



LAGOS STATE UNIVERSITY
Centre for General Nigerian Studies

GNS 101

USE OF LIBRARY

(VOLUME 2)

LECTURE SUPPLEMENT

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THE CENTRE, THE COURSE

The Centre for General Nigerian Studies is one of the key Academic Centres in Lagos State University. We teach and mentor for excellent and quality performance.

All registered Degree programme students of the University, in every Department, Faculty, Centre and School are expected to register for, attend lectures, and pass General Nigerian Studies (GNS) courses to qualify for graduation, following the National Universities Commission's Benchmark Standard. **GNS 101 (Use of Library)** is one of such Courses specifically designed to enhance optimum use of the Library for quality knowledge acquisition.

Students are expected to carefully study this handy electronic pack as an instructional supplement to ensure adequate dose of University education. Let me emphasise that this electronic instructional material, though packaged by experts in the different areas of the Course, is never designed to take the place of the classroom interaction between the student and the Course Lecturers.

With the warm support of the Assistant Directors in the Centre – Dr. Ladipo Lawal and Dr. Pius Akhimien, and the Centre's Administrative

Secretary, Mr. Lanre Bamgbose, I welcome you to this new learning technology.

Please enjoy this *USE OF LIBRARY* pack as you relate the content with your Lecture notes on GNS 101.

Have a pleasurable reading experience!

Professor Biodun Akinpelu, PhD

Director, Centre for General Nigerian Studies

Lagos State University

April, 2018

In the Volume 1 pack, you read about the following topics:

- ❖ Historical Development and Types of Library
- ❖ Organisation and Arrangement of Library Materials.
- ❖ Reference Sources in the Library
- ❖ Procedures for organising Information Sources
- ❖ Libraries and Research Activities
- ❖ Copyright and its Implications for Libraries.
- ❖ Information and Communication Technology in the Library.
- ❖ The Library and Education.
- ❖ Branch Libraries in a Multi-campus Environment: Case Study of the LASU Law Library
- ❖ Information Technology
- ❖ The Internet
- ❖ Educational Technology and Learning: An Overview
- ❖ Electronic Commerce.

***In this new pack, you will read
about:***

- ❖ Organisation and Arrangement of
Library Materials
- ❖ Relevance of Libraries to Education
and Library Etiquette
- ❖ Information Sources in the Library

ORGANISATION AND ARRANGEMENT OF LIBRARY MATERIALS

by

Mrs Bello, A.S. Mr Adekanye, E.A.

Mr Monu, J.A. Mrs Gbenu, S.A.

Materials are arranged in some sort of order in a library. The resources are organized using a specific type of Classification Scheme, to collate materials in a given subject together or to arrange together materials of like terms i. e materials of the same subjects.

Within the library, is a Catalogue, which directs library patrons to the materials available in the library and how to access and retrieve such materials with ease using the author, title or subject catalogue.

WHAT IS A LIBRARY CATALOGUE?

A library catalogue is a register of all bibliographic items found in a library arranged alphabetically by author, title, subject and class mark. The catalogue is very important in a library whenever its collection is growing too large.

THE FUNCTION OF A LIBRARY CATALOGUE

1. To remember the items available in a library.
2. To enable a library patron find a book, if he knows one of the following:
 - Author
 - Title
 - Subject of the book
3. To enable library user to determine:
 - whether the library has a certain item.
 - which edition and works of a particular Author are available in the library collections.
 - which materials the library has on a particular subject.

THE PHYSICAL FORMS OF LIBRARY CATALOGUE:

The physical forms of library catalogue consist of the following:

- Book catalogue
- Card catalogue
- Online Public Access Catalogue / automated catalogue

BOOK CATALOGUE: This is the oldest form of catalogue which was commonly used in American libraries. The characteristic of this type of catalogue was expensive to produce and quickly became out of date because of its inflexibility in changing of the collections.

This catalogue was gradually replaced with card catalogue.

CARD CATALOGUE: This is mostly found in libraries worldwide. Each entry is prepared on standard 7.5cm x 12.5cm (3" x 5") card. These cards are then filed in alphabetical order by author, title, subject and call numbers in the drawers of the catalogue cabinet to provide access to the library collections. The card catalogue is very flexible. Entries can be easily added or removed whenever necessary. Corrections can be effected on cards and re-filed. In large libraries there is provision for (see and see also) references in the card catalogue.

Following are however the disadvantages of card catalogue:

- Filing of a large new entries takes a long time.
- More spaces are needed as the library collections grow bigger.
- Since filing and changes on the catalogue are done manually, the library patrons might need to wait

until the library staff complete the filing of catalogue cards.

The card catalogues are filed in any of the following format:

- Dictionary catalogue
- Classified catalogue
- Divided catalogue

1. DICTIONARY CATALOGUE:

In it are Author, Title, Subject and classified entries filed in a single alphabetical sequence. The dictionary catalogue is popular in public libraries and it presents the least amount of difficulty for general or casual reader.

2. CLASSIFIED CATALOGUE:

It is arranged by subject according to the classification scheme in use by the library. It is arranged according to the class mark assigned to each book in the library. The arrangement of the cards will correspond with the arrangement of books on the shelves.

3. DIVIDED CATALOGUE:

Cards are arranged in alphabetical sequence, with Author, Title and Subject entries in a separate file usually referred to as three – way divided catalogue. This form has increased in popularity as many libraries have divided their former dictionary catalogue.

4. ONLINE CATALOGUE/AUTOMATED LIBRARY CATALOGUE:

With the advancement of modern information technology, libraries try to automate all their library activities through the use of computer and other information technology equipment.

SAMPLES OF CARDS IN DICTIONARY

CATALOGUE

AUTHOR CARD CATALOGUE

<p>Class Mark ← QA 327 . R81</p> <p>Edition ←</p>	<p>Ross, Shepley L _____</p> <p style="padding-left: 40px;">Introduction to ordinary differential equations/by Shepley L. Ross</p> <p style="padding-left: 40px;">-3rd ed.-N.Y. : John Wiley, 1980.</p> <p style="padding-left: 40px;">503p.: ill.: 25cm</p> <p style="padding-left: 40px;">I S B N 978-34934-9-3</p> <p style="text-align: center; padding-top: 20px;">1. Differential equations.</p> <p style="text-align: right; padding-top: 10px;">08119</p>				
	<p style="padding-left: 40px;">equations/by Shepley L Ross</p> <p style="padding-left: 40px;">-3rd ed.-N.Y. : John Wiley, 1980</p> <p style="padding-left: 40px;">503p.: ill.: 25cm</p> <p style="padding-left: 40px;">ISBN 978-34934-9-3</p> <p style="text-align: center; padding-top: 10px;">1. Differential equations</p>				
<p><u>Author c</u></p> <p>An author</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">QA 372 .R81</td> <td style="padding: 5px;"> <p style="text-align: center; margin: 0;">DIFFERENTIAL EQUATIONS</p> <p>Ross, Shepley .L</p> <p style="padding-left: 20px;">Introduction to ordinary differential equations/by Shepley L. Ross</p> <p style="padding-left: 20px;">- 3rd ed.-N.Y. : John Wiley, 1980</p> <p style="padding-left: 20px;">503p. : ill. ; 25cm</p> <p style="padding-left: 20px;">ISBN 978-34934-9-3</p> <p style="text-align: center; padding-top: 10px;">1. Differential equations</p> </td> </tr> <tr> <td style="width: 15%;"></td> <td style="text-align: right; padding: 5px;">08119</td> </tr> </table>	QA 372 .R81	<p style="text-align: center; margin: 0;">DIFFERENTIAL EQUATIONS</p> <p>Ross, Shepley .L</p> <p style="padding-left: 20px;">Introduction to ordinary differential equations/by Shepley L. Ross</p> <p style="padding-left: 20px;">- 3rd ed.-N.Y. : John Wiley, 1980</p> <p style="padding-left: 20px;">503p. : ill. ; 25cm</p> <p style="padding-left: 20px;">ISBN 978-34934-9-3</p> <p style="text-align: center; padding-top: 10px;">1. Differential equations</p>		08119
QA 372 .R81	<p style="text-align: center; margin: 0;">DIFFERENTIAL EQUATIONS</p> <p>Ross, Shepley .L</p> <p style="padding-left: 20px;">Introduction to ordinary differential equations/by Shepley L. Ross</p> <p style="padding-left: 20px;">- 3rd ed.-N.Y. : John Wiley, 1980</p> <p style="padding-left: 20px;">503p. : ill. ; 25cm</p> <p style="padding-left: 20px;">ISBN 978-34934-9-3</p> <p style="text-align: center; padding-top: 10px;">1. Differential equations</p>				
	08119				

alphabetically according to author's name.

Author catalogue informs the library user which works are written by a particular author or corporate author available in the library. If for example a particular library patron asks for books by John Smith it can be located in the author catalogue by checking Smith, John.

It is the main instrument to find out whether a work by a given author exists in the library.

Title catalogue:

The title catalogue is arranged in alphabetical order. It refers the library users to the titles of books available in the library.

They are helpful to those readers who are more likely to remember the title of a publication than its author.

It is a library catalogue whose entries are listed by titles only.

Subject catalogue:

A subject catalogue is one in which books or other materials are listed only under the subject treated and are arranged in alphabetical order.

FINDING BOOKS AND OTHER LIBRARY MATERIALS USING TITLE AUTHOR AND SUBJECT CATALOGUE

To find a specific book or books on a particular topic, start with a library catalogue. The catalogue will inform you on the library holdings and will give you the location and call number with which to find the book on the shelf.

The library catalogue consists of the author, title, subject and call mark cards representing each and every book available in the library.

TO SEARCH FOR A BOOK USING AUTHOR CATALOGUE

If the patron knows the name of the author of the book he is searching for, he can use the author catalogue cards which are arranged in alphabetical order of the author's surname.

TO SEARCH FOR A BOOK USING THE TITLE CATALOGUE

If the library patron knows the title of the book he wants he can use the title catalogue cards which are arranged in alphabetical order of the title of the books.

Usually, the author and title cards are arranged together in alphabetical order and the catalogue is called Author / Title catalogue.

SEARCH USING AUTOMATED LIBRARY CATALOGUE (OPAC)

This modern trend improves the library activities dramatically as follows:

- It saves the time of library users.
- It saves time, efforts, money and labour of the library personnel.

This automated library catalogue is a process whereby libraries convert traditional card catalogue to computerized digital catalogue with a standardized format known as MARC 21 format. It contains the bibliographic information of a traditional card catalogue in a computerized digital format.

All the bibliographic information of books and other library materials are stored as electronic format on a database on the library computer server which eventually is connected with other computers available in the library by Local Area Network (LAN) to be used only within the library. While further connection can be made with the Wide Area Network (WAN) for further access to the library patrons in other locations outside the main library premises.

OPAC:

Online Public Access Catalogue is an online database of materials held by a library or group of libraries. Users search this catalogue to locate books and other materials available in the library.

OPAC is an automated terminal which serves as catalogue cabinets where library materials are accessed by library patrons.

What is Library Classification?

A library classification is a system of knowledge organization by which library resources are arranged according to subject. Library classifications use a notational system that represents the order of topics in the classification scheme and allows items to be stored in that order.

Library classification systems, group related materials together, typically arranged in a hierarchical tree structure (from general to specific).

The library classification numbers can be considered identifiers for resources, but are distinct from the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN).

Types of Classification Schemes

The most common classification system in English speaking countries and mostly used by libraries are as follows:

- Dewey Decimal Classification (DDC)
- Library of Congress Classification (LC)
- Colon Classification (CC)
- Universal Decimal Classification (UDC)
- Moys

What is Classification Scheme?

A classification scheme is the descriptive information for an arrangement or division of objects into groups based on characteristics, which the objects have in common.

Types of Classification Scheme

There are many standard schemes of library classification in use and many more have been processed over the years. However, in general classification schemes include:

Library of Congress Classification Scheme

The Library of Congress Classification (LCC) is a system of Library Classification developed by the Library of Congress. It is used by most research and academic libraries in U.S and other countries. Library of Congress Classification Scheme assigns call numbers to library resources using letters and numbers to sort books into subject areas but each title does have its own unique call number for systematic cataloguing and shelving.

Library of Congress Classification (LCC) is a classification system that was first developed by Herbert Putnam in the late nineteenth and twentieth centuries to organize and arrange the book collections of the Library of Congress Washington, D.C. over the course of the 20th century, the system was adopted for use by other libraries as well, especially large academic libraries in the U.S. It is currently one of the most widely used library classification systems in the world. It divides subjects into broad categories. It is essentially enumerative in nature. It provides a guide to books in the library. The system divides all knowledge into twenty-one basic classes; each identified by a single letter of the alphabet. Most of these alphabetical classes are further divided into more specific subclasses, identified by two letter or occasionally 3-letter combinations. For example:

Class N	-	Arts has subclasses
NA	-	Architecture;
NB	-	Sculpture
ND	-	Painting

and several other subclasses. Each subclass includes a loosely hierarchical arrangement of the topics pertinent to the subclass, going from the general to the more specific.

Advantages of Library of Congress

It is used in the academic libraries for the following reasons:

1. It caters for the aspect of knowledge

2. It has a comprehensive index
3. It is expandable
4. Each discipline is divided into volumes
5. It is frequently revised

Library of Congress Classification schedules:

A	-	General works
B - BJ	-	Philosophy, Psychology
BL - BX	-	Religion
C	-	Auxiliary Sciences of History
D	-	History: General and Old world (Eastern Hemisphere)
E - F	-	History: America (Western Hemisphere)
G	-	Geography, Maps, Anthropology, Recreation
H - HJ	-	Social Sciences: Economics
HM - HX	-	Social Sciences: Sociology
J	-	Political Science
K	-	Law (General)
KD	-	Law of the United Kingdom and Ireland
KE	-	Law of Canada
KF	-	Law of United States
L	-	Education
M	-	Music
N	-	Fine Arts
P - PA	-	General Philology and Linguistics, Classical Languages and Literature.
PA	-	Supplement – Byzantine and modern Greek Literature, medieval and modern Latin Literature
PB - PH	-	Modern European Languages

PG	-	Russian Literature
PJ – PM	-	Languages and Literature of Asia, Africa, Oceania, American Indian Languages and Dialects.
PN, PR, PS, PZ	-	General Literature, English and American Literature, Fiction in English and Juvenile Belles Letters.
PQ Part 1	-	French Literature
PQ Part 2	-	Indian, Spanish and Portuguese Literatures
PT Part 1	-	German Literature
PT Part 2	-	Dutch and Scandinavian Literature
Q	-	Science
R	-	Medicine
S	-	Agriculture
T	-	Technology
U	-	Military Science
V	-	Naval Science
Z	-	Bibliography, Library Science

Some of the classes above can be broken down into various disciplines e.g Q - Science.

Q	-	Pure Science
QA	-	Mathematics
QB	-	Astronomy
QC	-	Physics
QD	-	Chemistry
QE	-	Geology
QH	-	Natural Science
QK	-	Botany

QL	-	Zoology
QM	-	Human Anatomy
QP	-	Physiology
QR	-	Microbiology

Moys Scheme:

This is for law collections. The scheme treats jurisdictions whose legal systems are based almost entirely on the English Common law as a unit, rather than a series of completely separate systems. The legal systems of all other modern jurisdiction are treated as separate individual systems. The outline of the scheme is as follows:

- General and multinational systems
- Jurisprudence
- Comparative Law
- International Law
- Religious Legal Systems
- Ancient and Medieval Law
- Modern Legal Systems
- Common Law
- Preferred Jurisdiction
- Other Jurisdictions (by continent and regions)

List of Classes:

K	-	Journals and reference books
KA	-	Jurisprudence
KB	-	General and Comparative Law
KC	-	International Law
KD	-	Religious Legal Systems
KE	-	Ancient and Medieval Law, Modern National Legal System, Common Law

primary materials

KF	-	British Isles
KG	-	Canada, US, West Indies

KH	-	Australia, New Zealand, Treaties
KL	-	General
KM	-	Public Law
KN	-	Private Law, other modern Legal Systems
KP	-	Nigeria
KR	-	Africa
KS	-	Latin America
KT	-	Asian and Pacific
KV	-	Europe
KW	-	European communities
KZ	-	Non Legal Subjects

Class KP has been set aside for use by any library which finds the provision in the schedules for the law of its own country inadequate.

Below is an example as is used in Lagos State University Library:

KP 1 – 60	Primary materials, Federation only
KP 61 – 66	Legal System
KP 77 – 81	Constitutional Law
KP 93 – 93.5	Criminal Law and Procedure
KP 100	Tort
KP 103	Property
KP 126	Equity
KP 147	Evidence

DEWEY DECIMAL CLASSIFICATION SCHEME:

This is the most widely used method for classifying books in the library. This system is a general knowledge organization tool that is continuously revised to keep pace with knowledge. It is named after Melvil Dewey, an American Librarian who developed it in 1876.

The system is a numerical scheme for books and it classifies books by dividing them into 10 main subject

groups that are called Categories. Each Category is represented by figures beginning with 000 – 999.

The scheme is used to mark and arrange mostly non-fiction books. Each number stands for a specified topic. Every book is given a number and is arranged on the shelf in the number order. there are 3 summaries of the Dewey Decimal Classification Scheme as follows:

The first summary contains ten main classes.

CLASSES

- 000 - Computer Science, Information and general works
- 100 - Philosophy and Psychology
- 200 - Religion
- 300 - Social Sciences
- 400 - Language
- 500 - Science
- 600 - Technology
- 700 - Arts and Recreation
- 800 - Literature
- 900 - History and Geography

The first digit in each three-digit number represents the main class i.e

- 500 - Sciences
- 510 - Mathematics
- 520 - Astronomy
- 530 - Physics

530 – Physics can further be sub divided into:

- 531 - Mechanics
- 532 - Fluid Mechanics
- 533 - Gas Mechanics

Dewey Decimal Classification (DDC) scheme is mostly used in Public School Libraries

UNIVERSAL DECIMAL CLASSIFICATION

The UDC is a bibliographic and library classification representing the systematic arrangement of all branches of human knowledge organized in a coherent system in which knowledge fields are related and inter-linked. The UDC is an analytic-synthetic and faceted classification system featuring detailed vocabulary and syntax that enables powerful content indexing and information retrieval in large collections.

Since 1991, the UDC has been owned and managed by the UDC consortium, a non-profit international association of publishers with headquarters in the Hague (Netherlands).

COLON CLASSIFICATION

Colon Classification (CC) is a system of library classification developed by S.R Ranganathan. It was the first ever faceted (or analytic - synthetic) classification. The first edition was published in 1983. Since then six more editions have been published. It is especially used in library in India. Its name “Colon classification” comes from the use of colons to separate facets in class numbers. However, many other Classification Schemes, some of which are completely unrelated, also use colons and other punctuation in various functions.

In colon classification, facets describe “personality” (the most specific subject), matter, energy, space and time (PMEST). These facets are generally associated with every item in a library and so form a reasonably universal sorting systems.

Call Number

Call number or classmark is a number, letter or combination of these, indicating the specific location of a work in a library, especially the combination of the classification symbol and the designation for the author. It can also be defined as alphanumeric code indicating the physical location of a book within a library. Class numbers are used to organize books according to subject area. Libraries generally use classmarks to group items of a similar subject together, which in turns makes browsing the shelves easier. Classmarks are based on the library's classification scheme. LASU call numbers are based on Library of Congress Classification Scheme.

The call number represents what the book is about and acts like the books address on the library's shelves or stacks. **Books on the shelves are arranged with call numbers usually written at the spine of the books.**

Call number is a combination of characters assigned to a library book to indicate its place on a shelf. Each book is given a unique call number chosen according to the LC scheme and the books are arranged on the shelves in order by that number. Examples of call numbers:

HB - Broad Subject Area
371 - Further narrows down the subject
K58 - The cutter number 58 following the first letter of the author's surname

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Relevance of Libraries to Education and Library Etiquette

by

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A.

Whichever type, the importance of libraries to education cannot be over-emphasized since they are places for learning and are agents of development be it educational, social, economic, political, scientific or technological development. Various authors have written about the importance of libraries to education, their views are discussed as follows:

In researching the importance of the school libraries, Williams (2001) found out that school libraries have impacts on education attainment of students. In line with Williams (2001), Chan (2008) also carried out an extensive literature review on the impact of school library services on student achievement and discovered that the school library positively impacted on students' academic achievement. Chan therefore believed that libraries are important for the teaching-learning process which is also in agreement with the view of Virkus and Metsar (2004).

In their own contribution to the roles of the library in university education, Virkus and Metsar (2004) opined that libraries were major players in the rapid change in this modern age through the use of information communication technology (ICT). They added that libraries help to overhaul the status quo in the education sector of the society by providing current publications, encouraging the use of electronic resources, provision of information

materials that cater for the needs of diverse population; aiding distance learning; assisting student in the areas of literature review; aiding teaching-learning process and enabling information literacy.

Itsekor (n.d) also made mention of the fact that libraries help in developing information skills for life-long learning thus helping its users to acquire knowledge that is necessary for the development of the education sector. Jennings (2013) shared the opinion of Itsekor in observing that libraries help in educating library users and empower them to understand, evaluate and use information.

In talking about the place of libraries in education, reference can be made to the National Policy on Education where it is stated that:

Since Libraries constitute one of the most important educational services, proprietors of schools shall also provide functional libraries in all their educational institutions in accordance with the established standards. They shall also provide for training of librarians and Library Assistants for this service. (NPE, 2004).

This stance is in line with the opinion of some scholars who see the library as the mainstream of the instructional process and the centre for educational excellence (Fayose, 1995). This fact can be established going by the various roles that libraries play in education. These include: information dissemination, independent learning, knowledge expansion, development of values, performing economic, recreational, social and bibliotherapeutic roles.

Information Dissemination:

The library as a resource centre of an educational institution serves as a place where both learners and teachers can get the needed information materials that help meet their

academic needs at undergraduate and postgraduate levels. Undergraduates can get information from various subject textbooks and reference materials while, in addition to these, postgraduate students and lecturers can get those information materials that will aid them in their advanced research work. Such materials include journals, bibliographies, abstract and indexes.

Independent Learning:

When students are in class they learn in group and the pace of the lecturer may be too fast or slow for some but libraries make it possible for learners to go at their own pace by studying independently, this process will help such people to understand concepts better and give quality output in terms of education.

Knowledge Expansion:

Knowledge expansion makes it possible for library users to verify and consolidate what has been taught. The abundant information materials help learners to confirm or dispute the claims of others.

Development of Values:

The library helps in the development of values, attitudes and appreciation by stocking literary materials where fictional and non-fictional life experiences have been presented to help people understand themselves and their environment. This is essential in the academic community to help people stay focused by learning from the experiences of others.

Economic Role:

As it is not easy for everyone whether lecturers or students to buy all the needed materials because of high cost, the library comes to their aid by supplying a wide range of

information sources that can be used to further the course of education.

Recreational Role:

By stocking such materials like newspapers and magazines, the library helps its users to broaden their horizon in the course of relaxation and the knowledge acquired in the process can also be used for educational purpose(s).

Promotion of Good Reading Culture:

Library inculcates the necessary study skills that enable readers to develop good reading habits and positive reading culture.

Conducive Reading Environment:

In some homes, good environment for reading is lacking as a result of poverty which leads to overcrowding of accommodation. Those who cannot afford personal library rely on academic libraries in order to make academic progress.

Development of Future Readers and Thinkers:

By exposing readers to the great works of great researchers, libraries help in the acquisition of great ideas which can help to develop great thinkers and leaders for the future.

Social Role:

The library gives society a sense of oneness by preserving the record of nation's literature. For any man to be worthy of his freedom he must make the right use of libraries. This includes policy makers who can benefit from library resources in the course of making the right decisions towards reconstructing the educational and social lives of the populace.

Bibliotherapeutic:

This role is a social one. It is a form of psychotherapy whereby printed materials can be used to explain social problems and their solutions. Books, pamphlets, posters and other information materials that encourage good morals and evil consequences of social ills are most useful in this area. By stocking and drawing attention of youths to such materials, lives of recalcitrant youths can be reshaped and others can be prevented from becoming social delinquents. Therefore, the youths can expend their energy and enthusiasm to pursue academic excellence needed for personal and national development.

Library Etiquette:

Having gone through the section on the importance of library to education, it would not be out of to understand the etiquette. Etiquettes are rules or acceptable behavior in a society or among any group of people. Various societies, professionals and communities have their etiquette, the library is not an exception. Different writers have contributed to the various literature on library etiquette, some of them are hereby discussed.

In its write up on library etiquette and safety, the Henry Waldinger Memorial Library mentions the things that are acceptable or unacceptable in the library. Disruptive behaviour that interferes with other people's use of library is not acceptable, this includes physical abuse like assault, swearing, argument or any other harmful behavior. Other things that are not acceptable include loitering, congregating, re-arrangement and reservation of the library furniture, defacing or destroying library property.

Some other things that are expected or unexpected of users are specified by SOAS (2017). Library users must do every necessary thing to secure their property as library does not

take responsibility for loss or damage of users' property. They must maintain silence, they must not do anything to harm or harass other users and library staff; filming or taking photographs of the library or its property must be done with permission ; they must also obey closing bells or alarms sounded at any point in time. It was also stated by SOAS (2017) that failure to comply with library rules attracts sanctions.

German National Library of Economics (2012) also mentioned certain things in relation to library etiquette. These include the fact that users must register with library before they can be allowed to use the library and they are to submit their card for termination of membership. Users must also comply with copyright law in relation to copying library materials. It is important for users to follow the instructions for the use of library equipment, databases and internet services. The library like SOAS (2017) also mentioned the fact that library users must obey library rules or face sanctions.

In lending its voice to library etiquette, Massey University Pocket Guide also reiterated the facts that library users must not leave their belongings unattended to and must show consideration for other users in all they do which include putting their mobile phones in silent mode.

All what the various researchers have been saying are very similar to what obtain in the library of the Lagos State University where library users are expected to register with the library in order to benefit from the services of the library. In addition, each library user is expected to come along with his/her library card in order to be allowed into the library as the cards serve as the means of identification of registered library users.

Starting from the library porters' desk which is always very close to the entrance of the library, a library user is informed that he cannot go into the library with his bag. Sometimes the library users that are members of staff frown at this instruction but it is definitely for security of library materials especially very small books and other small materials like computer mouse.

Another set of things that are not allowed in the library are foods and drinks while some users feel it is not wrong to prevent users from bringing in their food as food crumbs or drops might attract destructive insects like cockroaches into the library to destroy library books, they however feel that bringing their bottles of water into the library is not a bad idea as the human bodies need water every now and again. However, a drop or drops of water on some books or other library materials could have a negative effect on these materials ranging from blurred pages to mutilated sections of the books.

The library also discourages users from bringing in sharp objects like scissors and blades as these objects could be easily used in mutilating library books for selfish reasons. Library users are also not allowed to bring in objects that could lead to fire disaster which include cigarette, lighter, candles, lanterns and other objects or materials that could easily spark fire in the library.

Apart from preventing library users from bringing in those objects that could be damaging to library property, the library also frowns at users doing certain things like noise making, making phone calls, chewing gum, smoking or group discussion in the main reading areas of the library.

The library also frowns at impersonation – that is, a library user giving his card to another person to use, mutilation of library books or outright stealing.

Some of these acts are considered to be criminal and the penalties for them range from a user being banned from using the library for certain period, replacement of damaged or mutilated books with a new ones or being made to face a disciplinary committee which may lead to suspension or expulsion from the university.

However, the library takes cognizance of the fact that most library users come to the library with their bags. In order to take care of their bags there is a place called the cloak room in the library where library users can drop their bags after removing valuable things like mobile phones, money and any other thing they consider important to take to library.

There are also designed areas in the library where library users can go to make or receive their phone calls or have group discussions.

It should be noted that various regulations which form the dos and don'ts in the library are made for the purpose of easy management, orderliness and preservation of library materials all of which are important for the continuous existence of the library's quest for good services.

Conclusion:

Having discussed the library and concepts of education, it is obvious that library and education are inseparable as libraries basically support and enrich the formal curriculum of the school by providing learners with the means of studying theories and ideas put forward by others apart from their teachers. They also help lecturers to do further research. Thus one can see that libraries are both teaching

and learning oriented. In fact the library can be said to be the heartbeat, or powerhouse of any educational institution as the knowledge stored in the library which informs its roles in the society is needed for personal and national growth as well as for the present and future development which is the main aim of education. However, for everyone to benefit maximally from the library, etiquette must be adhered to.

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Information Sources in the Library

Parts One and Two

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Part One: Books and General Reference Materials

Introduction:

Sources of formal information could be broadly classified as primary, secondary and tertiary sources; they could also be classified as print and non-print formats as well as books and non-books. For the purpose of this study the classification would be books and non-books.

Library resources vary both in content and formats. It is very necessary for you to know the nature of the content of various library materials as well as the different formats available in order for you to get the relevant units within the library to get the needed information at any given time knowing the different formats in which information is stored will also help you make a choice of a suitable format at any particular time you use the library.

General Books:

General books are those books that are regarded as textbooks of various subjects or courses. Each contains knowledge that has been put together by a writer or group of writers known as author(s) on a particular field of knowledge like Agriculture, Biology, Chemistry, English, Mathematics, Medicine, Information science, Law and some other ones. In a case of more than one author writing a particular textbook, the contribution of each author is not specified which means that all the authors take equal credit for the book. However there are other types of books which may not necessarily contain knowledge on a particular field of knowledge but they contain information that can be used by different people or everybody irrespective of their subject area or area of specialization, such books are referred to as reference books/reference materials. They are discussed in the following segments.

Reference Books or Reference Materials:

Have you ever heard about reference books or reference materials? Reference materials are those information sources that are not read from cover to cover, this means that you are not expected to read them from page one to the last page unlike some textbooks. Reference materials are only consulted for pieces of information, examples include dictionaries, encyclopedias, handbooks, yearbooks, directories, atlases and gazettes among others. You are going to learn more about each type in the following segments

Dictionaries:

A dictionary can simply be defined as a list of words in alphabetical order. However in the course of listing words, a dictionary mentions the origin of each entry that is a particular word, in addition to the meaning, pronunciation, syllables, usage, parts of speech and some other information about the particular word. You need to understand that there are different types of dictionaries. The different types include general, subject and special dictionaries. They serve different purposes.

General Dictionaries:

The Oxford Advanced Learner's Dictionary is a very good example of a general dictionary. General dictionaries are language dictionaries; they contain the list of words of a particular language which could be Yoruba, Igbo, Hausa, English or German Language. If you take a visit to a library, you will discover there are different types of

language dictionaries. A dictionary with a list of words in just one language is known as a mono-lingual dictionary while a general dictionary with two languages is called a bilingual dictionary; the language dictionary with more than two languages is called a multilingual dictionary.

Subject Dictionaries or Glossaries:

Subject dictionaries are also known as glossaries, they contain the list of words or vocabulary of a particular subject. A good example is the Oxford Dictionary of Biology.

Special Dictionaries:

Apart from general and subject dictionaries, there are other types of dictionaries known as special dictionaries. These deal with different aspects of a language like idioms, grammar, dialects, slangs, quotations, synonyms and antonyms. The Roget's Thesaurus is an example of a special dictionary that deals with aspects of words. It is possible you have heard about an information document known as Who's Who and Who Was Who, these are special dictionaries known as biographical dictionaries. Instead of listing words, they list names of those who are considered to be important in human societies. The Who's Who is also called contemporary biographical dictionary, while the Who Was Who is known as retrospective biographical dictionary. The contemporary biographical dictionary lists the names of important people in various fields of life who are still alive. On the other hand, the retrospective biographical dictionary lists the names of those who were important but dead. Both types are relevant pieces of information on each name listed.

Encyclopedia:

Briefly speaking, an encyclopedia is a document that contains information on people, places or things. Encyclopedias could be grouped into two major types, which are general and subject encyclopedias. A general encyclopedia contains information on important personalities, groups of people or ethnic groups, places and

things. Examples of general encyclopedia include but not limited to the Encyclopedia Britannica and Encyclopedia Americana. A subject encyclopedia discusses matters and people belonging to a particular field of knowledge. A good example is the McGraw-Hill Encyclopedia of Science and Technology.

Handbooks and Manuals:

When you bought a new piece of electronic equipment like a television, DVD player or a blender you might have noticed that there is a small piece of paper enclosed within the packet. That paper is a manual and it guides you on how to operate your new electronic machine. However there are documents that are not attached to any piece of electronic equipment or machine but are called manuals because they also guide a person or a group of people on the way they operate, for example, the Boys Scout or Girls Guild have their have their manuals that guide their operation and behavior. Handbooks are similar to manuals as they guide you on how to do certain things, for example, there are various handbooks of cooking, university admission like your JAMB Brochure.

Yearbooks/Almanac:

Some people take note of and record the various important events that take place in a particular year. Such people put these events together in a systematic way or chronologically meaning that they arrange the events the way they happened, that is to say that the ones that took place in January of a particular year would be mentioned before the ones that happened in February. Documenting every important event in this manner means that all the important events and their dates for a particular year would have been recorded. Such record is known as a yearbook. This means that there is a yearbook for every year.

Directories/Guides:

A document that lists the names of various service organizations like hotels, schools or libraries giving their addresses and telephone numbers is known as a directory. There are other types of directories like a telephone directory showing the names, addresses and the telephone numbers of all those who subscribe to such directories.

Guides are very similar to directories in the sense that they enlighten people, especially travelers on how they can locate a particular place, but sometimes they can describe places and mention what to expect in the area of food, hospitality, language and other things like weather which could be of interest to tourists.

Atlases:

Atlases are being used right from Primary Schools through Secondary Schools by pupils and students especially those that did geography as a subject. Atlases can simply be described as a collection of maps put together as a document.

Gazetteers:

You are not likely to be familiar with the documents known as gazetteers. Do not confuse them for gazettes which are government documents found in the serial unit of the library. Gazetteers are geographical reference materials showing various geographical places in a town or village like hills, mountains, rivers, streams, forests among others.

Bibliography, Abstracts and Indexes:

The reference materials that help you to know the published general books and reference materials are known as bibliographies, abstracts and indexes. They are similar, yet have certain features that make it possible for you to differentiate one from the other. Each is discussed as follows:

Bibliographies:

These are information documents that document the various general and reference books that have been published according to subject, nation and publisher. A subject bibliography lists the various books that have been published in a particular field of knowledge. A national bibliography lists the various books that have been published in a particular country and it is arranged according to their subjects. A publisher bibliography is also known as trade bibliography. This document lists all the books that have been published by a particular publisher in order to showcase them to would-be buyers like libraries, bookshops, and individuals. Whichever type, in addition to listing the books, the bibliographic information of each book, author(s) name(s), date of publication, place of publication, publisher and the number of pages. An example is the National Bibliography of Nigeria, British National Geography.

Abstracts:

These are not the type of abstracts people write for journal articles. These are information documents that contain list of books according to subjects and list all the bibliographic information like a bibliography. In addition to listing the titles; author's name, date of publication, place of publication, publisher and number of pages, abstracts give a

summary of the content of each book. Examples are sociological abstracts, chemical abstracts.

Indexes:

Have you ever bothered to check the last pages of a textbook you read before? If you have, you must have noticed that almost every textbook contains a list of words, topics or name used in the book with the number of pages where they have been mentioned. This is called the Back of a Book Index. They help you to know all the relevant words or topics discussed in the book. However, there are some documents that are called Indexes, they contain the bibliographic information of books, that is, title, author's name, date of publication, place of publication, publisher and number of pages, in addition the topics contained in each book is listed. An example is The Times Index.

Information Sources in the Library Part Two: Non Book and Audio-Visuals

Introduction:

This is the part two of the discussion on information sources in the library; you are going to learn about non-books and audiovisuals which are also very useful sources of information.

Non-Book Material:

Some of you are used to seeing and probably reading newspapers and magazines. These are called serials or periodicals. They are called Serials because they are produced installmentally and arranged serially with sequential numbers assigned to each. They are referred to as periodicals because most of them have consistent periods of intervals in-between production, for example a daily newspaper has a 24-hour period of interval while a weekend newspaper has a 7-day period of interval between one edition and the next. For magazines, the period of interval could be two weeks or a month while journals

could have in-between 6 months to a year period of interval. From our discussion so far, you should have known that newspapers, magazines and journals are examples of non-books materials despite the fact that they are stocked in print form in the library. Other examples of periodicals include government documents like gazettes and conference proceedings. Non-book materials have certain features that differentiate them from general books. Each type will be discussed as follows for you to be able to identify each and know its usefulness

Newspapers:

These are published on daily or weekly basis. These are usually many contributors by way of reporters, feature writers and editors. Newspapers have various segments for various areas of life like politics, crime, economy, fashion, family affairs, and sports among other day to day activities or happenings. Examples include the Nation Newspaper, Saturday Punch among others. They contain very original and current information

Magazines:

These are very similar to newspaper by the way of having many contributors with different segments discussing various issues of life. However unlike newspapers, they have fairly thicker covers lightly bound together with the other pages and with fairly longer interval production like two weeks or a month. They also contain original and current information

Journals:

These are highly educative materials with various articles written by different contributors but in many cases, the articles are tailored towards a broad field of learning could be information studies, education, medicine or law. The pages are also bound together like magazines but journals are always more voluminous and very academic in nature.

Gazettes:

These are government documents that are published periodically too. They contain information of government business like appointments, promotions, retirements among other matters. They could be published by the federal or state governments.

Conference Proceedings:

These are publications containing the presentations of participants at a particular conference. Each article comes with the name of the presenter(s)/writer(s). There are other flimsy documents like bulletins and pamphlets which may contain various information, ranging from news within an organization to information, or an idea on a particular issue

in life. These pieces of paper are usually held together on the library shelves by putting them in boxes made of paper or plastic.

Clippings:

Sometimes when you go through a newspaper or magazines you see some articles that are of interest to you and so you may wish to carefully keep such newspapers. If the newspaper belongs to other people or a library, you make photocopies. In the same way, a library can make photocopies of relevant information on the pages of newspapers and magazines and file them for the use of the patrons of the library; such photocopies are known as chippings.

Audio-Visuals:

You have learnt about various information materials in print form, books and non-books. You also need to be familiar with some other information materials that are not in print form. These are called non-print information materials or Audio-Visual. What are then Audio-Visuals? Perhaps it sounds big to you, but it could be broken down to bits for easy understanding. Let us start with audio, the word audio has to do with sound which means audio has to do with information that can be heard for example the information you get from a radio or audio cassettes without seeing the sender of the information. The other word, visual, relates to the sense of sight or what you can see without any sound accompanying it like photograph, pictures and some other images. However, there are some information materials that will both allow you to see the images and also hear the sound that comes with them, these are called audio-visuals. A very good example is your television on which you can both see the broadcaster and hear the sound from him/her.

Conclusion:

Knowing about general and reference books or materials will help you know which type to consult when studying, conducting research or when you are just interested in gaining general knowledge about any issue, idea or thing. Non-book materials are not kept in the same sections as general books but they are kept in a serial unit. They are also good sources of information in the libraries especially original and current information.

Some non-book materials in the library are also in print form like general books. However they have certain features that differentiate them from general books like contributors from many writers, periodic and consistent publication for most, light binding for some magazines, and no binding for some others like newspapers. They are assigned International Standard Serial Number (ISSN).

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END NOTE

HOPE YOU HAD A GREAT READING
EXPERIENCE?
ACADEMIC SUCCESS IS A POSSIBILITY!
SEING YOU AGAIN, AT A HIGHER LEVEL.
BE YOURSELF.

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