

COURSE CODE: GNS 203
COURSE TITLE: Use of Library
NUMBER OF UNITS: 1 Unit
COURSE DURATION: One hour per week

COURSE DETAILS

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COURSE CONTENT

- (i) Type of libraries: academic, national, public, special, private, school libraries and the differences between them.
- (ii) Types of library materials: textbooks, reference materials, periodicals, documents, electronic resources etc.
- (iii) Organisation of library resources: the library catalogue (Card catalogue, OPAC etc) and how library materials are arranged according to subject class.
- (iv) Using library resources: these include e-learning, e-resources, (database resources, CD- ROM, Online resources etc).
- (v) Library rules and regulations regarding loans, reservation of books, theft, mutilation, library infractions etc.
- (vi) Study skills: how to use books, journals and reference materials for resources. (vii) Bibliographies and referencing: meaning and use of bibliographies, literature survey, compilation of bibliographies; citation methods; footnotes references, etc.

COURSE REQUIREMENTS

CAT 30%
Exams 70%
Library Practical is compulsory

READING LIST

- (i) Okeh, E.G.ed. 2008. Understanding the Use of the Library and Information Services. Ibadan: Euniprints International Media.
- (ii) Imam, A., Adeyoyin, S.A., Jegede, O.R. & Adesanya, O. 2008. Library and Information Studies: An Introductory Text for Students in Tertiary Institutions. Abeokuta: Eagle Publishers.
- (iii) Lawal, O.O. 2010. Library Information Practice and Education in Nigeria: Current Trends and Issues. Calabar: University of Calabar Press

LECTURE NOTES

LESSON 1

TYPES OF LIBRARY MATERIALS.

Library materials, also known as library stock, can be grouped under two sub-topics namely:

1. Books
2. Non-book materials.

Library materials are not limited to books as it is assumed in some quarters. The break-down is as follows:

(1.) BOOK MATERIALS.

Book materials are those materials in printed form that can be read and understood by the readers. Thus, a book can be defined as a number of printed or written pages of not less than 49pages, bound together along one edge and usually protected by either hardback or paperback paper cover. When

it is less than 49pages,it is not a book, but a pamphlet or a booklet. The list of book materials includes:

***TEXTBOOKS**—These are books on different subject areas (disciplines) also known as non-fiction materials while literature books are the fiction materials, such as novels or short stories which are literary works, invented by imagination.

***REFERENCE MATERIALS**-- These are books that provide clue to reference queries (questions),such as : What? Which? How? Why? etc. Reference books (materials) are: Dictionaries,Encyclopaedias,Directories,Yearbooks,Handbooks,Gezettes, Gazetteers, Indexes, Atlases, Almanacs, Bibliographies, Biographies etc
Reference books are not meant to be read from page to page, cover to cover like other books. Rather, reference books provide answer to questions, terms or terminologies and they are usually alphabetically arranged, and are mostly in volumes.

***PERIODICALS** ---These are publications which are issued at regular or an irregular intervals, usually with volume and date, with the intention of being continued indefinitely, which could be daily, weekly, monthly, bi-annually or annually. Examples are Daily Newspapers (Dailies), Weekly Magazines, Journals, Theses and Dissertations, Reports, Past question papers etc.

2. **NON-BOOK MATERIALS.**

Non-book materials are variously called :

- Electronic resources
- Audio-visual materials
- Learning resources
- Educational and instructional media
- Visual aids
- Educational technology
- Media resources
- Non-print media or Non-book media

Non-book materials help in solving communication problem and enhance instructional efficiency during teaching and learning process, as it enables students to see those things being taught in real life situations, as seeing is believing.

TYPES OF LIBRARIES.

Basically, there are six (6) types of libraries namely :

- Academic Libraries
- National ”
- Private ”
- Public ”
- School ”
- Special (Research) Libraries

However, for the purpose of this course/programme, the Academic Libraries shall be discussed into details.

ACADEMIC LIBRARIES

Academic libraries are those libraries attached to institutions of higher learning of the status of a tertiary institution. In other words, academic libraries are found in post-secondary institutions such as Universities- e.g. Nimbe Adedipe Library, University of Agriculture, Abeokuta; Polytechnics e.g. The Polytechnic Ibadan Library; Colleges of Education e.g. Gani Bello Library, Federal College of Education, Abeokuta and other similar tertiary institutions. Academic libraries are primarily established to provide literature support to the programmes of their parent institution, to aid lecturers, students and researchers in teaching, learning, research and recreation purposes. For instance, if a tertiary institution is offering Degree, Diploma and Certificate courses, its library is expected to provide educational, research and information materials in the relevant subjects to suit each level of the institution's academic programmes.

LIBRARY RULES AND REGULATIONS

- Book Loan
- Reservation of Seat/Books
- Book Theft
- Mutilation
- Library infractions etc

INTRODUCTION

Where there is no rule, usually, there is no sin says an adage. However, there are rules and regulations which are meant to guide the use and conduct of users of the library. It is very important that students should be familiar with such rules and regulations in order not to violate any of them. The rules and regulations are usually contained in the Readers' Guide or Students' Handbook of some tertiary institutions.

These are to guide the conduct and behaviours of the readers in the library and to assist the library to achieve its set goals and objectives and for the users to make maximum use of the library services.

Defaulters of these rules and regulations are to be sanctioned (penalized) for it, to serve as deterrent to others.

Some of the rules and regulations are:

1. Any materials leaving the library must be properly borrowed
2. Books in the Reference Section, Serials or Reserved Units may not be removed from the library.
3. It is an offence to keep materials (books) beyond the date specified for return.
4. Penalties (fine) will be charged for over-due books.
5. Returned books must be delivered at the Loans' Desk
6. All consulted books must be left on the Reading Tables.
7. No Readers may enter any part of the library marked 'Private or Work-room' unless by permission.
8. Any person who is suspected to be security risk may be ordered out of the library.
9. Indecent dressing will not be allowed into the library.
10. The use of naked light is not allowed in the library
11. Marking or underlining of library books is not allowed
12. Briefcases, luggage, umbrella, camera etc are not allowed into the library
13. Smoking, eating etc is not allowed in the library
14. Pets must not be brought into the library
15. Silence must be maintained in and around the library
16. Only registered users are allowed to use the library resources
17. Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.
18. The use of cell phone is prohibited in the library
19. Reservation of seat in the library is prohibited
20. Book mutilation, pilfering, theft are all prohibited

PLAGIARISM----Plagiarism, which is the act of plagiarizing, that is, citing or quoting or copying other author's work(s) without due acknowledgement of such author or authors; is a serious and a punishable offence in academics. Whoever does that has stolen by tricks by indirectly claiming authorship (ownership) of the work(s) that originates from a different source. Therefore, all works cited in the cause of one's research or write-up or other academic exercises must be referenced accordingly; giving credit to authors whose works have been used at one point or the other.

LESSON 2

ORGANIZATION OF LIBRARY RESOURCES

A library is a collection of sources, resources, and services, and the structure in which it is housed. A library is a collection of useful materials for common use. However, with the sets and collection of media and other books for storing information, many libraries are now also repositories and access points for maps, prints, or other documents and various storage media such as microform, audio tapes, CDs, cassettes, videotapes, DVDs, and video games.

Modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources. They are understood as extending beyond the physical walls of a building, by including material accessible by electronic means, and by providing the assistance of librarians in navigating and analyzing tremendous amounts of information with a variety of digital tools. (Wikipedia, 2010)

Libraries also provide facilities to access subscription databases and the Internet. Academic libraries differ from each other in many respects but they all have the same basic function, which is to aid the parent institution in carrying out its objectives in the areas of teaching, research and community development. The library contributes to the realization of these objectives and supports the total programme by acquiring and making available the books, materials, services that are needed.

LIBRARY COLLECTIONS

In order to make these resources more easily accessible and retrievable, library resources are organized into various collection using online catalogues. Online cataloguing has greatly enhanced the usability of catalogues, thanks to the Machine Readable cataloguing-MARC standard in the 1960s. MARC was originally used to automate the creation of physical catalogue cards; now the MARC computer files are accessed directly in the search process. OPACs have enhanced usability over traditional cards formats.

LIBRARY CATALOGUE

The university library information resources are classified and shelved using the Library of Congress classification scheme. The resources are catalogued using the internationally recognized conventions such as Anglo America Cataloguing Rules. The processed bibliographic data is presented in two formats, printed catalogue cards and automated on line Public Access Catalogue (OPAC).

The catalogue is available for concurrent use by several users of the library. The catalogue cards are stored in a catalogue cabinet with dimensions and structure that allow quick and easy access by most users. The cabinet drawers are conspicuously labelled in alphabetical order. To enable a person to find a book of which either through: the author, the title, the subject. Secondly, to show what the library has: by a given author, on a given subject and in a given kind of literature.

ONLINE PUBLIC ACCESS CATALOGUE

The automated catalogue is through computers for easy access and retrieval of information in the library. The computers access points are situated next to the catalogue cabinets to provide users with options of using either format to access the library collection. The Online Public Access is available in the campus wide information network.

The content of library information resources are made accessible through indexes in printed or computer based formats. The university library catalogue allows for appropriate editing to keep abreast with modern technology, contemporary practices and changing international information.

HOW TO ACCESS INFORMATION FROM CATALOGUE

1. Author catalogue: sorted alphabetically to the authors' or editors' names of the entries.
2. Title catalogue: sorted alphabetically according to the title of the entries.
3. Dictionary catalogue: a catalogue in which all entries (author, title, subject, and series) are interfiled in a single alphabetical order.

Reference

Library catalog. (2010). Retrieved from www.wikipedia on 26th July, 2010.

LIBRARY E-RESOURCES AND DATABASES

The university library has lots of e-resources and databases for the use of academic staff and both under and postgraduate students. These resources are e-journals, e-books, databases and internet connectivity. The university library also subscribes to lots of websites which is available to users at the library. These resources can be accessed at the serials section and e- library of the university library.

1. Databases are arranged and stored in formats that permit efficient searches. There are many types of databases- including databases for looking up numerical information, such as statistics, and bibliographies and holding information on books and periodicals, and databases that allow the user to search and use academic papers and article from journals and newspapers, encyclopaedias, dictionaries, and case law digest. Some databases come on CD-ROMs or DVD-ROMs to be used with a single computer, although today online databases available over the internet are widely used.
2. E-journals are digital versions of articles from journals that allow you to read the full text on the internet. The advantages of online e-journals are as follows:
 - *Academic papers can be accessed on the web before publication of the printed edition.
 - *It is easier to find individual academic papers online than in printed edition.
 - *e-journals are accessible anytime from campus terminals and laboratory terminals and outside the campus.
3. E-books are digital versions of books that allow you to read the full text on the internet. At the same time, you can download the e-books free. Old literary, scientific work, encyclopaedias, and dictionaries are available as e-books.
4. Internet based service: Internet contains the biggest resources of information in the entire world; secondly, it enables users to obtain an interactive mechanism to instantly communicate with each other. Once connected to the internet, everyone can enjoy the unparalleled richness of global information resources including textual, audio, graphic information. The internet information resources are constantly expanding at a great speed-one can only make a rough estimate. The types of information on the internet are also wide ranging, from scientific research, education, public policy, legal regulations to commerce, arts and entertainment.

E-RESOURCES COLLECTION OF UNIVERSITY LIBRARY

1. **HEALTH INTERNATIONAL NETWORK ACCESS TO RESEARCH INITIATIVES (HINARI)**
URL: www.who.int/hinari
2. **EBSCOHOST**
URL: <http://search.ebscohost.com>
User ID: ns083634
Password: password
3. **ACCESS TO GLOBAL ONLINE RESEARCH IN AGRICULTURE (AGORA)**
URL: <http://www.aginternetwork.org/>
4. **JOINT SYSTEM TO ORDER RESOURCES (JSTOR)**
URL: www.jstor.org
5. **Emerald Journals**
URL: <http://www.emeraldinsight.com>
Username: NigUnaab
Password: library
6. **Popline Journals**
URL: www.popline.org

7. **AFRICAN JOURNAL ONLINE (AJOL)**
URL: <http://ajol.info/>
8. **BIOLINE INTERNATIONAL**
URL: <http://www.bioline.org.br/journals>
9. **DIRECTORY OF OPEN ACCESS JOURNALS (DOAJ)**
URL: <http://www.doaj.org/>
10. **THE ESSENTIAL ELECTRONIC AGRICULTURAL LIBRARY (TEEAL)**
11. **E-GRANARY DIGITAL LIBRARY**
12. **NATIONAL VIRTUAL LIBRARY OF NIGERIA**
URL: www.nigerianvirtuallibrary.com
Username: UNAAB
Password: Abeokuta
13. **BioOne**
URL: <http://www.bioone.org>.
Email: bamigboye66@yahoo.com
Password: password
Areas of coverage: All disciplines
15. **Intuite**
URL: www.intute.com
Areas of coverage: Sciences, Social sciences and Health education.
16. **NIGERIA US EMBASSY**
URL: <http://nigeria.usembassy.gov/>
http://nigeria.usembassy.gov/hr_office.html <http://nigeria.usembassy.gov/irc.html>

E-LIBRARY

Information technology has revolutionized the concept of libraries. Each and every library is getting digitized. There are many definitions of an e-library; terms such as virtual library, electronic library and digital library are often used synonymously. The e-library is nothing but a large database for the researchers who are working on hypertext environment. It is an environment, which supports the full cycle of creation, storage, preservation, dissemination and use of data, information and knowledge.

According to Arms (2007) an e-library is a managed collection of information with associated services where the information is stored in digital format and accessible over a network. An e-library is an organized collection of digitized material or its holding in the digital form, which can be accessible by a computer on the network by using TCP/IP or other protocol.

The e-library is an organized collection of multimedia and other types of resources, resources are available in computer processable form, the function of acquisition, storage, preservation, and retrieval is carried out through the use of digital technology. Access to the entire collection is globally available directly or indirectly across a network, supports users in dealing with information objects and helps in the organization and presentation of the above objects via electronic / digital means etc.

ADVANTAGES

E-library is not confined to a particular location or so called building, it is virtually distributed all over the world. The user can get his/her information on his own computer screen by using the internet. Actually, it is a network of multimedia system, which provides fingertip access.

1. No physical boundary: The user of an e-library need not go to the library physically; people from all over the world could gain access to the same information, as long as an internet connection is available.
2. Round the clock availability: E- libraries can be accessed at any time, 24 hours a day and 365days of the year.
3. Multiple accesses: The same resources can be used at the same time by a number of users.
4. Structured approach: E-library provides access to much richer content in a more structured manner. We can easily move from the catalog to the particular book then to a particular chapter and so on.
5. Information retrieval: The user is able to use any search term bellowing to the word or phrase of the entire collection. E-library will provide every user-friendly interface, giving click able access its resources.
6. Preservation and conservation: An exact copy of the original can be made any number of times without any degradation in quality.
7. Space: Whereas traditional libraries are limited by storage of space, e-library has the potential to store much more information, simply because e-information requires very little physical space to contain them. When the library had no space for extension digitization is the only solution.
8. Networking: A particular e-library can provide the link to any other resources of other e-library very easily thus to a seamlessly integrated resource sharing can be achieved.
9. Cost: The cost of maintaining an e-library is much lower than of a traditional library. A traditional library must spend large sums of money paying for staff, book maintenance. E-libraries do away with these fees.

DISADVANTAGES

The computer viruses, lack of standardization for digitized information, quick degrading properties of digitized materials and its associated problem, health hazard nature of the radiation from monitor etc. makes e-libraries at times handicap.

1. Copyright: Virtualization violates the copyright law as other can freely transfer the thought content of one author without his acknowledgement. So one difficulty facing e-library is the way to distribute information. How does an e-library distribute information at will, while protecting the copyright of the author?
2. Speed of access: As more and more computer are connected to the internet its speed of access reasonably decreasing. If new technology will not evolve to solve the problem in near future internet will be full of error messages.
3. Bandwidth: E-library will need high band for transfer of multimedia resources but the band width is decreasing day by day due to its over utilization.
4. Initial cost is high: The infrastructure cost of an e-library i.e. the cost of hardware, software, leasing communication circuit is generally very high.
5. Efficiency: With the much larger volume of e-information, finding the right material for a specific task becomes increasingly difficult.
6. Environment: E-libraries cannot reproduce the environment of a traditional library. Many researchers still finds reading printed material to be easier than reading material on a computer screen.

References

Arms, L.C. (2007). Virtual Library: Needs, Technology and Benefit. ILA Bulletin, 38(3),pp22-26

E-library and resources. (2010) Retrieved from <http://en.wikipedia.org/wiki/digitallibrary> on 20th July, 2010

LESSON 3

STUDY SKILLS

What are study skills?

Study skills are formalized learning process or procedure of study. They are abilities or approaches applied to learning. These are developed in order to improve a learner's capacity to learn. Study skills are therefore

efficient ways of using your time and mind and with good study skills you will not only learn more thoroughly but you will be less dependent on your teacher. Above all you need to plan your time.

Literature abounds on study skills but one effective method that can be used by students to keep them on track is the called PQRS method. This method systematically arranged the information in a way that it will be easy for students to remember them when answering questions in an exam. The method can also be modified to suit any particular form of learning in most subjects. PQRS is an acronym for Preview, Question, Read, Summary, and Test.

Preview: This is the art of reading, in which you allow your eyes to travel rapidly over the pages of a book. It allows the student to look at the topic to be learned by glancing over the major headings or the points in the syllabus.

Question: As you read along you try to ask questions in your mind and also formulate some tentative approaches that you will use to answer the questions.

Read: Reading is the art of reconstructing from the printed page, the writer's ideas, feeling, mood and sensory impression. At this point you should be able to bring out meaningful points from your reading and you should be able to choose the information that best relates to the questions. Also, when you read, be sure to read everything, including tables, graphs and illustrations. Often time's tables, graphs and illustrations can convey an idea more powerfully than written text .It may be important for you here to take down note for the following reasons:

- It helps you to maintain attentiveness as you read
- It helps you to familiarize yourself with primary and secondary materials on a given subject
- It also provides you summary of the text.

However, make sure you note and write down the bibliographical details of the book. Also your note should be brief and at the same time be full enough to still make sense in six months. **Summary:** A summary is a brief recollection of your reading. Here you summarize the topic, and bring your own ways of summarizing information into the process and these include written notes, memorizing, and diagrams.

Test: This mean you have to test yourself whether you comprehend and understand your reading. You try and answer the questions created in your mind as fully as possible,

The study skills presented here depend on one thing, and that is your willingness to WANT to improve and do well in school. If you really don't want to make the effort and sacrifice, no amount of suggestions, ideas, or outlines can help much. You are responsible for your action, and effective study skills can help you be a better student. To that end, one last word of advice --work hard and smart

HOW TO USE BOOKS

A book can be described as a collection of printed sheets bound together between covers. Books can come in different shapes and sizes. Books stimulate interest and satisfy the basic needs for information. In spite of the advent of Information technology books have remained indispensable in learning process. Books are therefore essential to learning; however, you must know how to make use of them in order to aid your learning. It important to know the different parts of a book and the type of information you can obtain from them, in order to use them effectively.

PARTS OF A BOOK

The Cover –The cover of a book is the outer part of a book. Cover means to put something over or upon, as to protect conceal or enclose. Hence the cover of a book holds the leaves of the book together to protect the book as well as making it easy to handle. The cover usually carries the title and the author of a book.

Spine- is the back part of the book and it faces outward when you shelf the book right. The spine is the binding edge of a book, and it carries the book title, author's name, publisher' name and sometimes the logo of the publisher.

Half-Title Page – This page introduce the book, it may carries only the title of the book or at time both the title and the author's name.

Title Page- This page usually containing the title of the book the name(s) of the author and publisher. The Title page gives you full information about the book. It tells you the who, when, and where of a book i.e. the name of the publisher, the place of publication and the year of the publication. It also shows us whether the book is published under series agreement or not **Copyright Page** - This is usually at the back of the title

page. Here the copyright date is found. This page gives you information about the ownership, impress and reprints.

Dedication Page - it is the place where the author dedicates the book to someone.

Table of Contents -This is where a list of the book contents, arranged by chapter, section, subsection, Etc. can be found. This tells you about the topics in the book. The table of contents in a book will help you to find the names of the chapters of the book and the page number where each chapter begins. Each chapter of the book will have a name and usually has a chapter number.

Forward/Preface - An introduction by someone other than the author and it is usually a famous person.

Text (or Body)-The actual words of the book

Glossary -A list of difficult words used in the text with their meanings usually arranged in alphabetical order and printed at the back of the book.

Bibliography- A list of books, articles used or referred by the author at the end of the book.

Index- is a very useful part of a book; it tells you where to find the topics in an informational book. It a list of names and subjects arranged in alphabetical order at the end of the book. The index tells you the names of the topics in the book and lists the pages where that topic is discussed. Knowing how to use the index can save you lots of time and can be very helpful.

HOW TO USE JOURNALS

Journals are essential resources for conducting academic research. They are published periodically, ranging in frequency from monthly to quarterly or even only twice in a year. The key differences between magazines and journals are that journals are written for and by experts in their chosen field and that they focus on a particular research interest while magazines are sources of information on nearly any topic, they are written with the average reader in mind and do not include the depth of coverage that an academic researcher would need. Journals are published in every academic discipline and are used as a means for scholars and researchers to share their research and discoveries with others who are also experts in their discipline. Journals contains the most current and vital information on various disciplines. They usually contain results of researches which may never be found in other form of publications.

PARTS OF JOURNALS

- Article title
- Author's name and affiliations
- Abstract – A very information of what the article is about.
- Key Words- Major terms used in the article
- Main Text
- Tables (optional)
- Figures (optional)
- Mathematics (optional)
- Conclusions – The major findings of the study and recommendation.
- References – bibliographical information: records of scholarly works used in the study.

How to use Reference Materials

Reference materials are books that contain factual information and which one can use to obtain specific information directly rather than reading it through from cover-to-cover. Reference books are generally referred to as reference sources and are specially arrange in a systematic order. There are different types of reference books and these include dictionary, thesaurus, catalogue, encyclopaedia, atlas, travel guide, bibliography, directory, biographies etc.

Dictionaries - Dictionaries are books that list all the words in a language or subject and give their meanings. The words are organized in alphabetical order. It also gives information such as spellings, pronunciations, usage and origin of such words. Examples of language dictionaries are Oxford English Dictionary and Advanced Learner Dictionary,

Encyclopaedias- these are books containing comprehensive knowledge on various branches of disciplines. There are two major types of encyclopaedia; general and subject encyclopaedia, they can come in single volume or in multiple volumes. Example of these is encyclopaedias Britannica and Encyclopaedia Americana.

Handbooks- This serve as a guide to users in any subject, they give quick and brief information on a particular subject area. Examples of handbooks are Nigeria Handbook, African South of Sahara.

Biographies- These contain information about important people in the society. It gives information about their birth, education and achievements. It can be restricted to geographical location or group.

Directories: A directory is a list of person or organization usually arranged in alphabetical order, giving addresses of officers and functions of the organization. Examples of this are World of Learning, Commonwealth Universities Directory and Nigerian Telephone Directory.

Manuals: These are books that give instruction on particular areas. They answer question on how can I do this? Example is Teach Yourself Mathematics.

Bibliographies -A bibliography is a descriptive list of data and documents for example list of books used for research or produced by an author. It can also be a list of information sources that are available in any field of knowledge over a particular period or time. Bibliographies do not provide the actual information on a subject of inquiry but lead one to the sources where information can be obtained. Bibliographies are very useful in literature searching.

Referencing

Making reference to any publication is very important in academic setting, either writing assignment or an article, it is proper to make reference to any publication cited in the body of the text. The most recognized format is the APA format.

Example:

Adeyika, F. A. (2012) Librarianship in perspective: an handbook on the use of library. Abeokuta, Longman.

It must come in this order

1. Author's name with initials
2. Year of Publication
3. Title of the book
4. Place of Publication
5. Publisher's name
6. Page(s) where such text is cited