

General Studies Department

(GST 113) Use of library, Study skills, Information and Communication Technology

2 Units (C)

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Lecture Notes

Definition of the Library

A library is an organized collection of resources made accessible to a defined community for reference or borrowing. It provides physical or digital access to materials and may be a physical building or virtual space or both.

It is an organization that is concerned with the collection, processing, storage and dissemination of information for the purpose of reading, study, research and consultation.

A Brief History of University Libraries in Nigeria

The history of library development in Nigeria dates back to pre-independence, when the University of Ibadan and its library were established in 1948.

Since independence in 1960, there has been an unrelenting upsurge in the establishment of educational institutions at all levels, especially at the university level. University libraries, as integral academic parts of universities, generally emerged simultaneously with their parent institutions.

The decision of the Federal Government to bridge the literacy and administrative manpower gaps existing in various regions of the country. brought about the establishment of the University of Nigeria in Nsukka, University of Ife (now Obafemi Awolowo University) in Ile-Ife, and Ahmadu Bello University in Zaria. These universities established libraries to meet the needs of their students and staff.

Over the years, universities and university libraries have increased in number. Federal and state governments have established more universities, while private individuals and organizations are now licensed to operate universities.

Types of Libraries

No single library can contain the information sought by every potential user, different types of libraries exist to serve different needs. Libraries fall into six basic categories:

- **Public Libraries** which serve all members of the general public. An example is Edo State Library Board, Benin City.
- **School Libraries** which serve students and faculty through the high school level. Example: International School Ibadan Library.
- **University Libraries** are generally located on the campuses of universities and serve primarily the students and college members of the university. Some university libraries, especially those at public institutions, are accessible to members of the general public in whole or in part. Examples are

Hezekiah Oluwasanmi Library Obafemi Awolowo University, Ile Ife and Samuel Adegboyega University Library, Ogwa.

- College Libraries are attached to institutions other than universities. These include Polytechnic libraries, College of Education libraries, and School of Nursing libraries. An example is College of Education Library, Igueben.
- Research Libraries are established to meet the highly specialised needs of professionals. An example is International Institute of Tropical Agriculture (IITA) Library, Ibadan.
- Special Libraries serve various organizations, industries, and governmental agencies. An example is Central Bank of Nigeria (CBN) Library, Abuja.
- Government Libraries serve governmental departments and agencies, and often the general public. Each type of library develops its mission statement, collections, services, and facilities to satisfy the needs of its particular clientele. An example is National Assembly Library, Abuja.
- National Libraries which are the apex libraries of different countries. The national library is the body responsible for assigning the International Standard Book Number (ISBN) and International Standard Serial Number (ISSN) to publishers and authors. An example is National Library of Nigeria, Abuja

Importance of the Library

- The central mission of a library is to collect, organize, preserve and provide access to knowledge and information.
- Library is an essential link in communication between the past, present and future.
- People in many professions use library resources to assist them in their work
- People also use library resources to gain information about personal interests or to obtain recreational materials such as films and novel.
- Students use libraries to supplement and enhance their classroom experiences, to learn skills in locating sources of information, and to develop good reading and study habits.
- Public officials use libraries for research legislation and public policy issues.
- The library provides information and services that are essential to life- learning and progress

Library Services to the University Community

The importance of library to education cannot be over-emphasised; the success of students at any level especially in the higher institutions of learning depend on the strength of the library that is, available resources and effective personnel.

The services provided by the Library could be categorized as follows:

- (i) Lending services
- (ii) Reference services
- (iii) Current awareness services
- (iv) Library publication
- v) Information Literacy programme
- (vi) Inter-Library Loan services
- (vii) Selective Dissemination of Information (SDI)
- (viii) User Education

- **Lending service:** Registered users of the library have the privilege of borrowing library materials for reading or consultation. Certain processes have to be followed in borrowing library materials.
- **Reference service:** The provision of reference service is an important function of a library. Reference services are provided on requests. Reference queries are handled by the Reference Librarian. Materials in the library's reference section include items such as encyclopaedia, dictionaries, atlases, and handbooks. These materials are generally stored next to the library's reference desk. They are typically unavailable for circulation so that all users can access them at any given time.
- **Current awareness service:** This service is provided by the library to keep the users up to date with the happenings in their subject area of interest, to ensure that users are aware of recent developments in their fields of interest
- **Library publication:** Library issues publications to guide users in the use of library facilities and resources. Some of these publications include Library Manual, Annual Report and Library Update etc.
- **Information Literacy Programme:** Information literacy programme is geared towards attaining a competence in the use of library and computer technology. Users are encouraged to acquire skills that will enable them to search for information independently on any aspect of knowledge using both traditional and electronic methods of accessing information.
- **Inter –Library Loan service:** This involves transaction between two libraries. A library which does not have a particular library material needed by its client can borrow the material from another library on behalf of the client.
- **Selective Dissemination of Information (SDI):** this is rather a personalized service. Users are provided with information that will promote their research and academic activities.
- **User Education:** The Library provides users education in other to equip a user with knowledge on the use of Library to enable the user to use the library effectively and essentially. The ultimate objective is to enable users exploit the resources of a library to the fullest.

Organization of Samuel Adegboyega University Library

Samuel Adegboyega University Library is made up of five sections, namely:

- Office of the University Librarian
 - Technical Services Section
 - Users' Services Section
 - Serial Section
 - Electronic Library Resources Section
- Office of the University Librarian**

The University Librarian as the head of the library is responsible for the coordination of administrative and professional activities of the library. He is the Chief Executive Officer of the library.

Technical Section

The following duties are carried out in the section:

- Cataloguing and classification of Library books
- Production of the catalogue cards
- Filing catalogue cards and maintaining the public card catalogue
- The section also initiates ideas that can bring about improvement in the organization of the library resources generally.

Users' Services Section

The following duties are carried out in the section:

- Charging and discharging of Library materials
- Registration of Library users
- Shelving and shelf reading
- Reference and information services
- Current awareness services
- Enforcement of library rules and regulations
- Surveillance
- Conducting orientation programme for new Library Users
- Display of new arrivals
- Services to researchers
- Referral
- Loan transactions including inter-library loan

Serials Section

The following duties are carried out in the section:

- Journals Subscription
- Processing of Journals
- Keeping records of all journal holding
- Keeping statistics of all journals consulted
- Shelving of consulted journals

Electronic Library Section (E- Library)

The University Electronic Library Section consists of 20 work stations with internet facility thereby exposing the University Community to the world of limitless information. The e-library also has a good number of books and other materials in CD ROM. This permits students and staff to:

- Access Electronic Books and Journals
- Access other web-based literature
- Conduct online literature searches for their projects/theses, seminar presentation and other related assignments.

Bibliographic Citation and References

Bibliographic citations indicate the exact location for sources of information used in the text of the paper. It is an abbreviated alphanumeric expression embedded in the body of an intellectual work that denotes an

entry in the bibliographic references section of the work for the purpose of acknowledging the relevance of the works of others to the topic of discussion at the spot where the citation appears while “references” describes, as a whole, the works from which the citations are taken.

Bibliographic and reference citation styles include;

1. Modern Language Association (MLA) style
2. American psychologist Association (APA) style, popularly called Harvard Style
3. Chicago Manual style

Citation content can vary depending on the type of source and this may include:

Book: author(s), date of publication, book title, place of publication, publisher, and page number(s)

Examples

One author: Gardner, H. (1993). *Frames of mind: The Theory of Multiple Intelligences*. New York: Basic Books. (113-120)

Two to seven authors:

Cargill, O., Charvat, W., & Walsh, D. D. (1966). *The Publication of Academic Writing*. New York: Modern Language Association (230-243)

Journal: author(s), date of publication, article title, journal title, and page numbers

Example:

Sawyer, J. (1966). *Measurement and Prediction, Clinical and Statistical Analysis*. *Psychological Bulletin*, 66 (3):178-200.

Newspaper: author(s), date of publication, article title, name of newspaper, section title and page

Example

Monson, M. (1993, September 16). *Urbana Firm Obstacle to Office Project*. *The Champaign-Urbana News-Gazette*, pp. 1, 8.

Importance of citation includes:

To uphold intellectual honesty or avoid plagiarism

To attribute prior or original work and ideas to the correct sources

To allow the reader to determine independently whether the referenced material supports the author’s argument as claimed

To help the reader gauge the strength and validity of the material the author has used

Study skills and study habit

Study skills involving the process of organizing, taking in new information, retaining information, or dealing with assessments. For maximum academic achievement in the university, the following are some of the study skills that should be imbibed:

Time management

Time management is important because it can help prevent cramming and up-late-stressed-out-nights. Time management helps you make daily, weekly, monthly schedules and 'to do' lists.

- Make a timetable/Schedule – have specific time to study
- Be flexible – allow for downtime
- Work when you work best – Construct it to your schedule the best you can
- Most Demanding – Make sure you put your most demanding study when you work best
- Short Revision – 5-10 minutes at random times – Keep refreshing your memory
- Break-up your study – Keep study times capped at 45min blocks
- Make study-revision a habit – make it a habit and keep at it – stick to your schedule
- Organize your time
- Use your time wisely
- Concentration on your task
- Eliminate distractions (unplug internet, phone, study in a quiet place)

Organizing your Notes

- Good note-taking skills can help save time, energy, effort and avoid frustration
- Pay attention and take notes during lectures
- Mark important parts in your notes
- Use symbols, shapes, colours, numbers
- Underline, highlight, circle
- Add additional reading info to your notes, use a different colour or symbol to mark where you got this information (always keep track of the book, author and page number)
- Condense materials together
- Check meaning and understanding
- Keep things in clear handwriting Hints* If your lecturer gives you hints or talks about an exam question, mark it in your notes!
- Using your revised notes, write and rewrite your notes
- Making them smaller and smaller each time (use short hand, eliminate extra words)

Studying Tips:

- Schedule a set time each day during your 'alert' times of the day
- Choose a quiet, comfortable, distraction-free area
- Study your most difficult or least favourite courses first
- Take study breaks and avoid marathon/cram sessions

Study Groups

Study groups can help students share study strategies and quiz one another before a test. Effective study groups have a common goal to do one's best. When a group works together towards a shared goal they are more likely to achieve it.

Tips for studying in groups:

- Select group members who are as concerned about being successful as you are
- Share the responsibility of teaching and learning
- Use study groups to complement personal study time – not replace it
- Try to stay on track
- Meet in a location that is free from distractions
- Read the material before the meeting so you can contribute to the discussions

Learning Styles

People learn in different ways and everyone needs to find out which way works for them. These different ways are often called 'learning styles'.

There are 3 main learning styles:

- Looking
- Listening
- Doing

Exam Tips:

Before the exam

Get a good night sleep before

Give yourself enough time in the morning to do your regular routine

Eat a good, nutritious breakfast

Give yourself positive, reassuring statements 'I can do this'

Quit studying at least half-an-hour before the exam and allow yourself to relax

Don't rush

During the exam

Avoid students who may make you anxious before the exam

If possible, sit in the seat you normally do

Be sure to read all directions, carefully

Look over the test and do the questions worth more points

Read each question twice, slowly

Do the easiest questions first, and come back to the ones you are unsure of the answer

The Library Catalogue

A library catalog is defined as a list of materials in a library collection providing such information as author, title, publisher amongst others. It also refers to a register of all bibliographic items found in a library or group of libraries, such as a network of libraries at several locations.

The catalogue is a guide to the materials present in the collection so that the retrieval of any material could be easy when needed.

The Functions of a Library Catalog

A catalogue is necessary for libraries with large collections. The functions of a library catalogue include:

Providing a complete bibliographic description of every item in a library collection, which can be accessed by the name of the author, title, subject or any other access point.

Enabling a user to know if a library has a particular item being sought in its collection.

Enabling a user to locate an item present in a collection on the shelves, if the item has not been borrowed by a user or mis-shelved or stolen from the library.

Enabling a user to know all the items on a subject present in a collection or all the items authored by a particular author in a collection.

Assisting a user to make a choice of what to read as regards the edition.

Enabling a user to gain access to an item present in a collection through multiple access points such as author, title or a subject.

Forms of Catalogue

A catalogue appears in different forms. Some appear as cards, books, OPAC.

- Card Catalog
- Book catalog
- On-line Public Access Catalogue (OPAC)

The Card Catalogue

This contain the records of library materials printed on small 3"X5" cards. For each item in the library is:

- a card for the author
- a card for the title
- and cards for each individual subject heading

Card catalogue advantages

- Flexibility and currency: Staff time and size of collection growth permitting, cards for new materials can be added quickly and cards easily removed for those items no longer in the collection.
- Ease of use: Library clients are comfortable with the alphabetical approach and can easily adapt to a divided catalogue.

- Availability: The likelihood of more than one person needing the same catalogue drawer at the same time is minimal.
- Costs: In smaller libraries, the cost of maintaining a card catalogue is not overly expensive.

Card catalogue disadvantages

- Size: As the collection grows, so does the card catalogue. This takes up precious space which could be used to house other materials.
- Human error: Even the most careful filer can make mistakes and these mistakes can be overlooked by someone checking for accuracy. A single card misfiled can lead to another card being misfiled.
- Because of the way cards are filed, only one bibliographic item can be viewed at a time. Only the first word of a title or subject heading is accessible. If a patron cannot remember the first word of a title or does not know the exact subject heading, he or she may not find the item.
- Individual cards are not easily altered and may have to be reprinted. Before computer production of cards, many libraries purchased electric erasers to remove outdated headings on cards.

Book catalogue

A book catalog lists bibliographic records in alphabetical order by various entries, or by classification number. There may be more than one record on each page. The pages are then bound into a cover, forming a book. Canadiana, a list of materials of Canadian origin or interest catalogued by the National Library, is an example of a book catalogue.

Book catalog advantages

- A book catalogue is like using a dictionary and requires little instruction in use. A whole page of entries can be scanned at once.
- It is compact in size, allowing it to be carried anywhere within the library.
- The first copy is the most expensive to produce. If the book catalogue is not too large, many copies can be made and distributed throughout the library, to classrooms, offices or other branch libraries.

Book catalogue disadvantages

- Unless multiple copies are made, there is a queuing problem. Only one person can use the catalogue at a time.
- Bibliographic records for new materials cannot be inserted. A whole new book catalogue must be produced or a supplement created. Supplements require the library patron to search in at least two alphabetic sequences for each item.

Online Public Access Catalogue (OPAC)

In an on-line catalogue, bibliographic records are stored in an electronic database. Each element of a bibliographic record is entered into a separate field. When a person at the OPAC keys in a request for an author, the computer does not search through every single record for his/her name. It searches an author index instead.

When it finds an index entry for the author, there will be a list of record numbers for items with his/her name in the author field. The computer would then respond to the person at the terminal by either listing the actual bibliographic records found (usually in an abbreviated format) or with the number of items found and ask the person if they wish to have them displayed. Searching indexes rather than each entire record enables the computer to respond quickly to a request.

On-line Public Access Catalogue advantages

- OPACs are easily updated. As soon as items are entered, they can be indexed to become accessible. Some systems index new items the moment they are entered. Records are also easily removed from the database.
- 2.New GUI technology makes OPACs user-friendly. OPACs offer sophisticated methods of searching for materials. If the OPAC is networked, terminals can be installed throughout the school, university, public library or branches of a library, making catalogues accessible from individual's desktops. Regional library systems can now access each other's catalogues. Clients can search the catalogue from the comfort of their own home.
- Terminals can take up much less space than bulky card catalogues. Patrons do not have to be physically in the building to access the library's catalogue

Characteristics of a good library catalogue

- Must be flexible and easy to update
- Easy access to entries in a catalogue
- Must not be too expensive to implement
- Must not occupy too much space
- Must be easy to use
- Must be secured

Cataloguing of Library Materials

Cataloguing is the process of recording, describing and providing access to all the documents in the library. It is the process of preparing catalogue entries

Cataloguing consists of two parts: descriptive cataloguing and subject cataloguing.

- Descriptive Cataloguing
- Subject Cataloguing

Descriptive cataloguing describes physical attributes of the work such as the title, an edition statement (if one is provided), ISBN, series, and notes that describe important features of the work, such as the presence of a bibliography or index.

It is the part of cataloguing concerned with describing the physical details of a book, such as the form and choice of entries and the title page transcription.

Subject Cataloguing

Subject cataloguing involves determining the details of a particular work in hand. It usually involves assigning one or more subject headings from a specified subject thesaurus, such as the Library of Congress Subject Headings (LCSH).

The first subject heading assigned is usually called the Primary subject heading, and any additional headings are called Secondary subject headings. These are all text-searchable controlled vocabulary elements used to put similar works together in the library catalogue.

This is that part of bibliographic record which provides the subject headings of the documents as well as the classification number. It deals mainly with the provision of subject headings through subject analysis of a document and assigning classification codes.

Classification of Library Materials

Classification of library materials is a system of coding and organizing library materials according to their subject matter, and allocating a call number to them from a recognized classification scheme.

The process of classification involves using an established Classification System, created for library use, and applying it to the materials being placed in the library collection. Classification systems are designed to give a numerical or alphanumerical notation to each item in the library. This notation is designed to indicate the subject matter of the item being catalogued. In addition to the notation from the classification system, library items should also be given an author indicator, made up of letters or letters and numbers that indicate the author's surname

There are many classification systems in the world today. For example, we have the Dewey Decimal Classification, Colon Classification, Library of Congress Classification etc.

SAU Library as well as other University Libraries adopted the use of the Library of Congress Classification. Therefore, this work will focus on that.

The Library of Congress Classification

Herbert Putnam initiated the Library of Congress Classification Scheme (LC). It evolved between 1899 and 1920 when the Scheme was first published. It consists of 21 classes in 47 separately published schedules or outlines.

Things to note about LC Scheme

1. It was based on a literary warrant (based on the collection of the Library of Congress).
2. It is an enumerative scheme and covers all areas of knowledge
3. It is a mixed notation. It uses single capital letters for main classes. It uses Arabic numerals for further sub-divisions; it also uses cutter numbers to further specify a document.

(LC) divides the field of knowledge into twenty large classes with an additional class on general works. This notation allows more combinations and greater specificity without long notations.

Dewey Decimal Classification System

The Dewey Decimal Classification System 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. This system is a numerical scheme for the arrangement of subjects of nonfiction 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 and going on to 999. In other words, it is a system of numbers used to mark and arrange mostly non-fiction books. The Dewey Decimal Classification System is used in most Public School libraries.

The Electronic Library (E-Library)

An electronic library (also called e-library) is a type of service that allows users, without actually stepping into the library, to read library books and conduct research at home, in the office, or at school, using the Internet. Service which enables users to effectively employ electronic data by using an in-library network is also referred to as an electronic library service. The e-library enables library users to directly access electronic information via telecommunications networks. The e-library moreover, refers to all the library resources that are available online through computers and data bases. This is different from the open internet, because E- Libraries have restricted access.

Computer Software Packages

A computer is a programmable machine that accepts data and processes them into information that we can use. It is made up of two major components- hardware and software. The hardware consists of the equipment or machinery in a computer such as the input devices. The software or programs however consists of all the electronic instructions that tell the computer how to perform a task.

Types of software

There are two types of software namely: system software and application software.

1. System Software

Before the computer system can run, the system software must be installed. The system software helps the computer perform essential operating tasks and enables the application software to run. Examples of system software are operating systems. Examples of operating systems for the PC are various Microsoft Programs such as Windows 95, 98, XP, Vista etc. systems software comes most often on CDs.

2. Application Software

Application software enables you to perform specific tasks. Application software comes on CDs. To install, you insert the CD into your computer and follow the on screen instructions. Examples of application software include Word Processing software like MS word and many others. It should be noted that various library management software are application software packages.

Library Software

Library software enables the library to automate their functions or activities. Various software has been designed for library operations over time and the list is inexhaustible. Some library application packages include:

- **TINLIB:** The Information Navigation Software (TINLIB) debuted in Nigeria in 1994/1995 as a donation along with computers by the World Bank through the NUC for Nigerian University Libraries to kick-start automation of their activities. Most of the university libraries were unable to complete the project as they complained of lack of technical support.
- **GLAS:** Graphical Library Automation System (GLAS)
- **ALICE FOR WINDOWS:**
- **KOHA:** Koha is open source software and also an Integrated Library Management System. It was created in 1999 by Katipo Communications for the Horowhenua Library Trust in New Zealand.

Databases

A database is a collection of information organized to provide efficient retrieval. The collected information could be in any number of formats (electronic, printed, graphic, audio, statistical, combinations). There are physical (paper/print) and electronic databases.

A database could be as simple as an alphabetical arrangement of names in an address book or as complex as a database that provides information in a combination of formats.

Types of Databases

Bibliographic databases provide a descriptive record of an item, but the item itself is not provided in the database. Information about the item is provided, including such things as author, title, subject, publisher, etc. The information provided is called a citation.

Full-text database provides the full-text of a publication. For instance, Research Library in GALILEO provides not only the citation to a journal article, but often the entire text of the article as well. "CollegeSource Online" offers full-text of 20,000 college catalogs,

Meta-databases are databases that allow one to search for content that is indexed by other databases. GOLD is an example of this kind of database. If you find a citation for an article in one of the bibliographic databases and want to determine if the article is available in full-text in another database, you could do a search for the journal in GALILEO in Journals A-Z to get a list of all the databases that index that specific publication.

The Internet

The internet is the network that links all computer networks worldwide. It was created by the United States Department of Defense in 1969 as ARPANET, which stands for 'Advance Research Project Agency Network' intended to facilitate the sharing of military intelligence among its military formations. Today, the internet has over-grown its intended purpose. Some of the benefits of internet include:

- sending and receiving messages using electronic mail, internet telephony, videoconferencing, chat technologies etc.
- accessing databases, libraries and also tapping into discussion groups around the world to gather information on topics of interests.
- staying up-to-date with news, sports, weather and current affairs around the world.
- locating and download software or applications, games etc.
- listening to and downloading songs and movies which you never would have had access to without the internet.
- publishing and uploading information to be accessed by people all over the world.
- Creating personal website to reach out to the world.

Main internet resources

Search engines: tools for searching for information on the internet through keyword search.

Electronic mail (e-mail): to send and receive messages locally or worldwide from one computer to another via the internet.

Electronic Databases: a collection of electronically stored information resources that people can access for different purposes.

E-Journals: electronic format of conventional journals. E-journal could be subscribed or open access.

E-books: electronic format of conventional books. They could be references, texts etc.

E-Notice /Bulletin Boards: the electronic form of a conventional notice board where current information is pasted for targeted recipients.

The World Wide Web (www): a global hypertext-based information system which allows internet users to browse.

Finding information on the internet

Information can be found on the internet through the search engine. The search engine is a computer program that searches for specific words and returns a list of documents in which those words were found. It is a search tool that allows one to find specific documents through keyword searches. Search engines collect information from Web sites and then, more or less, just dump that information into a database. There is more information to choose from in a search engine, but it's more difficult to retrieve relevant information.

Course Assessment

1(a) Briefly describe the following library classification system

Library of Congress Classification (LC)system

Dewey Decimal Classification (DDC) system

b. Why is Library of Congress (LC) system the preferred classification system in Samuel Adegboyega University Library and other Universities

2. Briefly explain the following study skills Time management

a. Note Taking

b. Study group

3. Distinguish briefly between classification and cataloguing

4. Differentiate between bibliographic citation and references

5. What value has Information and Communication Technology (ICT) added to library operations?