

OUTLINE OF GSP: 1202/2202

1. Introduction:

- Study skills are the ability to apply suitable strategies and methods for study while utilizing time and resources efficiently.
- Researchers has shown that the application of effective studying skills enhances students' academic performance
- For a student to achieve academic excellence within any institution of learning, he/she must develop good study skills that involve regular use of the library.
- “Use of Library” therefore is a general university course geared towards assisting the student in performing excellently in their academic pursuit.
- The library is an information environment that provides and enhances personal and national development, and more so influence students' overall academic achievement. Thus, the effective utilization of information resources in the library is critical to students' overall academic achievement
- There is no **one-study method that works better for all persons**. The secret lies in the ability to identify personal study methods that work for each individual in **given environments, conditions** and **circumstances**. This requires making good decisions on how and when to study, including knowing what study and strategies to adopt.

2. Definition, Objectives and Functions of a library

i. Definition of Libraries

- The Library is an organized (acquired, processed, preserved) collection of books and non-books materials available for retrieval and use by library patrons who seek for information, read, learn and research
- **A library** is a social institution which selects, acquires, organizes, store and preserves, and disseminates information resources for users. It is usually under the care of professional personnel.
- **A library** can also be described as an organized collection of information resources made accessible to a **defined community** for reference or borrowing. It provides physical or digital (electronic) access to material, and

may be a physical building or room, or a virtual space, or both. A library's collection can include [books](#), [periodicals](#), [newspapers](#), [manuscripts](#), [films](#), [maps](#), [prints](#), [documents](#), [microform](#), [CDs](#), [cassettes](#), [videotapes](#), [DVDs](#), [Blu-ray Discs](#), [e-books](#), [audio-books](#), [databases](#), and other formats. Libraries range in size from a few shelves of books to several million items.

ii. Objectives of Libraries

The major objective of a library is enshrined in the five laws of librarianship as construed by S. R. Ranganathan in his book titled “The Five Laws of Library Science” published in 1957 in which he states:

- Books are for use
- Every book has its user
- Every user has its book
- Save the time of the user
- The library is a growing organism

Therefore, the objectives of libraries are:

- To provide information resources: Print and Non print
- To provide information services: Reference, circulation, reader services, etc
- To provide conducive environment/facilities for study

iii. Functions of A library

- Selection of information resources
- Acquisition of the selected resources
- Organisation of the resources
- Storage and Preservation of the resources
- Dissemination of the resources

3. Historical Development of libraries

Historical development of libraries can be traced through the following civilizations:

- The Egyptian civilization
- The Mesopotamian Civilization
- The Greek civilization
- Islamic Civilization
- The Roman Civilization

Types of library available during these periods

- The Temple and Royal Library available in Egypt
- Some public libraries opened for the use of the public during this period
- Etc.

4. Types of libraries Found in the African Society

- The Public library
- The National Library
- The Special Libraries
- The Private Libraries
- The School Libraries
- The Academic/ University Libraries

5. University Library System in Nigeria

Universities in Nigeria and the world over are engines of growth and development. They are increasingly recognized to have a broader role in the social, economic, technological and manpower development of a nation. In fact, universities serve as the main source of supply of skilled manpower needed in the various sectors of the nation. The National Policy on Education (2004) acknowledges that university education shall make optimum contribution to national development by intensifying and diversifying its programme for the development of high level manpower within the context of the needs of the nation. The achievement of the above mentioned objective will be incomplete without the existence of an academic library to provide the information needs of the lecturers, students and researchers.

The evolution of academic libraries in Nigeria can be linked to the history of higher education in Nigeria for there can be no institution of higher learning without a library. The National Universities Commission (NUC) as part of its supervisory function ensures that upon the establishment of a university; a library building, staff and information resources are provided before any form of academic programme commences, hence, the library is commonly referred to as the heart of every institution of higher learning. The library is expected to provide the information resources and services needed to the objective of teaching, research, and learning in the university. With the creation of the first generation universities in Nigeria (University of Ibadan, University of Nigeria, Nsukka; University of Lagos, University of Ife, Ahmadu Bello University, Zaria), began the establishment of university libraries in Nigeria.

5.1 Organization of University Libraries in Nigeria

University libraries are usually divided into units and department in order to allow for decentralization of leadership and most importantly, for the effective provision of services. These units/departments are usually created to perform different functions that are geared towards the achievement of the greater objectives of the library. Below are the typical Departments found in an academic library:-

- i. **Circulation Section:** Library's circulation or library lending comprises the activities around the lending of Library books and other materials to users of a Library. A circulation or lending department is one key departments of a Library as it is assigned the responsibility for keeping that "orderly movement through a circuit" orderly, flowing, and complete. The department's basic function is to facilitate and monitor the circulation of books from the regular collection. In addition, the department is usually responsible for circulating some books from other collections and for circulating non book materials (Khan, 2013). There are numerous types of circulation control in use in different types of Library depending largely on size and convenience. Prominent among the types of circulation system as mentioned by Adebowale et al. (2013) are the Browne system, the

Newark system, the Ledger system and the book Card system. Some of the functions of the Circulation section in academic libraries are:

- Charging and discharging of materials timely and with ease
- Show the eligibility of a borrower to enjoy the facility
- Facilitate overdue alert and notices of return
- Work out overdue fine when overdue books are returned
- Provide for the reservation of books in high demand
- Keeping statistical records of discharged books and registered users
- Monitoring materials for damage and routing them to appropriate staff for repair or replacement
- Clearing of students of all issues upon graduation from the institution

ii. **Reference Section:** – The Reference section of an Academic Library houses the Library's reference books, which are those materials that are meant to aid research by providing quick and accessible information on any particular topic. These materials are usually used to find facts or provide broad overviews of topics. Reference books are meant to be accessible to as many people as possible, and as such, are not permitted to leave the Library. Reference services may vary from library to library, but most libraries have an Information or Reference Desk where assistance from a librarian known as Reference Librarian is available. Almost all libraries provide reference services via the telephone and many libraries offer email, text, or chat services with the reference librarian. The main types of reference assistance offered by libraries are:

- Assistance or instruction with using the library, including locating materials, using the catalogue, using computers to access information, and using basic reference sources.
- Assistance identifying library materials needed to answer a question.

- Providing brief, factual answers to questions, such as addresses, statistics, phone numbers, etc. that can be quickly located.

The reference section of an Academic Library provides reference services through the use of Reference sources such as Dictionaries, Encyclopaedias, Almanacs, Atlases, Maps, Textbooks, Manuals, Guides, Handbooks, Yearbooks, Gazetteers, Treatises, etc. they are research tools that can help you with your paper or project. Reference sources provide answers to specific questions, such as brief facts, statistics, and technical instructions; provide background information; or direct you to additional information sources. Reference sources are not scholarly (peer-reviewed). In most libraries, reference sources do not circulate and are located in a separate reference collection. This practice makes reference sources readily available and easily accessible.

- iii. **Serial Section:** The Serial Sections offers great access to the serial publications that are available in an Academic Library. Serial publications are publications issued in successive parts, at regular or irregular intervals and intended to be continued indefinitely. There are many kinds of serials. These include; newspaper, magazines, newsletters, accessions, journals, indexes, abstract, reports proceedings and transactions of societies etc. providing access to periodicals. Out of them all, journals are the most important to researchers because much of articles therein are products of research and it may never appear in any other publications. Academic libraries must provide the latest journal titles in all the subjects/courses covered by its parent institution and also, staff and students are expected to make use of the library most especially the serial section of the Library to get current information in their chosen field of study
- iv. **Collection Development Section:** The function of this section is mostly behind the scene as they are involved in the selection and acquisition of the information resources to be used by students in the library. The library user might not have direct contact with the staff of this section but their services have direct bearing on the academic activities of the students in the university. The collection development section is expected to identify the

various information needs of the various Departments and Faculties in the university and also provide resources and services that are in line with those information needs. Other than selection and acquisition, they are also responsible for issuing accession numbers and security details to all the information resources in the library.

- v. **Reserve Section:** The Reserve is the section of the library which provides access to rare but highly demanded information resources in the library. The physical materials remain in the confines of the library building but may be scanned or photocopied by individuals for their personal use. Access to information resources in the reserve section is closed and limited whereby users are expected to provide and leave behind a means of identification upon which they are made to fill a book card which shall be attached to the means of identification provided by the user before the resources is released for use. The user in some instances is given a limited period of time to use and return the information resources but can be renewed in the event there is nobody waiting in line to use the same information resources.

The Library Reserves collection ordinarily is expected not to be stagnant and as such should be regularly maintained. Once a while as decided by individual libraries, instructors receive a list of items on Reserve for each course, along with usage statistics. Through this mechanism, instructors may elect to keep items on Reserve for the following academic year or remove them from Reserve. Items which have no record of circulation in the last two academic years may be removed from Reserve. The Library may also remove any items considered to be inconsistent with the guidelines. Instructors are encouraged to assist in keeping the collection relevant by informing the Reserve staff of any instructor or course code changes.

- vi. **Reprographic Section:** This consist of Photocopying and other forms of printing services provided by libraries to at subsidized rate to facilitate ease use and continuous access to some information resources that a user needs but cannot be borrowed out the library. The development of reprographic services has helped many libraries in their

efforts to provide better services to their users ensuring better access to library materials. Students have easy access to photocopying facilities, which enable them to reproduce required material from books and journals. Other forms of services provided in the reprographic section consist of laminating and spiral binding.

6. ICT Application to Libraries and Information Centres

Information and Communication Technologies have been defined as the acquisition, analysis, manipulation, storage and distribution of information; and the design and provision of equipment and software for these purposes. (de watterville and Gilbert 2000). This entails the application of computer and other ICT related devices in the provision of general Library and information services.

The application of ICTs to library has led to numerous improvements in the way library users' access and use library's information resources and services. Other than enhancing user satisfaction, it has provided other benefits as highlighted by (Henderson cited in Adamu, 2017):

- Provide easy and speedy access to information:
- Provide remote access to users at every hour and at all time.
- Provide access to unlimited information from different sources
- Provides increased flexibility
- Facilitate the reformatting and combination of data from different sources
- Facilitate the dissemination of information in line with users information need
- An alternative choice for the use of information resources

Areas that have witnessed the application of computer over time are as follows:

- **OPAC:** Online Public Access Catalogue (OPAC) give access to the user for searching available reading material in library through computer terminal. OPAC allows searching the entire catalogue online, conveniently and quickly, using one or more search technique e.g. searching using the author, title, keywords, class number etc. Others are free text search, Boolean search or one or more of these combined together
- **Resource Sharing (consortia):** The libraries are also using information technology for resource sharing. Libraries having computerized their working and services can be linked with each other through a suitable telecommunication technology. The systems enables the participating library to obtained material from each other's collection in the form of list of books, indexes and abstracts of required article, required

documents, by using computer terminals with printing facility. Information can be scanned first on the screen, and if required, relevant information can be obtained in the print out form

- **Database Services:** A database is any collection of data organized for storage in a computer memory and designed for easy access by authorized users. The data may be in the form of text, numbers, or encoded graphics. Providing access to database is another great library services that has come to offer users access to quality academic and empirical research especially for people within an academic or research institutions. While some databases are open-access that gives free access to users without the need for financial commitment, other database are closed-access where libraries are expected to pay a subscription fee in order have access. Libraries spend huge amount of money to subscription in order to maintain continuous access to some database and users are usually given a username and password for access to such database. Examples of databases available to academic libraries are the Science Direct, SAGE, DOAJ, AGORA, etc.
- **Library Web Portal:** Libraries provide quick access to users through a specially designed and developed Web Portal for the library which is available on the Intranet, it enables users to access many useful information frequently required by them, like Online Public Access Catalogue (OPAC), links to online journals subscribed, links to electronic resources available through consortia programme. This portal is also used to communicate the campus news, important events and other related information to the users through the Intranet.
- **Literature Search Services:** Library is providing the e-service for literature search through various information sources within the library, outside the library or at national or international level, in a short time with accuracy. Current Awareness Services (CAS) and Selective Dissemination of Information (SDI) services have become easy and it can be provided without causing any delay by using the new IT.
- **Bibliographic Services:** Compilation of bibliographies is parts of Library work, particularly in research and academic libraries. Browsing through the manual indexes and abstracts is a tedious and time consuming work, and does not always produce up to date result. Availability of databases in electronic form on CDROM or online, offers convenient, efficient and cost effective system for information retrieval.

- **Online Reference Services:** Digital reference (or virtual reference) is a service by which a library reference service is conducted online, and the reference transaction is a computer-mediated communication. It is the form of reference service which is commenced by electronic means where patrons employ technology (a computer or any other form) to communicate with the professionals without being physically present.
- **Access to Web Resources:** Libraries provide access to other forms of Electronic Information Resources such as e-journals, e-books electronic theses and dissertations etc. From the library's point of view digital format offers convenience of storage and maintenance, cost advantage, ability to target global users, etc. Dissertations and theses are important sources of information and knowledge for further research. Thus it has to be converted into digital form and made available on Internet or Intranet for continuous access.
- **Video Library Services:** Some libraries keep collections of audio and video on CDs about seminars and lecture series presented at the various faculties within the university. Students and researchers can now refer back to previous episode in order to gain better understanding even long after the class is over.
- **Email Publishing Services:** Email publishing is designed for delivering regular content-based email messages. Email publishing is a popular choice among readers who enjoy the ease of receiving news items, articles and short newsletters in their email box. Newsletters are also widely used by media companies to complement their web and print offerings.

7. Copyright laws and Censorship Issues in Nigeria libraries

- **Copyright** is the legal right to reproduce, publish and sell the matter and form of a literary, dramatic, musical or artistic work
- It is also the branch of law granting authors the exclusive privilege to reproduce, distribute, perform, or display their creative works. The goal of copyright law is to encourage authors to invest effort in creating new works of art and literature. Copyright is one branch of the larger legal field known as intellectual property, which also includes trademark, and patent law. To qualify for copyright protection, a work must be both *fixed* and *original*. The law considers a work to be fixed if it is recorded in some permanent format. Acceptable ways of fixing a work include writing it down, storing it on a computer floppy disk or compact disc (CD), recording it on videotape, or sculpting it in marble. If a poet thinks of a new poem and recites it to an audience

without writing it down, copyright does not protect the poem because it is not fixed.

To be original, the work must not be copied from previously existing material and must display at least a reasonable amount of creativity.

- **Censorship** is the suppression of speech, public communication, or other information, on the basis that such material is considered objectionable, harmful, sensitive, or "inconvenient". **Censorship** can be conducted by a government, private institutions, and corporations. Librarians are in a dilemma knowing fully well that a library is a public avenue where people can consult whatever form of information they want without fear or exception. Therefore, what should be the criteria for defining what people should read or shouldn't read and whose job is it to enforce and implement such criteria – the librarian? Your guess is as good as mine!

Types of Censorship in Libraries:

Censorship can be said to be of four types:

1. **Political Censorship:** Political censorship occurs when governments hold back information from their citizens
2. **Ethical and Social Censorship:** Moral censorship is the removal of materials that a censor regards to be obscene or otherwise questionable. Pornography, for example, is often censored under this rationale especially child pornography
3. **Religious Censorship:** Religion Censorship is the means by which any material objectionable to a certain faith is removed
4. **Military Censorship:** Military Censorship is the process of keeping military intelligences and tactics confidential and keeping away from enemy