2

# Use of Library for Students in Tertiary Institutions

Gboyega Adio Isaac O. Ajala

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# CONTENTS

**Preface** iii

**CHAPTER ONE**

1.0 User education in academic libraries 1
1.1 Introduction 2
1.2 The general goals of University Libraries 3
1.3 Area of Coverage for Users of the Libraries 6
1.4 User Education in Automated Library System 9
1.5 What Users need to know? 10
1.6 Definition of Library 11
1.7 LAUTECH Library 11
1.8 Membership 11
1.9 Registration 12
1.10 Rules/Regulations 12
1.11 Other rules guiding the use of Library 13
1.12 Disciplines 13
1.13 Tutorial Exercises 14
References 15

**CHAPTER TWO**

2.0 An overview of library services 16
2.1 Introduction 17
2.2 Purpose of a library 18
2.3 The book 19
2.4 Library systems and services 22



UNIVERSITY OF IBADAN LIBRARY

| | | |
|---|---|---|
| 2.5 | Processing of library materials | 22 |
| 2.6 | Reference services | 23 |
| 2.7 | Reservation services | 24 |
| 2.8 | Lending services | 24 |
| 2.9 | Request for books | 25 |
| 2.10 | Referral services | 25 |
| 2.11 | Interlibrary loan services | 25 |
| 2.12 | Display and exhibition of new books | 26 |
| 2.13 | Serials | 26 |
| 2.14 | Photocopying | 27 |
| 2.15 | Tutorial Exercises | 27 |
| | References | 28 |


**CHAPTER THREE**


| | | |
|---|---|---|
| 3.0 | Library information guides | 29 |
| 3.1 | Introduction | 30 |
| 3.1.1 | Reference materials | 30 |
| 3.2 | Special features of Reference materials. | 31 |
| 3.3 | Dictionaries | 31 |
| 3.4 | Various kinds of Dictionaries | 32 |
| 3.5 | Functions of a dictionary | 33 |
| 3.6 | Types of Dictionaries | 34 |
| 3.7 | Biographies | 35 |
| 3.8 | Encyclopaedias | 36 |
| 3.9 | Functions of Encyclopaedia | 37 |
| 3.10 | Directories | 37 |
| 3.11 | Handbooks | 38 |
| 3.12 | Manuals | 38 |
| 3.13 | Reports | 39 |
| 3.14 | Different types of Reports | 39 |
| 3.15 | Almanacs | 40 |
| 3.16 | Yearbooks | 41 |
| 3.17 | Maps | 41 |




UNIVERSITY OF IBADAN LIBRARY

| | | |
|---|---|---|
| 3.18 | Atlases | 42 |
| 3.19 | Gazettes | 42 |
| 3.20 | Thesis | 42 |
| 3.21 | Dissertation | 43 |
| 3.22 | Conference proceedings | 43 |
| 3.23 | Other forms of primary literature | 44 |
| 3.24 | Tertiary Reference Materials | 44 |
| 3.25 | Bibliography | 44 |
| 3.26 | Abstract | 46 |
| 3.27 | Abstracting journals | 46 |
| 3.28 | Index | 47 |
| 3.29 | Indexing journals | 47 |
| 3.30 | Tutorial Exercises | 48 |
| | References | 48 |

**CHAPTER FOUR**

| | | |
|---|---|---|
| 4.0 | Information Technologies (computers) in libraries | 50 |
| 4.1 | Introduction | 51 |
| 4.2 | Computer Systems | 52 |
| 4.3 | Categories of Software | 56 |
| 4.4 | Introduction to Databases | 60 |
| 4.5 | Library Automation | 62 |
| 4.6 | Application of Computers in Libraries | 62 |
| 4.7 | Advantages and Disadvantages of Computerization of Libraries | 68 |
| 4.8 | Library and Information Networks | 70 |
| 4.9 | Virtual Library/Digital Library | 71 |
| 4.10 | Tutorial Exercises | 72 |
| | References | 73 |


UNIVERSITY OF IBADAN LIBRARY

| | | |
|---|---|---|
| 3.18 | Atlases | 42 |
| 3.19 | Gazettes | 42 |
| 3.20 | Thesis | 42 |
| 3.21 | Dissertation | 43 |
| 3.22 | Conference proceedings | 43 |
| 3.23 | Other forms of primary literature | 44 |
| 3.24 | Tertiary Reference Materials | 44 |
| 3.25 | Bibliography | 44 |
| 3.26 | Abstract | 46 |
| 3.27 | Abstracting journals | 46 |
| 3.28 | Index | 47 |
| 3.29 | Indexing journals | 47 |
| 3.30 | Tutorial Exercises | 48 |
| | References | 48 |


**CHAPTER FOUR**


| | | |
|---|---|---|
| 4.0 | Information Technologies (computers) in libraries | 50 |
| 4.1 | Introduction | 51 |
| 4.2 | Computer Systems | 52 |
| 4.3 | Categories of Software | 56 |
| 4.4 | Introduction to Databases | 60 |
| 4.5 | Library Automation | 62 |
| 4.6 | Application of Computers in Libraries | 62 |
| 4.7 | Advantages and Disadvantages of Computerization of Libraries | 68 |
| 4.8 | Library and Information Networks | 70 |
| 4.9 | Virtual Library/Digital Library | 71 |
| 4.10 | Tutorial Exercises | 72 |
| | References | 73 |


UNIVERSITY OF IBADAN LIBRARY

## CHAPTER FIVE


| | | |
|---|---|---|
| 5.0 | Library Cataloguing and Classification | 74 |
| 5.1 | Library Cataloguing | 75 |
| 5.2 | Functions of a library catalogue | 75 |
| 5.3 | Features of library catalogue include the followings: | 76 |
| 5.4 | Information on a card catalogue | 76 |
| 5.5 | Things to note in arrangement of card catalogue | 77 |
| 5.6 | Serial catalogue | 78 |
| 5.7 | Classification | 78 |
| 5.8 | Types of classification systems: | 79 |
| 5.9 | Parts of a classification scheme | 80 |
| 5.10 | Tutorial Exercises | 90 |
| | References | 93 |


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# 5.0 LIBRARY CATALOGUING AND CLASSIFICATION

FADEKEMI OMOBOLA OYEWUSI

## 5.1 LIBRARY CATALOGUING

**Cataloguing** is the way the library is organized it acts as an index to the library collection, just like a book index. Instead of page number, it gives call number, location number and classification number. Effort has been made to have a universal bibliographic control that will describe books in a standardized form universally.

Many libraries abroad are now computerizing everything in the library for instance, the use of Internet to get assess to University libraries in the U.S. You assess the library by checking for the author, title or subject. The librarian has the work of providing information on each of these for the library collection. Catalogues are organized sets of bibliographic records that represent the holdings of a particular collection in the library. Therefore cataloguing is the process of preparing and maintaining such lists. It is restricted or limited to the stock of a library or in the case of a union catalogue to a group library.

## 5.2 FUNCTIONS OF A LIBRARY CATALOGUE

- It enables the library user to find a book or other library materials of which the author, title, and the subject is known.



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- It shows what the library has by a given author, on a given subject and in a given type of literature.
- It assists in the choice of a book (books, journals etc) as to its edition
and/or to its character as regards to the topical.

## 5.3 FEATURES OF LIBRARY CATALOGUE INCLUDE THE FOLLOWINGS:

- The ability to organize catalogue and classify information and resources for library, archives or other major collections.
- The catalogue shows subject relation to each other (broader, narrower, etc.) and specific place in the schedule.
- Serves as a key to the classification schedule.
- The library professional who engages in the process of cataloguing and classifying library materials is called a ***cataloguer*** **or** ***catalogue librarian***. The cataloguer examines a book and decides what kind of book it is, whether corporate or not (e.g. ministries). The work of the librarian is to make the work easily available.
- Each book in the library has at least one entry in the catalogue. The author card is the basic card and it is called the **main entry**, other additional cards for the same books are known as added entries. These could be for the joint author, title or subject of the book or any other aspects of it the cataloguer wants to draw attention to. While information about a book can be obtained from an added

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entry card, it is always a good policy to turn to the main entry card, as it may sometimes contain fuller information than the added entry.

## 5.4 INFORMATION ON A CARD CATALOGUE

Books are described in a set way in the catalogue, but the amount of details found on the card varies from library to library. The basic things on a card catalogue are the call number (i.e. the notation on the spine of the book), the authors name, the title and the date of publication. Further details are the publisher and place of publication, the edition, number of pages or volumes, height of the book in centimetres, details of illustrations and some brief notes.

## 5.5 THINGS TO NOTE IN ARRANGEMENT OF CARD CATALOGUE

- The usual arrangement in library catalogue is the word by word arrangement.

**Word-by-word Arrangement**

New Amsterdam
New England
New wives of Old
Newark
Newman

**Letter-by-letter arrangement**

New Amsterdam
Newark
New England
Newman
New wives of Old

- Within a particular author's name, the cards for books written by the author usually come first arrange.

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alphabetically by the title followed by cards for books other people have written about him.

- Newer editions come before older ones.
- Heading consisting of initial letter precede all other words beginning with the same letter e.g.

  A.E.M
  A.I.U
  A.R.U

- Initial article like a, an, the, are disregarded.
- Compound names are filled ad if they are individual names e.g.

  Baal-Testhura, Jacob
  Baale, Cornelius Henricus
  Baden, Helge

## 5.6 SERIALS CATALOGUE

Journals and other publications published serially are normally catalogued separately from books. The journals are entered by their titles in the catalogue. Since it is not possible on a small card to give details of every issues of a journal taken in the library. The extent of a library's holding of each title is given in form of an open entry of volumes, which starts with the particular issues with which the library begins its acquisition, followed by a dash (-) to show that the library continues to acquire subsequent volumes as they are issued.

## 5.7 CLASSIFICATION

A **library classification** is a system of coding and organizing library materials (books, serials, audiovisual materials, computer files, maps, manuscripts, realia) according to their subject. A classification consists of tables of subject headings and

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classification schedules used to assign a class number to each item being classified, based on that item's subject.

In a **classification schedule**, each class and subdivision is given a symbol so that the books in which a particular subject is treated can be given the same notation to indicated their relative position on the shelves.

Until the 19th century, most libraries had closed stacks, so the library classification only served to organize the subject catalogue. In the 20th century, libraries opened their stacks to the public and started to shelve the library material itself according to the library classification used to browsing by library users.

## 5.8 TYPES OF CLASSIFICATION SYSTEMS

- Enumerative Classification Systems: produce an alphabetical list of subject headings, assign numbers to each heading in alphabetical order

- Hierarchical Classification Systems: divides subjects hierarchically, from most general to most specific

Faceted or Analytico-Synthetic Classification Systems: divides subjects into mutually exclusive orthogonal facets

The most common classification system in use in Nigeria is the Library of Congress and Dewey decimal classification which are essentially enumerative, though with some hierarchical and faceted elements. **Library of congress subject heading** which is used in all university libraries in Nigeria is used for the preparation of the subject of a book during cataloguing.

Specialist classification systems have been developed for



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particular subject areas, and some specialist libraries develop their own classification system that emphasizes those areas they specialize in. For example specialist classification system used for art and iconography is known as Icon class. Another example is the Medical Subject Headings devised by the US National Library of Medicine (NLM).

Library classification forms part of the field of library and information science. It goes hand in hand with library (descriptive) cataloguing under the rubric of *cataloguing and classification*.

## 5.9 PARTS OF A CLASSIFICATION SCHEME

- **Schedule**: It lists classes by logical sequence from hierarchical, general to specific.
- **Notation**: These are symbols (number, letters, and punctuation) with generally recognized order to represent different classes.

**Alphabetical Index**: It lists subject names and synonyms are represented by alphabets. **Sub-division of Subjects: Sciences (Q)**

**MAJOR CLASSES OF LIBRARY OF CONGRESS CLASSIFICATION SCHEME**

| Letter | Discipline |
|---|---|
| A | General Works |
| B-BJ | Philosophy, Psychology |
| BL-BX | Religion |



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| | |
|---|---|
| C | Auxiliary Sequence of History |
| D | History; General and Old World |
| E-F | History; America |
| G | Geography; Anthropology; Recreation |
| H | Social Science |
| J | Political Science |
| K | Law |
| L | Education |
| M | Music |
| N | Fine Arts, Architecture |
| P | Language and Literature |
| Q | Science |
| R | Medicine |
| S | Agriculture |
| T | Technology |
| U | Military Science |
| V | Naval Science |
| Z | Bibliography; Library Science |

**Specific Classification in Class Q, R, T and S**

**Class Q Science**

| Alphabet | Subject |
|---|---|
| Q | Science |
| QA | Mathematics |
| QB | Astronomy |
| QC | Physics |



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| | |
|---|---|
| **QD** | Chemistry |
| **QE** | Geology |
| **QH** | Natural history |
| **QK** | Botany |
| **QL** | Zoology |
| **QM** | Human anatomy |
| **QP** | Physiology |
| **QR** | Microbiology |

**Some subdivision under mathematics class QA**

| | | |
|---|---|---|
| QA 76-76.8 | - | Computer Science |
| QA 10-141.8 | - | Arithmetic |
| QA 150-271 | - | Algebra |

**Some subdivisions under Algebra QA 150-271**

| | | |
|---|---|---|
| QA 218 | - | Numerical solutions |
| QA 247 | - | Algebraic field |
| - | | Algebraic Numbers |
| QA 247.3 | - | Modular fields |
| QA 247.35 | - | Modular Arithmetic |

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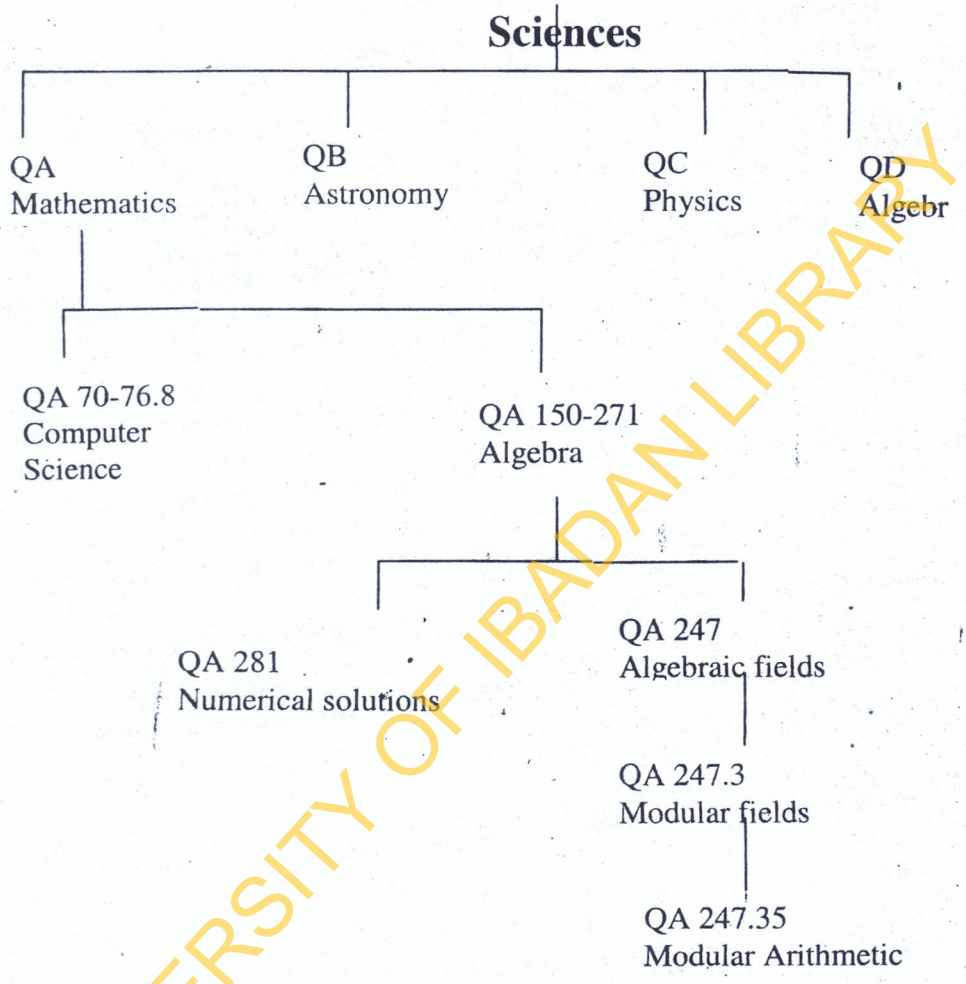


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**Class R MEDICINE**

| | |
|---|---|
| R | Medicine (General) |
| RA | Public aspect of medicine |
| RB | Pathology |
| RC | Internal Medicine |
| RD | Surgery |
| RE | Ophthalmology |
| RF | Otorhinolarngology |
| RJ | Pediatrics |
| RK | Dentistry |
| RL | Dermatology |
| RM | Therapeutics Pharmacology |
| RS | Pharmacy |
| RT | Nursing |
| RV | Botany, Thomsonian |

**Class T**
**TECHNOLOGY**
**Alphabet subject**

| Alphabet | Subject |
|---|---|
| T | Technology (General) |
| TA | Civil Engineering |
| TC | Hydraulic Engineering |
| TD | Environmental |
| TE | Highway Engineering |
| TF | Railroad Engineering |
| TG | Bridge Engineering |
| TJ | Mechanical Engineering |
| TK | Electrical/Electronics |
| TL | Motor Vehicle |

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| | |
|---|---|
| TN | Mining Engineering |
| TP | Chemical Engineering |
| TR | Photography |
| TS | Manufactures |
| TT | Handicrafts Arts & Crafts |
| TX | Home Economics & Eclectic |

**Class S** **AGRICULTURE**

| | |
|---|---|
| S | Agricultural (General) |
| SB | Plant Culture and Horticulture |
| SD | Forestry |
| SF | Animal Culture |
| SH | Fish Culture |
| SK | Hunting Sports |

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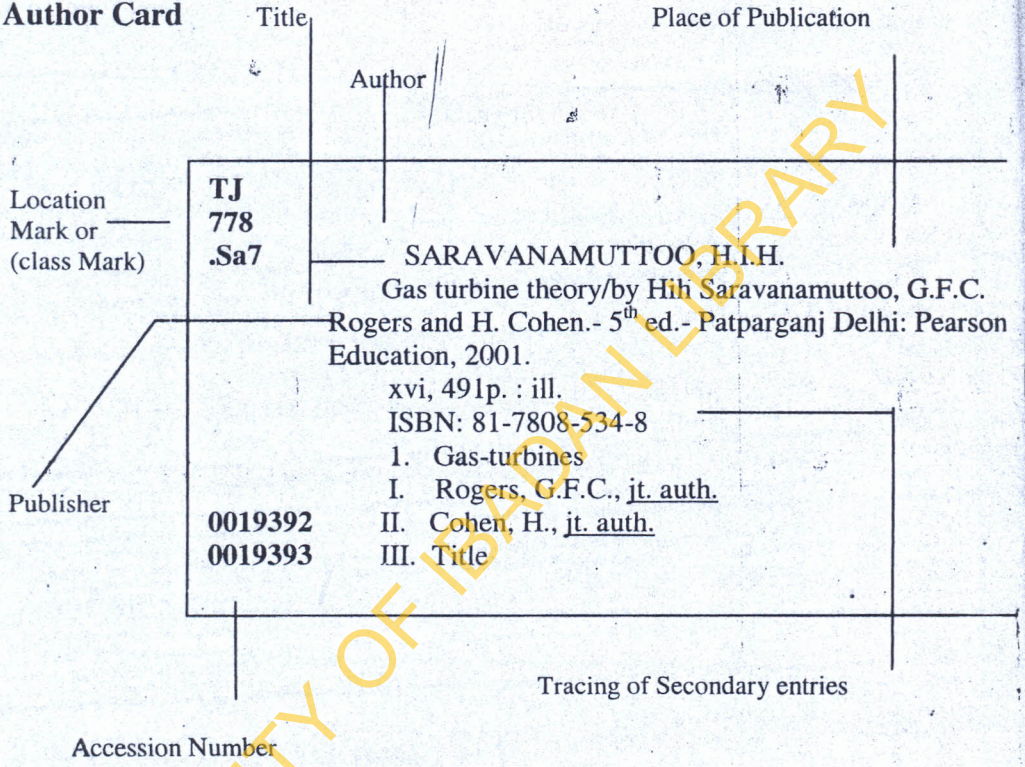
## EXAMPLES OF CARD CATALOGUE

### 1. Author Card

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## 2. Subject Card

| | |
|---|---|
| **TJ** | GAS -TURBINES |
| **778** | |
| **.Sa7** | SARAVANAMUTTOO, H.I.H. |
| | Gas turbine theory/by Hih Saravanamuttoo, G.F.C. Rogers and H. Cohen.- 5th ed.- Patparganj Delhi: Pearson Education, 2001. |
| | xvi, 491p. : ill. |
| | ISBN: 81-7808-534-8 |
| | 1. Gas-turbines |
| | I. Rogers, G.F.C., jt. auth. |
| **0019392** | II. Cohen, H., jt. auth. |
| **0019393** | III. Title |

## 3. Joint Author Card

| | |
|---|---|
| **TJ** | Cohen, H., jt. auth. |
| **778** | |
| **.Sa7** | SARAVANAMUTTOO, H.I.H. |
| | Gas turbine theory/by Hih Saravanamuttoo, G.F.C. Rogers and H. Cohen.- 5th ed.- Patparganj Delhi: Pearson Education, 2001. |
| | xvi, 491p. : ill. |
| | ISBN: 81-7808-534-8 |
| | 1. Gas-turbines |
| | I. Rogers, G.F.C., jt. auth. |
| **0019392** | II. Cohen, H., jt. auth. |
| **0019393** | III. Title |

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## 4. Subject card

| | |
|---|---|
| **TJ** | Gas turbine theory |
| **778** | |
| **.Sa7** | SARAVANAMUTTOO, H.I.H. |
| | Gas turbine theory/by Hih Saravanamuttoo, G.F.C. Rogers and H. Cohen.- 5th ed.- Patparganj Delhi: Pearson Education, 2001. |
| | xvi, 491p. : ill. |
| | ISBN: 81-7808-534-8 |
| | 1. Gas-turbines |
| | I. Rogers, G.F.C., jt. auth. |
| **0019392** | II. Cohen, H., jt. auth. |
| **0019393** | III. Title |

## 5. Shelf List Card

| | |
|---|---|
| **TJ** | Shelf List |
| **778** | |
| **.Sa7** | SARAVANAMUTTOO, H.I.H. |
| | Gas turbine theory/by Hih Saravanamuttoo, G.F.C. Rogers and H. Cohen.- 5th ed.- Patparganj Delhi: Pearson Education, 2001. |
| | xvi, 491p. : ill. |
| | ISBN: 81-7808-534-8 |
| | 1. Gas-turbines |
| | I. Rogers, G.F.C., jt. auth. |
| **0019392** | II. Cohen, H., jt. auth. |
| **0019393** | III. Title |

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## 6. Joint Author Card

| | |
|---|---|
| **TJ** | Rogers, G.F.C., jt. auth. |
| **778** | |
| **.Sa7** | SARAVANAMUTTOO, H.I.H. |
| | Gas turbine theory/by Hih Saravanamuttoo, G.F.C. Rogers and H. Cohen.- 5th ed.- Patparganj Delhi: Pearson Education, 2001. |
| | xvi, 491p. : ill. |
| | ISBN: 81-7808-534-8 |
| | 1. Gas-turbines |
| | I. Rogers, G.F.C., jt. auth. |
| **0019392** | II. Cohen, H., jt. auth. |
| **0019393** | III. Title |

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## 5.10 TUTORIAL EXERCISES

**Catalogue Cards and General Arrangement of Books of Shelves**

BU
6 JOURNAL of Applied Mechanics
.J (American Society of Mechanical Engineers)
New York.

Vol 1 (1933)

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1. What type of catalogue card is this?

.....

2. Compare the entries on this card with the main author card (page). What are the differences?

.....

.....

.....

3. Label the following cards with the appropriate information (e.g. accession number)

| | |
|---|---|
| HD<br>248<br>.15 | IKE Adebimpe<br>Economic development<br>of Nigeria, 1950-64; a bibliography.<br>Nsukka: University of Nigeria, 1968<br><br>ix, 29p: 24cm<br>ISBN: 6749<br>1. Economic development<br>I. Title |

| | |
|---|---|
| QC<br>176<br>.K5<br>1986 | KITEL, Charles<br>Introduction to Solid State Physics.-6th ed<br>New York.- John Wiley, 1986..<br><br>x, 646p.:ill<br>ISBN: 0-471874774<br>1. Solids<br>I. Title |

047841

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Z
138
.A5

ADETOYE, T.O.
Music made simple.- a bibliography.- Ibadan: Fountain, Books, 2000.

iv 401p :ill
ISBN: 0-498210
1. Bibliomusic - bibliography
I. Title

Rewrite the following class marks (call numbers) in order that they should appear on the shelves

| | | | | |
|---|---|---|---|---|
| TX<br>45<br>.D4 | SB<br>250<br>.B3 | TS<br>4501<br>.S25 | S<br>512<br>..C6 | SD<br>421<br>.D35 |
| SB<br>319<br>.A51T3 | TA<br>321<br>.D33 | TA<br>81<br>.E5 | SK<br>750<br>.A2L4 | T<br>8<br>.F3 |
| R<br>834<br>.16C6 | QA<br>348<br>.E5C68 | RA<br>271<br>R71 | QA<br>117<br>.B4 | QM<br>23.2<br>.G34 |

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ANSWER

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

## References


1. Adio, Gboyega et al (2001) Library manual for students of Tertiary institutions Ogbomoso: University Library, Lautech 38pp
2. Adio, Gboyega et al (2002) Introduction to use of Library for students in Tertiary institutions Ogbomoso: University Library, Lautech 97 pp.


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