COMMUNICATION AND GENERAL STUDIES DEPARTMENT
GNS 203 WEEK 02

USE OF LIBRARY

Dr. N. A. ADERIBIGBE, Dr. B. A. AJIBOYE, Dr. S. O. ADEYOYIN and Dr. S. I. ADEGBAYE

TOPICS

• ORGANISATION OF LIBRARY RESOURCES •

HOW TO ACCESS LIBRARY RESOURCES •

STUDY SKILLS

ORGANISATION OF LIBRARY RESOURCES This

involves three steps namely:

• **Acquisitions process**

• Machine Readable cataloguing (MARC) • Cataloguing of Library Resources

3

• **TOPIC 1:**

ORGANISATION OF LIBRARY RESOURCES

The acquisition unit performs the acquisition process in the library and is concerned with the building up of library collections. The procedure

for the acquisitions could be through purchase, gift or exchange of books and materials. The purchase aspect involves the recommendation of books and materials by librarians, lecturers and students.

Cataloguing of Library Resources

Cataloguing or **Library Cataloguing** is the second process in the organization of library resources which involves the creation and maintenance of bibliographic and authority records in the library catalog, the database of books, serials, sound recordings, moving

images, cartographic materials, computer files, e-resources etc. that are owned by a library. The catalog may be in tangible form, such as a card catalog or in electronic form, such as online public access catalog (OPAC).

Relative to the movement of materials within technical services, cataloging usually follows the receipt of ordered books in acquisitions. The process of cataloging involves three major activities, namely, Descriptive Cataloging, Subject Cataloging, and Authority Control.

Cataloguing of Library Resources contd.

The second edition of Anglo-American Cataloguing Rules (AACR2) is the most widely used cataloging code, designed for use in the construction

of catalogs and other lists in general libraries of all sizes.

AACR2 comprise a detailed set of rules and guidelines for producing metadata in a surrogate record to represent a library resource. The rules cover the standard description of areas like, the title, publisher, edition, series, etc., as well as the provision of choice and form of access points (headings) for all materials which a library may hold or to which it may have access, including books, serials, cartographic materials, electronic resources, etc.

Machine Readable cataloguing (MARC)

MARC is the acronym for **Machine-Readable Cataloging**. It defines a data format by which computers exchange, use, and interpret bibliographic information, and its data elements make up the foundation of most library online public access catalogs used today. This is the means of accessing information in electronic format.

TOPIC 2:

HOW TO ACCESS LIBRARY RESOURCES Library

resources can be accessed in the following ways: **1. OPAC (online public**

access catalogue)

This is an electronic based or computerized information retrieval system used by the libraries. It helps library users to locate library resources without always having to physically visit the library.


HOW TO ACCESS LIBRARY RESOURCES

2. Card catalogue

This a type of record that contains bibliographic details of library collections. It is always arranged in alphabetical order and significantly aids library patrons to locate and access information materials easily and quickly.

To access it;

Select the access point to use from 3 specific points. These are Author card, Title card and Subject card. These are all arranged alphabetically. Library users can as well use call number to search for an information material.

CARD CATALOGUE SAMPLE
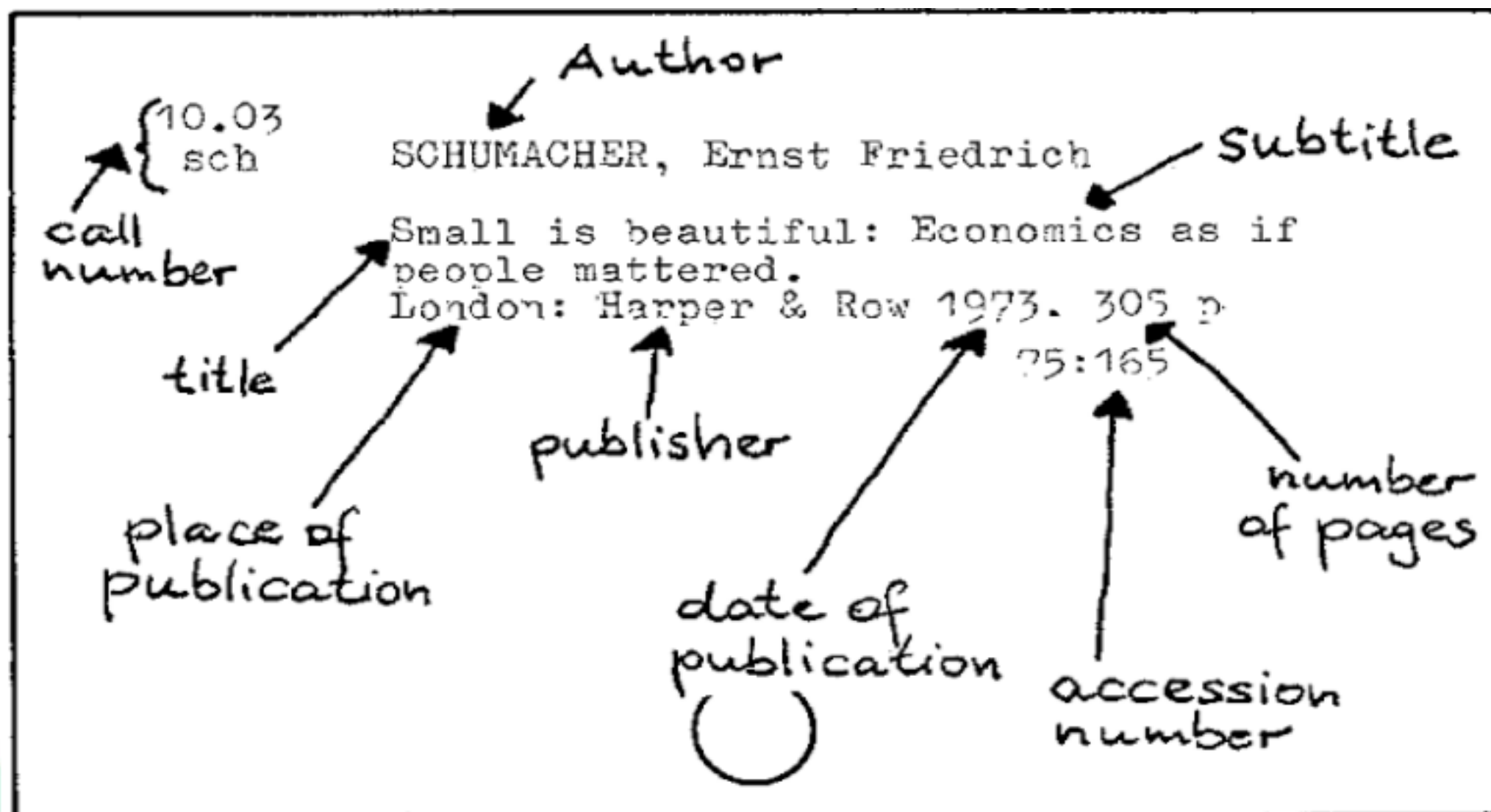
Parts of a card catalogue

• Author or the heading

• Title of the book

• Statement of responsibility

• Edition

• Collation; physical description of material: number of pages, illustrations and dimension.

• Imprint; Name of publisher, place and date of publication • Series statement

• Tracing of added entries (Subject entry)

• ISBN

TOPIC 3: STUDY SKILLS

• Study skills, academic skill, or study strategies are approaches applied to learning. They are generally critical to success in school, considered essential for acquiring good grades, and useful for learning throughout one's life.

• Study skills are an array of skills which tackle the process of organizing and taking-in new information, retaining information, or dealing with assessments. They include mnemonics, which aid the retention of lists of information; effective reading; concentration techniques; and

efficient notetaking.

STUDY SKILLS

• Rehearsal and rote learning.

• Reading and listening.

• Flashcards.

• Summary methods.

- Visual imagery.

- Acronyms and mnemonics.

- Examination strategies.

- Spacing.

- Time management

⚠️

CLASS ASSESSMENT

5 minutes quiz

- What is the full meaning of MARC, OPAC and AACR? - Mention the parts of a card catalogue

Assignment

- Discuss briefly what you understand by study skills - State the steps involved in the organization of library resources