

ENGLISH
for
COMMUNICATIVE TASKS
in
HIGHER EDUCATION

**With Additional Grammar
&
Use of Library Supplements**

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**English for Communicative
Tasks in Higher
Education**

With

**Additional Grammar and
Use of Library Supplements**

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The Library

The Library in any establishment or institution is the store-house of knowledge. It is the repository of information and information sources. It has as its major functions, the collection, organization, storage and dissemination of information. It is a resource centre for students, teachers, researchers and others. Answers to specific and general information queries and problems are provided by the Library.

The Library contains written, printed, Information Technology (IT) and other non-book materials like periodicals, films and filmstrips, videotapes, audiotapes, microforms, study kits, atlases, calendars and other information bearing resources. They are learning, teaching, research and academic support materials geared toward enhancing the success of individual, group, institutional and general academic and research endeavours. Most of these non-book materials need special handling and special storage equipment so as to facilitate their relevance and usefulness to library users.

Types of Library

Different types of library abound in Nigeria as in other countries of the world which represent different categories of people, professions and shades of opinion. This handbook shall confine itself to three major types, viz:

- i. Public libraries have collections that are general in nature. They cater for the information needs of the general public and are financed mainly by Government — National, State and Local Government Libraries are examples of Public Libraries in Nigeria.
- ii. Special libraries cater for specific classes of clientele with specially defined scope of coverage. The patrons have special mandates which translate into objectives that must be adhered to by the Library. Examples include libraries of Central Bank of Nigeria, International Institute of Tropical Agriculture, Nigerian Institute of International Affairs, Chevron, etc.
- iii. Academic libraries cater for the learning, teaching, research and academic needs of students, teachers and researchers in an academic environment. They support all academic programmes offered in the institution. Examples of academic libraries include college, polytechnic and university libraries.

Library Registration

All intending users of the library are registered at the Circulation Desk before they can make use of the library. On the production of identification documents i.e. admission letters (for new students), identity cards, letters of introduction from Departments and other relevant documents to the Circulation staff, forms are issued at the payment of a paltry sum as registration fee. The forms, which must be completed by the users should be submitted with passport photographs. Library identity cards are then issued to registered members.

The cards must be brought to the library each time the registered user decides to use the library. The cards are not transferable and must be shown at all times to the porters at the entrance and also presented on demand by any library staff. The ticket should be kept carefully because the user needs it to borrow specified number of library books for specified period of time depending on the level or category of user i.e. whether undergraduate, postgraduate or staff.

Once registered, a person becomes a bonafide user of the library until he/she graduates or becomes a delinquent reader. According to Abamba (1996), "A delinquent reader is one who contravenes the rules of the library either by losing borrowed books, defacing or mutilating them or keeping books beyond the date they are due for return".

Before graduating or leaving the institution, each registered user is expected to do his clearance with the library. By implication, such users must return all books on loan to them to the library. Also, all the library cards and tickets in their possessions must be returned. Failure to do this may result in refusal to refund the caution deposits paid to the institution when admitted. They will also not be cleared in their faculties and this implies the forfeiture of their certificates and other entitlements.