information material on a 3*5 card.

Bibliographic details on a 3*5 card:

- Author
- Title
- Subject

Forms of Catalogue:

1. Sheaf
2. Book
3. Card

4. Online

=> Sheaf Catalogue:

Principal lists on sheets of paper attached to each book.

=> Book Catalogue:

Written in hardcover books.

=> Cards: 3x5 cards

(Author's cards and attached)

Online Catalogue

Catalogue online and is known as Online Public Access Catalogue (OPAC)

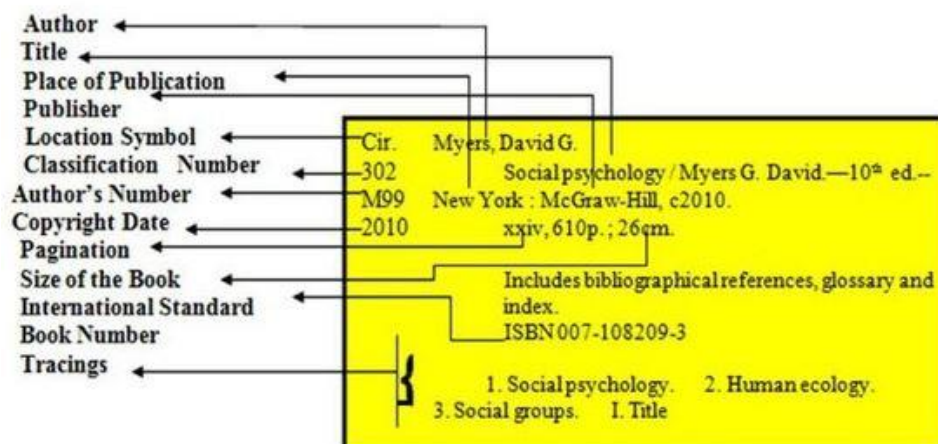
*Maps of different countries is called Atlas

Types of Catalogues

1. Dictionary Catalogue: It is when all entries in ATS (Authors, Titles, Subject) are filed alphabetically all together.

2. Divided Catalogue: It is when all items A, T, S are filed alphabetically individually.

* Catalogues are arranged alphabetically



Accession Number is a unique serial number running continuously given to a material as they are acquired in the library. Readers with accession number/position can trace the list/record of acquisition list.

CLASSIFICATION

Classification is the grouping of materials according to their subject relatedness. Classification scheme forms the subsidiary list used to label the subject and right class.

Library of Congress

Library Decimal

Moys (Books classifying law books)

Universal Decimal

Bliss Bibliography

LC (Library Of Congress Classification)

- Developed in 1897 by a group of American Librarians it was not used until 1900 when Herbert Putnam took over the head of LC.
- Uses mixed notation (Numbers and letters)

DDC (Dewey Decimal Classification)

- Developed in 1876 by Melvin Dewey
- Uses pure notation (000-900) (Numbers only)
- Classified into 10 classes

ICT IN THE LIBRARY

Computer System

- Network - LAN (Local Area Network) WAN (Wide Area Network) Internet (Global Network) Connects the whole world as a global village
- Alternative to Power supply
- UPS - Uninterrupted Power supply
- Database (collection of data/information and put in a storage) eBooks, Journals
- Constant Subscription

1. Pro Quest URL: <https://www.proquest.com> Username: Laspotech
Password: Pw13579@@

URL: Universal Resource Locator

https

WWW-World wide web

2. Science Direct

- www.ScienceDirect.com
- lasustechlib@gmail.com
- Library123@

3. Research Life

- <https://research4life.org>
- NIE544
- 99975

4. Taylor & Francis

- <https://www.tandfonline.com>

- ikorodulasustech@gmail.com
- ikorodu@2024

5. Ebscohost
6. Henari
7. Agora
8. J stor
9. Mylibrary



Anatomy of a Book

4 major parts:

1. **Cover Page**
2. **Preliminary Page**
3. **Text Block**
4. **Auxiliary Pages**

Cover Page:

- The sitting point of the book and protector.

Preliminary Page:

- In Roman Numerals. They are the preliminary content.
- Contains: Preface, Table of Content, Acknowledgement, Dedication, Prologue

Text Block:

- The intellectual content of the material. It is the most important part of any book.

Auxiliary Pages:

- They are the alternate page (The other page) containing Tables, statistical table, Appendix, epilogue, Glossary, Bibliography, Index, table

Spine: The backbone of the book consisting of the call number.

Lip of the material: It carries the ownership stamp.

Title Page: Carries the title and the author of the material.

Half Title Page: Carries the title with no author.

Obverse: Copyright Page. Publisher. ISBN etc.

Flyleaf/Bastard Page: It helps the binding of the material.