

The Use of Library and Study Skills

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1 Introduction

A library is considered to be an organized collection of published books, periodicals, audio visual materials, and the services of a staff who is able to provide and interpret materials as required to meet the information, research, educational, recreational and cultural needs of its users". A library is entrusted with acquisition, organization, preservation, storage, retrieval and dissemination of information.

1.2 Objectives

The objectives of this topic are to enable students and researchers to know the importance of a library and its functions. Furthermore, it aims to educate library users on how to explore and exploit information in the library.

1.3 The Functions of the Library in the University:

- i. To provide books, periodicals and other materials in support of the learning process; that is, materials for students course work, assigned reading for essays, term papers and projects.
- ii. To provide materials to assist the Library user in his own personal self-development.
- iii. To provide materials for those involved in research especially faculty specialists and post-graduate students.
- iv. To co-operate with other University Libraries with a view to developing a network of academic library resources which are at the disposal of all students and teaching faculties.
- v. To meet the specialized information needs of the community within which the University is situated.
- vi. To be a store-house of knowledge, that is, a place where knowledge can be obtained.

vii. To disseminate existing and new information.

1.4 Assessment Questions:

- What is a library?
- Why do we need a library in an organization or institution?
- What are the functions of a library?

2.0 ORGANIZATION OF RAMAT LIBRARY

The organization of any university library is considered in the light of the structure of the University it serves. The University library complex is made up of the main library and four branch libraries. The Ramat Library, which is the main library, was inherited from the defunct North East college of Arts and Science (NECAS) and occupies a two-floor building. The branch libraries are the Harold Scarborough Medical Library located at the Teaching Hospital, the Aminu Kano Law Library located at Hamidu Alkali Court, the Agro/Vet Library situated at the Faculty of Veterinary Medicine, and the Arabic & Islamic Studies Library, located in Block 2.

2.1 Objectives

At the end of the lecture, students would be able to know the organizational structure of the Ramat library, and what are contained in each and every division and unit of the Library.

2.2 Organizational Structure of The Ramat Library.

The Ramat Library is organized into nine major divisions

2.2.1 The Library Administration

This consists of the University Librarian's Office, which is responsible for the day to day administration and policy matters of the library, and the offices of the Deputy University Librarians.

2.2.2 Collection and Development Division

The division is responsible for the acquisition and processing of all library blocks. The division is divided into three units; these include:

(i) **Searching Unit** – This unit provides all the information necessary for ordering a book. Before a book is ordered, the unit makes sure that the book

is not already in the library as this would result in the ordering of duplicate copies. The unit also checks the correct information about the Author, place and date of publication, publishers etc.

- (ii) **Acquisition Unit** – The unit establishes the correctness and accurateness of books before ordering. The unit also ensures that the book received is the same as the one ordered.
- (iii) **Invoicing Unit** – The unit prepares and clears invoices for payment.

2.2.3. Cataloguing Division

The Division is responsible for the processing of books and monographs which come through the Collection and Development Department. The processing includes cataloguing and classification. The division is divided into the following units:

- i) **Cataloguing** – The Unit does original cataloguing of books.
- ii) **The Card Production/Cataloguing Maintenance Unit** – this unit prepares catalogue cards to be filed into the public card catalogue. It also maintains the public card catalogue so that it can be used to the best advantage by library users.
- iii) **The Book Finishing/Mending Unit** – The Unit labels all Library books and does minor mending.

2.2.4. Reader's Services Division

This is the public services area of the Library which concerns itself with facilitating the use of Library materials. There are three units under this division.

- i) **Circulation Unit** – As the name suggests, the unit is concerned with circulating books to readers. The unit gives out books to readers and receives them back when due. The unit also registers new members and collects over-due charges.
- ii) **Reference Unit** – The reference unit is made up of reference materials such as handbooks, yearbooks, directories, dictionaries etc. These collections comprise such publications as encyclopedia,

almanacs, annuals, handbooks, year books, directories etc. The materials are meant to obtain definite information quickly. The unit is also concerned with answering reference questions and rendering personal assistance to readers.

- iii) **Short Term Loan Unit** – This unit is responsible for withdrawing from the open access books that are in heavy demand by students (on the recommendation of lectures to be kept in the unit for specified period of time). The materials are made available on two-hourly basis and can only be used within the premises.

2.2.5. Research and Bibliographic Services Division

The division is responsible for the acquisition of research materials and the provision of specialized services to readers. The Division is made up of the Special Collection which contains materials such as Africana, Nigerian, Organizations such as O.A.U., UNESCO, ECOWAS, etc. conference and seminar papers, theses and dissertations, etc

2.2.6. Serials Division

The Division is responsible for the selection of journals, acquisition of newspapers and magazines. The current periodicals are displayed on the racks and readers are free to consult them in the Serials Reading Room. The bound volumes or backsets of periodicals are shelved behind the current display racks.

2.2.7. Education and Information Division

The Division is primarily concerned with educating and informing the public on the activities, services and resources of the library. There are two units within the division.

- (i) **Education Unit** – The unit is responsible for conducting training programme of junior staff members of the library. It also assists in the teaching of the Use of Library and Study Skills course under the General Studies Programme of the University. The unit also conducts library orientation and teaches users how to use the library effectively.

(ii) **Information Unit** – The unit assists readers with all directional questions and mounts exhibitions on various disciplines in the University and other topical issues.

2.2.8. Media Division

The media division is the centre of information technology in the library and contains information on audio-visual material in support of teaching and research. There is a collection of audio-visual equipment and their related software. There are equipment such as overhead projectors, microfilm/fiche reader-printers, film/slide projectors, audiocassettes and tape recorders. The unit also has the responsibility of photocopying.

2.2.9. Bindery Division

This is a technical division, which takes care of binding and rebinding of worn out books, periodical and newspapers. When operational, it also binds staff and students theses, dissertations and projects.

2.2.10a. Arabic and Islamic Studies Library

The Library is responsible for the selection, acquisition cataloguing and classification of Arabic and Islamic books and journals on Islamic studies, history, philosophy, law, Islamic political and economic thought, Arabic Language and Literature.

2.2.10b. Aminu Kano Law Library

The Law Library named after late Mallam Aminu Kano was established in 1983 with the aim of decentralizing the Ramat Library. Furthermore, to encourage law students, staff and researchers in bringing the information into their door step. The Law Library is responsible for the selection, acquisition, cataloguing and classification of law books, journals and other related material.

2.2.10c. Medical Library

Like the law library which is considered as subject or special library, the medical library, popularly called Harold Scarborough Medical Library, is located at the Teaching Hospital. It was established the same year (1983) with the Aminu Kano Library.

Its aim is also to select acquire and classify medical books and journals.

2.2.10d Agro-Vet Library

The name was conceived from the two Faculties of Agriculture and Veterinary Medicine. The library was established in 1988 to cater for the students, staff and researchers in the said faculties. It was also established to reduce congestion in the Ramat Library.

2.3. Assessment Questions

- Describe the organization of Ramat Library
- Why do we need to organize materials in the library.

3. LIBRARY CATALOGUE

3.1. Introduction

The library catalogue is an index of books, maps or other items, arranged in some definite order. A catalogue is a detailed list or record of books, maps, audio-visuals and other information items in the library.

Each entry bears details of class number or call number to enable the item to be found, as well as sufficient details (such as authority, title, date of publication, editorship, illustration, pagination and edition) to identify and describe the book.

The catalogue is not new; almost from the time that man singly or in groups started collecting books from their fore runners, he has felt the need to list the works to show what he has. The primary purpose of the library catalogue is to show what the library has so that a user can know and get information through

- i. The author of a work
- ii. The tile of a work
- iii. The Editor of a work
- iv. The subjects of a work. And some other catalogue tracings.

3.2. Objectives

At the end of the lecture, students would be able to know what is a library catalogue, forms and types of library catalogue, functions

of library catalogue, as well as problem associated with each type of library catalogue.

3.3. The Catalogue as location record

For a reader to learn what the library has, he cannot bypass or completely ignore the catalogue in picking books. Catalogue symbol is a principal guide or key that leads a user directly from catalogue card to book. It has also been found that employing a subject classification schemes, one can bring together on the shelves' books on the same subject, with books on related subject close by. Hence the symbol on a specific works, and it brings together with like materials. The user is led to the specific book or he may browse through the books on the shelves which relate to the subject which he is interested in.

3.4. Functions of the Catalogue

Library practice has also discovered many reference uses for the card catalogue implicit both in deciding what cards are needed for and in determining what information is to be included on the card.

The catalogue is expected to tell the following information –

- i. What does the library have on a specific subject?
- ii. What does the library have on a specific Author?
- iii. What does the library have on a specific series?

Answers to the first question are provided by the use of subject headings (names, words or phrases). The second can also be answered by showing what the library has by a given author which is done by providing cards under the name used in this work; while the third is answered by supplying a card under the name of a series for each title the library has in the series. The information on the catalogue card supplies a description of the individual work, such as who is responsible for its content, who published it and when, what is its size (number of pages or volumes) what it is about and its relation to other works. These are the functions of the library catalogue.

3.5. Physical types and forms of catalogues

i. Card catalogue

It comprised cards usually 5x3 inch (122x72) Each entry is on a separate card, the whole, filled in a series of drawers, together forming a catalogue cabinet.

ii. The Shelve Catalogue:

This comprises a set of slips held by specially manufactured loose-leaf binders. Each binder holds some 500-650 slips in the standard size, and they are filled in a series of pigeonholes forming a catalogue cabinet.

iii. The Guard (Book) Catalogue

It is a book catalogue having several entries on each page, but made by hand by passing slips to the stout manila pages of the book.

iv. The Conventional Printed (book) Catalogue

Printed book stock of library. Some libraries, national libraries and those with unique special stocks have a duty to print their catalogues which are clearly major bibliographies e.g. National Union Catalogue.

v. The computer (book) Catalogue

Recent developments in automatic data processing are revolutionizing the production of library computer in form of punched cards or paper tape, etc. and from this basic information lists are organized in a variety of order (author, title, subject etc) and printed out.

3.6. Other forms of Catalogues

(i) Visible indexes

(a) Those holding cards with only a certain depth of edge visible.

(b) Those made up of narrow strips about $\frac{1}{4}$ inch wide, which are counted one below the other in a frame, the finished appearance

being like number of lines on a printed page.

- (c) Punched cards, computer, etc. The computer may be used in a catalogue, that is, the information may be stored within the computer and labeled as required by author, title, subject etc.

3.7. Types of Catalogues

The heading is the element by which the entry is filled in the catalogue. Therefore the various types of heading entries are made as follows:

i. Author Catalogue

This is a catalogue composed of author entries only (including added entries for editors, translators etc.).

ii. Subject Catalogue

A record which contains heading on subject, filed alphabetically by subject.

iii. Classified subject catalogue or classified catalogue

This type of catalogue contains the main documents on the shelves representing the subjects chosen using any of the classification schemes such as Dewey Decimal Classification (DDC) or Library Congress (LC) classification.

iv. Title or Form Catalogue

Title or form catalogue are under title headings or form headings catalogues which contains only title, often containing more than one type of entry. Subject catalogues usually contain form entries, title entries are often interfiled with author entries: to form Author/Title catalogue all arranged in one alphabetical order.

v. Dictionary Catalogue

Such catalogue combines author, title, subject and form entries in one alphabetical sequence.

Merits and Demerits of Catalogue

Merits of Card Catalogue

- i. Cheap and faster to produce
- ii. Two or three users can use it at a time
- iii. Very easy to update any new edition
- iv. Handy

Demerits

- i. (the print out) is very clumsy
- ii. It needs special person to produce
- iii. It can mislead one easily
- iv. Does not last for a long period of time. It can worm out easily.

Dictionary Catalogue

Merits

- i. The print out is very neat
- ii. It is very handy to use
- iii. It encourages users
- iv. It is very attractive with pictures

Demerits

- i. One user at a time
- ii. Very expensive to produce
- iii. It takes longer time to produce

Computerized Catalogue

Merits

- i. It is accurate and user friendly
- ii. It is faster to use

Demerits

- i. It is expensive to acquire
- ii. It cannot work without electricity
- iii. It needs trained personnel to handle and provide service
- iv. It can break down easily

3.8. Assessment Questions

- i. Define Library Catalogue
- ii. State the functions of a library catalogue
- iii. What are the merits and demerits of each type of catalogue

4. LIBRARY CLASSIFICATION

4.1. Introduction

Classification is generally defined as a systematic arrangement of objects, ideas, books or other items, which have similar quantities or characteristics into groups or classes. The characteristics may be size, colour, form, content or some other features.

In the library context, classification is defined as the arrangement of library materials in logical order according to their degree of likeness.

4.2. Objectives

This is to educate library users on how to approach library materials at the different kinds of subject classification. That is under what classification schemes are library materials classified i.e. academic, public, schools or institutions of higher learning.

4.3. Why do we need to classify books in the library

At an early state, the library collection did not exceed 10 or 20, therefore the librarian knew his collection by heart, but with the invention of printing using a movable tape by a German called D. Gutenberg in 1492, the production of reading materials multiplied manifold. At that stage the following terms emerged.

- (i) Information explosion
- (ii) Publication explosion
- (iii) Paper storm.

Libraries were therefore stormed with myriads of publications and the librarian had to device a scheme with which he could arrange these reading materials for the purpose of easy retrieval. The classification scheme therefore has the following purposes.

- (i) To bring together all materials dealing with a particular subject.

- (ii) To bring together all materials written by a particular author.
- (iii) To help the library user to locate his information needs without difficulty and without wasting much time.
- (iv) To help the librarian to know the strength and weakness of his collection.

4.4. Features of Classification

There are three features of a classification scheme. They are:

- i. Schedule
- ii. Index
- iii. Table

Schedule: A statement of the sub-division of a classification set out on a paper so as to show hierarchical relationships

Index: an alphabetical list of all the subjects and their sub-divisions treated in the schedule with their corresponding pages in the schedule.

Table: numbers designated to areas, ethnic groups etc. for the purpose of expanding the notations.

4.5. Elements of Classification

Classification has some elements and they are as follows:

- i. Notation
- ii. Class number
- iii. Author number
- iv. Call mark.

i. **Notation:** is the symbol that stands for subject or discipline in a classification scheme. A notation may be pure or mixed. A pure notation uses either Arabic numerals only or letters of the alphabet.

ii. **Class Number:** The notation that is assigned to book in the course of classification.

iii. **Author Number:** The number that is added to a class number in order to distinguish between two books written by different authors but on the same subject or discipline.

iv. **Call Mark:** The final number assigned to a book after classification. It is usually found on the left hand corner of the

catalogue card. It serves as a linkage between the catalogue and storage position of the book on the shelf.

5. TYPES OF CLASSIFICATION SCHEME

5.1. Library of Congress Classification

The Dewey Decimal Classification System is an individual effort, while library of congress classification scheme is an institutional effort. As the name implies, the scheme was devised by the American House of Congress. By 1871 the collection of the library of congress had reached one and a half million volumes, and its annual accession had reached approximately one hundred thousand. There was therefore a need for a scheme which would act as a map for guiding the congress librarians through the maze of publications housed in their library. Hence the L.C. Scheme was devised by D. Heobert Putnan, from a comparison of existing schemes including the D.D.C. and Cutters Expansive Scheme. The outline of the L.C. was not published until 1904. Before then the scheme was developed in states. The L.C. uses the letters of the alphabet and the Arabic numbers. In the L.C. Scheme, the whole spectrum of knowledge is divided into 26 major classes and this has made it broad based. The scheme is popular in academic libraries the world over. It has a mixed notation because as was mentioned before, it uses both the letters of the alphabet and the Arabic numbers.

The outline of the scheme is as follows:

- a - General works
- b - Religion philosophy and related disciplines.
- c - History – Auxiliary sciences
- d - History (General)
- e – f - History (USA)
- g. - Geography, Anthropology and sports
- h – i - Social science
- j. - Political science
- k. - Law
- l. - Education
- m. - Music
- n. - The Arts
- p. - Languages and Literature

q.	-	Science
r.	-	Medicine
s.	-	Agriculture
t.	-	Technology
u.	-	Military Science
v.	-	Naval Science
w.	-	Medicine
x.	-	None
y.	-	None
z.	-	Bibliography and Library Science

5.2. Dewy Decimal Classification (DDC)

Dewy Decimal Classification is an individual effort, devised by one person single handedly. It was devised by Melvil Dewy, an American Librarian in 1876 and ever since, it has undergone many editions.

Dewey Decimal Classification Scheme is very popular all over the world. It is adopted in libraries, college libraries and school libraries. In this classification scheme, Dewey divided the whole spectrum of knowledge into nine major classes and appended a generalia class for political/tropical materials. The outline of DDC scheme is as follows:-

- 000 – General
- 100 – Philosophy and Psychology
- 200 – Religion
- 300 – Social Sciences
- 400 – Languages
- 500 – Natural Science
- 600 – Applied Science
- 700 – The Arts
- 800 – Literature
- 900 – Geography, History and Travels

The DDC scheme has a pure notation because it uses Arabic numbers only. It has a narrow base because knowledge is divided between 9 major classes only.

5.3. Universal Decimal Classification

The scheme was initiated by an organization known as International Federation of Documentation (FIS). The institution hoped to collect bibliographies published throughout the world and to build up a vast classified catalogue covering all literatures. The project was given financial support by the Belgium Government. Two Belgians, Paul Outlet and Henri La-Fontaine were commissioned to produce a classification scheme which would be used in classifying the vast number of materials collected by the International Federation of Documentation. Thus the universal decimal classification was born. The first edition of the scheme appeared in 1905 and it was based on the fifth edition of the Dewey decimal classification. The scheme is popular in special libraries. Just like Dewey decimal classification scheme, Outlet and La-Fontaine divided knowledge into nine broad terms and generalia class provided for reference materials. The scheme has a pure notation because it used Arabic numbers only. The outline of the scheme is as follows:

- | | | |
|----|---|--------------------------------|
| 0. | - | Generalia |
| 1. | - | Philosophy |
| 2. | - | Religion |
| 3. | - | Social science |
| 4. | - | Physiology |
| 5. | - | Maths And Nat. Science |
| 6. | - | Applied Science and Med. Tech. |
| 7. | - | Arts/Recreation |
| 8. | - | Literature |
| 9. | - | Geography, Biography, History |

5.3. Colon Classification (CC)

The Colon classification was devised by an Indian by the name of Shirijali Rammarit Ranganathan. After graduation, Ranganathan lectured Mathematics in the Government College Madras University Library but because he never had experience in the librarianship, he was sent to England to study library method at the British Museum.

As a great mathematician, Ranganthan used his vast experience to devise his colon classification and the first appeared in 1933. Just

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like the L.C.C, the C.C. uses the letter of the alphabet and Arabic numbers. According to this scheme, knowledge is divided into twenty five broad classes. The scheme is popular in academic libraries because of its base. The outline of the scheme is as follows:

- A. - Generals
- B. - Mathematics
- C. - Physics
- D. - Engineering
- E. - Chemistry
- F. - Technology
- G. - Biology
- H. - Geology
- I. - Botany
- J. - Agriculture
- K. - Zoology
- L. - Medicine
- M. - Useful Arts
- N. - Fine Arts
- P. - Linguistics
- Q. - Religion
- R. - Philosophy
- S. - Psychology
- T. - Education
- U. - Geography
- V. - History
- W. - Political Science
- X. - Economic
- Y. - Sociology
- Z. - Law

5.4. Bliss Bibliography Classification

This bibliographic classification is also an individual effort. It was devised by Henri E. Bliss, born in New York in 1870. Bliss completed his education in the college of the city of New York in which he was appointed as a librarian in 1881.

He devoted a large part of his life to the study of classification. His first book known as *The Organization of Knowledge and the*

System of Sciences, published in 1929, examines the work of philosophers and other scholars in arranging subject fields and explores the underlying structure of the universe of knowledge. The organization of knowledge in libraries, published in 1933, relates more on bibliographic organization. It also criticizes the existing book classification. The first outline of the Bliss classification scheme appeared in his book "A system of bibliographic classification", published in 1935. Its full edition appeared in four volumes over the period 1940 – 53. Bliss classification is reminiscent of the "LC" and the Colon Classification, because knowledge is divided into twenty six classes according to the letter of the alphabet, just like the two already mentioned. The BC is popular in large libraries such as academic libraries. The outline of the BC is as follows;

1-9 Generalia

A -Philosophy and General Sciences

B – Physics

C – Chemistry

D – Astronomy, Geology, Geography

E – Biology

F – Botany

G – Zoology

H – Anthropology

I - Psychology

J -Education

K – Social Sciences

L – O – Social, Political, History

P – Religion, Theology and Ethics

Q – Applied Social Sciences and Ethics, Social Welfare

R – Political Science

S – Law

T – Economics

U – Arts in General

V – Recreative Arts

W – Y – Philology, Literature

Z – Bibliography

5.5. Assessment Question

- i. Why do libraries classify their materials?
- ii. Describe the types of classification scheme used in Ramat Library

6. DOCUMENTATION AND PLAGIARISM

6.1. Introduction

Documentation could be defined as things admissible to achievers being manuscripts made of any suitable materials, scripts produced by writing or by means of type blocks engraved plates. They include alphabetical signs which form part of or been annexed to manuscripts preserved in custody of persons responsible for that transaction.

6.2. Objectives

At the end, both students and researchers will know what constitutes plagiarism, the implications and what copy right laws are.

6.3. Document

A document is a record usually inscribed or written which conveys information and which is relied on to establish facts. It is now taken to include any form of graphic, acoustic or haptic record (book, cutting map, manuscripts drawing, periodicals etc.).

- i. Any form of recorded information, whether indicated, alphanumeric, pictorial or auditory. The tendency has developed in the last few years, when referring to the contents of library or documentation centre to consider all the individual items as documents on the ground that various kinds of records are included in the collection.
- ii. By document is often meant any kind of record whatever its data or form, and whether it is on paper, parchment or film or any other materials. The result is that document is being used when book or any other form of record is meant.

Documentation therefore is the act of collecting, classifying and making readily accessible the records of all kind of intellectual activity. It is a technique necessary for an orderly presentation, organization and communication

or recorded specialized knowledge, in order to give maximum accessibility and utility to the information contained. Writing a paper, masters thesis, doctoral dissertation, research report, conference or seminar papers etc. therefore, requires strict adherence to the ethics of documentation. Writing research papers always involves stating clearly the title, introduction, statement of the problem, assumption, scope and limitations, methodology, in form of either footnotes or bibliographic references.

6.4. Plagiarism

In writing papers, non-adherence to proper or correct document procedures leads to plagiarism. The Webster's International dictionary describes a plagiarist as copier or counterfeit and a lifter.

In the academia, plagiarism is described as any form of adaptation of another author's ideas, even if they were paraphrased and no matter how brief, so long as the origin is not mentioned. In other words, even if a phrase, not to talk of paragraph, is proved to have been originated from an earlier author, it amounts to plagiarism. Many professors and members of the academic community have over time suffered disgrace for this simple omission. For example, in 1988, a former minister of information, Tony Momoh issued through the media a document titled "letter to my country men: whose cause", which delved into the origins of Nigeria's economic problems and the reasons for which the Structural Adjustment Programme had to be carried out. About the time a man Niyi Oniororo, Chairman of National Council for National Awareness, issued a pamphlet titled "Whose cause? Letter of the Nigerian.

The difference between the two documents were in the sequence of the words in the title "My country man" used by the Minister as against the Nigerian used by Oniororo. The other differences were that Tony Momoh's letter ran for 35 paragraphs and bore the Ministers signature. Oniororo wrote 36 paragraphs. Otherwise, everythin is the same. Each man swore it was his original work. Tradition was faced with the dilemma: who is the copier? Who is

the plagiarist? The above is just to illustrate how plagiarism can cause embarrassment to intellectuals.

In another case, the Supreme Court decided in favour of one Chief Chucks Adonphy in an original suit filed against the Jos based Plateau Publishing Company Limited. In that case the plaintiff (Chief Adonphy) had sent an article titled "After Tarka what Next: Special tribute to the Standard Newspapers" for publication. The article was published later, in May 1980, when it appeared with one Yima Sen as the author and with the heading "Lessons from Tarkaism, A Tribute Feature". Apart from these changes the contents were published in.....

Adonphy filed a suit at the Federal High Court, Sokoto, demanding N200,000.00 as damages for the infringement of his copyright. The court at the end of the trial, awarded N25,000.00 as damages and N10,000 additional damages to the plaintiff having established that he was the original author of the articles.

The newspaper appealed, while it succeed in having the N10,000.00 additional damages quashed, the N25,000 was upheld.

Dissatisfied, the newspaper again appealed to the Supreme Court. In a lead judgments read by Justice Kayode Esho, the court upheld the N25,000 awarded. The court held "Innocence is no defense to an action for infringement of copyright or for the conversion or for the conversion or retention of an infringing copy or plate. It is observed, it is settled law that the right of an author to his literary publication in respect of which he claims is incorporated".

7. Bibliographic References

7.1. Introduction

A bibliography or reference is the annex of any genuine report. Frequently both the terms are taken as synonymous. However, "reference" is the list of those documentary sources which have been referred to or mentioned in the text of the report while "bibliography" consists of all the referred materials as well as "but not referred to in the report."

In case of textbooks, references are usually listed at the end of each chapter, while bibliography at the end of the whole text. Also while references are listed in a numerical order, bibliographies are compiled in alphabetical order of the authors' surnames.

7.2. Recommended Styles of Entering Document Sources

- (A) **Book References:** Numeric or Harvard System
- (i) if one author:
Danjuma, W.K.D. *Economics of Nuclear Defence System*. Zaria: Ahmadu Bello University Press, 1960.
 - (ii) If two authors:
Danjuma, W.K.D. and Yusuf M. Abdu. *Economics of Nuclear Defence Systems*. Zaria: Ahmadu Bello University Press, 1960, pp. 5-10
 - (iii) Danjuma, W.K.D. Yusuf M. Abba and Bukar Ali *Economics of Nuclear Defence System*. Zaria; Ahmadu Bello University Press, 1960.
 - (iv) Danjuma W.K.D. et al. *Economics of Nuclear Defence System*. Zaria, Ahmadu Bello University Press, 1960.
 - (v) Danjuma, W.K.D. et. Al (eds) *Economics of Nuclear Defence System*. Zaria, Ahmadu Bello University Press, 1960.
 - (vi) Danjuma, W.K.D. et. Al. *Economics of Nuclear Defence System*. Zaria, Ahmadu Bello University Press, 1960.

NB: The use of et.al. comes when there are more than three authors

(B) **Journal References**

- (i) Ogunseye, F.A. "Education and Training for information work". *Nigerian Libraries* 12(2)1976 Pp 16-24

(C) **Conference Paper References**

- (i) These are either papers presented at a learned conference or papers presented and collected as proceedings of such conferences, edited and published in the form of a book.

- (a) Daniel, C. "Characteristic of Rural Population in Nigeria" (Paper presented at the Annual Conference of Nigerian Library Association Kaduna State Division. December, 1986.
 - (b) Yusuf Adams "Weed problems and control practices in the semi-arid regions of Africa" In: Muhammed, I.O. (ed) *Weeds and their control in the humid and sub-humid tropics*; pp 127 – 133. Proceedings of a Conference held at the International Institute of Tropical Agriculture. Ibadan, Nigeria, July 1978. Proceedings Series No. 3, IITA Ibadan.
- (D) Unpublished Materials References (e.g. Theses and Dissertations)**
- (i) Muhammad B.O. Studies on weed control in irrigated onion (*Allium cepa* L) in Northern Nigeria. Unpublished M.Sc/M.Phi Thesis, 1981, Ahmadu Bello University Zaria.
- (E) Newspaper Article References**
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8. Copyright Law

Copyright is a right conferred by law upon an author to control the reproduction, translation or sale of his works. It is intended to stimulate creativity and increase the flow of information and ideas in the society and internationally. It attempts to project the author's moral and pecuniary interests resulting from his literary,

scientific or artistic production. However, author, personal or corporate, may cede the right to exploitation of his work to his publisher.

Copyright law in Nigeria is an off-shoot of the Bern Convention founded in 1986, today known as the World Intellectual Proper Organization (WIPO) and the Universal Copyright Convention (UCC), adopted by UNESCO in 1962, providing translation reciprocal protection of works of authors from member countries.

When Nigeria got independence in 1960, it was the common law that governed copyright in Nigeria. The Nigerian copyright Decree 1988 makes copyright violation a criminal rather than a civil offence as was the case with Nigerian Copyright Act 1970 which it has superceded.

The copyright decree attempts to protect the following works.

- i. Literary works
- ii. Musical works
- iii. Artistic works
- iv. Cinematography films

8.1. Copyright Law and Violations

Four major forms of copyright violations may be identified.

- i. Unauthorized printing and selling of copyrighted works
- ii. Unauthorized translation of publication into another language
- iii. Intellectual piracy or plagiarism, involving unreasonable copying of another's work, wholly or in part without his authorization or due acknowledgment.
- iv. Indiscriminate photocopying, cyclostyling of copyrighted works for study and research outside the realms of "Fair Use" or "fair deal" concept, without compensation to the original publisher.

However the Copyright Decree 1988 exempts from copyright control the following:

- a. Fair use in reproducing part of publication for the purpose of research, private use, criticism, review or report of current events provided, if its use is

made public, due acknowledgment is given as the title of the works and editorship.

- b. Reproduction of not more than three copies of a publication by or under the direction of a person in charge of a public library for the library if such a publication is not available for sale in Nigeria.
- c. Reproduction of unpublished literary or musical work kept in the library, museum or other institutions for the purpose of research or private study.
- d. Reproduction of published Braille works for the blind and other disabled persons.

8.2. Assessment Questions

- i. Define documentation and plagiarism
- ii. What violates copyright law?

9. SERIALS/PERIODICALS

9.1. Introduction

A serial is any publication issued in successive parts, appearing at intervals, usually regular once and as a rule intended to be continued indefinitely. The term includes periodicals, newspapers, annuals, numbered monographic series and proceedings, transactions and memoirs of societies. On the other hand, a periodical is a publication with a distinctive title which appears at regular intervals, generally oftener than once a year without prior discussion as to when the last issue shall appear. Excluded from this definition are newspaper, memoirs, proceedings, journals etc.

9.2. Objectives

This is to educate library users, apart from books, serials/periodicals also contain current information than books and other publications. The scope of serials/periodicals includes journals, magazines, law reports, dailies, handbills, bulletins etc.

9.3. Serials Publications

In a society such as Nigeria, with fast developing economy, the need for scholars to carry out research activities for the economic, political and social development of the nation cannot be overemphasized. Since independence, there have been many such

specialized institutions all over the country. These specialized institutions require access to current and specific information in order to justify their existence, and perform their activities efficiently.

In the modern world, no productivity can be carried out successfully unless adequate information can be made quickly available to specialist and researchers. Without support of such information, which must surmount language barriers and ignore political frontiers, no serious work for economic and social development can be accomplished. To this end, most university libraries give special attention to the acquisition and processing of serial materials.

Serials – comes from the word series. Things that come one after the other. One definition of serials is any publication issue in successive parts and intended to last for an indefinite period of time. They are divided into two major parts. These are Regular and Irregular ones. The regular one comes out regularly either daily, weekly, monthly, quarterly, biannually or annually while the irregular has no definite period of publication.

9.4. Scope of Serial Publications

The scope of serial publications includes – Newspapers, annuals, bulletins, monographs, law reports, conference reports, magazines, journals, handbooks, transaction, memoirs etc. Serials therefore are indispensable tools for any library collection especially in academic and research libraries.

In Ramat Library, the Serial Division is responsible for serials publications which are categorized into two major parts. These are the current issues which are normally displayed for the users to consult without any assistance from the library staff. That means they are placed in open access where every user has a direct access to them. Furthermore, most if not all the materials in the open access have not been superceded by any edition while the back access or closed access means users have no direct contact to the materials. They have been superceded by new editions. To this

end, users could only use the collection with the assistance by the library staff.

In an academic library like the Ramat Library, serials are as important as ordinary books if not more. This statement is deduced from the fact that serials give latest information on a subject; microlife topics are provided. Some serials like animal reviews and yearbooks present an overview of the subject matter development. Furthermore, they also give information that may not be available in the form of a complete book because, serials often represent an enormous portion of the library's collection and also receive a significant share of the library budget.

9.5. Strippdex and Kardex

This provides the summary of the publication. It functions like the catalogue to identify, locate materials in the library. Similarly, strippdex equally provides the following information in the collection division. These are, the titles of the publication, the volume, year of publication as well as the class mark number while Kardex contains the details of the publication. This includes the author, title, edition, volumes, year, publisher, frequency, International Standard Serial Number (ISSN) etc. Unlike the Strippdex, Kardex is mainly used by the Librarian.

9.6. Handbooks

A handbook is a compilation of miscellaneous information in a compact and handy form. It may contain data, procedures, principles etc. Handbooks also contain, graphs, diagrams and illustrations.

9.7. Manuals

A manual is an instruction book which provides instruction such as how to perform a job or to do something by means of specific and clear directions. Sometimes handbooks and manuals are used without distinction.

9.8. Annuals

An annual is a serial publication e.g. Report yearbook or once a year.

9.9. Journals

A journal is a newspaper or periodical issued by a society or institution, containing news, proceedings, transactions and reports of work carried out in a particular field.

9.10. Magazines

A magazine is a periodical publication as distinct from newspapers. Separate issues bring independently paginated and identified by date rather than by serial number.

9.11. Law Reports

A report is a publication giving a formal or official record as of the activities of a committee or corporate body, or of some special investigation or the proceedings of a governmental body. Law reports therefore, give reports of the judgment of the courts in a particular country e.g. High Court, Court of Appeal and Supreme Court.

9.12. Differences between Serials and Other Publications

- (1) Serials can be published within a short period of time while books take longer period of time.
- (2) Serials are mostly published bodies i.e. journal. Journals of Medical Science, Student Association while books are mostly written by individuals.
- (3) Serials are written mostly by many authors while books are mostly written by single authors.
- (4) Serials could be differentiated by ISSN while other publication by ISBN.

9.13. Assessment Question

- What are the differences between serials/periodical and other publications?

- Write short notes on the following:

- Magazine.
- Journals
- Periodicals
- Annuals
- Law reports
- Serials

- Kardex
- Strippdex

10. GOVERNMENT PUBLICATION

10.1. Introduction

Government publications are publications issued by the government to disseminate or spread information about the policies and activities of the various governments in Nigeria, all of which issue publications, hence we have:

- (i) Local government publications
- (ii) State government publications
- (iii) Federal government publications

Various arms of three tiers of government may produce publications, for example: the various ministries, boards and parastatals.

Types of government publications include:

Gazettes e.g. Federal Government gazettes or Borno State gazette

Bulletin e.g. News bulletin or newsletter

Pamphlets e.g. Pamphlet on immunization, election, census

Books e.g. books or speeches, digest of statistics. Many governments have government printing presses that print these publications.

10.2. Objectives

This is to educate library users on some of the information available in the library and that some of the information are in government owned publications at local, state or federal level.

In the Ramat Library, government publications are located on the first floor in the postgraduate or research section. The importance of government publications cannot be over-emphasized. They contain original or authentic information which is primary data for researchers. Final year students gather useful information for their projects from government published materials.

10.3. Assessment Questions

- i. Define government publications and its scope
- ii. How do you differentiate between government and other publications?

11. CARE OF BOOKS AND OTHER LIBRARY MATERIALS

11.1. Objectives

This is to ensure that materials and other related information in the library are handled with care. This is only to guarantee their safety but also their life span.

11.2. Introduction

In order to ensure proper utilization of all library materials, there is the need to maintain the available resources and to protect them from damage, theft and deterioration. There are several causes why library materials get damaged or deteriorated.

- i. Pollutants e.g. flood, dust etc.
- ii. Temperature e.g. humidity
- iii. Radiant Energy e.g. sun rays
- iv. Biological factors e.g. fungi, bookworms
- v. Natural factors e.g. riots, demonstrations, fire, war etc
- vi. People e.g. theft, mutilation, careless handing.
- vii. Acidity content of paper
- viii. Excessive heat.

11.3. Steps to take in order to Reduce Damage and Deterioration of Library Materials

1. Proper handling
2. Provision of Air-conditioners
3. Provision of a stand-by generator
4. Regular cleaning and dusting
5. De-acidification
6. Application of Insecticides
7. Fumigation i.e. the use of fumes to kill bookworms and insects that damage library materials.
8. Prohibition of eating in the library
9. Binding and rebinding of books and journals
10. Provision of fire extinguishers in the library

11. Good security supervision in the library.

11.4. Assessment Question

1. Name ten physical parts of a book and discuss them
2. What are the differences between abstract and summary of a book?

12. REFERENCE SOURCE

12.1. Introduction

Reference books are books, referred to or consulted for particular information as opposed to books read from cover to cover such as novels and textbooks.

Examples of reference books are:

Encyclopedias

Dictionaries

Directories

Year books, handbooks, annuals, calendars etc.

Gazettes and atlases

Bibliographies, indexes and abstracts etc.

12.2. Objectives

Apart from books, serials/periodicals which are sources of information, reference materials also provide additional sources of information to library users.

12.3. Qualities which determine a good preference book

- i. **Up-to-datedness:** This is determined largely by the date of publication. One is unlikely to find information on Nigeria's 30 State structures in Nigeria Year Book 1980. Current information is found in a current reference book not in an outdated one.
- ii. **Authority:** The information given must be reliable, as incorrect information is worse than no information at all because incorrect information is misleading. The qualifications of contributors as well as those of the editor or compiler lend authority to a reference book. In most reference books, the list of contributors, together with their

- qualification, is seen either at the beginning or at the end.
- iii. **Arrangement:** The information must be so arranged as to be easily retrievable. In most reference books articles are arranged alphabetically, and where articles are classified, an alphabetical approach is usually provided by the index.
 - iv. **Scope:** The period treated must conform, especially in history. The subject field treated must be adequate.
 - v. **Treatment:** The treatment of the material should be appropriate to the purpose for which it is intended. For example, a children's Encyclopedia would be expected to treat highly technical subjects in a popular manner to facilitate appreciation by the audience (i.e. Children) at whom the information is aimed. Similarly a reference book intended for the scholar would exclude the trivial and the common place.
 - vi. **Illustration and Special features:** As in books, the emphasis to be placed on illustrations as a yardstick to reliability will depend on the nature of the subject.
 - vii. **Bibliographies:** each article should be followed by a list of references, which apart from indicating the sources consulted by the author, would serve as a guide for further reading for the reader who wishes to study the subject in depth.
 - viii. **Frequency and Cumulation:** For Periodicals Indexes in addition to the above, the following qualities should be looked for.
 - Frequency:** This may be weekly, monthly, quarterly etc. An index issued monthly is more up-to-date than one issued quarterly.
 - Cumulations:** A frequently cumulated index

13. Types of Reference Books

13.1. Encyclopedias: They are the backbone of any reference collection. They provide comprehensive information on a topic or subject e.g. the Nobel prize, the Olympic Games etc.

Examples

- i. Encyclopedia Britannica with the Britannica Book of the Year
- ii. Encyclopedia Americana with the Americana Annual
- iii. Chamber's Encyclopedia
- iv. Funk and Wagnalls Standard
- v. Columbia Encyclopedia- I Volume Encyclopedia with over 75,000 articles
- vi. Det Grosse Brockhaus (German)
- vii. Grand Larouse Encyclopedia
- viii. Various subject encyclopedia (i.e Ency. Of Forms and precedents, ency. Of social science, Megraw Hill Ency. Of science and technology).

13.2. Dictionaries

Dictionaries are the major sources of information about words, their spellings, pronunciation, meanings etc. Strictly, a dictionary is a list of words or terms of a language indicating meaning, pronunciation, derivation etc.

Examples.

- i. Oxford English Dictionary and Shorter Oxford English Dictionary
- ii. Webster's New Twentieth Century Dictionary
- iii. Oxford Advanced Learner's Dictionary of Current English
- iv. Chambers Twentieth Century Dictionaries e.g. dic. of organized compound, dict. Of the Hausa Language, shrouds, judicial dictionary.

13.3. Year Books, Handbooks, Annuals, Calendar, Almanacs

These are useful for historical research as they usually cover the events of the previous year including progress made in particular subject fields. Yearbooks published by institutions are usually called calendars.

Examples:

- i. Statement Year book
- ii. International year book and statesman who's who
- iii. United National year book
- iv. Annual register of World Events
- v. Whitecaker's Alamanac
- vi. Africa contemporary record Annual survey and documents
- vii. Nigeria year book
- viii. Nigerian handbook
- ix. Africa annual
- x. Nigeria banking Almanac

13.4. Gazettes and Atlases

The gazette is a dictionary of place. It is used to find the location of a given place, its correct pronunciation and in many cases a brief history.

Examples:

- i. Chambers World Gazette
- ii. Columbia Lippincot Gazette World
- iii. Websers geographical dictionary

The atlas is a collection of maps and it is used in locating a given place or the Geographical area a place covers. Unlike gazette they do not provide the history of a place.

13.5. Bibliographical Dictionaries

These give account of the lives of famous people. They may be universal, national, subject or current in scope.

Examples:

- i. Dictionary of National Biography (dead famous people in the British Commonwealth)
- ii. Dictionary of American Biography
- iii. Who's who and who was who (British)
- iv. International Who's who
- v. Current Biography
- vi. Who's who in Nigeria
- vii. Biographic Nigerian

13.6. Directories: A directory is a list of persons or organizations, systematically arranged, usually in alphabetical or classified order, giving addresses, affiliations etc. for individuals and address, offices, functions and data for organizations

Examples:

- i. The world of Learning. A directory of universities, Colleges, Libraries, Learned Societies, Museums, Art galleries and research Institutes in more than 150 countries, preceded by a section on International, Scientific, educational and cultural organization.
- ii. Directory of British Scientists
- iii. Telephone Directories
- iv. Hotel Directories and commercial and industrial directories

13.7. Handbooks: Are reference books of miscellaneous facts and figures on one or many subjects assembled for ready use. They provide handy information.

Examples:

- i. Famous First Facts
- ii. Handbook of Flags
- iii. Guinness Book of World Records
- iv. Quotation Books
- v. Subject Handbooks-Mining Engineers Handbook
- vi. Statistical Handbooks

13.8. Manuals: are sources that contain instruction for doing, making or achieving something. They answer questions on how to do: "how to make" "how to become" etc Questions they answer revolve around food and cooking, home maintenance and repair first aid, etiquette, correspondence etc.

Examples:

- i. Mathematics Manual
- ii. Writer's Manual
- iii. Manual of public international Law

13.9. Bibliographies: They are lists of publications on a topic. They could be universal (LCNUC) national (BNB, NBN) or special (trade or subject).

Examples:

- i. Nigerian Civil War, 1967-70 an annotated bibliography
- ii. Bibliography of Tropical Agriculture

13.10. Indexes and Abstracts: They provide information on articles published on given topics. An index is just a list, whereas an abstract gives more information or just a summary of the published article.

Examples:

- i. Biological Agricultural Index
- ii. Engineering Index
- iii. Chemical Abstracts
- iv. Biological Abstract
- v. Abstracts to a thesis, a project or an article
- vi. Index of Final year project 1995/96

13.11. Assessment Questions

- i. What is a reference book?
- ii. What are the qualities of a good reference book?
- iii. How do you distinguish between reference book and other types of book.
- iv. What are the problems associated with a reference book

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