



UNIVERSITY OF CAPE COAST

College of Humanities and Legal Studies

Faculty of Arts

Information Literacy Skills Unit

ILT 101

FORMATION LITERACY SKILLS

SESSION 2 : LIBRARIES

SESSION OBJECTIVES

By the end of this session, the student will be able to:

- Know the types of libraries :
 - ✓ School library
 - ✓ Academic library
 - ✓ Public library
 - ✓ Special library
 - ✓ National library
- Explain the categories of libraries

WHAT IS A LIBRARY?

- A building or series of rooms containing collections of diverse formats and languages, preserved, organized and interpreted to meet the varying needs of individuals for information, knowledge, recreation and aesthetic enjoyment (Alemna, 2000).
- Aina (2004)—institutions responsible for the collection, processing and storage of recorded knowledge for the purpose of reading, study and consultation.

SELECTED ACTIVITIES DONE IN LIBRARIES

Acquisitions— selection of materials (print and non print) based on the needs of the its patrons/community.

Materials are purchased, exchanged with other libraries OR donated by institutions and individuals to stock the library's collection.

Processing of the materials— stamping, cataloguing and classifying and lettering

Displaying the materials in the appropriate areas in the library (borrowing or reference sections) for students to exploit these resources.

EXAMPLES OF PLAGIARISM

Copying a text from the Internet, book or an article without stating the source.

Paraphrasing a text from a book without stating the source.

Paying for an essay and presenting it as your own.

Handing in another student's work under your name.

Copying statistics, maps, tables or charts without stating your source.

TYPES OF LIBRARIES

There are different types of libraries that are set up to serve specific groups of people or communities. These are;

- School libraries
- Academic libraries
- Special libraries
- Public libraries
- National libraries

Types of Libraries



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graph TD; A[Types of Libraries] --> B[School]; A --> C[Academic]; A --> D[Public]; A --> E[Special]; A --> F[National];
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School

Academic

Public

Special

National

SCHOOL LIBRARIES

- A school library can be defined as the library within a pre-tertiary institution where pupils/students and staff of a public or private school have access to a variety of resources.
- **Function:** The main function of the school library is to support the various educational programmes at the various levels.
- **Users:** Teachers, Non teaching staff, pupils and students
- **Collections:** Dictionaries, encyclopaedias, atlases, and periodicals (such as magazines and newspapers). Non-print materials may include films, audio and video recordings, computers, and CD-ROMs.

SERVICES OF SCHOOL LIBRARIES

Reference: The School Librarian assists users to find materials in the collection.

Lending: This service affords users the opportunity to borrow books to use outside the library.

Electronic support service: In addition, well endowed school libraries can offer electronic and reprographic services.

ACADEMIC/COLLEGE /UNIVERSITY LIBRARY

Definition— library found in colleges and tertiary institutions to serve the curricular needs of the students, faculty and staff. Often described as the nerve-centre of educational institutions

Functions—support the teaching, learning and research activities of the institution.

Users—Academic staff (lecturers), researchers, students (undergraduate and post-graduate) administrative staff

Collections: Resources are in print and non-print format (electronic)

COLLECTIONS OF ACADEMIC LIBRARIES

The library's collection is a reflection of all the subjects/programmes taught in the university/college.

Print materials

✓ General reference books- directories, dictionaries, encyclopaedia, periodicals, government publications, textbooks etc.

Non print material (electronic)

✓ Full text databases, e-books, microforms, CD-ROMs. textbooks etc.

SERVICES OF ACADEMIC LIBRARIES

Reference services: library user's queries or questions are answered at the reference desk manned by a librarian who serves as a guide/link to the library resources to assist, guide and support users to satisfy their information/research needs

Lending: Most books in university libraries are available for borrowing.

✓ Borrowing varies from few hours, overnight, days and weeks.

SERVICES OF ACADEMIC LIBRARIES CONT'D

Reservation services – Library resources can be reserved for patrons for use

Inter-Library Lending and Document Delivery (ILL/DD)- A practice between two or more participating libraries who establish agreements with one another to share materials to enhance their collection.

Libraries borrow materials from other libraries on behalf of their patrons.(this is part of resource sharing and library cooperation)

Patrons of a library can borrow books, theses, DVD s etc. or documents owned by another library while the library acts as intermediary.

SERVICES OF ACADEMIC LIBRARIES CONT'D

Document Delivery-the provision of non-returnable documents published or unpublished sent via email or snail mail to the recipient. The recipient bears the cost of the documents. However copies sent to patrons are for permanent retention.

Electronic support- the use of resources in electronic format (databases on CD-ROM and online databases)

Reprographic service- reproduction (photocopying) of materials for use by patrons

User education- two tiers. Library orientation for fresh students(library tours and introduction of mandatory information literacy course in some universities.

NATIONAL LIBRARY

Definition: library specifically established by the government of a country to serve as an outstanding repository of information for that country (New World Encyclopaedia, 2018).

Goal of National Library: ensure the bibliographic control of all books and materials in a particular country and about the country.

Examples:

British Library (UK) <https://www.bl.uk/>

Library of Congress (USA) <https://www.loc.gov/>

National Library of South Africa <https://www.nlsa.ac.za/>

National Library of Australia <https://www.nla.gov.au/>

FUNCTIONS AND SERVICES OF NATIONAL LIBRARY

Functions

Legal deposit

Compilation of National Bibliography

Practical training of library personnel

National bibliographic agency and legal deposit library

Management of the International Standard Book Number (ISBN) and International Standard Serial Number (ISSN)

Guidance and support for library services and learning activities for other libraries

Compilation of national bibliography.

Services

General reference

Inter Library Lending and Document Delivery

NATIONAL LIBRARY: THE CASE OF GHANA

Unfortunately Ghana does not have a national library,
**BUT the George Padmore Research Library on
African Affairs plays a dual role . It serves as
Ghana's National library and
Africana Library with special emphasis on Ghana**

FORMS/ CATEGORIES OF LIBRARIES

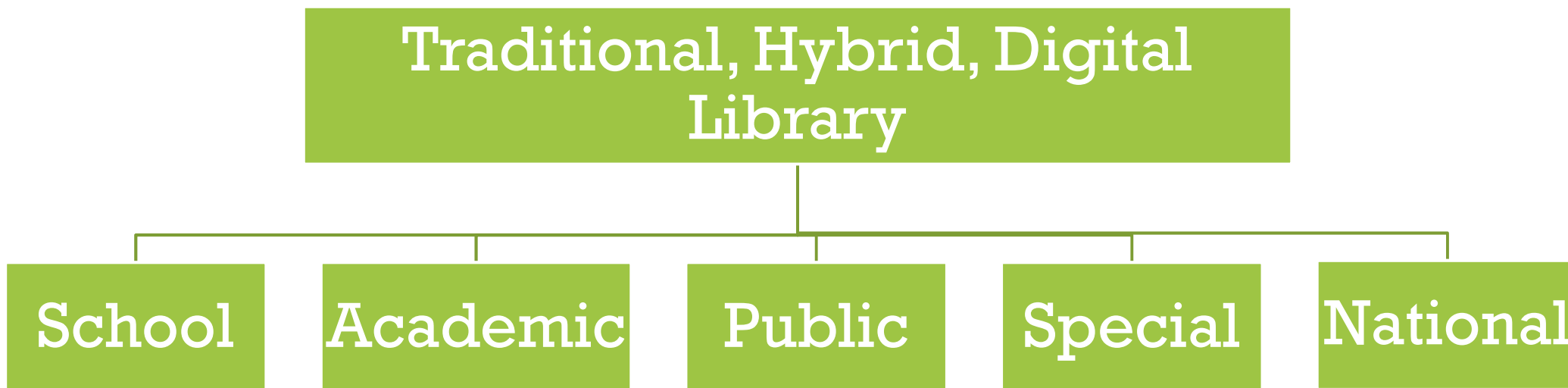
Traditional—Most of its operations are done manually and without the aid of computer technology

Digital/Electronic— all information resources and services in digital form

Hybrid— has information resources in both print and non print

FORMS OR CATEGORIES OF LIBRARIES

ALL TYPES OF LIBRARIES CAN FALL WITHIN ANY FORM OF LIBRARIES



TRADITIONAL LIBRARIES

In a traditional library, most of its operations (activities) are done manually and without the aid of computer technology.

Advantages

Free and universal access to the collection;

Can be used without electricity

Disadvantages

Limited access to materials

Centralized management of the resources

ELECTRONIC/DIGITAL LIBRARY

Digital library: An online collection of digital objects that is managed according to internationally accepted principles of collection development to enable users to access, use and exploit resources (IFLA).

Collections are stored in digital format and access to such resources is through the use of digital technologies

Digital materials are of two types - **digitized materials (made digital)** and **born digital materials**

ELECTRONIC/DIGITAL LIBRARY CONT.

Born digital materials- refer to materials that originate in a digital form or created in digital form (MS office files, image, audio, video files, emails etc.) and stored in a digital environment (such as laptops, digital cameras, digital video recorders, etc.)

Digitized materials- refers to materials that are digital derivatives of original paper or analog items created through scanning or other digitization process.

Examples of digital libraries -

World digital library <https://www.wdl.org/en/>

Internet Archive <https://archive.org/>

Open Library <https://openlibrary.org/>

Story Place (preschoolers) <https://www.storyplace.org/>

ADVANTAGES OF DIGITAL LIBRARIES

They allow users to directly access and use the documents/information they have found

Information can be accessed anywhere internet is available and at any time (24/7 access).

Information is more easily shared with other digital libraries. There is therefore enhanced access to users.

DISADVANTAGES OF DIGITAL LIBRARIES

It is more expensive to set up and manage.

It cannot be used when there is no electricity and inadequate bandwidth.

The content of some of the documents may not be well screened and validated.

HYBRID LIBRARIES

Hybrid library- has information in both print and non-print formats. Users have physical and electronic access to its collections.

In such a library OPAC (Online Public Access Catalogue) are used to access the library's collections

NOTE: Most academic libraries are hybrid in nature.

(Examples: Sam Jonah Library, UCC., Balme Library, UG, Legon., Prempeh Library, KNUST.)

ADVANTAGES OF HYBRID LIBRARIES

Information can be accessed in both print and non-print formats

It harnesses the advantages of both the traditional and digital libraries.

READING LIST

- Aina, L.O. (2004). *Library and information science text for Africa*. Ibadan: Third World Information Services Limited.
- New World Encyclopaedia, available at www.newworldencyclopedia.org
- Mayank, T. (2010). Digital libraries: functionality, usability, and accessibility. *Library Philosophy and Practice* (e- journal). Retrieved from <http://digitalcommons.edu/libphilprac/381> on 23rd August, 2013.
- Morris, B. J. (2004). *Administering the school library media center*. Westport CT: Libraries unlimited.