SUMMARY OF GSP111(USE OF LIBRARY)

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Chapter one

1. The word library is a derivation from the Latin word "liber" and means basically *book*.
2. The convectional definition views the library as a *storehouse of knowledge*.
3. The origin of libraries is traceable to *China, Egypt* and *Assyria.*
4. *Backed clays, papyrus* and *parchment* rolls stored on shelves, pigeon holes and in king's palace constituted the starting points of libraries and library resources.
5. *The first purposeful* conceived and constructed library building was during the reign of *Ptolemy 11 philadephus.*
6. The early middle ages marked the era for the care and preservation of books in monastery where monastic orders encouraged the use of books by members of the monastic communalities. The importance of reading and study was particularly recognized at the Benedictine order.
7. Conversely, the mosques were the custodians of libraries developed in the Arab world.
8. The printing press was invented in the 15th century by Gutenberg;
9. The 16th century reformation dealt a devastating blow on civilization and learning in England over ecclesiastical libraries were destroyed by the iconoclastic whirl wind.
10. A library built in **1564** in *Spain* was the first to do away with book bays of the medieval system and began the arrangement of library collections in cases lining the walls. Books chaining also was systematically abandoned;
11. The correct practice of arranging books in a standing order __ spine projecting outward was started in France.
12. (e) In 1610, the University of Leyden was the first to utilize a whole floor as a library that was open to access.
13. *Leopoldo della santa* is credited as the first architect to design in library, which conformed to modern standard. In 1816 he published a pamphlet to that effect;
14. The first *English Library Act* was enacted in **1800;**
15. Boston public library of 1852 in the united state of America, were the main catalyst of modern library movement.
16. The **traditional library systems** include: *nation libraries, public libraries, academic libraries, school libraries, special libraries, private libraries, digital libraries, and government libraries.*
17. An organized collection for use or used by group of people is called a library.
18. The basic function of libraries is the acquisition, organization, preservation, storage, retrieval and dissemination of information in whatever format they appear.
19. Libraries can be classified according to the type of institution holding the collection, documents or materials they hold, or the users they serve.

20. The following types of libraries will be examined
   (1) National library;
   (2) Public library;
   (3) special library;
   (4) private library;
   (5) children library;
   (6) school library and
   (7) academic library
   (8) digital libraries

21. **A National Library** is the **apex** library of any nation. It is usually a library established and funded by executive arm of the government at the national level with branches spread across the nation. Therefore, it can be regarded as a depository library.

22. The functions of a national library are:
   - **Serves** as the depository for copyrighted publication in a country;
   - **Prepares th**e national bibliographic;
   - **Serves** as the nation bibliographic centre by preparing and keeping a national central catalogue
   - **Allocate international** standard book market number (ISBN) and international standard serial number (ISSN) for published books and periodicals respectively.
   - **Advises government** on library development and policies; and
   - **Encourages reading habit/**study skill and research. The library is headed by the national librarian.

23. **The public library**: like the national library, **the public library** is government owned and funded at state level with its presence in state capital and branches in local government headquarters.

24. **The public library** performs at least four basic functions. They are:
   - **Encouragement of** reading habits;
   - Promotion of enlightenment and leisure;
   - Promotion and preservation of cultural heritage; and
   - Promotion and use of public libraries as education agencies for the individual.

25. The public library is headed by a **Director of state library Board.** He/she is often responsible to **the commission for education in the state.**

26. **Special libraries:** according to Aina (2004) **special libraries** are libraries established to meet the highly specialized needs of a professional or business group. 'they are libraries meant specially for research on particular field of study and often for the limited group of users. Their services **include selective dissemination of information (SDI)** and **current awareness** (**CAS).**

27. **Private libraries:** these are collections of individuals. Examples are **Nwafor Orizu library Nnewi, Eni Njoku memorial library donated** to the university of Nigeria, Nsukka; **Ikejiani collection** bequeathed to the college of medicine of UNN, and **Muhammed Bello collection** at the Nigerian institute of advanced legal studies.

28. **Children libraries:** children libraries are established by government and non-government organizations (NGO). They are targeted to children in a particular community.
29. **School libraries:** these are libraries established in primary, primary and secondary schools by the school authority to support teaching and learning.
30. **Digital library:** digital libraries, rooted in the vision of **Vane Var Bush** in **1945** when he thought of automated system that would store information including books, personal records, and articles **was realized in the 1990's** as a result of internet and world wide web (www) technologies.
31. **Ojedukwu** defined digital libraries as "information service or collection of electronic information resources in which all the information resources are computer processable form".
32. Where the library is virtual, it is sometimes referred to as '**paperless library', library without wall; 'networked library', 'seamless library 'and library of the future'.**
33. **Academic libraries:** academic libraries are libraries established in universities (public and private), colleges of education, polytechnics and Monotechnic.
34. **The university library** is unique among the academic libraries because of its emphases on research more than teaching and learning.
35. The word university is derived from the term 'universe' which means community of teacher and students.

Organization of university library

36. The cooperation and coordination of people, tasks and technology for the attainment of the library set aims and objectives is called **organizational structure.**
37. **There are organizational systems practiced in the university library. These are centralized** and **decentralized** systems.
38. **In the centralized system** all the collections, services and activities of the library are carried out in a central library.
39. **Sometimes** the library collections of a university collection are decentralized in various locations because of the multiplicity of discipline.
40. **Branch libraries** came into existence as a result of decentralization.
41. **The university of Nigeria practice decentralization** because some of the faculties are many kilometers apart.
42. There are two approaches to the organization of the university library: these are the subject approach and the functional approach.
43. The subject approach encourages decentralization and activities such as acquisition; cataloguing circulation and reference are together carried out in various subject areas. This requires subject specialist libraries.
44. In the functional approach, the library is organized along the line of various functions performed in the library such as administration, collection development, technical services, public service and special collection.
45. However, what is found most of the university libraries is a **hybrid** of the two approaches mentioned above.

46. In the **hybrid approach,** central library orders and acquires materials for the branch libraries with only an autonomous hand to catalogue, store and make them accessible to users.

Administration

47. The administration and management of the university library is under the surveillance of the university librarian who is responsible to the vice-chancellor.
Collection development division
48. Ordering and acquisition of library materials ____ Books, journals and all other non-book materials are the responsibilities of the *Collection Development Division*.
49. Subject to each library's choice departmentalization/division, the collection Development Division is usually made up of the *acquisition section* and **the serial section.**
50. **Serial section:** the serial section of the library is in charge of the management of the serial collection in the library.
51. Serials collections include journals, newspapers, proceedings, magazines, annual and other serial publications.
Technical services division
52. **Technical service division** carries out the technical aspect of library processes.   The division include: the cataloguing section, bindery section Audio visual section and reprographic section.
53. **Cataloguing section:** the section catalogues and classifies all materials received in library.
The bibliographic control section
54. The bibliographic control section popularly called bibliographic unit, indexes information resources based on the international standardized system of indexing.
Bindery section
55. The binary section is responsible for the preservation of the life span of library materials such as books periodicals.
Audio visual section
56. They are a collection of a specialized non-book materials managed for accessibility by the users. These include **microform** (micro film, microfiche, and micro card) which their attendant equipments like their readers, slide and slide projectors, **CD_ ROM, Digital camera, scanners** and others
Reprographic section
57. **This section offers some technical services to the users** such as photocopying services.
Public service division
58. **The public division service** comprises of the circulation section and the reference section. It is charged with the service delivery of information needs of the users in the library. It is open to public service while collection Development and Technical service divisions are behind the scene service
The circulation service

59. After the processing of library materials by the cataloguing section, the circulation section makes them available to users by placing them on the shelves for browsing and subsequent use by Bonafede members of the library. It provides library cards for borrowing the acquired materials.

The reference section

60. The section answers users' queries to help them get at what information they need.

Specialized Collection Division

61. **The organization and dissemination** of some special materials are carried out in this division.

62. **It is made up of following** sections: **united nations, African and Government Documents**

63. **United Nations section**: these publications are organized and made accessible by the section through the maintenance of a UNO materials catalogue separate from the general library catalogue.

64. **African section**: the section is concerned with the organization of Africana materials acquired by the library and making them accessible to the users.

65. Africana materials are publications by Africans and publications specially on Africa by non-Africans or Africans

66. Government Document section: the section acquires and organizes publications of the federal and state government as well as publications of statutory and quasi __ government bodies and corruption for research.

67. Physically Challenged and Branch Libraries: the division is made up of physically challenged section and branch libraries. The section though in early state, is charged with managing of the physical challenged collections to satisfy the information needs of the physical challenged users.

68. The digital division: the division comprises of three sections: MTN, University connect section, it special project section and system maintenance section.

CHAPTER Two

Reader in the library environment

69. **Ranganathan propounded** the five laws of librarianship. These laws are:

(**1. Books are fo**r use.

(**2. Every reader his [or** her] book.

(**3.** Every book its reader

(**4.** Save the time of the user.

(**5.** The library is the growing organism.

70. **Graham John Sanders** stole historical artifacts from Alexander Turnbull Library which nearly brought the library to its knees.

71. *Efficient service* is the basic aim of any library.

72. Policies, rules and regulations governing the use of the library's materials are normally decided by the librarian with the advice of the *library board.*

73. **The library catalogues** are the guides to find a book in the library,

74. **The reference section:** this the section that in its collection reference books such as dictionaries, encyclopedias, direction, indexes, abstracts, handbooks, manuals, atlases, maps, biographies among others.

75. **The circulation section:** the section is responsible for the following functions in the library:

- Registration of the library users.
- Issuing of books on loan to users
- Book reservation.
- Replacement of lost borrowers, cards.
- Issuing clearance to graduating students and retiring staff.
- Issuing of overdue notices to erring users.

76. The reference section is the only section that maintains an open access system.   Other sections that give out books on loans operate close access system.

77. **The Africana section:** this section is where books are published by African authors or about Africa are kept.

78. In addition, first degree project reports, masters' dissertations and doctoral theses are also kept in African section. This section is unique to university of Nigeria libraries. In the section there a unit for **Achebeana,** this is the collection of books by Chinua Achebe and written about him and another unit called *Biafrana,* that is the collection of books written about Nigeria/Biafra civil of 1967 __ 1970.

79. The Africana section operates a close access system which means that books there are given out on short loan system.

80. **Government Document Section:** this section responsible for keeping publications collections such as laws of Nigeria and states of the federation, government gazettes, parliamentary reports, and reports from government ministries, parastatals and agencies, annual reports of companies etc.

81. **T**he Government Documents Section equally operates a close access system and therefore users must use the materials within the section and the return them.

82. The serial section: this is the section where serial publication such as journals, magazines, proceedings and other periodical are kept.

83. The serial holdings are recorded in a *Kardex*

84. Serial materials are often given out on short loan except for bound volumes which may be given out on loan for weeks or months.
85. The cataloguing section: the major responsibility of the section is to see that books are properly processed before sending them out for readers' consultations.
86. The acquisition section: the responsibility of this section is the selection of relevant library materials and then making arrangement for their acquisition for the use of the readers.
87. The bindery section: this is another section of the library that is purely for the processing and repair of library materials.
88. Digital service division: it has three section namely: MTN, Universities connect unit, IT Special project Unit, and Systems Unit. This division is in charge of all ICT related services in the library.
89. Reserved books Reserved reading room: the reserved books section is a closed access area. Reserved books are to be read library and within the reserved reading room where the books are located.
90. The open access areas are accessible to all readers.
91. Special collections: The special collections of the university of Nigeria libraries comprise the **Africana, Nigerian government publications and the United Nations publications**.
92. **Changing system** is the method a particular library adopts to keep accurate records of books on loans, who has the books on loan and when the books are likely going to returned to the library.
93. To charge a book to reader simply means to issue the book out on loan to the library user.
94. The **Newark charging system** is used in university library.

THE BOOK

95. The primary purpose of is to announce, expound, preserve, and transmit knowledge and information between people depending on the twin qualities of portability and permanence.
96. **Johann Gutenberg of Mainz**, Germany, was credited with the invention of printing and the production of the first printed book in **1455**.
97. Printing existed in China centuries earlier and **the earliest printed book which survived was printed in 868 AD.**

Parts of a Book

98. **The dust jackets:** it protects the book from dust, and in libraries where it is preserved, helps to add colour to the shelves. More importantly, the dust jacket contains notes about the author and blurb.
99. **The blurb** is general note prepared by the publisher on what the book is about
100. **Covers:** the covers provide further protection for the book. In some books a short author and title statement appear on the front cover.
101. The most important part of the cover is the **SPINE** where the short titles, the surname of the author and the publisher's crest and/or short form of name appear.

102. **Preliminary pages:** these precede the first page of the text; and further help to identify a book; they also help you to learn a little more about the book.

103. **The Bastard title or Half title Page** is a page with a short form of the title. If the title is a part of the series, it is this page that carries the series statement. The full title of the book, the author's name and his qualifications, the publisher(s), place(s) of publication and sometimes date of publication

104. **The publisher date of** publication and place of publication are known as the **imprint**.

105. All the information on the title page is not superfluous and can be vital to help the reader make up his mind about the book.

106. The **verso** or back of the title page contains the copyright statement, date of publication, the **ISBN** (International Standard Book Number) and a short printing history of the book.

107. The verso is followed by the **Dedication.**

108. **In** the preface or forward, the gives his reason for writing the book, indicating the level for which the book is intended.

109. **Acknowledgements** are made for which the received while writing the book.

110. **The contents** page follows acknowledgements, as the list of the subjects or parts thereof discussed in the book arranged in order appearance.

111. **The introduction** which follows the table of the contents is a preliminary note on the subject of the book its treatment in it. The introduction may form the first chapter of the text. It may be written by a person other than the author. It must be noted that the relative position for the various items of the preliminary page vary from book to book. However, in majority of cases the preface precedes the contents page. In some foreign language books, the contents page is at the back, that is, at the end of the book.

112. **Body or text:** this is the main part of the body, and most cases it is distinguished by a different numbering system from the preliminaries.

113. **Footnotes** which appear at the bottom of the page, usually in smaller type, make references to authorities or explain topics raised in the body of the text.

114. **In some books,** footnotes are collected at the end of the chapter or at the end of text as notes.

115. **Bibliography:** this is the list of the books, periodicals articles and other published and unpublished materials of the consulted by the author in the process of writing a book.

116. The bibliography may be called **"References", "Literature cited"** or **"Bibliographical notes"**

117. **Appendices contain** matters not included in the text due to the nature of the information.

118. **Glossary**: this is a list of technical and unusual terms with definitions.

119. **Index: this** is perhaps the easiest guide to what a book contains. It is a detailed alphabetical list of topics, names of persons and places and sometimes ideas, treated in the book.

Periodicals

120. **A periodical** is publication with a distinctive title which appears at intervals regular or irregular.

121. **Serials** are usually assigned with International Standard Serial Number (ISSN),

122. **Serials** and periodicals are synonymous terms, the former being more embracing.

123. **The parts of the periodical are:** contents, Text, Advertisements, Reviews, Letters to the editor and index.

124. Index: an index to periodicals is a list of articles appearing in all periodicals indexed by a particular indexing service.

125. An abstract is a brief summary of the subject contents of a book or periodicals articles. The main difference between indexes to periodicals and abstracts like the chemical abstracts or economics abstracts is that entries in the abstracts are accompanied by short summaries.

126. Non-book materials: these are library materials which do not come within the definition of a book, periodical or pamphlet and which require special handling. Examples are audio-visual materials (camcorders, computers CD-ROMS, Digital Camera Computer Software).

127. Camcorder: this video camera, i.e. a device, which records continuously, pictures and generates a signal for display or recording. (in other words, a camcorder is a portable electronic recording device that is capable of recording both live-motion video and audio for later replay through VCRs, TVs, and in some models, a personal computer).

128. Projector: a projector is an instrument for projecting a beam of light or for throwing an image or a series of images onto a screen.

129. There are many types of projectors, namely: (i) video signal, (ii) slide projector, (iii) overhead projector.

130. Flash derive: a flash derive has the following qualities:

- **Has a more compact shape**
- **Operates faster**
- **Holds much more data.**
- **Operates more reality due their lack of moving parts.**

131. **CD-ROM** (compact disc-Read only memory) is popular for distribution of large databases, software and multimedia applications.

132. **IPOD:** This is a branch of portable media player which was launched on October 23, 2001.

133. **Digital camera:** a digital camera (digicam for short) is a camera that takes video or still photographs, or both digitally by recording images through an electronic image sensor.

134. **Braille** is a technique for enabling blind and visually-impaired people to read and write. Refined in the late 1800's by Louis Braille for blind people, it was originally developed by a France army captain to enable officers to read battle command without the use of candle light so that the soldiers can read without revealing their positions.

135. **A diskette** is a random-access removable storage medium which most people use in personal computer. It is used to refer to the magnetic medium which is enclosed in rigid plastic cartridge measuring 3.5 inches square.

Chapter three

Arrangement of library materials

136. No collection can be called a library unless it is **organized.**
137. **Call numbers** assigned to books provide for the location of the books on the shelves.
138. Library users are made to locate books on the shelves by first copying author's names, titles and their all numbers from the card catalogue. Bthe **the library**

Catalogue

139. The library catalogue is the record of all the resources in the library, usually arranged in the alphabetical order.
140. The catalogue contains entries on each and every material of the library; hence it is the key to the library's holdings.
141. **Functions of the library catalogues**
1. It shows the total holdings of the library.
2. It allows for easy access to the library collection.
3. It facilitates the location of materials in the midst of a vast array of books and other resources.
4. It indicates to the user which materials a library has in its collection by subject, author, title, edition, illustrator and series.
5. It is the key to any library collection
6. It provides adequate records for efficient bibliographic access to the satisfactory use of the collection.
142. **Forms of the catalogue**
There are four commonly used forms of the catalogue, viz;
➢ **The card catalogue**
➢ **The boo/printed catalogue**
➢ **The sheaf catalogue**
➢ **The automated/computerized/on-line catalogue**
143. **The card catalogue** is the most commonly used form of catalogue. Catalogues are made in entry forms.

144. **A catalogue entry** is a record of a book or any other library materials giving the information on its author, title, edition, imprint, collection, series, notes and any other information relevant to the user. These may include: **tracing, accession, number and call number.**

145. The first word of the main entry heating in a catalogue is called the entry word.

146. The card catalogue: This is the most popular form of catalogue and it is the form we use in the university of Nigeria libraries.

147. The book catalogue: Otherwise known as the printed catalogue. Here entries on each material are made on sheets of paper, arranged in alphabetical sequence and bound into book form.

148. The sheaf catalogue: this is believed to be the earliest form of catalogue.

149. Automated/computerized/on-line catalogue: this is a fairly recent technological development in which entries on library materials are recorded in machine readable format for ease of access to information. An example of automated/online catalogue is on-line public access catalogue (OPAC).

CONTENTS OF THE CATALOGUE CARD

150. Main entry heading: this is the first word or words on the first line (heading) of the card catalogue.

151. Title statement: this gives information on what the name of any book or written production is. It constitute of two parts, the title proper and the sub-title.

152. Author statement: this makes a statement on who is responsible for the intellectual content of a book.

153. Edition statement: this gives the edition of the book other than the first. It indicates the notice of the number of editions of which the book is apart,

154. Imprint: this is a word collectively representing the place of publication, name of publisher, and date of publication as found either on the title page or any part of the book.

155. Collection: this constitutes the physical description of the book such as numbers of page (pagination), size, volume illustration.

156. Series: a series is a group of books published separately and in succession on the same or similar topics, having in addition to individual titles, a collective series title and usually issued by the same publisher in uniform format.

157. Notes: this gives additional information which can be useful to the reader

158. Tracing: this is a combination of the subject headings and added entries. They occupy the last paragraph of the card.

159. Accession number: this is a serial number as stamped or written on the book by the library. (it is a serial number given to books as they are acquired into the library. This means that the first book entered the library has accession number 1. The second has 2 and so on.)

160. Call number: this is the number which gives the subject area location of the books on the shelf. It comprises of notation symbols; classification number, as it relates to the subject; **author number** and **location mark**.

161. There are two ways of arranging catalogue cards or entries in the catalogue namely; **dictionary arrangement** and **classified arrangement**.

162. Dictionary arrangement: here, all are arranged in a single **alphabetic** sequence like words in dictionary.

163. Classified arrangement: in this arrangement, entries are arranged according to call numbers in letters and sequence used in the classification scheme.

TYPES OF CATALOGUES

164. There are different types of catalogue, namely: **author/title catalogue, subject catalogue, shelf list catalogue, union catalogue, and special catalogue**.

165. Author/Title catalogue: this is the main catalogue of any library which is open to the public. It gives information on the total holdings of the library by author, title, editor, illustrator, translator, series etc.

166. Subject catalogue: here entries are field in one alphabetical sequence by subject. It gives information on which books are available in the library on a particular subject area therefore, a reader who wants to know what the library has in particular subject area but has no author or title in mind will use the subject catalogue.

167. Shelf list catalogue: this another main catalogue of the library which gives information on the total holdings of the library.

168. Union catalogue: there are catalogues which shows the total holdings of groups of libraries.

Filing of catalogue card

169. **Filing** is the arrangement of catalogue entries in alphabetical order in the catalogue cabinets.

170. Characteristics of catalogue card
(1. They provide aids for the users.
(2. They have many cross references.
(3. They point out every location of the books in the library by giving the call number

Filing systems

171. **There** are two basic systems of filing: "letter by letter" and "word by word "the letter by letter is also known as "nothing before something".

Literary classification

172. Literary classification is the arrangement of books on shelves, or descriptions of them in the manner which is most useful to reader. It is also defined as the sorting, grouping or arranging of library materials.

173. The most common scheme of arrangement is that which permits the shelving of books according to subject.

174. Class and its constituent parts are identified by means of short hand symbols called notation or "class marks".

Classification scheme

175. There are many classification scheme, the most important ones being:
(1. The decimal classification of Melvil Dewe (1876)
(2. The library of congress classification (1904)
(3. The universal decimal classification (1905)
(4. The bibliographic classification of H.E. Bliss (1935)

176. **The two most commonly used schem**es are library of congress classification scheme and Dewe Decimal Classification scheme.

177. Library of congress classification scheme (LC): this is the scheme in use in the university of Nigeria library and in most Nigerian universities and other academic libraries.

178. The L.C. grouped the whole field of knowledge into 21 main classes using single letters of the alphabet to denote these main classes as follows:
(A. General work polygraph
(B. Philosophy, religion
(C. History-auxiliary science
(D. History and topography (except America)
(E. –F America
(F. Geography, anthropology folklore, sports
(G. Social science
(H. Political science
(I. Law
(J. Education
(K. Music
(L. Fine arts
(M. Philosophy and literature
(N. Science
(O. Medicine
(P. Agriculture, plant and animal husbandry
(Q. Technology
(R. Military science
(S. Naval science
(T. Bibliography and library science
Each main class is sub-divided into division using two letters of the alphabet.
Q. Science
QA Mathematics
QC Physics

QD Chemistry
QH Biology

Dewey decimal classification scheme (DDC)

179.   Foskets contends that the Dewey decimal classification scheme is the best-known classification scheme and very simple to use for its decimal classification and secondly because it does not use mixed notation.

180.   Dewey groups the entire human knowledge into ten major classes **called numbers**

181.   A called number is the number assigned to a book to distinguish it from the others.

182.   A called number will consist class mark(subject classification number); Author's number first letter of author's surname and number representing author's name; date to differentiate editions; volume or copy number; location symbol and sign indicating size (where necessary).

Location symbols

183.   The following symbols are use to indicate the different location we have in the library:

(1. Reference materials in open stacks
(2. Reference materials in the reference room
(3. Serials
(4. Law library
(5. Agricultural library
(6. Educational library
(7.   Engineering library
(8. Medical library
(9. Microforms
(10.   Africana
(11.   Government publication
(12.   U.N publication
(13.   Theses

Shelf guides

184.   Shelf guides give a searcher a brief outline of what materials are on a particular shelf **Non-Book materials**

185.   **Fothergill and Butchart** contends that non-book material encompass just about any item in a library's collection that is not a book. They are viewed or heard (or both) rather than read . they can be **projected or no-projected.**

186.   **Some of the non projected ones are** chart, globes, map, models, photographs, pictures.

187.   **Some of the projected ones are** television, video, films audiotape, filmstrips, micro forms, slides, transparencies.

Applications (General)

188.   **Extension of** the library's function to include provision of non-book materials and services actually developed in the United States, and has existed several years decades.

CHAPTER FOUR
REFERNCE SOURCES

189.   Reference Source Can Be Defined as the document that are consulted when necessary in order to supply specific information desired by library users or researchers.

190.   Catz: classified reference source into five groups namely: Encyclopedias, dictionaries, fact source, bibliographical source, and geographical sources.

191.   Encyclopedias: are reference sources that contain information in almost every field of knowledge or on a subject area.

192.   There are two main types of encyclopedia namely: general encyclopedias, and subject encyclopedias.

193.   General encyclopedias: this type of encyclopedias cover topic in all subjects. They are not restricted to any subject area.

194.   The following are examples of general encyclopedias:
  + The encyclopedia Britannica
  + Encyclopedia Americana
  + The new book of knowledge

195.   Subject encyclopedias: these types of encyclopedias, unlike general encyclopedias, are restricted to specific subject areas.

196.   Examples of these subject encyclopedias include:
  ❖ International **encyclopedias** of social science
  ❖ Encyclopedia of linguistics and languages
  ❖ International encyclopedia of education
  ❖ Encyclopedia of philosophy and
  ❖ Encyclopedia of microbiology.

DICTIONARIES

197.	Dictionaries are reference sources that provide information about words and their spellings, meanings, pronunciation, usage, synonyms, etymology and grammatical functions.

198.	There are basically three types of dictionaries namely:
- ✓ **General dictiona**ries,
- ✓ Specialized dictionaries and
- ✓ Subject dictionaries

199.	**General dictionaries:** these types of dictionaries cover all the words in all the fields of knowledge. Some of the dictionaries include oxford English dictionary, concise oxford dictionary, Chambers Dictionary and Webster's New International Dictionaries.

200.	Specialized dictionaries: these deal with certain aspects of words such as slangs, synonyms, antonyms, abbreviations, and acronyms

201.	Subject dictionaries: these deal with specific fields of study or profession (e.g. dictionary of modern politics, dictionary of education dictionary of physics and dictionary of biology)

202.	Fact sources: this type of dictionary provides fact on a wide range of issues that current.

203.	Aina states that fact sources are the most heavily used for reference services.

204.	Examples of fact sources include: **Almanacs, Year Books, Handbooks, Dictionaries.**

205.	The ALA (American Library Association) glossary of library terms, defined dictionaries as list of persons or organizations systematically arranged usually in alphabetical or class order, giving addresses, affiliations, individuals and address, officers, functions and similar data.

206.	The main function of dictionaries is to provide information on the location and activities of persons or organizations.

207.	Examples of dictionaries include:
- ❖ **Nigeria yellow page**
- ❖ **World of learning**
- ❖ **Nigerian national telephone dictionary and**
- ❖ **Dictionary of African universities**

Handbooks

208.	Handbook serves as ready reference for given fields of knowledge

209.	Some examples of handbooks include:
- ❖ Guinness world record
- ❖ Handbooks of statistical table

❖ CRS Handbook of chemistry and physics

Yearbooks

210. **Yearbooks are yearly publications** that provide variety information and review events of the past year.

211. Examples of yearbooks are:
❖ Africa south of the Sahara
❖ Europa year world yearbook
❖ Stateman's yearbook

Bibliography sources

212. Bibliography sources provide information on individuals about their birth date, education, career, and achievement.

213. According to Aina, there are three categories of bibliographical sources namely:
❖ Universal and current bibliographies
❖ National and local bibliographies
❖ Professional and subject bibliographies.

214. Universal and current biographies: these types of reference source have no limitation in terms coverage. They cover all the parts of the world. Some examples are:
❖ International who's who
❖ McGraw-Hill Encyclopedia of World Biography
❖ Webster's biographical dictionary and who's who

215. National and biographies: information in these reference sources is limited to particular regions/nationalities. Examples of national and local biographies include:
❖ Who was who
❖ Dictionary of African Biography
❖ African who's who and
❖ Newswatch who's who in Nigeria.

216. Professional and current biographies provide information on person in a particular subject area or profession. An example of this biography is ; who's who in library and information sciences

217. **Geographical reference sources** provide information on places, such as town, cities, states, countries, physical features – such as mountains, valleys, and rivers.

218. Geographical reference sources include:
❖ Maps
❖ Atlases
❖ Gazetteers

219. **Maps** are the representation of the surface of earth on flat surface or paper showing countries, ocean and river

220.   **Atlases** provide information on physical and climatic conditions of different places such as towns, countries and regions. Examples of atlases are:
- ❖ The time atlas of the world and
- ❖ The shepherd historical atlas

221.   **Gazetteers** are geographical dictionary or indexes that usually provide information on towns, cities, countries and other geographical features.

222.   Travel guides provide information to travelers about the places of interest and features of such places.

Literary search tools

223.   Literature search tools also reference sources that consist mainly of access tools. They are usually used for location purposes and are very useful for answering research queries.

224.   Literature search tools reference can be categorize into:
- **A. Bibliographies**
- **B. Library catalogues**
- **C. Indexes**
- **D. Abstracts**

Bibliographies

225.   Bibliographies provide list of articles in periodicals, technical reports, conference proceedings, these and dissertations on a particular subject or by a given author. It is a reference sources containing the systematic descriptions of list of books by author's surname, other names, title of a book or on article, place of publication, publisher's name and date of publication.

Types of bibliographies

226.   There various types of bibliography: National bibliography, Trade bibliography, subject bibliography.

227.   National bibliography: examples of national bibliography are
- ❖ **National bibliography of Nigeria (NBN)**
- ❖ **British national bibliography (BNB)**
- ❖ **American Book Publishing Record (ABPR)**

228.   Trade Bibliography:
Examples of Trade Bibliography are
- ❖ **The books seller**
- ❖ **Books in print**
- ❖ **Publishers Trade List Annals**

229.   Subject Bibliography
Examples of subject bibliography are
- ❖ Economic development in Nigeria
- ❖ A bibliography of librarianship
- ❖ Bibliography guide to technology

Library catalogues

230.   The library catalogues contain information on all the materials in a library, arrange systematically.

231.   Indexes: an index is a reference source that analyses a document by name and subject.

232.   Abstract: an abstract is a form of current bibliography in which book, which are mainly contribution to periodicals, are summarized. Examples are
   ❖ Nigerian universities dissertation
   ❖ The chemical abstract
   ❖ Science abstract

233.   Books of quotations: books of quotation are prepared to provide quotation on sets of subject by certain authors.

234.   Periodicals: the word periodicals and serials are used interchangeably. They are types of publications that are issued in successive parts usually at regular intervals.

235.   Examples of periodicals include: newspaper, newsletters, magazines, journals, annuals, such as reports, memoirs, proceedings of meeting and transactions of societies.

Online reference sources

236.   Online reference sources are sources by which a library's resources can be accessed electrically without its four walls.

Reference services

237.   Reference services are the personal assistance given by the library in the reference room to individual readers in pursuit of information.

238.   There are three main types of assistance the reference staff render to readers.
   (1. Assistance or instruction in the use of library,
   (2. Assistance in identifying library materials
   (3. Providing brief factual answers to users' queries.

239.   The type of enquiries that library users make to the reference librarian is of different categories. Some are mainly administrative and directional enquires.
   Others are fact finding enquiries which demand specific items of information and factual answers. There are materials-finding enquiries that demand more extended assistance from the reference librarian. There are also research enquiries which demand specialized tools for research.

Electronic reference service

240.   Geronimo defines electronic reference service as a library service that uses librarian's knowledge to provide onsite or remote client with relevant information based on the request that is initiated **electronically.**

241.   The preferred term for remotely delivered, computer-mediated reference service is vertical reference

242.   The following are the element electronic/virtual reference transaction.
   ❖ **The user**
   ❖ **The interface**

Classification of electronic/virtual reference transaction

243.   Electronic/virtual references services can be classified under three board categories namely; **asynchronous, asynchronous and collaborative network transactions.**

244.   **Asynchronous transaction:** the asynchronous transaction involves a time delay between the questions and answers. The librarian's response is not given immediately. It is e-mail base.

245.   **Asynchronous transaction:** the asynchronous takes place in real time with an immediate response to the query. It is chat base videoconferencing or web com services.

246.   **Collaborative transaction:** this type of transaction is organized among a group of libraries in consortia. The reference librarians of such a group collaborate to provide digital reference service their various users.

CHAPTER FIVE

SOURCES OF INFORMATION

247.   **Sources of information** refer to information resources that students can consult to obtain information relevant to their research interest.

248.   **We may recognized the following** resources of information
  - **Documentary resources**
  - **Institutional resources**
  - **Non-formal resources**
  - **Electronic resources**

249.   **Documentary resources:** these are documents that students can consult to obtain needed information.

250.   **Documentary sources** for information are divided into three: primary, secondary and tertiary sources. (the primary sources are the first to appear. The secondary sources come out next. The tertiary sources are the last to appear.)

251.   **Primary sources:** these are published record or original research or new discoveries or developments in field of knowledge. Examples of primary sources are: journals, newspapers, magazines, research monographs, research reports, patents, standard, trade literature, dissertations/theses, unpublished sources.

252.   **Secondary sources of information:** these are those which either compiled from or refer to primary sources. Examples of secondary sources are: textbooks, indexes, bibliography, abstracts, reviews, treatises, reference books, translation and concordance.

253.   **Tertiary sources of information:** tertiary sources of information contain information collected from primary and secondary sources. Examples of tertiary sources of information are: bibliography of bibliographies, directories and guides to literature.
         Institutional sources

254. **These are institutions that** can provide current information to students for either their academic work or research. These sources of institutions include: research organizations, libraries/information centers and date archives.

255. **Non-formal sources of information: they** include conversations with colleagues, and attendance at professional meetings such as workshops, seminars and conferences.

256. **Electronic sources of information:** these sources include the web sites, e-books, online databases, e-journals, subjects gateways, website, search engines etc.

How to find information

257. To find information, the researcher must start with secondary sources and tertiary sources and end with primary sources.

CHAPTER SIX

MODERN TECHNOLOGIES IN LIBRARIES

258. **Data** (singular datum) means facts used in describing or discussing an item or a set of items.

259. **Communication is** the activity of conveying information between two or more communicating entities.

260. **Technology** is a process which results when man tries to fashion out tools and materials to solve his problems.

COMPUTER

261. **A** computer is an electronic device that accepts input from the user, processes the input, stores the result if desired and/or produces output.

262. **A computer** consists of a collection of hardware and software.

263. **Hardware is the physical** parts a computer that can be seen and touched.

264. **Software is** intangible part of the computer that cannot be seen but like the wind can be felt.

265. **Information technology: Griffiths** defined information technology as "a term which encompasses the notion of the application of technologies to information handling".

266. **Data communication: Mc Graw** _ Hill Dictionary of scientific and technical terms (1989) defined data communications as "the conveying from one location to another by electrical means of information that originates or is recorded in alphabetic, numeric or pictorial form , or as a signal that represents are measurement".

Computers, their types and categories

267. Computers are classified base on their operations and principles and size.

268. Base on the operational principles, that are the type data they are designed to process, they are categorized into: digital and hybrid.

269. Analogue computer: analogue computer solves problems by operating in on continuous variables, such as length, voltage, or current.

270. Digital computer: these are computer device that operates on discrete data.

271. Hybrid computer: a hybrid computer system consists of a combination of analogue and digital computers.

272. Super computer: this is also known as MONSTER computer or maxi-computer. The best known example of supercomputers is Cray X-MP and the CYBER computers.

273. Mainframe computers: they are usually used by large organizations. They often more than one user at a time because they are able to support large networks of individual terminals and remote job-entry locations.

274. Microcomputers: these are also known as desktop or personal computers.

Computer networks

275. Networks are simply defined as a number of groups of systems whose members are connected in some way.

276. Computer networks link a number of computers for the purpose of communication and the sharing of common files and peripherals.

277. There are two types of computer networking technology in use. These are the *local area network (LAN)* and the *wide area network (WAN).*

278. LAN: a computer LAN is a set of data communication systems allowing a number of independent devices to communicate directly with each other within a moderately size geographical area (about one square kilometer).

279. The devices that tie the numbers of LANs together are called *__bridges or routers__*

280. These networks are made possible because individual libraries create computer accessible catalogue which are usually referred to as **on-line public access catalogue** (OPAC).

281. OPACs are the electronic versions of the physical catalogue.

282. The most alphabet development in network technology that has affected the library is the INTERNET technology.

283. **Example of on-line information data bases are**:
 (a. On-line computer library centre (OCLC)
 (b. Dialogue information services Inc.
 (c. COSINE (cooperation for open studies inter-connection networking in Europe)
 (d. JANET (join academic network)

Data communication

284. Data communication, often called telecommunication, means transmitting data and/or information electrically from one point to another using telephone, radio, and microwave transmission devices, laser beans, optical cables and direct wiring.

285. A data communication system consist of four parts;
 __. Information service

__. Channel

__. Receiver

__. Destination

286. **Modems:** convert signals from analogue to digital or vice versa.

287. **Modem is a short form of MODULATOR/DEMODULATOR.**

288. Multiplexer was invented in **1874 By Jean Emile Baudot** to increase the message capacity of telegraph lines.

289. Multiplexing (multiplexer) combines / (collates) traffic from several low speed data signals source to into one higher speed data signal line.

290. Electronic mail also known as the computer based message system (CBMS) is a facility that allows users at computer terminals to compose send and receive messages.

291. Computer based e-mail was developed in 1960s.

292. Information storage is the idea of placing information into a storage device and retaining it for future use. These devices exist only in two states; the presence of energy (electric pulse) or the absence of energy (no electric pulse).

293. These two states are represented by binary digits, (called bits) ZERO (0) and ONE (1).

294. The digital representation of a character by eight bits is called a BYTE

295. **The process of finding a particular record** in a computerized database is called **searching** and is made possible through the use of **computer software**.

296. Information searching is carried out using search operations.

297. The most common search operations are based on Boolean logic or the Boolean operations AND, OR, NOT.

298. **Boolean** logic makes use of link descriptors in three different ways:

   a. **Intersection:** it uses the operator AND

   b. **Inclusion:** it uses OR

   c. **Exclusive:** it uses NOT.

Digital/electronic libraries

299. **A digital library** is a library in which collections are stored in digital formats and accessible by computer.

300. **Virtual libraries:** these are libraries without walls that depend on virtual reality technology for the creation of highly realistic simulations and surrogating in which users can become totally immersed.

CHAPTER SEVEN

ONLINE RESOURCES AND WEB SEARCH

301.   In Libraries, Resources Comprise documents, databases, e-books, e-journals and multimedia materials. When these resources are stored, transmitted and accessed over a local area network (LAN) wide area network (WAN) intranet or internet, they are referred to as online resources or e-resources.

302.   **E-Resources**: An E-Resource (electronic resource) is any resource which is accessed via the internet or intranet.

303.   **There are different types of E**-Resources, namely, e-books, e-journals, directories, newspapers, etc.

304.   **E**-journals: these are electronic issues of journals and articles that are accessed via the internet.

305.   **E**-books (electronic books): these are the electronic versions of printed books which are purchased by the library to supplement printed copies of books which are in heavy or regular demand.

306.   **Online Databases: these** are organized collection of computerized information or data such as articles, books, graphics, and multimedia that are in general or subject-base in form of abstracts and or full text and can be accessed online or over the internet.

307.   **A typical example of the local database is the** TEEAL database

308.   **Some of the online database provides** access to full text. Examples of such online database include: Ebsohost, Agora, Hinari, Jstor, NEXUS, Kessings, sabinet online, researchpro, MEDLINE, Academic source complete, business source complete, legal collection etc.

309.   **Open access resources:** open access' simply connotes free access to any collection of materials which otherwise could have been assigned to restrictions but for the need to bridge the digital divide. Digital divide means not having equal access to information by people, some would be information-have and others information have-nots.

310.   **Examples of open access databases:** directory open access Journals (DOAJ) and directory of open Access Books (DOAB).

311.   **DIRECTORY OF open access Journals (DOAJ):** this is an online directory that indexes and provides access, peer-reviewed journals. Open Access (OA)journals are scholarly journals that available online to the reader without financial, legal or technical

barriers other than those inseparable from gaining access to the internet itself (Wikipedia).

312. **Directory of open access books (DOAB):** The primary aim of DOAB is to increase discoverability of peer-reviewed open access books that have been published under an open access license.

INTRODUCTION TO WEB RESEARCH

313. **Web research i**s simply the art of making researches on the web.

314. **The word "world wide web" (www) means that part of the internet** that is accessible via web browser software.

315. **OA, according to Botham, et al,** OA(open access) means that if the authors of a research article would like to make the content freely available, they can do this in two ways:

      (a. On the net before it is published in the journals (preprint)
      (b. After it has been published (post-print)

316. A search engine is the most common tool used to locate information on the web.

317. In Wikipedia, search engine is seen as a tool designed to search for information on the web, and the search results are usually presented in a list and are commonly called hits.

318. Yahoo and Google are the most two examples of search engines that have been created to meet the demand for quick finding information.

319. Under-listed are some examples of search engines:
      Alta vista
      AOL Anywhere
      Big Book
      Cyber411
      EiNet Galaxy
      Eureka
      Euro pages
      Excite
      Google
      Yahoo

320. It is common knowledge that formal logic Boolean operators are named after George Bool, a mathematician who lived in the 19th century.

321. The three **Boolean operators** are: **AND, OR** and **NOT**.

322. The **AND** operator: this is used when you want to retrieve all of the search terms in query.

323. The **OR** operator is used to combine terms in such a way that any of the terms it is combined which can be presented in a document to be retrieved. In other words, **OR** is used to broaden a search by linking together a number of synonyms.

324. The NOT operator: this is also called the "exclusion **operator"** ___ used to exclude unwanted search terms from a query.

325. **SEARCH QUERIES:** the art of conducting keyword search is called a search query.

326. **Search results:** a search engine result page or SERP, is the listing of web pages returned by a search engine in response to a keyword query.

CHAPTER EIGHT

HOW TO CITE SOURCES CONSULTED IN THE RESEARCH PROCESS

327. **The practice of acknowledging** the sources ideas, writings or works of other people is called **referencing.**

328. Plagiarism simply means using another person's idea words or works as if they are your own when actually they are not. When that is done deliberately, it is called *intentional plagiarism.* **When** you fail to reference a cited work, albeit by omission, this is *unintentional plagiarism.*

Types of reference style

329. The seven citation styles under consideration are:
   a. APA – American Psychological Association;
   b. Harvard citation style;
   c. Chicago manual of referencing style
   d. MLA – Modern Language Association;
   e. CSE – Council of Science Editors;
   f. AMA- American Medical Association;
   g. **Turabiam** citation style

330. **APA Referencing style is the acronym for** the American psychological association and APA referencing style is mostly used social sciences and education.

331. **In-text citation refers to** how to cite consulted source in the body of a text.

332. **Harvard citation style:** Harvard style or Harvard system so named after it was first used in paper published by eminent zoologist **Edward Laurens** Mark; director of Harvard's zoological laboratory.

333. Chicago **style:** the Chicago manual of referencing style involves two basic documentation systems, the humanities style and the author-date systems.

334. MLA style of referencing: MLA citation style was developed by the *modern language Association*. It is popular in the arts and humanities particularly in English, library and cultural studies.

335. AMA style: AMA citation style was developed by American Medical Association.

336. **Turabim citation style:** Turabiam citation style was developed by kate **Turabiam** in her manual for writers of research papers and term papers.

337. The major referencing styles are: **APA, HARVARD, CHICAGO, MLA,** and **AMA.**

CHAPTER NINE

TERM PAPER AND STUDY SKILLS

338.   A term paper is primarily a record of intelligent reading from several sources on a particular subject.

339.   **Steps in term paper writing**
         Step1. Selection of term paper topic;
         Step2. Information search in the library;
         Step3. Thesis statement;
         Step4. Making a tentative outline;
         Step5. Writing a first draft;
         Step6. Final paper

Sections in the library

340.   **The** reference section: the reference section houses reference sources such as encyclopedia, hand-books, guides, biographies, indexes, periodical maps, directories, abstracts.

341.   **The serials section: this section houses** journals, newsletters, bulletins, magazines and all serials in the university library.

342.   **The circulation section: the circulation section holds core** text books in various disciplines.

343.   An important area worth investigating in studying is the ***study method.*** These are the methods used to effectively and to achieve positive results in school works.

344.   Scanning means to read hastily. This is the kind of reading that one uses to have an overall picture of a work. It is often related to skimming which is also reading in a cursory manner but skimming is a much more detailed than scanning. These two methods of reading are important when one is looking for information and preliminary sources of information like when the encyclopedia and other reference sources are used.

345.   **Mnemonics:** this is a way of remembering new facts by linking them to an event, word, or song. E.g. **BODMAS** in mathematics for Bracket, Of, Division, Multiplication, Addiction and Subtraction. There mnemonics that comes as a sentence like Never Shredded Wheat which helps in remembering the points of compass: North, East, South and West.

346.   **Hybridization:** this is when all the study methods are used at the same time.

347.   **SQ3:** the SQ3R method helps to sharpen study skills. **SQ3R** stands for **S**urvey, **Q**uestions, **R**ead, **R**ecite, and **R**eview.

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CHAPTER TEN

LAW OF LIBRARIES

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348.   **A law library is a special library** made up of collection of reference law books, law reports, law journals, pamphlets, legislations as well as non-book materials.

Early law libraries in Nigeria

349.   **The** development of law libraries in Nigeria followed closely with the establishment of the colonial administration and the introduction of English legal system in Nigeria in 1862.

350.   An example of an early private law library was owned by an individual **Sapara William.**

351.   An early court library was established in a one-room space at the court House in Tunubu Square, Lagos about **1877** by **Mr Justice Sudman smith**.

352.   Modern law libraries: we have about five types of modern law libraries in Nigeria namely;

1.   Academic law libraries;
2.   Private office law libraries;
3.   Legislative libraries;
4.   Ministry of justice libraries;
5.   Judicial libraries.

353.   **Academic libraries:** libraries attach to faculty of law in all universities or colleges of law as well as those of the Nigerian law school are referred to as academic libraries.

354.   The Nigerian institute of legal studies located in Lagos which is established in 1984 for post graduate law students and researchers.

355.   **Legislative libraries:** legislative libraries also referred to as national assembly library, congress library or House of assembly library. These libraries as the name indicates are to be found attached to the legislative arm of the government. Thus in Nigeria the national assembly library at Abuja service both the senate and the house of representatives.

356.   **Ministry of justice libraries: Ministry of justice libraries are** established to serve the legal information needs of the executive arms of government. The oldest of such libraries is the **federal ministry of justice library which came into being in 1960.**

357.   **Judicial libraries:** the judicial library is the bed rock of judiciary. It is made up of the Supreme Court (the apex court), court of appeal, the federal High court, and the high court of the various states. The so-called **inferior courts** are the magistrate courts, the Sharia court and the customary courts.

Types of books in law libraries

358. **There are two basic sources of law** and these are known as **PRIMARY** sources of law and **SECONDARY** sources of law.

359. **Primary sources** of law are those works that were enacted by authoritative bodies empowered to do so by constitution. This record can be stated as emanating from authoritative law making bodies, such as the senate, House of representative, the various house of assemblies of whom the constitution has delegated power to make law.

360. **Secondary sources of law** on the other hand are made up of publications and materials that relate to the law but which are not authoritative record of the law itself. They are opinions, criticisms, and commentaries about law.

Definition of some keywords

361. **Act:** it is a federal legislative enactment passed by the parliament of the federation or the House of assembly (senate and House of representative).

362. **Law:** this is an enactment passed by regional/state legislative i.e. state House of the Assembly.

363. **Ordinance:** before 1961, federal enactments were known as ordinances but effect from 28th December 1961 they were recognized as the act passed by an act of parliament of the federation.

364. **Statutory instrument: this is a subsidiary** legislation passed by the national assembly.

365. **Legal notice:** this is a subsidiary legislation passed by a state house of Assembly .

366. **Decree:** this is the law promulgated by the federal ministry government. It differs from an act in that it is promulgated by fiat without resources to parliament during military rule.

367. **Edict:** this is promulgated by the state military government and this is applicable in the state that passes it unlike a Decree which has force of law throughout the country.

Examples of primary and secondary materials

368. **Primary materials:** these include the following:
   1. Official Gazette

2. Statutes (preliminary publication)
3. Treaties
4. Decrees
5. Edicts;
6. Rules and regulations (administrative and executive publications);
7. Case laws (laws reports etc.)
8. Codes
9. Constitution.

369. Secondary materials includes;
1. **Index to primary sources;**
2. **Text books on law;**
3. Digests of judicial decisions;
4. Periodicals and journals;
5. Dictionaries;
6. Encyclopedia;
7. Yea books;
8. **Bibliographies;**
9. **Atlases**;
10. Commentaries;
11. Directories;
12. Maps.

Types of Books and materials found in law library

370. Legal bibliographies: they offer systematic listing of books on the particular legal subject.

371. Bibliographies: a bibliography is a narrative which seeks consciously to record factually the actions and personality of an individual life.

372. Citators: the main reason for the case citators is to help the reader find the source of the case cited by the author. Therefore a reference to a case is called a **CITATION**.

373. Law dictionaries: these provide the meaning of words from the legal perspective.

374. Digests: a digest of case law is an index of reported cases, judicial heard in courts.

375. Official Gazettes: government gazettes are periodic publications by the government for the purpose of advising its officials and the general public of its decision and action.

376. Law reports: law reports are published volumes of legal cases which appear periodically over a given time. They contain account of the various cases argued and determined in the various courts of records with decisions and opinions of the courts.

377. Status: a status is formal written enactment of legislative body whether federal, states or local government. It is an act of the legislature, declaring, commanding or prohibiting something.

378. **Treaties:** a treaty is an agreement or contract made between two or more independent nations for their mutual benefits.

379. **Precedent and practice books:** precedent books aim to provide specimen of Wills, Conveyances, Tenancy agreement and other forms of legal documents which legal practitioners are required to draw up for their clients,

380. **Books on library shelves** are classified and arranged in subject orders.

381. **Dewey decimal classification scheme: this was published in 1876** by Melville Dewey. The nation used in the scheme is decimal numerals. Knowledge is group round (10) primary divisions and the basic outline is as follows:

Dewey basic outline

000 ___ Generalia (including bibliography and librarianship)

100 ___ philosophy

200 ___ religion

300 ___ social sciences (e.g. Police, economics, law, education, commerce)

382. Library of congress classification scheme: this scheme was formulated by the national library united states of America for its national library collections. The whole of human knowledge is classified into (21) broad subject areas and these are represented by a combination of alphabets and numbers.

383. Library of congress general outline
   A. General works e.g. General encyclopedia
   B. Philosophy, psychology religion
   C. Auxiliary sciences of History e.g. Archaeology
   D. History
   E. F __ History of America
   G. Geography, Anthropology, Recreation
   H. Social sciences
   J. Political science including international law
   K. Law
   L. Education
   M. Music
   N. Fine Arts
   P. Language and linguistics
   Q. Science
   R. Medicine
   S. Agriculture
   T. Technology
   U. Military science
   V. Naval science
   Z. Bibliography, library science

384. At the University of Nigeria, the library uses the library of congress classification scheme for the arrangement of its library materials.

385. For the law library user at the university, the most useful and often consulted class number is the **K** class for law. This is followed by the class **J** for political science and in particular class **JX** for international law. Presently, the law library adopts the ==Elizabeth Moys== classification scheme for law subjects and this is an expansion of the library of congress K class.

386. General classes of Moys scheme

- ❖ **K __** Journals and reference books
- ❖ KA __ Jurisprudence
- ❖ KB __ General and comparative law
- ❖ KC __ International law
- ❖ KD __ Religious legal system
- ❖ KE __ Ancient and medieval law
- ❖ KF __ Common law
- ❖ KF __ British Isles
- ❖ KG __ Canada, US, West Indies
- ❖ KH __ Australia, New Zealand
- ❖ KL __General
- ❖ KM __ Public law
- ❖ KN __ Private law
- ❖ Preferred jurisdiction
- ❖ KR __ Africa
- ❖ KS __ Latin America
- ❖ KT __ Latin America
- ❖ KT __ Asia and pacific
- ❖ **KV __ Europe**
- ❖ KW __ European community law (alternative)
- ❖ KZ __ Non-legal subject

387. **Virtual libraries:** these are libraries that unlike physical libraries have no walls, windows or doors nor are they physical. They are journal publications which is made accessible in a computerized format.

388. **JSTOR __ (journal storage): provides** free electronic journals to libraries in developing countries.

389. **OARE__ Online Access to Research access in the Environment: this is an internation**al public __ private consortium coordinated by the United Nations Environment Programme (UNEP) Yale university and leading science and technology publishers.

CHPTER ELEVEN

COPYRIGHT AND INTELLECTUAL PROPERTY

390. Copyright is a legal term used to describe the rights that creators have over their library and artistic works. It is often described as "intangible rights."

391. Copyright law was introducing into Nigeria by virtue of the English copyright Act of 1911 made applicable to Nigeria by virtue of order-in-council, No 012 of June, 1912.

392. The Nigerian copyright Act of 1970 came into operation on December 24th , 1970

393. Copyright is a legal term used to describe the right that creators have over their library and artistic works.

394. Intellectual property refers to creation of mind, such as inventions; library and artistic works; designs; and symbols, names and images used in commerce.

395. Countries generally have laws to protect intellectual property for two main reasons. One is to give statutory expansion to the moral and economic rights that creators in their creations and to the rights of the public in accessing those creations. The second is promote creativity and the dissemination and application of its results and to encourage fair trade, which could contribute to economic and social development.

396. **A patent:** is exclusive right granted for an invention. It is a right granted to an inventor which allows the inventor to exclude anyone else from commercial exploiting his invention for a limited period, generally 20 years.

397. Law generally requires that an invention fulfill the following conditions known as the requirements or conditions of patentability.
- Industrial applicability (utility)
- Novelty
- Inventive step non-obviousness
- Patentable subject matter
- Exploitation

398. **Industrial design:** an industrial design is any combination of lines colour or both; any three dimensional for (whether or not associated with colours) intended by the creator to be used as a model or pattern to be multiplied by industrial process.

399. **Trade mark:** a trade mark is a sign capable of distinguishing goods and services of one enterprise from those of other enterprise.

400. **Exceptions from copyright protection**
1. Fair Dealing
2. Imitation by way of parody, pastiche or caricature

401. Parody is a type of writing intended to amusing by imitating the style of writing used by another author.

402. **Pastiche**: involves composition of a library or artistic or musical work by one another in the style of another author.

403. **Caricature**: involves the imitation of author person's style of work by way of ridicule or mimic expression or cartoon.

Administration of copyright

404. **Nigeria copyright commission (NCO**) it is a body responsible for copyright protection in Nigeria.

405. The world intellectual property organization (WIPO) was established in 1967 by convention which came into force on April, 26th 1970 and amended in 1979.

406. **Berne convention** ___ the first multilateral treaty is the Berne convention for the protection of library and artistic works commonly referred to as the Berne convention which came into operation in 1886 in Berne Switzerland. This convention requires member countries to recognize the copyright of works of authors from countries that are part of the Berne union.

407. Organization Africanine De la propriete (OAPI) and African regional industrial property organization (ARIPO) states, ARIPO has sixteen number, OAPI has fifteen number out of the fifty one countries in the pan-African intellectual property organization (PAIPO). The decision to establish the PAIPO was taken by the African union heads of state and governance in January 2007.

408. **Neighboring law** __ it is a right established by the international convention of Rom which has been signed by Nigeria and was adopted for the first time in current law.