

GNS 103 COURSE OUTLINE

Lesson 1: Introduction to Libraries

1. Definition of library
2. Types of library – Private/Public/National/School/Academic (university, college and polytechnic libraries)/ Digital, electronic, virtual libraries/Archives
3. Functions/Services of University Library to users
4. Introduction to FUTA Library

Lesson 2: Forms by which is recorded

1. Primary, Secondary and tertiary sources
2. Print forms
3. Non-print forms/ audiovisual resources
4. The Book: definition, Physical and Bibliographic parts

Purpose of the course

- To create awareness about information resources in the library
- To create awareness about the different methods of accessing information resources in the library
- To expose students to information resources outside the learning environment
- To develop users' study and research skills
- To develop the information literacy skills of the students.

Information literacy is an important objective of the course. The American Library Association's (ALA) states, "To be information literate, a person must be able to recognize when information is needed and has the ability to locate, evaluate, and use effectively the needed information."

Lesson 1: Introduction to Libraries

Definition of library

A library is an institution responsible for the acquisition, organisation and storage of recorded knowledge in various media for study, research and consultation. Libraries have come a long way. From the early days when writing was done on cuneiform, papyrus and parchment to when scribes and monks used to manage libraries consisting of handwritten manuscripts to when Johannes Gutenberg introduced printing leading to the evolution modern libraries. Libraries have served humanity over the years. Today a library contains print, non-print and electronic resources.

Types of library

i. Academic libraries: Attached to post-secondary or tertiary institutions. The sub types are University libraries, College libraries and Polytechnic libraries. They perform functions directly related to the mission and goals of their parent institutions.

The university library is unique in a number of ways. A university is established for research, teaching and community development, and the university library supports these goals. The users of a university library include undergraduate and graduate students, lecturers or academic staff and researchers. Academic libraries operate long opening hours. Some of the important activities of academic libraries

are inter library corporation, teaching of library skills, lending and borrowing and collection of locally published (university-wide) materials/depository.

ii. Public libraries: The use of libraries is unrestricted; it serves the needs of all categories of users. State libraries and community information centres are examples of this type of libraries. They are usually established by government act. The government established boards or NGOs may manage them. They support the information, educational and recreation needs of the members of the community. Public libraries serve as a cultural centre as they are usually venues for public events. They champion adult literacy programmes and continuing education activities. They are however grossly underfunded.

iii. National libraries: Each country owns a national library that handles national bibliographic issues. It is also called the apex library. For example, there is the National Library of Nigeria, The British Library and the Library of Congress of the United States.

The roles of the National library include:

- Protecting copyright interests of authors or publishers
- Issuing ISBN and ISSN
- Accepting legal deposit - which are free copies of published materials required by law to be sent to the national library by publishers or authors
- Publication of the national bibliography: a list of all the books published in the country within a particular year
- Providing CIP service: Cataloguing in publication service
- Advising the government on bibliographic issues among other services

iv. School libraries: These libraries are attached to pre-primary, primary and secondary schools to serve the needs of children and young adults. They support teaching of school children and are heavily dependent on audiovisual resources like pictures, audio recordings etc. They are also called media resource centres.

v. Special libraries or research libraries and documentation centres: They are owned or affiliated to professional associations, government departments, companies and research institutes. They provide specialized data and technical information to enable the personnel of the institutions carry out their duties. National Root Crop Research Institute Library, IITA Library are examples.

vi. Archives and record management centres: These institutions collect and preserve public and historical records for posterity. E.g. National Archives at Ibadan.

vii. Electronic libraries: (i) Virtual libraries: These libraries exist in space (on the internet) and not physically. (2) Digital libraries are computer-based but may not be on the internet or online. Information may exist on CD-ROM databases and other digital databases.

viii. Private Libraries: Private individuals who develop the collection in line with their interests own these. Dr Azikiwe and Chief Awolowo owned personal libraries, which they bequeathed to institutions.

1. Functions/Services of University Library to users

- Lending services
- Inter library loans
- Reserved services
- Sitting and studying space

- Reference services
- Referral services
- Current Awareness Services
- Selective Dissemination of Information
- Exhibition and displays
- Library publication
- User education
- Literature search
- Video recording and photography
- Translation services
- Rental of facilities and space
- Extension services

Introduction to FUTA Library

- Established in 1982 and opened in 1983 to assist in research, learning, teaching and community service missions of the university.
- Moved to a three-floor complex in the main campus in 2006
- 3 floors: reading rooms, administrative offices, workrooms
- Units/departments: Circulation, Cataloguing and Classification, E-resources, Reference, Serials, bindery, security, Multimedia (Audio visual), Acquisition, Special Collections (BRD).
- Membership to the library is free and open to all academic and senior staff and students of the university.
- Only bona fide students of the university who have registered in the university library are allowed into the library. They must possess a student's ID card for identification and renew their membership at the beginning of every session.

Hours of service:

- Monday through Friday - 8.00am to 9.00pm
- Saturday – 9.00am to 6.00pm
- Sunday – 4.00pm to 9.00pm
- Public Holidays - Closed
- During Vacation: Monday through Friday 8.00 - 4.00pm, closed during the weekends

Lesson 2: Forms in which Knowledge is recorded

Whether they are:

- * Primary resources: original resources not yet interpreted or condensed e.g. Research reports, journal articles, newspaper articles, thesis
- * Secondary resources: Condensed, interpreted or analyzed information like dictionaries, textbooks, handbooks
- * Tertiary resources: used to locate other sources of information e.g. bibliographies, indexes etc.

Library resources can exist as print, non-print or electronic forms.

Print forms include:

- * References sources – resources that are for consultation and not continuous reading e.g. dictionaries
- * Government publications – issued by government agencies e.g. Hansard
- * Periodicals/serials – issued periodically at regular intervals e.g. journals
- * Monographs – a publication that addresses a single topic
- * Pamphlets – printed material below 50 pages

The Book:

A book is a document of above 49 pages, bound together at one edge and possessing a distinctive title.

- * Physical parts of a book: Binding or cover, Spine, Contents
- * Bibliographic parts of a book consists of the preliminary pages and the main text

(a) Preliminary pages

- Fly leaves, which are blank
- Half title page contains the (abbreviated) title
- Title page contains full title and author/s name/s, may contain other bibliographic information
- Copyright page: (Verso page) Contains the copyright information (copyright owner, ISBN, publishing history, date of publication, place of publication, publisher)
- Dedication page
- Preface: provides the reason for writing the book
- Table of Contents: an outline of the contents of the book
- Acknowledgment – to acknowledge those who have assisted with the work

(b) Main text

- Text
- References and bibliography: a list of the sources consulted in the preparation of the book.
- Appendix: contains supplementary information added to the book
- Glossary: a list and definitions of difficult terms used in a book, found at the end of the text
- Index: Alphabetical list of the terms used in a book with their page number to indicate where they are located

Non-print forms / non-book materials or Audio-Visual resources:

- * Cartographic materials – maps
- * Graphic materials – pictures, drawings, real objects, charts, transparencies
- * Manuscripts – handwritten documents
- * Audio recordings – audiotapes, records
- * Motion pictures and video recordings – filmstrips
- * Microforms – microfilms, microfiches, micro cards.
- * Electronic materials: Digital materials like CDs, DVDs or online/virtual

Non-book materials are valuable sources of information and contain huge amounts of data while occupying little space. They serve well for conservation of information. For example, valuable records can be microfilmed; a strip of microfilm can contain several pages of information. They aid retention because non-print resources appeal to learners' senses of sight and sound, they create vivid impressions on their minds that cannot easily be forgotten.

However, most non-print medium require machines or hardware for their use e.g. a projector or micro-reader and because the hardware are bulky, they cannot be carried about with ease. They also require special preservation methods if they are to last (Special temperature and humidity levels). Power supply is also required to make most of the hardware work.

Lesson 3: Reference Sources and Services

References sources are library resources intended for consultation only and not continuous reading. They are not shelved with the regular collection and supply particular pieces of information. Reference staff use them to answer directional, ready reference, search and research queries. They may also exist as digital (CDROM) or online forms.

Other characteristics of reference resources:

- Alphabetical or chronological arrangement of information for easy retrieval
- They do not circulate (cannot be borrowed)
- May exist as multiple volumes
- May be general or specialized
- They are marked with "REF" to indicate their location.

Basic/background information sources:

1. Encyclopedia: An encyclopedia gives a broad overview on either all branches of knowledge (a general encyclopedia) or a particular branch of knowledge (subject encyclopedia). They are regarded as the backbone of reference service. Encyclopedia entries are arranged alphabetically by article name. It is a good starting point for research. An example of a general encyclopedia is the Encyclopedia Britannica which consists of 32 volumes. An e.g. of a subject encyclopedia is the McGraw Hill Encyclopedia of Science and Technology. Encarta and Wikipedia are examples of online encyclopedia.

2. Dictionaries: A dictionary is an alphabetical listing of words with their definitions and other features such as usages, etymologies (history of the word), derivation, syllabification, phonetics, pronunciations, and other information.

- General purpose dictionary: Oxford English dictionary
- Subject dictionary – Dictionary of Engineering, Dictionary of Genetic Engineering
- Special purpose dictionary – Dictionaries of slang, etymology, thesaurus, bilingual or dual purpose dictionaries
- Lexicon: an alphabetical list of the words giving the vocabulary of a particular subject area
- Glossary: a list of difficult terms in the book and their definitions in that context.

Fact/ready reference sources

3. Directories: This is an alphabetical list of residents, organizations, businesses or professionals in a geographical area and their contact information.

- Directory of directories
- Yellow pages: trade directories
- Business directory
- Educational directory: World of learning, World List of Universities
- Telephone directories

4. Handbooks, Manuals/How to books and guides: Provides information on all aspects of a given subject in a concise manner. It is usually written for practitioners. E.g. The Smartcard Handbook, Macmillan Guide to Trees etc.

5. Yearbooks and almanacs: A yearbook is an annual record that highlights, and commemorates the past year of a school or institution. An almanac is an annual publication and includes a comprehensive presentation of statistical and descriptive data. E.g. Whitaker's Almanack, TIME Almanac, World Almanac and Book of Facts, Guinness Book of Records, Statesman's Yearbook.

6. Indexes: An index is a guide to all documents relevant to a particular subject. Types:

- Book indexes - found at the end of books
- Periodical indexes – for periodicals like magazines
- Newspapers indexes – created for newspapers
- Citation indexes - that appear at the end of journal articles

7. Abstracts: An abstract offers a summary alongside bibliographical information. E.g. Dissertation Abstract International, Chemical Abstracts.

8. Bibliographies: A bibliography lists in systematic order materials relevant to a particular subject. Types: national bibliography, trade bibliography, bibliography of bibliographies and subject bibliographies.

9. Atlases: An atlas is a collection of maps. E.g. Times Atlas of the World, Atlas of Nigeria.

10. Gazetteers: A gazetteer is a geographical dictionary containing information concerning the geographical makeup of a country, region, or continent. Example: Columbia Gazetteer of the World, Merriam-Webster's Geographical Dictionary.

12. Travel guides: A book for tourists or travellers providing details about a geographic location, tourist destination, or itinerary. E.g. Nigerian Hotel and Travel guide.

13. Who's Who: Biographical dictionaries containing concise biographical information on a particular group of people.

14. Biographies: A detailed description or account of someone's life and the times. An autobiography is written by the subject himself.

Lesson 4: Serials/Periodicals

Serial material as sources of information are unique because of the following characteristics:

- Issued periodically at regular intervals - daily, weekly, monthly, annually etc.

- They are up-to-date and current
- Supplements to book materials
- Issued as volumes and numbers
- Content are referred to as articles, not chapters
- ISSN (International Standard Serial number) is the standardized reference number used for serial materials
- Index to periodicals are used to search for information in periodicals
- Catalogue cabinet used for serial material is called kardedex.

Some notable search tools for periodicals: Ulrich International Periodical Directory, Nigerian periodicals index, newspaper indexes e.g. Times index and citation indexes for journals.

Lesson 5: Organization of Knowledge

Classification schemes:

- Library of Congress Classification Scheme
- Dewey Decimal Classification scheme
- Universal Decimal classification scheme

Forms of Catalogue:

- Book catalogue
- Card catalogue
- OPAC
- Machine Readable Catalogues (MARC)

Types of catalogue:

- Dictionary
- Divided
- Classified catalogue
- Union Catalogue

Organization and retrieval of knowledge in the library – Classification Schemes

The principle of organisation is to arrange library resources in a manner that will facilitate easy access and retrieval. Classification ensures that library materials with similar subjects are kept together.

1. Library of Congress Classification Scheme: Knowledge is broken into 21 classes under this scheme from A-Z. It is an alphanumeric scheme.

Relevant Classes:

A - General works | G – Geography | H – Social science | N - Fine Arts | Q - Science
 QA - Mathematics | QB – Astronomy | QC – Physics | QD – Chemistry | QE – Geology
 QH – Natural History and Biology | QK – Botany | QL – Zoology | QM – Human anatomy
 QP – Physiology | QR - Microbiology | S - Agriculture | T - Technology
 TA – Engineering/Civil engineering | TC - Hydraulics engineering | TG – Bridge engineering
 TH – Building/fire prevention | TN - Mining engineering | TK – Electrical engineering
 R - Medicine | Z - Library Science/Bibliography

Division and sub-division Example:

T - Engineering > TN - Mining engineering > TN 263 mineral deposits

Dewey Decimal Classification Scheme (DDC): uses number notations and the decimal number system. Introduced by Melvil Dewey in 1873. Divides knowledge into 10 broad classes ranging from 000-999.

The ten primary classes are:

000 Generalities | 100 Philosophy and psychology | 200 Religion | 300 Social sciences
400 Language | 500 Natural sciences and mathematics | 600 Technology (applied sciences)
700 The arts | 800 Literature and rhetoric | 900 Geography and history

Subclasses of 500:

500 Natural sciences | 510 Mathematics | 520 Astronomy | 530 Physics | 540 Chemistry

Subclasses of 540:

540 Chemistry | 541 Physical and theoretical chemistry | 542 Techniques, equipment
543 Analytical chemistry | 544 Qualitative analysis | 548 Crystallography | 549 Mineralogy

Universal Decimal Classification (UDC): Based on the DDC, the UDC combines notation to express multiple concepts. The major purpose is to identify the content of documents.

The Catalogue

The catalogue is a list of the library holdings. Functions:

- Provides a complete bibliographic list of every item in the library
- To identify and locate a particular document or item in a collection
- To bring together all related material in a collection
- To enable the user to evaluate and select relevant titles
- It provides author, edition and publication (bibliographic detail) information

Types of catalogue:

- i. Dictionary Catalogue: records arranged in one long alphabetical (A-Z) order that includes author, title and subject.
- ii. Divided Catalogue: divides the catalogue records into two: 1. Author and title, 2. Subject.
- iii. Classified catalogue: arranged according to the class mark. The Shelf list is a classified catalogue.
- iv. Union Catalogue: shared between more than one library separated geographically.

Forms of Catalogue:

- i. Book catalogue: Old, inflexible and outdated but cheap and portable.
- ii. Card catalogue: Commonest catalogue form. The card is a 3" by 5" card arranged alphabetically.
- iii. OPAC: Online Public Access Catalogue. In FUTA Library SLAM (Strategic Library Automation Management) is used.
- iv. Machine Readable Catalogues (MARC): stored on micro format or CD ROM.

The cataloguing process involves:

- Descriptive cataloguing: bibliographic data of the material
- Subject cataloguing: Subjects that describe the content of the book
- Classification: Class marks from the schedules are used to identify the material

- Assigning author mark or cutter number using the cutter author table

USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN THE LIBRARY

ICT has transformed library services globally. ICT has contributed immensely to cataloguing, reference services, circulation management, serials control etc.

Library management softwares: CDS/ISIS, GLAS, ALICE for Windows, X-Lib and SLAM.

OPAC: Online Public Access Catalogue – computerized version of the library catalogue.

Office Operations: Word processing, accounting, database management and e-mail.

Networking: Access to online databases, e-journals, e-books, government publications digitally.

Electronic Document Delivery: Libraries send documents via electronic networks in PDF format.

Online user education: Libraries can use the internet or CD-ROMS to educate their users.

E-reference services: SDI, Current Awareness Services (CAS) and virtual reference desks.

Library cooperation and resource sharing: A central union catalogue managed through ICT.

Institutional Repositories: theses, dissertations, reports, conference papers and seminar papers.

E-libraries: Digital libraries depend on CD-ROMS. Virtual libraries accessed via networks. E.g. The Nigerian Virtual Library.

Social Media Networks: Twitter, Facebook and LinkedIn serving as communication forum for librarians.

E-mails: Communication between the library and the users.

Library websites: A medium of communication for libraries to their users.

Online searching: Online databases like AGORA, ERIC; search engines, metasearch engines.

Advantages of Using ICT in the library:

- ICT makes library work easier, faster, cheaper and more effective.
- Helps to manage information overload as information retrieval is made easier.
- Remote access is enabled through networked systems
- Computerization saves space and reduces paper.

Challenges of using ICT in libraries:

- Poor funding of ICT infrastructures
- Constant change of software and hardware
- Erratic power supply
- Insufficient bandwidth
- Lack of technical IT knowledge by library staff
- Copyright and intellectual property rights management

INTERNET TUTORIALS: Your basic guide to the internet – understanding the World Wide Web

The World Wide Web was developed in 1989 by Tim Berners-Lee of CERN in Switzerland. It is a system of Internet servers that supports hypertext and multimedia to access several Internet protocols on a single interface.

Protocols of the Web:

- HTTP (HyperText Transfer Protocol): transmits hypertext over networks.
- E-mail (SMTP): distributes e-mail messages and attached files to one or more electronic mailboxes.
- FTP (File Transfer Protocol): transfers files between an FTP server and a computer.
- VoIP (Voice over Internet Protocol): allows delivery of voice communications over IP networks.

Hypertext and links: HyperText is a document containing words that connect to other documents. These words are called links. Producing hypertext for the Web is accomplished by creating documents with HTML (hypertext markup language).

Pages on the Web: The backbone of the World Wide Web are its files, called Web pages, containing information and links to resources throughout the Internet.

Access to Web pages:

1. Entering a Web address into your browser
2. Browsing through sites and selecting links
3. Doing a search on a search engine
4. Searching through directories
5. Clicking on links within e-mail messages
6. Using apps on social networking sites or your mobile phone
7. Retrieving updates via RSS feeds

URL (Uniform Resource Locator): specifies the Internet address of a file stored on a host computer.

Format: protocol://host/path/filename = <http://www.senate.gov/general/capcam.htm>

Domains:

.com - commercial .edu - educational .gov - U.S. government .mil - U.S. military
 .net - network access .org - non-profit .ng - Nigeria .uk - United Kingdom

Web Browsers: Mozilla Firefox, Google Chrome, Internet Explorer, Opera and Safari.

Web Search engines: Google, Yahoo, Alta Vista, Excite, Ask.com.

Discussion groups: web-based forums, bulletin boards, listservs, electronic mailing lists, and newsgroups.

Social Media Networks: Wikipedia, blogs, Facebook, Twitter, LinkedIn, YouTube.

Blogs: discussion or informational site published on the World Wide Web in reverse chronological order.

SEARCH STRATEGY AND REPORT WRITING

A search strategy is a systematic plan for conducting a search.

Steps in a search strategy:

1. Define the problem by identifying the important concepts of the search.
2. Choose key words that describe the concepts; synonyms, related terms or variations of the keywords.
3. Using information retrieval tools like abstracts, indexes, the catalogue or search engines, locate suitable materials on the assignment.
4. Evaluate your search results for authoritativeness, currency and accuracy.

5. Prepare the references.

Report writing

A report aims to inform and has the following characteristics:

- Formal style • Introduction, body and conclusion • Analytical thinking • Careful proof-reading

A report has the following sections:

- Title page • Table of contents • Executive summary/abstract • Introduction
- Body • Conclusion • Recommendations • References

Referencing

One of the most important aspects of academic writing is making use of the ideas of other people. A reference list is an alphabetical list of all the sources actually quoted or cited in the document.

A bibliography is an alphabetical list of sources or references on a particular topic.

Use of another person's words or ideas as if they were one's own is called plagiarism and is regarded as a very serious offence.

Ways of reporting others' work:

- Paraphrasing: restating in writer's words what is written in the source.
- Summarising: condensing the essential or important ideas in the source.
- Direct quotation: quoting directly, enclosed in quotation marks if short or indented if longer.

APA Referencing

Books:

1. Weedon, C. (1999) *Feminism, Theory and Politics of Difference*, Oxford, Blackwell.
2. Ajala V. (2001). *Public Relations: in Search of Professional Excellence* 2nd edn. Ibadan, Maybest Publications.

Journals:

1. Bassey B.A. (2006). User Satisfaction with Services in three Academic Libraries in Cross Rivers State. *Gateway Library Journal* 9 (2):21-29.

Websites:

1. Kinley, W. (2011). Public Relations Practices in American Libraries. <http://www.ter.org.uk/fs10/further.htm>. Accessed 15 December, 2011.

E-journals:

Miller, K. (2010). Environmental literacy and green volunteer opportunities for your community. *Public libraries online* 32 (3). <http://www.publiclibrariesonline.org>. Accessed 13 October, 2010.

USING THE LIBRARY

Preservation of Library materials

The reason behind conservation and preservation practices of library materials is to protect the expensive resources and make them available to a good number of users.

Causes of damage to Library materials:

- Mutilation: deliberate removal of parts of library materials by delinquent users.
- Defacing: marking
- Natural disasters: flooding
- Dust, uncontrolled temperature, high humidity
- Excessive sunlight
- Pests: avoid eating in the library
- Excessive photocopying: weakens the spine
- Poor quality paper: high acidic content
- Folding

Conservation/preservation practices:

- Air conditioning in high temperature areas
- Ventilation • Dusting • Avoid eating in the library
- Fumigation to deal with pests
- Proper handling and storage
- Disaster management e.g. Insurance
- Reformation by photocopying, microfilming and digitisation
- User education.