FOUNTAIN UNIVERSITY OSOGBO

GENERAL STUDIES UNIT

LIBRARY AND INFORMATION TECHNOLOGY (GNS 103)

USE OF LIBRARY (SECTION ONE) -   Prepared by   BAKRIN .S.F. (MR.)

- **HISTORICAL DEVELOPMENT OF LIBRARY**
- **DEVELOPMENTS OF ISLAMIC LIBRARIES**
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HISTORICAL DEVELOPMENT OF LIBRARY

Establishment of libraries was a consequent action that followed the art of writing which had been in vogue for over seventy {70} centuries before the discovery of writing in the form of alphabets. Various types of writing were prominent in the ancient times, ranging from cuneiform to hieroglyphics. There were numerous media used in transferring information at various periods and ages; these media include clay tablets, papyrus, stone, parchment, paper, microforms and digital.

Origins of Libraries

The exact date of the evolution of libraries cannot be ascertained. However, its beginning can be traced to the Sumerians who evolved clay tablets on which cuneiform signs were inscribed in recording official, religious and financial transactions over sixty {60} centuries ago. These clay tablets were preserved and collected into a location. This heritage was preserved by both the Babylonians and Assyrians who succeeded the Sumerian civilization. The era of a king Assurbanipal of Assyria (668-626 BC) witnessed a collection of 30,000 tablets covering all subjects of concern to his empire. Ironically, these collections and similar ones were destroyed by the forces of Persia who later conquered Assyria.

At a later period, libraries where rolls made from papyrus were stored were later discovered in Egypt. The Egyptians utilized hieroglyphics as a means of communication. Since the priests were at the forefront of literacy at that period, they took custody of the papyrus which contained the recorded knowledge. Therefore, most libraries in the ancient Egypt resided in temples of the priests. Kings also had libraries built by them in Egypt with Alexandria Library established by King Ptolemy I having 700,000 rolls of papyrus in its collection.

In Greece, kings participated actively in the promotion of libraries, king Eumeres in Pergamum developed the use of parchment or vellum (a more durable medium) to serve as alternative to papyrus when Egyptian king Ptolemy II banned the export of papyrus to Pergamum. In the same vain, the Romans inherited series of collections as spoils of wars from different nations they conquered. As great scholars, they were able to take several collections back to Rome, even taking educated men and women in the conquered nation along as slaves who would later become scribes. At the beginning of fourth century, there were about twenty eight public libraries in Rome. This trend continued until Rome was captured by the barbarians who retarded the growth of knowledge by destroying the libraries.

During the medieval times, the Christian monks played prominent role in the dissemination of knowledge. They used to keep themselves busy in the scriptorium where religious works were copied due to the availability of instruments for copying of manuscripts in the scriptoria located inside the monasteries. Later, the service of special officers (who can be likened to modern librarians) was procured to manage the collections.

The invention of movable types by Johannes Gutenberg boosted the spread of libraries in Europe. This invention coupled with the discovery of papers by the Chinese led to large production of books. Libraries such as Vatican library in Rome, Sorbonne Library at university of Paris etc. came on board in the US, the personal collection of John Harvard formed the initial collection of the Library of Harvard University. The prestigious Library of Congress also emanated from private collection.

Factors Responsible for the Growth of Libraries in Nigeria

The advent of library and library services in Nigeria can be traced to the activities of some foreign civil servants and some elite Nigerians who came together to form what was known as the Lagos Book Club as a forum through which they exchanged books among themselves in the late 1920s. Later in 1932, the Lagos library was established with the assistance of Carnegie Corporation which donated a sum of £1,650 towards library development in Nigeria. Before the establishment of the University College Library in Ibadan in 1948, the British Council on its arrival

in 1943 had facilitated the existence of libraries in the then three regions as well as the federal territory. For several years, University College Library served as depository for Nigerian publications as a result of the Publications and Ordinance Act of 1950. It was not until the promulgation of the National Library Decree of 1970 that this function was transferred to the National Library of Nigeria as legal depository and national bibliographic centre. Therefore it would be appropriate to emphasize that certain factors influenced positively library development in Nigeria. These factors include but not limited to:

1. Rapid increase in educational activities and rate of literacy among the Nigerian populace
2. The UNESCO seminar held in Ibadan in 1953
3. Nigeria political independence in 1960
4. Dynamic leadership of the West Africa library Association {WAA} and later the Nigeria library Association
5. Creation of states with each having state library board

DEVELOPMENTS OF ISLAMIC LIBRARIES

The Arab world where Islam emanated from was dependent on oral transmission of information. However, with revelation of the first five verses of the Quran (Q96: 1-5) the importance of documentation was emphasized. The revelation changed the medium of presentation of knowledge in the Arab world. Initially, the Quran was recorded on various items such as stone, bones etc. while there were Huffaz who memorized the entire Quran. Subsequently, the Quran was compiled into a single book, while the Ahadith which had been learnt by heart began to be documented.

Factors that Assisted in Development of Islamic Libraries

The factors that led to the rapid evolution and development of Islamic libraries include:

1. Documentation of Islamic science from the Quran to the Ahadith and other branches of knowledge.
2. Conquest of other empires and nations such as Rome & Persia. These were centers of learning and civilization. Their libraries were inherited by the Muslim nation.
3. Establishment of translation houses by the caliphs of Abbasid dynasty where books in other languages were translated to Arabic.
4. Invention of papers by the Chinese, the Muslim nation during the era of the Abbasid dynasty made use of this to bolster production of several books. Many bookshops, copying centers etc. were established during this period.

Muslim libraries

There were three libraries regarded as the greatest in the Muslim world during the period of Islamic prominence in the field of science beside other numerous ones. These libraries include:

1) Dar al-Hikma (House of Wisdom) established by the Abbasid Caliphacy in Baghdad. Darul-Hikma was founded by Caliph al-Ma'mum during the Abbasid period between 750-1100AD. Great scholars served as its librarians. This library was there until the advent of the Mongols in Baghdad in 1336 AD

2) Dar al-Ilm (House of Science) which was established in Cairo by the Fatimid Caliphacy. Dar al-Ilm was founded in 1004 by Caliph al-Hakim and it existed for about sixty years until it was plundered by the invading Turkish soldiers.

3) The library of Umayyad caliphs in Spain known as Library of Cordova. Library of Cordova was established by al-Hakim II in 976 AD in Spanish town of Cordova. The

library had between 400,000-600,000 volumes of books. It remained till 1031 AD when the dynasty came to an end.

Basically however, there were four categories of libraries in the Muslim world namely;

1) Mosque Libraries: they were libraries attached to mosques. Materials like copies of the Quran and sayings of the prophet were kept there. This tradition still continues today. Examples of mosque libraries are: Al-Zaituna Mosque Library in Tunis, Al-Mansur Mosque Library in Baghdad.

2) Private Libraries: it contained private collections of Mushin scholars and Caliphs. They were open to other scholars and students. Some of them were later bequeathed to the public libraries examples are; Royal Book Collection of Ibn Sina in Bukhara and Ibn al-Alkami's library which had 10,000 volumes of books

3) Public Libraries; the first of this type of library was established in Damascus in 689 AD. The libraries were open to the general public. Examples are Al-Muntasir Library in Cordova (961 AD) and Dar al-Ilm founded by Ibn Hamdun in Mosel (935).

4) Academic Libraries: this category of library started from the mosque as Quranic library. However with passage of time the library metamorphosed into school library when educational centres were separated from mosque with the advent of Nizamyyah system of administration of schools. Books on grammar, philosophy, medicine, mathematics etc. were stocked in these libraries. Later development saw some of these centres evolving to academic libraries. Examples of these are Al-Azhar University Library in Cairo, Nizamiyyah Library in Baghdad.

These four categories of libraries have continued to exist in the Muslim world up till today. However in Nigeria, Islamic libraries are faced with challenges such as absence of trained librarians and absence of specific arrangement style for books on the shelves.

CATALOGUING OF LIBRARY MATERIAL

Cataloguing is the process of giving a vivid description to a library material with particular attention to its peculiar features. These features include author, title, imprint, {publisher, date, and place of publication} collation, {number of pages, illustration and size of book} ISBN etc. These features distinguish each tittle from other available ones in the library. These process leads to the production of library catalogue.

Objectives of Cataloguing in the Library

The objectives of cataloguing library materials are:

1. To show what the library has by a given author, on a given subject or in a given kind of literature
2. To enable a client find a book he knows its author, subject or title
3. To ease the process of retrieval and usage of library materials
4. To provide access points and means of identification for all bibliographic materials in the library

Process of Cataloguing

The process of cataloguing consists of two parts namely:

[a]. Descriptive cataloguing: it is concerned with physical description of an information material providing its bibliographic details. The details include: author, title, edition imprint {name of publisher, date and place of publication} collation {pages, volumes, illustration and size} ISBN, Accession number etc.

[b] Subject cataloguing: it involves the process of analyzing the intellectual content of the document and assigning subject heading to the document. This allows a user to gain access to documents in the library even when he has no author or tittle in mind

Library Catalogue

According to the definition by Webster's Dictionary, a catalogue is a list or enumeration of names, persons or things, usually in alphabetical order,

sometimes with accompanying description. But in library parlance, a library catalogue is a register of all bibliographic items found in a library or group of libraries. It contains descriptive information of items outlying author, title, edition, publisher, date, physical appearance, subject matter, special features and location arranged in systematic order.

Forms of Catalogue

1. Book catalogue: it is a form in which entries are hand-written or printed and bound into a volume; it is equally known as Register or Printed Catalogue and currently not in use in the library.
2. Card catalogue: in this form of catalogue, entries are made and arranged in any desired order on cards of uniform size i.e. 12.5 x 7.5cm and kept in trays or drawers of catalogue cabinet.
3. Sheaf catalogue: it is a catalogue formed by sheets, slips or cards of 6 x 4 size fastened in a binder that allows a new material to be inserted It is said to combine advantages of both book and card catalogues.
4. Microform catalogue: in this catalogue, entries are reduced and printed on a film or fiche. It however requires microfilm reader to magnify the image on the film or fiche since it cannot be read with naked eyes.
5. Online Public Access Catalogue: it is an integral part of an integrated library system that makes the library holdings available to the user via computers purposely provided for that in the library coupled with options of additional entries such as series and ISBN. It has the advantage of being accessed anywhere in the world when connected to the internet. Users can easily verify if the library has a particular title and whether the book is available or already loaned out, thus eliminating waste of precious times used by patrons in the search process. Also, a user can know when a borrowed book will be returned to the library, place a hold on it and suggest titles not available in the library for acquisition.

Types of Library Card Catalogue

The following are the most commonly used types of catalogue

[a]. Divide catalogue which has author, title and subject catalogues arranged separately but in alphabetical order

[b]. Dictionary catalogue which has author, title and subject entries combined in alphabetical order

[c]. Classified catalogues which is subject catalogue in which the arrangement follows a particular classification scheme

Kinds of Entries

There are basically two kinds of entries namely

1. Main entry: it is a full catalogue entry that gives all necessary bibliographic information needed to identify a book in the library. It is usually an author entry except in few cases.
2. Added entry: it is an additional entry to the main one. Examples are; joint author, title, editor, series, subject etc.

CLASSIFICATION OF LIBRARY MATERIALS

Classification is the process of arranging library materials in a systematic manner that brings related subjects together. It involves assigning a class number to a book that corresponds with its subject contents following a chosen classification scheme.

Objectives of Classification

1. To make books available to users
2. To group library materials into their specific subject areas
3. To facilitates the retrieval of information materials subject by subject
4. To enable reader acknowledge the extent of subject areas covered by the library collection

Types of Classification Schemes

A classification scheme consists of tables of subject headings and classification schedules used to assign a class number to each materials being classified based on that material's subject.

The major types of classification schemes include:

1. Library of Congress   LC.   It was initiated by Herbert Putnam between 1899-1920

2. Dewey Decimal Classification   DDC. It was developed by Melvil Dewey in 1876

3. Colon Classification

4. Bliss Classification

5. Universal Decimal Classification UDC. It was put together in 1885 by two Belgians

Of all these schemes, the first two are those commonly used in Nigeria libraries. Since university libraries in Nigeria employ the use of library of congress classification scheme, the main classes of the scheme will be highlighted here as follow:

The Main Classes of Library of Congress

A   General works

B-BJ   Philosophy, psychology

BL-BX   Religion

C   Auxiliary sciences of history

D	History: General and old world (Eastern Hemisphere)
E-F	History: America (Western Hemisphere)
G	Geography, Anthropology, Recreation
H	Social sciences
J	Political science
KD	Law of the United Kingdom and Ireland
KF	Law of the United States
L	Education
M	Music: Books on music
N	Fine Arts
P-PA	General philology and Linguistics
PA	Supplement Classical languages and literature Byzantine and modern Greek literature mediaeval and modern literature
PB-PH	Modern European languages
PG	Russian literature
PJ-PM	Languages and literature of Asia, Africa, Oceania, American Indian Languages. Artificial language.
P-PM	Supplement index to languages and Dialects
PN, PR, PS, PZ	General Literature. English and American literature, Fiction in English, Juvenile literature
PQ Part 1	French literature
PQ Part 2	Italian, Spanish and Portuguese literatures
PT Part 1	German literature

PT Part 2   Dutch and Scandinavian literature

Q   Science

R   Medicine

S   Agriculture

T   Technology

U   Military science

V   Naval science

Z   Bibliography. Library science

INFORMATION TECHNOLOGY

The term refers to the use of technology in handing, acquiring, processing, storing and disseminating information. The urge to cope with information explosion, accessibility over long distance, easiness of networking are some of the advantages that have endeared the application of technology to information management to its managers. In particular, librarians and their clients stand to benefit a lot in using technology to carry out their functions and services. These advantages include: easiness f tasks, absence of physical boundary, round the clock availability, possibility of multiple accesses, easiness of information retrieval, preservation and conservation, space conservation, networking and reduction in cost etc.

Electronic Library
According to Aina {2004}, electronic library is basically a library that consists of materials and services in electronic format rather than the print format. Other terms such as digital and virtual libraries are used interchangeably. Therefore, the term applies to such materials as video, audio, and audiovisual tapes, CD-RM discs, electronic databases which require electricity to function. These are categorized under electronic library

Library E-resources

There are a host of e-resources available in the university library which can easily be accessed by both the academic staff as we as students. These resources include e-journals, e-books, databases and internet connectivity. The university library subscribes to lots of electronic resources which are accessible in the library and anywhere on campus. These resources are:

1. Databases: Some of these databases are in form of CD-ROMs or DVD-ROMs and can be used with a single computer while others are online databases available over the internet.

2. E-journals: these are digital versions of articles from journals that allow you to read the full text on the internet.

3. E-books are digital versions of books that allow you to read the full text on the internet. At the same time, you can download the e-books free.

4. Internet based service this is maximized by the use of search terms {singe terms and combination of terms} through search tools such as 1 search engines {e.g. Alta vista, northern light, Google, yahoo etc.}, 2 meta engines which are search agents getting information from many search engines {e.g. Dog pile, WebCrawler }and 3 directories {e.g. Lycos, Infoseek}

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USE OF LIBRARY (SECTION TWO) – Prepared by   BELLO .M.A (Mrs.)

- **CONCEPTS AND DEFINITIONS OF LIBRARY**

- **USES AND IMPORTANCE OF LIBRARY TO STUDENTS AND RESEARCHERS**

- **TYPES OF LIBRARY/ LIBRARY SPECIAL SERVICES**

- **LIBRARY RULES**

- **VARIOUS UNIT/ DEPARTMENTS IN A LIBRARY**

- **RESOURCES IN THE LIBRARY**

- **BIBLIOGRAPHY**

CONCEPTS AND DEFINITIONS OF LIBRARY

The word library was derived from the Latin word *liber* meaning "books". Going back memory lane, early written forms like clay tablets, papyrus and parchments were considered scared and so were carefully preserved in shrines, palaces and later repositories known as libraries. Since the origin of writing, all the activities man has been indulged in, all his achievement, failures, beliefs, adventures, hope and aspirations etc. have at one time or the other been recorded in one form of writing or another and has been kept in a form of library.

From the above, libraries have passed through a series of historical developments. During these developmental stages, various kinds of definitions have been given to the library in consonance with its original purpose. The purpose then was the preservation of these materials which were not originally books but records made up of the written history, culture and knowledge of humanity at various times.

In this age of technology, information explosion and automation in libraries, the modern concept of library makes it defy the definitions given to the library in the earliest times. The library has become a place entrusted with the acquisition, organization, preservation, storage, retrieval and dissemination of information in print and non-print format.

The growth and development of educational system of a nation depends much on the reading habits, attitudes and culture of the citizens. Libraries occupy a unique platform in our academic system in making information resources available, thus advancing human knowledge.

A library is a collection of information resources organized for use and maintained by public institution, or private individuals. In the more traditional sense, it means a collection of books. These collections and services are used by people who choose not to or cannot afford to purchase an expensive collection themselves who need materials as no individual can reasonably be expected to have all academic and professional collections require for his/her study.

According to *Encyclopedia Britannica,* Libraries are collections of books, manuscripts, journals and other sources of recorded information. The library is the heart of any educational institution that enables it to fulfill its educational objectives. Thus, the purpose of a library is to support the educational programmes of an institution. This purpose is achieved in two ways: By providing

users with the means of finding whatever information they need. And by encouraging them in the habit of using books both for information and recreational purposes.

If the library is to serve its purpose, it must be recognized as an essential part of the academic programme while the teaching and learning is planned in a way that the library plays a central role.

DEFINITIONS OF LIBRARY

Library can be defined in the context of four major elements or resources.

(a) Building/ Accommodation
(b) Personnel/Staff (both professionals, paraprofessionals and other staff)
(c) Collections(Prints and Non-Print information resources)
(d) The Users

A library is an institution responsible for the collection, processing and storage of recorded knowledge for the purpose of reading, study and consultation. The library is conceived to be the collections of two broad materials (Books &Non –books), systematically arranged using schemes, codes, notation, purposely to make the information in books easily retrievable for the use of the users. Libraries carefully acquire relevant books and other reading materials to satisfy the intellectual needs of the students, lecturers, researchers and knowledge seekers in diverse areas of interest.

According to UNESCO, a library is defined as organized collections of published books and periodicals and of other reading and audio-visual materials, and the services of a staff able to provide and interpret such materials as are required to meet the informational, research, educational or recreational needs of users.

The adequacy of this definition lies in the fact that:

(a) It indicated the broad categories of materials a library could contain.
(b) It state that a library should have a qualified personnel
(c) It indicates the five broad functions of a library.

FUNCTIONS OF THE LIBRARY

The primary functions of libraries are collection, organization, storage and dissemination of information. Depending on the kind of libraries, they also carry out functions relating to the objectives for which they are established. Five major functions are identified below:

i)   **Informational function**: This is the core function of the library. Library provides access to information in diverse format to the users.

ii)   **Educational function**: The library carry out its educational function by providing access to knowledge recorded in books and other graphic and non- graphic materials for the realization of the educational objectives of the users.

iii)   **Research function**: Libraries generally acquire information materials that would go a long way in satisfying the specific needs of its users.

iv)   **Recreation/ Entertainment function**: Materials such as newspaper, magazine etc that take boredom out of a tired reader are available in the library.
Library also promotes reading for pleasure and recreation purposes.

v)   **Cultural function**: The library serves as custodian of grey literature and other materials that contains vital information on culture, belief and traditions.

USES AND IMPORTANCE OF LIBRARY TO STUDENTS AND RESEARCHERS.

1. Library serves as a mechanism through which information is collected for purpose of research, study, reading and reference. It is a well organized centre for academic   growth.
2. Professionals like engineers, accountants, lawyers, architect and doctors use library resources to build up their knowledge expertise.
3. Information about personal interest, recreational such as films and novels are obtained from the library.
4. Students use libraries to supplement and enhance their lecture room experience, to learn skills in locating sources of information and to develop good study skills and reading habits.

5. Public officials use libraries to research on legislative and public issues.
6. Students in tertiary institution can use library resources for their academic development, intellectual advancement, building up their wisdom and understanding of issues.
7. Effective use of library can enhance the class of grades a student will earn while at the university.
8. Students who depend on their lecture notes alone end up with lower grades and usually bereft of new ideas in their disciplines.

TYPES OF LIBRARIES

It is a fact that library is the pivot around which the entire educational system is based. Library constitutes an effective source of information, knowledge, recreation and educational inspiration to users. Library is the intellectual hub around which all academic activities rely. There are different types of libraries. The classification could be on the basis of education level, purposes and ownership of the library. The following types are identified:

1) National Library
2) Public Library
3) Academic Library
4) School Library
5) Special Library
6) Private Library
7) Digital or Virtual Library

National Library: The National Library of a country can be defined as "the library which ahs the duty of collecting and preserving for posterity the written production of that country. It is the central station for the assembling and service of thought energy".

National library is owned by the federal government of a country. Each country has one and usually sited in the Federal capital. In Nigeria, there is a national library which was established in 1964. However, the act establishing National Library was amended by a decree in 1970. The National Library is recognized as an instrument in national development and

in context of general aims of library services to the society. The National Library acquires its collections from within and outside the country. National library serves as repository of all publications. Any publication emanating in the country is expected to be deposited in the National Library through Legal deposit. National library stocks books, monographs, pamphlet, newspapers and non- books materials. The apex library is responsible for the production of a current national bibliography.

Public Library: This is a library established by state or local government in the country. It is purposely established to serve the intellectual interest of the general public. It is on records that Martin Luther advocated the course of establishing public libraries and urged the Municipal authorities to allocate funds for public library development. The Public Library is set up primarily to serve the entire community. Every inhabitant in the community should have ready access to library services. The main objectives of a public library is to assemble, preserve and administer books and related educational materials in organized collections in order to promote through guidance and stimulations, and enlightened citizenship and enriched personal lives. Also, the public library serves as a general centre of reliable information to the community. Public libraries provide opportunity and encouragement for children, young people, men and women, to educate themselves continuously. The main sources of collections for public library could be from within and outside; the collection coverage of a public library is diverse and dynamic to cover all areas of human knowledge and discipline.

School Library: Library is an important education support facility which is required to compliment the teaching learning process at both primary and secondary levels. Schools libraries may be built by Philanthropist, P.T.A, and school authority. Ordinarily, both public primary and secondary schools should have functional libraries that are stocked with relevant materials that are tailored towards the curriculum of the school and managed by qualified personnel.

Special Library: Special Libraries is the term used to denote those libraries which specialize in certain subject or groups of subjects. They are those libraries set- up to meet certain unique demands and need as dictated by the nature and function of the institution that set them up. The services of a Special library are however subject/ discipline based. It is meant to serve a well defined group of professionals such as lawyers, doctors, agriculturist, and industrialists.

Academic Library: These are libraries established to serve the institution of higher learning. These are libraries of Universities, Polytechnics, Colleges of Education e.t.c. The academic library is the soul of any institution. The library exists primarily to serve the needs of members of its own institution. In a university, the library can be regarded as the workshop where members of the community hope to achieve the ideals for which the institution was set up. The Library works toward the objectives of the Parent institution. It is meant to serve the intellectual needs of undergraduates, post-graduates, lecturers' research fellow and other members of the University community. However, it must be noted that the success of university research, teaching and learning depends to a considerable extent on the quality of the library.

Private Library: These are libraries owned by individuals. Eminent scholars, lawyers, medical doctors, politicians in most cases turn their book collections over the years into libraries. These libraries may contain books and journals and specific disciplines particularly in the area of specialization of the owner.

Concepts of Digital and Virtual Libraries: A digital library consists mainly of digital or electronic materials with which service are rendered. Digital materials can only be operated using computers and other electronic driven devices. They are acquire, stored and processed using digital devices. They are transmitted over networks. Among the resources of a digital library are electronic databases on the internet; CD-ROMs etc.

LIBRARY SPECIAL SERVICES

Libraries offer special services to users to ensure that users have access to information without restrictions. Special library services include:

(i)   Inter- Library Loan

The ideal library has everything its patron would need. As there is no ideal library, then libraries must cooperate to share their resources. Cooperation between libraries of all types and sizes has created networks with the aim of providing the right book or information to user at the right time.

(ii)   Current Awareness Services

Current awareness services can be defined as systems for reviewing newly available documents, selecting items relevant to the needs of an individual or groups and recording them so that notifications may be sent to those individuals or groups to whose needs they are related.

Current awareness services are provided because of the amount of information available, because the clients of the libraries need to be informed of recent developments and documents are a source of this information.

(iii)   Selective Dissemination of Information(SDI)

This involves sending to individual user notifications of items in the literature which match a statement of his/her requirement.

(iv)   Reprographic Services

Many university libraries offer general photographic services. These include photocopying services, slide and overhead transparency services, reader-printer for various microform formats and binding facilities. Most libraries restrict periodicals use to within the library only thereby making photocopying services necessary. However, copying is subject to restrictions imposed by copyright acts and regulations. The Universal Copyright Convention provides protection on an international basis once a country is a signatory. The library has the prime responsibility for photocopying copyright materials and under the copyright act the librarian is the only official in the university able to offer single copies of articles for private study and research apart fron the copies made under the fair copying provision.

LIBRARY RULES

In order to provide fair and efficient library services to all, it is necessary that certain rules and regulations are established. Each rule has been made and enforced for the welfare of all users. However, each library has its own rule, but the following are some of the general rules:

1. Silence must be maintained in the reading rooms of the library.
2. Brief-cases, parcels, raincoats e.t.c. must not be taken into the library. Storage is provided for such items near the library entrance where they may be left at owner's risk.
3. The consumption of food and drink in the library, other than in the common room is not permitted.
4. Bottles of ink may not be brought into the library.
5. Air- conditioning controls should not altered without consulting the library supervisor.
6. Books and periodicals consulted by the readers should be left on the reading table.
7. Books and other library materials borrowed should be returned promptly on due date.
8. No library user will be allowed to borrow any other book if he/she is in possession of an overdue book.
9. Mutilation of library materials is forbidden.
10. All library users must show their bags and books for inspection at the security point of exit when leaving the library.
11. All cases of stealing, mutilation or defacement of library books and journals shall be regarded as serious offence and shall be referred to the Students Disciplinary Committee for necessary action.
12. The university library shall reserve the right to suspends or withdraw library privileges from persons who contravene university library regulation and refers such cases to the appropriate university authority for further disciplinary action.

VARIOUS DEPARTMENTS IN THE LIBRARY

A library is a system with sub-system, libraries have various departments from which it functions properly and delivers services to its patrons. However, the functions of each unit or department depend on the type of library. Basically, departments in the library are divided into three major namely:

a) Readers' services department
b) Technical services department
c) Administrative department

a) Readers' Services Department

This department is where the output of most other sections is brought into public view in a form that is comprehensible to users of the library. This section houses all library collections where users could interact with all the resources within the ambit of regulating rules. These sections include Circulation, Reference and Reserved sections.

(i) **Circulation Section**: This section is the first point of meeting in the library. This department deals directly with users, with responsibilities ranging from users' registration, charging and discharging of library books, shelving among other routines. This section is manned by a professional known as the "Circulation Librarian".

(ii) **Reference Section**: This unit houses all reference materials in the library. These reference materials are probably the most fundamental to all libraries. They are important for consultation only within the library and they are not to be read from page to page. Reference materials are referred to for specific information. Examples of such materials include encyclopedia, dictionaries, almanacs, directories, biographies, indexes, abstracts, et.c. This section is manned by a professional referred to as the "Reference Librarian"

(iii) **Reserved/ Closed Accessed Section**: This section houses materials that are in high demand and are therefore placed in the reserved / closed accessed section to ensure that such materials are used within the library, and borrowing out of the library is denied.

b) Technical Services Department

This section is saddled with the responsibility of acquiring and organizing library materials. Services in this section are often not seen by the user because activities in this section are often done behind the scene. Departments in this section include: Collection Development, Cataloguing and classification, Serials sections.

(i) **Collection Development Section**: This section is saddled with the responsibility of carefully selecting library materials to be acquired based on the objective of the library, and thereafter purchase of the library materials. This section has it as a duty to order for books and other materials from reputable book suppliers or publishers. And also ensuring that materials ordered for are delivered on time and matched the order placed. This section ensures that materials acquired are accessioned before moving to the next section for further processing. This section is headed by the "Collection Development Librarian".

(ii) **Cataloguing and Classification Section**: This section is where library materials are described bibliographically and assigned a call number which will facilitate easy location on the shelf. The technically of this section requires that seasoned cataloguer and classifier are in charge to ensure quick processing of materials.

Materials are catalogued in line with the standard rule of cataloguing contained in the Anglo American Catalogue Rule 2 (AACR2) which all cataloguers must follow. Most academic libraries use Library of Congress Classification Scheme

(iii) **Serials Section**: This section house all journals and periodicals in the library. For Simplicity, Periodicals are defined as publications that

appear with distinctive titles and in successive part at regular or irregular intervals and are intended to be continued indefinitely .Journals and periodicals contain first hand information that are useful for researchers hence the need for library to acquire them and make them available for users. This section is headed by the "Serials Librarian".

(c)Administrative Department

The management and administration of both human and materials resources of the library is the primary role of this department. This department is Headed by the University Librarian in the university settings, or a Polytechnic Librarian at the Polytechnic level.

Resources in the Library

It is important that a library possesses the required resources that will enable it to meet its goals and objectives. Adequate provision of relevant library materials is one of the purposes of the library. Basically, library materials can be categorized into groups according to their formats. There are three (3) broad groups of library materials.

1. **Printed Format**: Printed format of the library resources is made up of materials that are printed on paper. They fall into the groups such as books, periodicals, government publications, Reference materials e.t.c. These materials form the bulk of the library collections. Some of the printed materials in the library are described below:

   a) **Books**: This are portable printed works which consist of a number of sheets usually forty –nine or more ,fastened together usually with sewn or pasted hinge wise and enclosed in cover. Book is operationally defined as a publication in printed form with a distinctive title. Book forms one of the major items in the library holdings.

b) **Journals**: They are academic and professional publications which come out at regular intervals and intended to continue indefinitely in several volumes. Specialists contribute articles to the academic and professional journals which relate to their fields. Information and facts in the journals are always the outcome of research work.

c) **Government Publications**: These are official publications put out by the government and its agencies. Some of such publications appear at regular intervals, while others occasionally.

REFERENCE BOOKS AND THEIR USES

The following are the major printed reference materials found in most academic libraries.

    i.   Encyclopedia
    ii.   Dictionary
    iii.   Index
    iv.   Abstracts
    v.   Biography
    vi.   Handbook
    vii.   Yearbook
    viii.   Directories
    ix.   Atlas
    x.   Gazetteer etc

i.   **Encyclopedia**: An encyclopedia is a book of information in every branch of knowledge. It is a literary work which gives information on all branches of knowledge or one subject, usually arranged in alphabetical order. In most cases, encyclopedia contains tested information which cannot be disputed or controvert and usually written by group of experts. An encyclopedia can either be general or subject based. General encyclopedia gives information on subjects in

different branches of knowledge. Examples of genera encyclopedia include; *Encyclopedia Britannica, Encyclopedia Americana.*

The subject based encyclopedia contains vital information on a specific field of knowledge. Examples of subject based encyclopedia include; *McGraw-Hill encyclopedia of science and technology, International encyclopedia of Library and information science.*

ii.   **Dictionary:** This is s reference book which gives definition of words, spellings, pronunciations, syllabication and etymology e. t.c**.** arranged in alphabetical order. There are two types of dictionary; abridged and unabridged. An unabridged dictionary contains all the words in a language and has several volumes. The abridge dictionary is highly condensed and it comes out in a single volume. There are also general and subject dictionaries. Examples of general dictionaries include Advanced Learners Dictionary, Oxford English Dictionary etc. The subject dictionaries provide explanation, meaning of words and phrases peculiar to a discipline.

iii.   **Indexes:** An index is an information retrieval tool. It is a listing of key words that list other publications. The index, can be a separate guide to periodical article or book, is use to locate specific piece of information in a large unit. Examples of index include *Education Index, British Humanities Index etc.*

iv.   **Abstracts:** These are precise and informative summaries of works done in various field. Abstracts help users to determine the usefulness and relevance of any material before retrieving it. It contains information about the author, title and other bibliographic details that will facilitate the retrieval of the original document. Examples are *Annual Abstracts of Statistics, Dissertation Abstracts International, etc.*

v.   **Biography:** This is a collection of sketches of varying length about the lives of individuals. These may be educationists, scientists, politicians and other professionals. Examples are: Who's Who in Nigeria, Webster's biographical dictionary. Etc.

vi.   **Handbook:** A handbook is a compilation of miscellaneous issues by professional organizations in handy forms. It may contain addresses of the issuing organization, data and illustrations relating to the activities of the issuing body.

vii.   **Yearbook:** This is a yearly publication of current information in descriptive and or statistical form sometimes limited to a special field. It is an annual summary of current information. It aims to cover happenings which take place during a period of one year. It attempts to provide minimum information without missing important details. Attempt is made to be as brief as possible so as to reduce its bulkiness. Examples of yearbook are *Nigeria Year Book, African Year Book.*

viii.   **Directories**: A directories gives lists of names and addresses of person, organizations, institution and business concerns in an area, town or country in alphabetical order. E.g. *National Telephone Directory, World Directory of Mathematicians.*

ix.   **Atlas:** An atlas is a document of maps, charts or plates issued on its own or accompanied a text. Atlases are very useful aids for geography instruction and for general information about places. Atlases provide information on local or international towns, rivers, seas, mountains and even time. Examples of atlases are *Oxford Atlas for Nigeria, The atlas of the World etc.*

x. **Gazetteers:** A gazetteer can be likened to a geographical dictionary which provides data and information about places, which may include towns, villages, rivers, mountains, lakes and other geographical features including calculation of time. A gazetteer is more detailed than an atlas. An example of a gazetteer is the world gazetteer.

2. **Non-Print Materials**

   Human knowledge is not only recorded in printed form but equally recorded in various formats which are generally known as non print materials. These are library materials which do not fall within the definition of a book or periodical. Most information around the world is largely becoming non print in their format. These non print materials are described below:

   i. **Audiovisual Materials**: Audiovisual materials are otherwise known as multisensory media resources because they appear to more than one sense. Audio visual materials are those literary resources which appeals to and sensitize the users' visuals and auditory sense at the same time. They are the most effective educational resources. Sound film, tape/slide, video tape, video disc and others are examples of audiovisual materials.

3. **Electronic Materials**: In the twenty- first century, the convergence of computers and telecommunication facilities as a result of the constant advancement in information and communication technologies(ICT) made global information possible, and this has had an impact on all areas of human endeavor, especially library information storage and retrieval services. ICTs enable libraries to network and provide access to remote electronic data and information, thus making a wide range of services and products available to the library users. Libraries are thus being transformed from book center to information center institution, and emphasis is shifting from book collection and storage to access and provision of electronic

information services. Through the application of ICTs and internet facilities in the library, access is made to the following electronic resources.

i.   **Database**: A database can be defined as structured collection of records that is stored in a computer so that a program can consult it to answer queries. The records retrieved in answer to queries become information that can be used to make decision. It is a collection of related files which may be bibliographic, full text or numeric. It is also described as a structured storage of information. There are databases that are on-line and those that are off-line.

   a) **Off-line database**: These are databases that do not require any telecommunication system or technology before it can be accessed. Examples include OPAC, CD-ROM.

   b) **CD-ROM technology**: CD-ROM connotes Compact Disc Read Only Memory. This implies that the user can only read the data on the disc, he cannot write on it except the manufacturer. The CD-ROM is a more recent technology which is user friendly and can be accessed directly through the computer. It does not require any telecommunication before it can be accessed. It has a high storage capacity. A typical CD-ROM can store the equivalent of 250,000 pages of text, it is of high quality and very resistant to hostile climate, hence some are produced as multimedia.

   c) **Online Databases**: These can be described as any set of computer which holds structured records that can be approached by means of search keys. The data could be bibliographic or full text. It could cover several disciplines. The major database vendors and their areas of interest are:
   EBSCOHOST- Business Source Premier
   Hinari- Health Sciences
   OARE- Sciences: Biochemistry, Microbiology.

BioOne - Sciences
Eric- Education
Lexis- Law
Agricola- Agriculture
Pais- Social science

There are also journals and books in electronic formats. This can be accessed through the internet. Some of the journal articles are free on the internet, as some will provide the full text while others provide abstracts

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