

USE OF LIBRARY (GNS 101)

FACTS AND FIGURES

Compiled by:

EWEBIYI KEYE JAMES
A.K.A KEKSTAR
(GENERAL SECRETARY, LASUSU 10/11)

For enquiries call **Keye**:
07064981943, 08088902609
keyeewebiyi@yahoo.com

FOREWORD

This paper is intended to compliment the GNS 101 textbook. Most especially, it is provided to assist students who find it difficult to comprehend the voluminous textbook. It summarizes all the topics under Use of Library while giving attention to salient points. It also contains additional information that may not be found in the textbook. However, this paper is not meant to substitute the textbook. As such, further readings in the GNS textbook will facilitate your success in the exams.

This piece is my last efforts at contributing to the success of Lasuites in GNS exams as I have already published Facts and Figures on GNS 201, 202, 301 and 302. Based on my personal experience, the cheapest and easiest exams in LASU are the GNS exams given the resourcefulness of the Centre for General Studies, proficiency in teaching and consistency in exam questions. I therefore urge you to take advantage of it. It is possible to have “As” in all your GNS exams.

I wish you happy reading and the very best of luck.

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keyeewebiyi@yahoo.com

Sources:

LASU GNS 101 Textbook

Wikipedia.org

Google.com

History magazine

HISTORICAL DEVELOPMENT AND TYPES OF LIBRARIES

1. The origin and development of libraries have been traced to the early civilizations of Egypt, Samaria, Greece and Rome.
2. The Sumerians developed the method of producing clay tablet “books” and provided archives to store the tablets.
3. By 270 BC, the Sumerians had established not only government libraries, but also private and religious libraries.
4. The Sumerians archives developed into the first libraries.
5. The Egyptians were credited with having the greatest library in Alexandria, with its thousands of Papyrus. This library attracted keen scholars from all over the world.
6. King Ptolemy 1 established a museum, which was an academy of scholars under the royal patronage, with library being an integral part of the museum.
7. The Phoenicians, who were travelers also contributed to writing and the development of libraries.
8. By the 15th Century BC, the Greek culture had become a force to reckon with the use of Papyrus and Parchment as means of producing substantial literature.
9. Rome took over a lot of library collections as spoils of war.
10. It was Julius Caesar that first proposed public libraries for Rome.
11. Julius Caesar died before his plan was carried out but it was effected during the reign of Augustus.
12. Prominent citizens of Rome also built private libraries.
13. The period of the Middle Ages (medieval times) began when the West Roman Empire ended in 476A.D and lasted until the 14th Century.
14. There were basically three types of libraries in Europe during the medieval period and they are: Monastic Libraries, Cathedral Libraries and University Libraries.
15. In the early middle ages, Christian monasteries preserved libraries and learning in Europe.
16. In the monasteries’ writing rooms, monks copied the Christian and secular writings, preserving many ancient manuscripts.
17. Bibles were copied along with other religious works at the Scriptoria.
18. From 12th to 14th centuries, great cathedrals (churches) were built and with them came the establishment of educational institutions with libraries for the tutors and pupils.

19. During the 13th century, the modern university began to develop in Europe.
20. The evolution of libraries dated back to the ancient times when information was passed from one generation to another via songs, poems, chants, stories, recitations and rituals.
21. All these later transformed into the use of scrolls, papyri, clay tablets, cuneiform, ideographic and later paper as we have it today.
22. The renaissance period marked the re-awakening of knowledge and libraries became more important.
23. The invention of the printing press in 1450 by Johann Gutenberg led to the publication of books.
24. In the late 1920s, the Lagos Book Club was formed by a group of expatriate civil servants and a few Nigerians.
25. In 1929, Sir Allan Burns, the Chief Secretary of Nigeria observed that there was need for a library in the country.
26. The Carnegie Corporation of New York was persuaded by Sir Allans Burns to provide a grant of 1,650 pounds for library development in the country.
27. The Lagos Book Club metamorphosed into the Lagos Library and was opened to the public on the 29th September, 1932.
28. In December 1943, the British Council came to Nigeria and opened its library in Lagos that same year to serve as information centre during the World War II.
29. The University College, Ibadan which later became University of Ibadan was established along with its library in 1948.
30. It was the first university library in Nigeria and it performed some of the functions associated with National Libraries.
31. The Publications and Ordinance Act passed in 1950 made it compulsory for publishers to deposit two copies of every title published in the University College Library.
32. Thus, the library became a national depository for Nigerian publications.
33. The National Library Act of 1964 established the National Library of Nigeria.
34. The University College Library started the publication of Nigerian works, which later became the National Bibliography of Nigeria.
35. The promulgation of the National Library Decree of 1970 widened the scope of the library making it a national depository and publisher of national bibliography.
36. The following are the types of libraries; Academic/University Libraries, National Libraries, School Libraries, Special Libraries, Public Libraries and Private Libraries.
37. Academic libraries are libraries that are attached to higher institutions of learning such as universities, polytechnics, monotechnics and colleges of educations, etc.

38. The university library is administered by the University Librarian who is a principal officer of the university.
39. The library committee plays an advisory role in the administration of the University Librarian.
40. The university Library is made up of the following departments; Administration Department, Collection Development Department, Technical Services, Readers' Services and Education Department.
41. The Administrative Department is centered around the office of the University Librarian. It is made up of Systems Planning Unit, Personnel/Finances Unit and Publications Unit.
42. Collection Development Department acquires books and non-books materials. It consists of Acquisition Unit, Gift and Exchange Unit, Serials Unit and Documents Unit.
43. Acquisition unit is responsible for the selection and ordering of relevant books and non-book materials
44. Gifts and Exchanges Unit receives on behalf of the University Librarian books and non-book materials from donors.
45. The Serials Unit is responsible for processing periodicals like journals, annuals and memoirs, newspapers and magazines.
46. The Serial Unit keeps in Kardex, records of all serials in the library.
47. The Documents Unit takes custody of vital publications either from government or organisations.
48. The Documents Unit also takes custody of university documents such as calendar, handbooks, proceeding, lectures, etc.
49. The Technical Service Department is made up of the following units; Cataloguing and Classification Unit, Bindery/Printery Unit and Audio-Visual Unit.
50. The Cataloguing & Classification Unit receives materials from the Collection Development Department, catalogue, classify and label them.
51. The Bindery/Printery Unit binds back sets (issues) of library journals, magazines and newspapers and repairs worn-out library books, print the institution's official publications and documents.
52. Audio-visual Unit takes custody of audio-visual materials in the library.
53. The Readers' Service Department is the public relations department of the library because it interacts daily with users.
54. The Readers' Service Department is made up of Circulation Unit, Reserved Book Unit, Inter-Library Cooperation Unit, Reference Unit and Reprography Unit.

55. Circulation Unit is the public image of a library where users' registration, loan and discharge of books take place.
56. Reserved Book Unit is where study/research materials that are in short supply but constant high demand are kept for in-house use.
57. Inter-Library Cooperation Unit liaise with other libraries to acquire books on loan.
58. Reference Unit is responsible for keeping reference materials.
59. Reprography Unit renders cheap and clear photocopying service to readers.
60. The National Library of Nigeria was established in 1950.
61. Bibliotheque National (France) established by the French Kings in 1376 was opened to the public in 1962.
62. British Museum (English) is the National Library of England.
63. Library of Congress established in 1800 is the National Library of USA.
64. School Libraries are libraries whose collections are of specialized nature and tailored to suit certain group of users.
65. Teslim Olawale Elias (Law) Library, LASU is an example of special library.
66. The public library is not restricted to any group of users and are established and funded by governments.
67. Private Libraries are owned and financed by private individuals.

ORGANISATION AND ARRANGEMENT OF LIBRARY MATERIALS

68. Organisation and maintenance of library materials take place in the Technical Service Division of the library.
69. Library Catalogue is therefore a record of materials held by the library ranging from print to non-print materials.
70. Library Catalogue enables a user to find a library materials e.g. books if he knows (i) The author's name (ii) Title of the work and (iii) The subject.
71. Cataloguing systems include Dictionary Catalogue, Divided Catalogue and Classified Catalogue.
72. The types of catalogues are Book Catalogue, Card Catalogue and Computerised Catalogue.
73. Online Public Access Catalogue (OPAC) is an example of computerized catalogue.
74. The Dewey Decimal Classification Scheme (DDC) was devised by Melvil Dewey in 1873 and published in 1876.
75. Classification Schemes are means of bringing materials on the same subject together for easy access and convenience of users.

76. The DDC recognizes the systematic arrangement of books on shelves and uses decimals as notation symbols.
77. Dewey divided all knowledge into ten broad subject areas assigning numbers to them as follows:
- | | | | |
|-------|-----|---|------------------------------------|
| i. | 000 | - | Generalities |
| ii. | 100 | - | Philosophy and related disciplines |
| iii. | 200 | - | Religion |
| iv. | 300 | - | The Social Sciences |
| v. | 400 | - | Language |
| vi. | 500 | - | Pure Sciences |
| vii. | 600 | - | Technology (Applied Sciences) |
| viii. | 700 | - | Arts |
| ix. | 800 | - | Literature and Religions |
| x. | 900 | - | General Geography and History |
78. DDC is used in academic, special and public libraries.
79. The Library of Congress Classification Scheme (LC) was first adopted in USA for the Library of Congress.
80. The Library of Congress was founded in 1800 to supply information to Congress, the law making body of USA.
81. The Library of Congress also became the USA National Library and legal deposit library for all items published in USA.
82. The OPAC can be in a Local Area Network (LAN) within a small geographical area or Wide Area Network (WAN) for wide geographical spread.
83. UDC means Universal Decimal Classification Scheme.
84. Most academic libraries in Nigeria use the LC Scheme.
85. The LC Scheme combines letter of the alphabet and Arabic numerals.
86. The LC Scheme started from a base of 26 letters but at present letters I,O,W,X and Y are not used but reserved for further expansion.
87. N.B: Consult the GNS Textbook for LC classification Schedules or see an attached copy.
88. In 1899, Dr, Herbert Putman became the Librarian of the Library of Congress and encouraged LC Scheme.
89. The Moys Classification Scheme is used for law collections.
90. The Class Number and the Author Number make the Call Number.

REFERENCE SOURCES IN THE LIBRARY

91. The reference service is divided into two major parts; (i) Current Awareness, otherwise known as Selective Dissemination of Information (SDI) and (ii) Retrospective Search i.e. Information Retrieval.
92. The Concise Oxford English Dictionary defines a reference library as “a library in which books are for consultation not loan”.
93. Materials covered under Part 1 of the reference sources are Dictionaries, Directories, Encyclopaedias, Yearbooks, Handbooks, Manuals, Atlases and Gazettes.
94. A dictionary provides information about words, giving their meanings, derivation, spellings, pronunciations, usage and current status.
95. There are three main types of dictionaries; General dictionaries, Subject dictionaries and Special dictionaries.
96. An Encyclopaedia is a work treating separately various topics from all branches of knowledge, usually in alphabetical arrangement.
97. There are three types of encyclopaedia; General encyclopaedia, Abridged encyclopaedia and specialized encyclopaedia.
98. The general encyclopaedia provides facts on a wide variety of subjects and examples are Encyclopaedia Americana and Britannica.
99. The Encyclopaedia Britannica consists of three parts; propaedia, macropaedia and micropaedia.
100. The Propaedia is a single volume which contains the outline of human knowledge and gives a topical guide to the macropaedia.
101. The Macropaedia is an 18 volume work which treats over 4,000 articles exhaustively.
102. The Micropaedia works in conjunction with the macropaedia and it consists of 11 volumes.
103. A Directory is a book listing a particular group of individuals or organisation with various details e.g. Directory of Lawyers in Nigeria.
104. A Yearbook is an annual publication which gives up-to-date information on events; directory information, biographies; weights and measures; statistics; definitions; distances between cities, etc.
105. Handbooks and Manuals are books which serve as guide or a ready reference source for a given occupation or field of knowledge.

106. A Biography is a written account of a person's life usually written by another person.
107. A biographical reference book dealing with dead people is entitled "Who was Who" and that of the living is labeled "Who is Who" ..
108. An Atlas is a bound collection of maps or a volume of plates/tables illustrating any subject.
109. There are two types of Atlases; General Atlas and Subject Atlas.
110. The general atlases include National Geographical atlas and Atlas of world.
111. The subject atlases include Atlas of the Bible and Shepherd's historical atlas.
112. A Gazette is an official journal with a list of government appointment, bankruptcies and other public notices.
113. A Gazette can also be an official newspaper of an organisation or institution.
114. Reference sources (part ii) include materials that are research based e.g. Abstracts, indexes, bibliographies and dissertations/theses.
115. An abstract is used to locate a specific piece or bit of information in a larger nit with reference to exact page in the text.
116. A Bibliography is a descriptive list of books or publications on a given subject.
117. Types of bibliographies include General bibliography, Subject bibliography, Author bibliography, Trade bibliography and National bibliography.

PROCEDURES FOR ORGANISING INFORMATION SOURCES: TYPES OF LIBRARIES

118. If library materials are divided by types and their contents, three categories of library materials emerge; Primary publications, Secondary publications and Tertiary/Consolidated publications.
119. Primary publications are those in which new knowledge is first recorded e.g. primary journals, conference proceedings technical reports.
120. Secondary publications are those forms of printed documentation which exist to aid the central thrust of knowledge e.g. Indexing journals, Abstracting journals and Current Awareness journals.
121. Tertiary publications are those in which recorded information have been evaluated, compacted and simplified.
122. Examples of tertiary/consolidated publications are Reviews, Monograph, Textbooks, Treatise, Handbooks, Encyclopaedia, Dictionaries, Directories, Theses, etc.

123. Theses are dissertations for a doctorate degree.
124. Audio Visual Materials (AVM) are catalogued with AACRS and the LC subject headings.
125. Audio and Video Tapes are used for recording lectures and tutorials.
126. Television is used as monitor for VCR and playbacks of recorded lectures on video tapes.
127. Microfilming is employed in preserving deteriorating materials like newspapers.
128. Monographs are publications that review exhaustively the information on a single topic.

LIBRARIES AND RESEARCH ACTIVITIES

129. Clover and Basley (1984) defined research as the process of systematically obtaining accurate answers to significant and pertinent questions by the use of the scientific method of gathering and interpreting information.
130. Oshundeyi (1990) sees research as a form of organised and disciplined writing.
131. The types of research can be categorized into three broad groups namely; Basic or Pure research, Applied or Practical research and Development research.
132. Basic or practical research is carried out for the purpose of extending or advancing the frontiers of knowledge.
133. Applied or practical research is concerned with the application of scientific knowledge to practical problems.
134. Development research is used in design and production engineering.
135. The library is a repository of knowledge and the heart of any college or university.
136. The library has two main functions (i) To complement the teaching and research activities of the parent institution and (ii) To disseminate the existing and even new information.
137. Melvin Dewey conceived the Dewey Decimal Classification in 1873.
138. The library is a basic tool for research.
139. The Library of Congress Classification System which is used in larger libraries was developed by Dr. Herbert Putnam and approved for use by the US Congress in 1880.

140. The LC System uses letters of the alphabet for its notation; presently 21 letters are used while the remaining 5 are reserved for future use.
141. The Catalogue is the heart of the library system; the principal and the easiest pointer to locating any material within the library.
142. The catalogue contains 3 X 5 inch index cards.
143. A researcher can search for library materials either by Author, Title or Subject and locate the materials easily.
144. Theses and dissertation abstracts provide a very good source of literature review.
145. Government publications, journals, newspapers and magazines, handbooks etc. are good sources of information for literature review.

COPYRIGHT AND ITS IMPLICATIONS FOR LIBRARIES

146. The Black's Law Dictionary (1999) defines copyright as "a property right in an original work of authorship.
147. World Intellectual Properties Organisation (WIPO) defines it as "when a person creates a literary, musical, scientific or artistic work, and he or she is the owner of that work and is free to decide on its use.
148. Copyright is a branch of intellectual Property Law, one of the intangible rights secured by law.
149. The Constitution of the Federal Republic of Nigeria (1999) has copyright on its exclusive legislative list.
150. The levels of Copyright Infringement in Nigeria are Civil and Criminal.
151. The Act governing copyright is the "Copyright Act, CAP C28, Laws of the Federation of Nigeria (LFN 2004).
152. The Nigerian Copyright Commission (NCC) is responsible for all matters affecting copyright in Nigeria.
153. Section 1 of the Copyright Act of Nigeria lists six categories of works as eligible for copyright protection, literary works, musical works, artistic works, cinematography films, sound recordings and broadcast.
154. According to the Universal Copyright Conversion (UCC), a copyright notice "©" is required to be conspicuously affixed to every work to gain protection.
155. The notice "©" must be followed by the name of the copyright owner and the year of publication, e.g. © E.J. Keye 2011.

156. The “Fair Use” rule was put in place to protect copyright materials used for educational purposes.
157. The Copyright Act grants a right of “Fair Use” to the public.
158. Section 108 of the 1976 Act (USA) permits copying of materials by university libraries only if the reproduction is made without direct or indirect commercial advantage.
159. Unauthorized copying is an infringement of copyright.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN LIBRARY

160. Automation involves the use of a technique to make a system or process more self-acting and self regulating and less dependent on human intervention.
161. Library automation is the application of computers to task hitherto performed by human beings in the library.
162. A network is simply defined as a linked set of computer systems capable of sharing computer power and resources.
163. Local Area Network (LAN) and Wide Area Network (WAN) are the two types of networks.
164. LAN is the network in which the computer systems are all situated relatively close to each other connected by wire cables.
165. The LASU Library is on a LAN with 22 workstations spread all over the library.
166. WAN is a network in which the computers are geographically remote and are connected by communication satellites.
167. Software consists of programs, routines and procedures which can be run on a computer system.
168. Software can be defined as a collective set of instructions, called programs which can be interpreted by a computer.
169. Library software is a specialized program in which the library multi-tasks are being run.
170. Examples of library softwares are; Alice for Windows, TINLIB-DOS based, Graphical Library Automation System (GLAS), Window based, X-Lib – Window, Macro CDS/ISIS and Library Manager.
171. X-Lib – window based was developed locally by Raw Material Research Council of Nigeria.
172. Micro CDS/ISIS – window based was developed by UNESCO.

173. Alice for Windows is a commercial library software, window-based and is being used by the LASU Library.
174. Computers are application in libraries in the areas of acquisition, selection, circulation, cataloguing, serial control and referral services.
175. Rowley (1986) listed four reasons why libraries should establish computer based library systems as; increased workload, need for greater efficiency, new services, cooperation and centralisaiton.
176. Computers can be used as a central control of monitoring for a Closed Circuit Television (CCTV).
177. The internet interconnects a very large number of individuals and diverse computer networks.
178. The internet provides three types of services; the World Wide Web (www), Electronic Mail (E-mail) and File Transfer.
179. Other internet services include broadcast mail, discussion groups and teleconferencing.
180. Electronic Mail (E-Mail) is a communications system that enables you to send messages and information with the certainty of delivery.
181. Video-conferencing is divided into three; point-to-point, group conference and broadcast conference.
182. Search Engine is a computer program which searches a very large base to find data items which match a requested query.
183. Examples of search engines are Dogpile, Metacrawler, Ixquick, Snap, Google, Yahoo, Excite, etc.

BRANCH LIBRARIES IN A MULTI-CAMPUS LAGOS STATE UNIVERSITY: A CASE STUDY OF THE LAW LIBRARY

184. Lagos State University started academic activities in 1984 on one campus, Ojo, Lagos.
185. It presently has three other campuses (Epe, Ikeja and Ojuelegba) for regular students studying engineering, medicine and mass communications respectively.
186. It has nine satellite (part time) campuses at Jibowu, Anthony Village, Isolo, Agege, Festac, Ikoyi, Lekki, Badagry and Ikorodu.
187. The Main Library (now called Fatiu Akesode Library) was started with the inception of LASU in 1984.
188. The Law Library (now Teslim Olawale Elias Library) was established in 1988.

189. The Engineering Library at Epe Campus was established in 1988 with the movement of the Engineering Faculty to Epe.
190. The Medical Library of the Lagos State University College of Medicine (LASUCOM) was established and commissioned on the 9th February, 1999.
191. The School of Communication Library, Surulere commenced operation on 1st February, 2005.
192. The LASU Law Library has a sitting capacity of 200 users at a time.
193. The collections of the law library are arranged according to Moys Classification Scheme.

INFORMATION TECHNOLOGY

194. A computer is an electromechanical device that receives processes, stores and outputs information.
195. GIGO means Garbage In Garbage Out.
196. A Conceptual computer is composed of input, output, processing/internal memory and secondary storage units.
197. Input Unit sends data and instructions to the computer, the keyboard is a common input device, with the mouse coming into more common use for personal computers.
198. Processing Unit is made up of the Control Unit and the Arithmetic Logic Unit (ALU) is usually referred to as the Central Processing Unit (CPU).
199. Internal Memory is made up of Read Only Memory (ROM) and Random Access Memory (RAM).
200. Computer memory is measured in bytes (8 bits = 1 byte).
201. Secondary /Auxilliary storage includes hard drive, zip and jazz drive, CD ROM drive, etc.
202. An average modern personal computer now has internal memory of at least 64 megabytes.
203. The earliest attempt at computing was the use of Abacus.
204. Computer Softwares are the programs (the non-hardware) that make the computer perform their intended tasks.

205. System Software controls the operation of the computer and makes it possible for the other types of software to perform their tasks.
206. Application software performs specialized task like calculating payrolls, word processing, home budgeting, playing games, etc.
207. Hardwares are the actual physical components that constitute a computer system.
208. Computer peripheral devices include printer, scanner, microphone, speakers, monitors, etc.

ADDENDUM

THE LIBRARY OF CONGRESS CLASSIFICATION SCHEME From Wikipedia, the free encyclopedia

The Library of Congress Classification (LCC) is a system of develop by the . It is used by most research and academic libraries in the U.S. and several other countries, for example, Australia and . It is not to be confused with the or . Most public libraries and small academic libraries continue to use the (DDC).

The classification was originally developed by in 1897, just before he assumed the librarianship of Congress. With advice from , it was influenced by , and the DDC, and was specially designed for the special purposes of the Library of Congress. The new system replaced a fixed location system developed by . By the time of Putnam's departure from his post in 1939, all the classes except K (Law) and parts of B (Philosophy and Religion) were well developed. It has been criticized as lacking a sound theoretical basis; many of the classification decisions were driven by the particular practical needs of that library, rather than considerations.

Although it divides subjects into broad categories, it is essentially in nature. It provides a guide to the books actually in the library, not a classification of the world.

The system (NLM) uses the classification scheme's unused letters W and QS – QZ. Some libraries use NLM in conjunction with LCC, eschewing LCC's R (Medicine). Others prefer to use the LCC scheme's QP-QR schedules and include Medicine R.

THE HISTORY OF THE LIBRARY

From History Magazine

The collection of written knowledge in some sort of repository is a practice as old as civilization itself. About 30,000 clay tablets found in ancient Mesopotamia date back more than 5,000 years. Archaeologists have uncovered papyrus scrolls from 1300-1200bc in the ancient Egyptian cities of Amarna and Thebes and thousands of clay tablets in the palace of King Sennacherib, Assyrian ruler from 704-681bc, at Nineveh, his capital city. More evidence turned up with the discovery of the personal collection of Sennacherib's grandson, King Ashurbanipal.

The name for the repository eventually became the library. Whether private or public, the library has been founded, built, destroyed and rebuilt. The library, often championed, has been a survivor throughout its long history and serves as a testament to the thirst for knowledge.

Literacy Builds Libraries

Early collections may have surfaced from the Near East, but the ancient Greeks propelled the idea through their heightened interest in literacy and intellectual life. Public and private libraries flourished through a well-established process; authors wrote on a variety of subjects, scriptoria or copy shops produced the books, and book dealers sold them. Copying books was an exacting business and one in high demand, because a book's "trustworthiness" translated into quality. An Athenian decree called for a repository of "trustworthy" copies. Though the public library first appeared by the fourth century bc, the private library was more prevalent. Aristotle, for instance, amassed a large private collection. Ancient geographer Strabo said Aristotle "was the first to have put together a collection of books and to have taught the kings in Egypt how to arrange a library".

Form Dictates Function

Throughout most of the library's history, the term "book" referred to works written on papyrus and some parchment rolls. Beginning in the second century, stacked and bound wooden boards recorded literature, science and technical information. These tablets, called codex, derived from a centuries old practice of using wooden writing tablets for note taking. These new,

durable codices gradually replaced the fragile rolls. However, rolls continued to be used for archival type documents. Parchment eventually replaced the wooden boards.

The new codex form impacted book storage. Codices were stored flat on the shelf and covers protected their leaves. The libraries had to find ways to house both rolls and codices. New libraries emerging in the Middle Ages in charges, schools and monasteries concerned themselves only with the codex form.

The Great Library

That library, of course, was the Great Library of Alexandria, a public library open to those with the proper scholarly and literary qualifications, founded about 300bc. When Egypt's King Ptolemy (305-282bc) asked, "How many scrolls do we have?" Aristotle's disciple Demetrius of Phalerum was on hand to answer with the latest count. After all, it was Demetrius who suggested setting up a universal library to hold copies of all the books in the world. Ptolemy and his successors wanted to understand the people under their rule and house Latin, Buddhist, Persian, Hebrew and Egyptian works – translated into Greek.

The library's lofty goal was to collect a half-million scrolls and the Ptolemies took serious steps to accomplish it. Ptolemy I, for example, composed a letter to all the sovereigns and governors he knew, imploring them "not to hesitate to send him" works by authors of every kind.

The Ptolemies engaged in some unorthodox acquisition methods. Some stories relate that they confiscated any book not already in the library from passengers arriving in Alexandria. Another story tells how Ptolemy III (246-222bc) deceived Athenian authorities when they let him borrow original manuscripts of Aeschylus, Sophocles and Euripides, using silver as collateral. Ptolemy kept the originals and sent the copies back, letting the authorities keep the silver. More traditional means included book purchases from the markets of Athens, Rhodes and other Mediterranean cities. Older copies were the favoured acquisitions; the older the better, since they would be considered more trustworthy. At its height, the library held nearly 750,000 scrolls. There must have been duplicates since there weren't that many works.

Much of what is now considered to be literary scholarship began in the Alexandria Library. Funds from the royal treasury paid the chief librarian and his scholarly staff. Physically, books were not what we think of today, but rather scrolls, mostly made of papyrus, but sometimes of leather. They were kept in pigeonholes with titles written on wooden tags hung from their outer ends.

Fires and depredations during the Roman period gradually destroyed the Library. When Julius Ceasar occupied Alexandria in 48bc, Cleopatra urged him to help himself to the books. Obliging, he shipped tens of thousands to Rome. Marc Anthony was rumored to have given Cleopatra the 200,000 scroll collection of rival library Pergamum to replace Alexandria's losses.

Thanks to the Great Library, Alexandria assumed its position as the intellectual capital of the world and provided a model for other libraries to follow.

When In Rome

By the middle of the second century bc, Rome also boasted rich library resources. Initially comprised of some scattered private collections, holdings eventually expanded through the spoils of war. Even Aristotle's famed collection was among the bounty.

Julius Caesar dreamed of establishing a public library in Rome, but his vision was cut short by his assassination. After Caesar's death, Asinius Pollio acquired the requisite funds to make the dream a reality. The library was divided into two sections – one for Greek and one for Latin, serving as a model for subsequent Roman libraries. Great statues adorned the walls. Books, typically acquired through donations by authors and others, as well as through copying, were placed along the walls and readers consulted them in the middle of the room. This marked a distinct departure from the Greek model, where readers could only consult their books in an atrium away from the rest of the collection.

To serve as director of a library was a great honor. The role became a stepping stone for the ambitious government servants. Staffs consisted of slaves and freedmen, who were assigned to either the Greek or the Latin section. Pages fetched rolls from the systematically arranged and tagged bookcases and returned them. They usually transported the rolls in leather or wood buckets. Scribes made copies to be added to the collection and recopied damaged rolls, while keeping the catalog up to date. Libraries were typically open during standard business hours – sunrise to midday.

Rome had only three public libraries at the time of Augustus' death in 14ad: Polio's, one in the Porticus of Octavia, and Augustus' on the Palatine Hill. When Trajan (98-117ad) dedicated his monumental column in 112-113, a library (sectioned into the traditional Greek and Latin chambers) was part of it. Much of the interior still exists today. The collection there grew to include some 20,000 volumes. Still, libraries remained the domain of the learned teachers, scientists, scholars. Where were the masses to go? To the imperial baths of course! At the

baths, men and women, rich and poor could take a bath, meet with friends, play ball – and read a book. Libraries were added to the baths until the third century. A catalog of Rome's buildings from about 350ad enumerated 29 libraries in the city. But in 378, the historian Ammianus Marcellinus commented. "The libraries are closing forever, like tombs." As the Roman Empire fell, libraries seemed doomed to extinction.

Monasticism Transforms the Library

In the early 500s in Egypt, a man named Pachomius established a monastery and insisted on literacy among his monks. This was to have a long-lasting effect after the Roman Empire split in two about 100 years later. Throughout the rest of the eastern empire, monastic communities emerged with small and mostly theological libraries.

Sparked by the spread of Christianity, the eastern half of the empire did much to foster the use of libraries. The capital city of Constantinople had three major libraries; the university library, the library for the royal family and civil service and a theological collection.

Even though libraries disappeared in the western empire due to invasion, lack of funds, and lack of interest, monasticism gave rise to an explosion of learning. In 529ad, Benedict established a monastery in Monte Cassino and established a rule by which the monks would live. Chapter 48 of this rule mandated: "Between Easter and the calends of October let them apply themselves to reading from the fourth hour until the sixth hour...From the calends of October to the beginning of Lent, let them apply themselves to reading until the second hour. During Lent, let them apply themselves to reading from morning until the end of the third hour, and in these days of Lent, let them receive a book apiece from the library and read it straight through. These books are to be given out at the beginning of Lent".

The Benedictines created libraries and the scriptorium became sacred. It soon became customary for monasteries to lend to other monasteries, giving birth to the inter library loan. Charlemagne, who owned a robust library in Aachen in the eighth century, ordered every school to have a scriptorium. The road was well paved to invite the Renaissance and a new age for libraries.

Renaissance of Learning

As Europe emerged from the depths of darkness into the light of learning, it people began to look to the Greek and Roman artistic and literary classics for inspiration. Many aristocrats of the period were dedicated to developing their private libraries. Cosimo de Medici of the famous Florentine family established his own collection, which formed the basis of the Laurentian Library. Also in Italy, the Vatican Library opened in the 1400s. Accompanying the

growth of universities was the development of university libraries, which in some cases, were founded on the basis of a personal donation. For example, Humphrey, Duke of Gloucester, donated his large collection to Oxford University in the early 1400s.

Gutenberg's movable type innovation in the 1400s revolutionized bookmaking. Printed books replaced handwritten manuscripts and were placed on open shelves.

The Golden Age

Throughout the 1600s and 1700s, libraries surged in popularity. They grew as universities developed and as national, state-supported collections began to appear. Many of these became national libraries.

In Britain, Sir Thomas Bodley rebuilt Humphrey's library at Oxford in the late 1500s. it was renamed the Bodleian Library and today ranks as the second largest in the country. The largest of course, is the British Library, founded in 1759 as part of the British Museum. The earliest public library in the UK was associated with London's Guild Hall in 1425. A second opened in Edinburgh, Scotland in 1580. Neither of these still exists, but one established in 1653 in Manchester, England does. Once Parliament passed the Public Library Act in 1850, libraries began to spread throughout the nation.

In France, the national library in Paris known as Bibliotheque National de France began in 1367 as the Royal Library of Charles V. Another significant library, famous for its influence on library management is the Mazarine Library, also in Paris. Cardinal Jules Mazarin, chief minister of France during Louis XIV's minority, founded it in 1643.

Three libraries form the national repository for German. The first, the German State Library in Berlin, was founded in 1661 by Friedrich Wilhelm. The second and third followed much later; the German Library in Leipzig, founded in 1912 and the German Library in Frankfurt, founded in 1946.

Catherine the Great founded the M.E. Saltykov-Shchedrin State Public Library in St. Petersburg in the last 1700's. Russia's largest library, the Russian State Library in Moscow (formerly the Lenin State Library), was founded in 1862.

The oldest library in America began with a 400-book donation by a Massachusetts clergyman, John Harvard, to a new university that eventually honored him by adopting his name. another clergyman, Thomas Bray from England established the first free lending libraries in the American Colonies in the late 1600s. Subscription libraries where member dues paid for book

purchases and borrowing privileges were free – debuted in the 1700s. In 1731, Ben Franklin and others founded the first such library, the Library Company of Philadelphia. The initial collection of the Library of Congress was in ashes after the British burned it during the War of 1812. The library bought Thomas Jefferson's vast collection in 1815 and used that as a foundation to rebuild.

It wasn't until waves of immigration and the philosophy of free public education for children that public libraries spread in the US. The first public library in the country opened in Peterborough, New Hampshire in 1833. Philanthropist Andrew Carnegie helped build more than 1,700 public libraries in the US between 1881 and 1919.

Libraries may have changed over the years – no longer do pages carry scrolls in wooden buckets – but the need for a repository of knowledge remains.

RICHLAND COMMUNITY COLLEGE
Kitty Lindsay Learning Resources Center

Library of Congress Classification System

CLASS A – GENERAL WORKS

ANTHROPOLOGY

- AE Encyclopedias
AG Dictionaries & general works

CLASS B – PHILOSOPHY, PSYCHOLOGY, RELIGION

- B Philosophy
BF Psychology
BJ Ethics
BM Judaism

CLASS G – GEOGRAPHY &

- G Geography, Atlases, Maps

- GE Environmental sciences

- GN-GR Anthropology & Folklore
GV Recreation & Leisure

CLASS H – SOCIAL SCIENCES

- HA Statistics
HB-HC Economics
HD Industries & Labour

BP Islam
 BQ Buddhism
 BR-BS Christianity & the Bible

CLASS C – AUXILIARY SCIENCES OF HISTORY

CB History of civilization
 CC Archaeology
 CS-CT Genealogy & Biography

CLASS D – GENERAL HISTORY & HISTORY OF EUROPE

DA Great Britain & Central Europe
 DB-DQ Western & Eastern Europe,
 Balkans
 DS Asia
 DT Africa
 DU Oceania (South Seas)

CLASS E-F – HISTORY: AMERICA

E America & the United States
 F United States local history,
 British America (Canada),
 Dutch & French America
 F1201-3799 Latin America

CLASS L – EDUCATION

L Education (General)
 LA History of education
 LB Theory & practice of education
 LD-LG Individual institutions
 LT Textbooks

CLASS M – MUSIC

M Music
 ML Literature on music

HF-HG Commerce & Finance
 HM Sociology (General)
 HN Social history & conditions,
 Social problems & reform
 HQ The family, marriage, women
 HT Communities, Classes, Races
 HV Social pathology, social &
 public welfare, criminology

CLASS J – POLITICAL SCIENCE

JA-JC Political science & theory
 JF-JQ Political institutions & public
 administration
 JS Local & Municipal government
 JV Colonies and colonization,
 Emigration & immigration
 JZ International relations

CLASS K – LAW

K Law in general
 KB Religious law, Islamic, Jewish,
 Catholic
 KD-KKZ Europe, North America &
 South America
 KL-KWX Asia, Africa, Pacific Area

CLASS R – MEDICINE continued

RG Gynecology & Obstetrics
 RJ Pediatrics
 RK Dentistry
 RL Dermatology
 RM Therapeutics & Pharmacology
 RS Pharmacy
 RT Nursing
 RX Homeopathy

MT Musical instruction & study

CLASS N – FINE ARTS

N Visual arts

NA Architecture

NB-NE Sculpture, drawing, painting
& print media

NX Arts in general

CLASS P – LANGUAGE AND LITERATURE

PE English Language

PN Literature (General)

PQ European literature

PR English Literature

PS American literature

CLASS Q – SCIENCE

QA Mathematics

QB Astronomy

QC Physics

QD Chemistry

QE Geology

QH Natural history – Biology

QM Human anatomy

QP Physiology

SCIENCE

CLASS R – MEDICINE

RA Public aspects of medicine

RB Pathology

RC Internal medicine

RD Surgery

RE Ophthalmology

CLASS S – AGRICULTURE

S Agriculture

SB Plant culture

SD Forestry

SF Animal culture

CLASS T – TECHNOLOGY

TA-TG Engineering

Building Construction

TJ Mechanical engineering

Electrical engineering & Electronics

Motor vehicles, Aeronautics &

Astronautics

TR Photography

CLASS U – MILITARY SCIENCE

UA Armies

UG Air forces

CLASS V – NAVAL SCIENCE

VA Navies

VE Marines

VK Merchant marine

VM Naval architecture

CLASS Z – BIBLIOGRAPHY, LIBRARY

& INFORMATION RESOURCES

Z Books, Writing, Book

industries & trade, libraries

ZA Information resources



LAGOS STATE UNIVERSITY

CENTRE FOR GENERAL NIGERIAN STUDIES
REMEDIAL EXAMINATIONS FOR PART-TIME STUDENTS (2006)

COURSE: GNS 101: USE OF LIBRARY

TIME: 1 HOUR

Answer all questions. Use HB pencils to tick relevant information and answers, in the Computerised Answer Sheet. Ensure that the appropriate Faculty / Department / Subject codes are indicated.

- The technical services department of University Library consists of one of the following sections:
 (a) University Librarian's Office (b) Serials section (c) Readers' Services Division (d) Cataloguing section.
- Lagos Library was established in (a) 1960 (b) 1942 (c) 1970 (d) 1932
- Which of the following library loan systems is operational in Lagos State University?
 (a) Brown.. (b) Bookomatic (c) Slip (d) None of the above
- One of the publications of National Library of Nigeria is:
 (a) Nigeria Year Book (b) Nigerian Periodicals Index (c) National Bibliography of Nigeria (d) Nigeria Telephone Directory
- Library services began in Nigeria with the formation of
 (a) Lagos Expatriate Club (b) Lagos Civil Service Club (c) Professional Book Club (d) Lagos Book Club.
- Who's Who is an example of
 (a) Book of World Records (b) Achievement Manual (c) Dictionary (d) Directory.
- In the library catalogue, a book is usually recorded using
 (a) The name of the Publisher (b) Surname of the author (c) Edition of the book (d) Place of Publication.
- A computer program which searches a very large database to find data items is
 (a) Internet (b) Local Area Network (c) Search Engine (d) None of the above.
- Mosys classification scheme is used for... collections.
 (a) Engineering (b) Law (c) Medical (d) All of the above.
- Bibliothèque Nationale, British Museum and Library of Congress are examples of
 (a) National Library (b) University Library (c) Public Library (d) Research Library.
- Which of the following do you think could provide materials of current interest in a particular field at a particular time?
 (a) Newspapers (b) Magazines (c) Journals (d) All of the above.
- University of Ibadan Library uses one of these library software to run its
 Database (a) X-Lib (b) TINLIB (c) Micro CDS/ISIS (d) Alice for Windows
- A researcher who wants to find information on Cambridge University will Consult
 (a) Encyclopaedia Britannica (b) Europa Year book (c) World of Learning (d) World Almanac and Book of Facts.
- Reader Advisory services are given at...
 (a) Reserved Book Section (b) Reference section
 (c) Special Collection Section (d) Circulation Section.
- The National Library of Nigeria was established in .. (a) 1970 (b) 1964 (c) 1948 (d) 1921
- All books brings together: (a) Books by the same author (b) books by the same title (c) Books by the edition
 (d) Books by the same subject
- Two classes of reference materials usually found in the library are:
 (a) General and subject (b) National and international (c) Short and oversize (d) Brown and blue.
- Online Public Access Catalogue can be searched via the following methods except one.
 (a) By title (b) By Author (c) By keywords in title (d) Publication
- One of the following people was connected with the development of libraries in Nigeria. (a) Tom Jones (b) Sir Allan Burns (c) Sir James Robertson (d) John Harris
- No-print materials in the library will include the following:
 (a) Microfiche (b) Ultra fiche (c) Video compact disc (d) All of the above.
- Functions of indexes and abstracts are:
 (a) To provide awareness and access to primary publications
 (b) To provide awareness and access to secondary publications
 (c) To provide awareness and access to tertiary publications
 (d) None of the above
- The computer comprises of all but one of the following components:
 (a) Central Processing Unit (b) Engine room (c) Output devices (d) Input devices.
- Library of Congress uses all letters of alphabets except one of the following groups
 (a) Q.U.X.Y (b) I.O.W.X.Y (c) I.O.U.X.Y (d) I.O.S.X.Y
- Which section of the University Library would procure for your materials not Readily available in LASU Library?

1. In which of the following Department (a) Readers Services Division (b) Reprographic Department
 The ability to freely copy a work for research and private study is known as: (c) Registry (d) Technical Services
 (a) Free copying (b) Fair copying (c) Legal copying (d) Bonded copying
2. You need ... for problems of syllabification, formation of tenses and usage of a word. (a) Year book (b) Encyclopedia
 Americana (c) Handbook (d) Dictionary
3. Library of Congress call mark is used because it uses: (a) Letters of the alphabet (b) figures (c) Letters and figures
 (d) None of the above
4. Intellectual works by Nigerians and/or about Nigeria are collectively known as: (a) Nigerian publications (b)
 Lagosiana (c) Special document (d) Nigerian
5. ... provides current information on all events and activities that happen in Nigeria (a) Nigeria year Book (b) The
 world of Learning (c) Annual Register of World Events (d) World Almanac and Book of Facts
6. One of the following organizations provided funds for the establishment of the
 first public library in Lagos: (a) Ford Foundation (b) Phelps stoke Foundation (c) Carnegie Foundation (d) Federal
 Government of Nigeria.
7. A linked set of computer systems capable of sharing computer power and resources is called:
 (a) Wide Area Network (b) Local Area Network (c) Internet (d) Network
8. Current awareness may be defined as: (a) Knowledge of recent developments
 (b) Circulation Control (c) Machine readable catalogue (d) None of the above
9. Copying is subject to restrictions imposed by: (a) Decree 50 of 1992 (b) Miscellaneous offences decree (c)
 Copyright law (d) Laws of the Federal Republic of Nigeria
10. Which is the correct spelling for a residence: (a) Accomodation (b) Accommodation (c) Accomodation (d)
 Acommodation
11. Library collections are put into various classes by:
 (a) Acquisition section (b) Serials Section (c) Circulation Section (d) Cataloguing and classification section
12. One of the following statements is false about reference materials: (a) To be read from cover to cover (b) To be
 consulted on the spot for items of information (c) Not to be read from cover to cover (d) They are on closed-access.
13. One of the followings would provide detailed information on a person:
 (a) Biographies (b) Bibliographies (c) Handbook (d) Bibliography of Bibliographies
14. Conference proceedings can be defined as:
 (a) Publications published from a conference (b) Publications read at conference (c) Publications presented at
 conference (d) Publications of papers originally read at conference
15. Library cooperation enable libraries to: (a) Share resources with one another (b) Share the same building with one
 another (c) Donate fund to one another (d) All of the above
16. The section that is responsible for making book collections physically accessible to users through open shelves is
 known as: (a) Collection Development Division (b) Serials Sections (c) University Librarians Office (d) Circulation
 Section
17. Which of the following is the most appropriate procedure to locate a library book? (a) Title, Author, Classified,
 Subject (b) Classified, Subject, Author, Title (c) Author, Title, Subject, Classified (d) Subject, Title, Classified, Author
18. One of the following materials can provide you quick information on data, procedures or statistics:
 (a) Indexes (b) Abstracts (c) Handbook (d) Directory
19. Where will you find out about the tourist attractions of a town you want to visit
 during your holiday? (a) Write to the Local Government Chairman (b) Gazetteer (c) Map (d) Nigerian年鉴
20. Primary publications can be defined as: (a) Publications containing formal communication that publication can inform
 the public of current information (b) Publications in which new knowledge is first recorded (d) Books
21. A typical University Library has all but one of the following departments: (a) Technical Services (b) Readers Services Department (c) Registry (d) Collection Development Department
22. A systematic listing of Books refers to: (a) Bibliography (b) Cataloguing (c) Bibliograph (d) Bibliographies
 and are classification schemes used for legal and medical
 Libraries:
23. (a) Library of Congress and Moys (b) Dewey and Moys (c) Colon and Bressi classification scheme (d) Moys &
 National Library of Medicine
24. Funding for establishment and maintenance of public libraries in Nigeria come mainly from: (a) International
 Organisations (b) Religious Bodies (c) Government (d) Philanthropists
25. A library that deals specifically with a subject or group of related subjects is known as: (a) subscription
 (b) Special Library (c) Classified Library (d) National Library
26. A literary work containing information on all branches of knowledge is (a) An Encyclopedia (b) A Dictionary
 (c) A Thesaurus (d) Guinness Book of Records

LAGOS STATE UNIVERSITY

GNS 101: USE OF LIBRARY

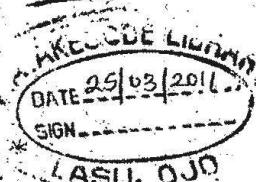
Time: 1Hr ONLY

OPTION A

Answer all questions, shade carefully and clearly, all required information on the OMR sheet, using HB pencil

1. Libraries were developed because of men's need to (a) develop the book trade (b) preserve records (c) invent the typing machine (d) standardize reading
2. The invention of ----- brought about information explosion () typing machine (b) binding machine (c) computing machine (d) printing machine
3. ----- contributed to the development of writing and libraries by developing an alphabet (a) the Summerians (b) Egyptians (c) Phoenicians (d) Greeks
4. The ----- period was a time of knowledge re-awakening in Europe when libraries became more important (a) Renaissance (b) medieval (c) Victorian (d) Ancient
5. The Lagos Library was opened to the public in the year (a) 1929 (b) 1932 (c) 1943 (d) 1934
6. Public libraries are funded by (a) NGOs (b) Human right organisation (c) tax payer (d) NNPC
7. Binding of damaged books takes place in ----- section. (a) Administrative (b) Collection development (c) Technical services (d) Readers' services
8. The full meaning of OPAC is (a) Online People Access Catalogue (b) Online Public Access Catalogue (c) Online Public Access Caption (d) Online People Access Caption
9. These materials cannot be borrowed out of the library (a) Reserved and Reference (b) Reserved and books on open shelf (c) Journals and books on open shelves (d) Books on open shelves and magazines
10. This library material will give one more information about the usage of a word (a) Encyclopedia (b) Dictionary (c) Journal (d) reserved books
11. The place where bags are kept in the library is known as (a) load room (b) cloak room (c) bags' room (d) users' room
12. The library staff that answers your queries in the library is known as (a) Information librarian (b) Information Scientist (c) Reference Librarian (d) Acquisition Librarian
13. This is a library software (a) Alice on Windows (b) Alice in Windows (c) Alice for Windows (d) Alice of Windows
14. One of the services the library renders to its users is (a) helping them to do free photocopying (b) training them on utilization of resources (c) arranging excursion visit for them (d) inflicting injuries on erring users.
15. A peculiar characteristics of reference materials is that they (a) can be borrowed from the library (b) are not usually used by readers (c) are not to be read from cover to cover (d) are mixed with other books on the open shelves
16. The public library is referred to as the peoples' university because it caters for (a) university community (b) specialized group of people (c) all group of users (d) children only
17. Charging in librarianship refers to the process of (a) paying for library materials (b) returning borrowed books (c) paying for damaged library materials (d) borrowing library materials
18. Production of works under fair-use must be made without ----- (a) educational advantage (b) undue advantage (c) commercial advantage (d) any advantage
19. The use of ----- has made it possible to store and retrieve information in different forms in the library (a) printing press (b) telephone (c) Local Area Network (d) Information Communication Technologies
20. The word library was derived from (a) liber (b) libration (c) liberty (d) literate
21. The early Monastic libraries consisted of ----- and secular writings (a) political (b) Christian (c) social (d) economic
22. Academic libraries are established in secondary schools----- (a) True (b) False (c) Don't know (d) None of the above
23. Apart from Dewey Decimal and Library of Congress classification schemes, ----- is another example of classification schemes. (a) National library of medicine (b) Lasu classification (c) Law (d) John Harris

23. Resources that are consulted for specific kinds of information are called ----- materials (a) Reference (b) Circulation
 (c) Reserved (d) Reading
25. An annual publication which provides up-to-date information in descriptive and statistical form is known as (a) statistical book (b) Annual book (c) Year book (d) National book
26. steps to a good research include (a) choice of a researchable topic (b) review of relevant works earlier carried out
 (c) determining the research limit (d) all of the above
27. The use of scientific knowledge to solve practical problems is associated with ----- research (a) applied (b) pure (c) scientific (d) problematic
28. During research, the library reveals to the researcher many sources of data which are hitherto unknown to him (a) True (b) False (c) Don't know (d) None of the above
29. A right enjoyed by an author even after his death is known as (a) Property right (b) writer's right (c) copyright (d) author's right
30. The constitution of the Federal Republic of Nigeria gives recognition to copyright (a) True (b) False (c) Don't know
 (d) None of the above
31. Computer systems connected together within the same department is said to be on (a) departmental network (b) local area network (c) company network (d) wide area network
32. ----- allows fast transfer of data between computers and distribution of information (a) Computer systems (b) Cable (c) Internet (d) Alice for Windows
33. ----- engines are used for locating information on the Internet (a) Search (b) retrieval (c) motorised (d) fixed
34. ----- unit makes library materials accessible to users (a) Acquisition (b) Reference (c) Circulation (d) serials
35. A student who desires to go to another university library will collect a letter of ----- from the reference librarian
 (a) identity (b) Admission (c) Introduction (d) reading
36. Which of the following cannot use LASU library (a) University students (b) Polytechnic students (c) College of education Students (d) Secondary school-students
37. ----- Classification scheme is used in Fatiu Ademola Akesode Library (a) National Library of Medicine (b) Library of Congress (c) Moys (d) Fatiu
38. Which of these is a national depository in Nigeria (a) British Council (b) National Assembly library (c) National Library of Nigeria (d) University of Lagos Library
39. All but one of these were libraries during the medieval period (a) Monastic (b) Cathedral (c) University (d) School
40. Accession number is generated in which of the following departments ? (a) Collection Development (b) Technical Services (c) Readers' Services (d) Administrative
41. The National Library of Britain is known as (a) Bibliotheque Nationale (b) British Library of Congress (c) National library British Museum
42. A book can be located on the shelf by (a) Shelf number (b) Call Mark (c) Reference Number (d) ISBN
43. ----- and ----- are the two levels of copyright infringement in Nigeria (a) Legal, illegal (b) Civil, legal (c) Civil, criminal
 (d) Lawful, criminal
44. Which of these is NOT a reference material? (a) Encyclopedia (b) Dictionaries (c) Journals (d) Atlases
45. In the Dewey classification scheme, class 800 stands for (a) Arts (b) Literature (c) Education (d) Law
46. A concise summary of a book or journal article is known as (a) abstract (b) introduction (c) review (d) preface
47. Materials on the recent accession shelves in libraries are (a) current awareness publications (b) accession books (c) recently acquired materials (d) recent events
48. Tertiary publications do not include ONE of the following (a) textbooks (b) encyclopedias (c) abstracting journals
 (d) handbooks.
49. The placement of books into relevant fields is known as (a) accessioning (b) classification (c) arranging (d) sorting
50. The acknowledgment of full sources used in the course of a research is (a) copyright (b) referencing (c) fair use (d) cataloguing



LAGOS STATE UNIVERSITY EXTERNAL SYSTEM

GNS 101: USE OF LIBRARY

TIME: 1HR ONLY

INSTRUCTION: Shade carefully and clearly, with HB pencil, all required information on the OMR Sheet

1. The library that serves virtually everybody in the society is called -----library (a) subscription (b) private (c) academic (d) public
2. The British Council arrived Nigeria and established its library in ----- (a) 1943 (b) 1936 (c) 1842 (d) 1970
3. Records of holdings in the library can be accessed electronically through ----- (a) Kardex (b) catalogue card (c) OPAC (d) UNIX
4. Library collections can generally be categorized as ----- and ----- materials (a) book, non-book (b) big, small (c) manual, electronic (d) reading, non-reading
5. ----- classification scheme divides the whole body of knowledge into 10 main classes (a) Moys (b) Library of Congress (c) Dewey Decimal (d) National Library of Medicine
6. Physically, library catalogue appears in ----- and ----- form (a) printed, hand-written (b) dictionary, divided (c) manual, electronic (d) primary, secondary
7. The classification schemes used in LASU libraries consists of one of the followings (a) Marxist (b) Colon (c) Bliss (d) None of the above
8. Systematic arrangement of documents in a sequence that will make sense to the users is known as----- (a) library (b) computerization (c) classification (d) careful arrangement
9. The classification scheme that divides the whole body of knowledge into 21 main classes is the ----- (a) UDC (b) Moys (c) LC (d) all of the above
10. In the LC and Moys, class K is used to process ----- publications (a) Law (b) Engineering (c) Medical (d) History
11. Combination of alphabets and number on the spine of library books is known as the ----- (a) spine label (b) call mark (c) book number (d) book guide
12. Dewey Decimal Classification Scheme took its name after ----- (a) John Dewey (b) Allan Dewey (c) Churchill Dewey (d) Melvin Dewey
13. Information or guidance on the best use of library and its resources is usually offered at the ----- section of the library (a) reference (b) current awareness (c) bindery (d) security
14. An account of a person's life written by another person is called ----- (a) Gazette (b) Biography (c) Directory (d) CV
15. ----- is a publication that offers geographical information about the world, a continent, local government, etc (a) Atlas (b) Gazette (c) Yearbook (d) Reference
16. Encyclopedia of Information technology in the 21st century is an example of ----- materials (a) reading (b) public (c) reference (d) general
17. Reference materials are usually located in a separate area in the library (a) Yes (b) No (c) Don't know
18. University libraries render services such as ----- (a) lending service (b) reference service (c) bibliographic service (d) all of the above
19. ----- section provides current awareness service (a) Serials (b) Information (c) Reprographic (d) Reference
20. A publication containing articles originally read at conferences is (a) journal (b) abstract (c) proceedings (d) serials
21. ----- reviews exhaustively the information on a singular topic (a) Monograph (b) Treaties (c) Textbook (d) Dictionary
22. One of the requirements for the award of academic certificate or degrees is that you must carry out a research (a) Yes (b) No (c) Fallacy (d) Not necessary
23. Applied research is useful in such areas as ----- (a) medicine (b) education (c) engineering (d) all of the above

14. One of the following qualities is NOT important for a researcher being investigated (a) honest (b) economical (c) social (d) political (e) educational
25. To carry out a good research, the researcher must be ---- and ---- in the problem being investigated (a) interested, competent (b) educated, loving; (c) strong, sociable (d) brief, smart
26. The most viable source of materials needed for good research is ---- (a) textbook (b) classroom (c) library (d) friend
27. A LASU library user is likely to find social science textbook on shelf labeled (a) G (b) H (c) S (d) Z
28. Types of research include the following EXCEPT (a) Pure (b) Practical (c) Developmental (d) Modern
29. A researcher who needs to use another library would have to obtain ---- from his/her library (a) permission (b) letter of introduction (c) exit paper (d) matriculation number
30. Copyright is important to researchers and libraries because it (a) checks unauthorized coping (b) allows free copying (c) facilitates easy sale of creative works (d) none of the above
31. One of the following library was NOT available during the middle ages (a) Cathedral (b) Monastic (c) Virtual (d) University
32. A summary or statement of the contents of a book or article is an (a) index (b) abstract (c) atlas (d) almanac
33. A library that requires payment before users are allowed to consult materials is known as (a) school library (b) money library (c) subscription library (d) national library
34. In Nigeria, the development of university libraries began in ---- (a) 1960 (b) 1932 (c) 1970 (d) 1948
35. ----library makes it possible for people to access vast collection of information over the Internet (a) Virtual (b) Access (c) Special (d) Subscription
36. During the medieval time, libraries are of ----, ---- and ---- types (a) school, academic, deaf (b) monastic, cathedral, university (c) digital, academic, subscription (d) national, international, cathedral
37. ---- contributed in no small measure, to the early development of the library in Nigeria (a) Sir Allan Burns (b) Sir Herbert Macaulay (c) Chief Olusegun Obasanjo (d) Lord Frederick Lugard
38. The section of the library responsible for processing periodicals is ---- (a) Kardex (b) Readers Services Department (c) Serials Section (d) cataloguing section
39. The process of acquiring books in the library is the responsibility of ---- department (a) academic (b) management information systems (c) circulation (d) collection development
40. Repair of worn out library books and journals are carried out at the ---- (a) bindery (b) audiovisual (c) circulation (d) e-library
41. Copyright stems from the ---- law (a) Intellectual Property (b) Intellectual Personal (c) International (d) Publications
42. ---- is the organization responsible for all matters relating to copyright (a) National Copyright Council (b) Nigerian Copyright council (c) Nigerian Copyright Commission (d) Nigerian council Commission
43. In Nigeria, copyright infringements are of two levels. These are ---- and ---- (a) light, heavy (b) low, high (c) civil, criminal (d) none of the above
44. The concept of "fair use" in copyright matters is preserved for ---- and ---- libraries (a) research, academic (b) national, school (c) public, school (d) all of the above
45. Copyright notice is usually written in this order (a) Year © Author (b) © Author, Year (c) Author © Year (d) Year © Au
46. www means (a) world wide web (b) wide world web (c) web wide world (d) wide web world
47. The computers on the Internet communicate with one another by (a) signs (b) protocols (c) sounds (d) pictures
48. To gain access to the holdings in an automated library, one uses the (a) Online public access catalogue (b) Library catalogue (c) shelf list (d) accession register
49. NPE means (a) National Poverty Eradication (b) National Providence Environment (c) National Policy on Education (d) Nigerian Population Education
50. Diskettes, CD-ROM and Tapes are examples of ---- materials (a) local (b) print (c) non-print (d) non-protected

LAGOS STATE UNIVERSITY
CENTRE FOR GENERAL STUDIES
SCHOOL OF PART-TIME STUDIES (EXTERNAL STREAM) 2007
GNS 101: USE OF LIBRARY

TIME: 1 HOUR

INSTRUCTION: ANSWER ALL THE QUESTIONS.

• **HB PENCIL** in filling the Computer Sheet. Improper shading and rough shading may result in the computer rejecting a paper during marking. Any form of examination malpractice will result in Banishment.

1. Call Mark I brings together ——— (a) books by the same author (b) books by the same title (c) books by the edition (d) books by the same subject
2. Library of Congress uses all letters of alphabets except one of the following (a) L.O.U.X.Y (b) L.O.W.X.Y (c) I.O.U.X.Y (d) I.O.S.Y.T.
3. _____ is used for classification of medical materials (a) Library of Congress (b) Library Science (c) Dewey Decimal Classification (d) Colon No Answer *National Library of Medicine*
4. Library of Congress Call Mark is mixed because it uses (a) letters and alphabets (b) figures (c) letters and figures (d) none of the above
5. *Nigeriana* means (a) Nigerian Publications (b) Special documents (c) Intellectual work by Nigerian and/or about Nigeria (d) none of the above
6. Library collections are put into various classes by (a) Acquisition section (b) Serial section (c) Circulation section (d) Technical section
7. One of the following statements is false about reference materials (a) to be read from cover to cover (b) to be consulted on the spot for items of information (c) not to be read from cover to cover (d) They are not for loan
8. One of the following would provide detailed information on a person (a) Biographies (b) Bibliographies (c) Handbook (d) Bibliography of Bibliographies
9. Academic libraries are libraries that are attached to (a) schools (b) colleges (c) Polytechnics (d) Universities
10. _____ is not a type of library (a) National Libraries (b) Public Libraries (c) School Libraries (d) Museum National Library of Nigeria was established in (a) 1946 (b) 1942 (c) 1964 (d) 1918
11. Library books are processed at (a) Serials (b) Technical (c) Bindery (d) Collection Development
12. Audio-Visual materials are to be borrowed (a) yes (b) No (c) Yes and No (d) None of the above
13. Discharge and charging of Library books is done at the (a) Technical section (b) Readers service (c) Catalogue Section (d) Yerma
14. Special Libraries are established at (a) Universities (b) Polytechnics (c) Research Centres (d) Schools
15. _____ is not an example of Library Catalogues (a) book (b) Card (c) Computerized (d) Index
16. Lagos Book club was established in (a) 1930 (b) 1940 (c) 1950 (d) 1920
17. British Colonial Library was set up in (a) 1922 (b) 1933 (c) 1943 (d) 1953
18. The first academic Library in Nigeria was established at (a) Ife (b) Ibadan (c) Lagos (d) Port Harcourt
19. _____ provided fund for the establishment of Lagos Library (a) Carnegie (b) Allan Hunter (c) Lord Eperard (d) Gutenberg
20. A researcher who wants to find information on Cambridge University will consult (a) Encyclopedias (b) Europa Year Book (c) World of Learning (d) World Almanac
21. Futo Akesote Library uses one of these library software (a) Alice for Windows (b) Micro CDNS (c) Winlib (d) X Lib
22. An index provides information on (a) Information on catalogues (b) Information on journal publications (c) Selection of Books (d) Information on places
23. Two classes of reference materials are (a) General and Subject (b) National and International (c) General and Special (d) Blue and Black
24. In Library of Congress classification, class T stands for —— subject (a) Education (b) Law (c) Food of the above
25. Materials do not provide information on current interest (a) Newspapers (b) Magazines (c) Journals (d) Textbooks
26. _____ classification scheme is used for classifying Law books (a) Standard (b) Legal
27. _____ is an example of primary publications (a) Indexes (b) Abstracts (c) Monograph (d) Conference proceedings
28. A publication that reviews exhaustively the information on a single topic is called (a) Monograph (b) Monogram (c) Monograph (d) Monology
29. Information on words and their usages are found in (a) Encyclopaedia (b) Dictionary (c) Lexicography (d) Handbooks

*The 1st Academic Library in Nigeria
was established in the year 1948 in Ibadan*

32. A doctoral dissertation is a research paper presented by a student to a university or college for the award of a degree. (a) Law that protects the author's right to his/her work (b) Right to copy his/her work (c) Explanation of the author's work (d) Linker between users, power and responsibility (e) Wide Area Network (f) Internet (g) Network
33. The ability to freely copy a part of a copyright work for research and private study is known as (a) Fair Copying (b) Legal Copying (c) Banned Copying
34. Library computer enables Librarians to (a) share resources (b) store data (c) share knowledge (d) have computers
35. To locate a book on the shelf, - (a) go straight to the shelf (b) check the catalogue first (c) ask the librarian (d) none of the above.
36. To know the number of books on the shelf, one can (a) see the accession list (b) count physically (c) check accession register (d) see the shelf mark
37. Non-print materials worth include (a) Microfilm (b) VHS tape (c) compact Disk (d) The electronic record of the library (e) Serials (f) Reference Librarian (g) Technical Services Librarian
38. For Users who wish to ask other Library questions, (a) Reference Librarian (b) Technical Services Librarian (c) Serials Librarian (d) Acquisition Librarian
39. Library Users' bags and luggage are kept at (a) store room (b) Library Lodge (c) Book Room (d) Circulation Counter
40. Biblioteca Nazionale is the National Library of (a) Britain (b) France (c) Germany (d) Argentina
41. The head of a University library is called (a) University Chief Librarian (b) University Principal Librarian (c) University Librarian (d) College Librarian
42. A concise summary of a book or journal article is known as (a) Abstract (b) Introduction (c) Review (d) Preface
43. is the interview held at the Lagos State University Library (a) Prof. D.T. Asape (b) Prof. S.A. Hussaini (c) Dr. (Mrs) A.O. Idowu (d) Prof. Siray Oyewoso
44. would provide information on the most expensive wedding ring in the world (a) Computer record (b) Wedding handbook (c) Encyclopedia (d) Textbook on wedding
45. In 1963, a major library development occurred in Nigeria with the arrival of (a) the British Council (b) Alliance Francaise (c) the Goethe Institute
46. The public library is referred to as people's university because it caters for (a) university community (b) specific groups of people (c) all groups of users (d) children only
47. The process of looking at what had been written before one's own research is known as (a) Research (b) Academic Research (c) Refuting (d) Comparing
48. A large State University library user has to obtain and present (a) letter of admission (b) student ID card (c) letter of introduction from his library (d) none of the above
49. The bindery section of the library is responsible for (a) arrangement of books on the shelves (b) discarding outdated materials (c) repair of worn out books (d) binding of reading chairs and tables

PhD
MSc
BSc
Project
Thesis
Doctorate
Master
Bachelor
Degree
Project
Thesis
Doctorate
Master
Bachelor
Degree