New Edition

ENGLISH GRAMMAR AND USAGE

A Textbook for GES 101: USE OF ENGLISH I
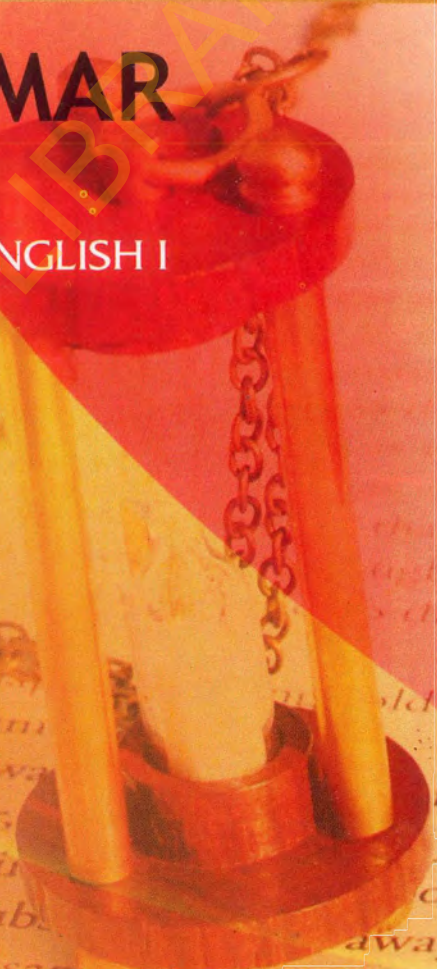
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LIBRARY RESOURCES AND INFORMATION TECHNOLOGY APPLICATION IN THE STUDY OF ENGLISH

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Preamble

A library is attached to academic institutions, serving the teaching, learning and research needs of students and staff. The library is a very important institution in your endeavour to pass through the University. In contemporary scholarship, the library has progressed from being a building that houses books to an electronic library that has several copies of books which are too many to be housed in a building. These and more you must know to function optimally in a University environment. It is, therefore, important that you understand its workings and the benefits you can derive from it.

Objectives

At the end of this chapter, you will have been exposed to:

1. The available scientific and technical information sources;
2. Classifying and Cataloguing library materials, using different classification schemes;
3. Library Catalogue and its types;
4. Sources for supplementary materials for research;
5. Accessing library materials without stress; and
6. An overview of automation implementation in academic libraries.

Pre-test

1. What do you understand by library catalogue?
2. List five (5) reference materials that are available in Kenneth Dike Library.
3. Where should you go when you need supplementary materials for your studies?
4. In the context of the library, what is automation?
5. What is the library management system software being currently used in Kenneth Dike Library?

UNDERSTANDING THE MEANING OF A BOOK

Book and book-related materials form the main source of information to library users. These include books, pamphlets, technical reports, documents, journals or serials, magazines, dailies, theses, dissertations, projects and term papers. Proper knowledge of these materials and their usage is very important for excellent utilization and eventual benefit.

BOOKS

Book means different things to different people. Books are an invaluable source of information about every subject imaginable. A book can be a compilation of bits of information by an author(s) or editor(s) on a particular subject. It is a non-periodical printed publication of at least 49 pages of standard paper (Quarto or A4 paper) (UNESCO Recommendation, 1964), exclusive of the cover pages, published in the country and made available to the public. However, different other standards are already in use in defining what a book is and what the pages of a book should be to distinguish it from other publications. Some have assumed it to be a publication of at least 60 pages, while some assumed it to be at least 80, and some, 100 pages of a standard paper.

In the revised recommendation of UNESCO on book production at Sofia in November 1985, the following types of publication were recommended to be included in book statistics and therefore regarded as book: (a) Government publications, (b) School textbooks, (c) University theses, (d) Offprints, (e) Publications which form part of a series, but which constitute separate bibliographical units, and (f) Illustrated works, i.e (i) Collections of prints, reproductions of works of art, drawings, etc., (ii) Albums, illustrated books and pamphlets written in the form of continuous narratives, with pictures illustrating certain episodes, (iii) Albums and picture-books for children, and (iv) Comic books. Book therefore can be a text, fiction or edited compilation, having certain structural parts and some bibliographic information.

Bibliographic Information of a Book

This is a list of writings that share a common factor: It may be a topic, a language, a period, or some other theme. The list may be comprehensive or selective. One particular instance of this is the list of sources used or considered in preparing a work, sometimes called a reference list or citation formats.

Bibliographic information varies from one type of publication to another, but an entry for a book in a bibliography usually contains the following information:
- author(s)
- title
- volume or edition
- place of publication
- publisher
- year of publication
- pagination
- ISBN

Structural Parts of a Book

Like a human body, a book is made of many parts that are working together to contribute to the usefulness of the book. The structural part of a book can be grouped into:

♦ The Binding;
♦ The Preliminary Pages;
♦ The Text; and
♦ The Auxiliary Pages.

1. The Binding

Binding is the part of the book that holds and protects the leaves of the book. It also makes it easy to handle and to open. It is made up of:

a. The Spine of the book which serves as the trunk of the book holding the leaves of the book together. It can also carry the call number of the book.

b. The Cover of the book can be paper or soft cover and can also be hard cover.

2. The Preliminary Pages

These are the pages that introduce the book and occur before the main text of the book. They include:

a. *The Title Page*

This is the page that contains the title, the author, the publisher, the place of publication and the year of publication of the book. It is usually the first and/or second page(s) of a book, and is usually on the right hand page. The title page may also contain the academic degrees, official position and address of the author(s); names of editors; and edition or volume number.

b. *The Copyright Page or the Verso*

This is the page immediately after the title page, usually at the back or verso of the title page. The page usually contains the year the book was first published and the year of other subsequent publications. It also contains the copyright date which is usually denoted by the symbol © with the year and the copyright statement. This page can also contain Publisher's address, Catalogue in print, CIP details and the ISBN of the book.

c. *The Introductory Statement Pages*

These are the pages that introduce the book and the author with his/her intention in writing the book. It is made of two pages:

i. **The Foreword** which introduces the author(s), their professional experience and background that establish their capability in handling such publication in that subject and the demonstration of that capability in that publication. The Foreword is usually written by another person other than the author and it is usually a senior or outstanding colleague in the same profession or with a solid knowledge in that subject.

ii. **The Preface** which is usually written by the author(s) introduces the book, gives detailed explanatory statements to the purpose of the book, and explains how the book was written and what need the book intends to meet. It also presents the list of the names of the contributors to the publication. The preface helps the reader to have a taste of what the book contains and find out whether the book will be useful for his/her purpose.

iii. **Table of Contents Page** This is the list of titles of the chapters and sections in the book with their corresponding pages for the beginning of these chapters and sections. The table of contents helps the reader to know what the book is all about quickly and discover what the titles under discussion are. The table of contents in some books may be followed by the list of illustrations in the book.

3. The Text

The text is the main part of the book; it contains the subject matter. This part is usually divided into chapters and sections with their titles and headings.

4. The Auxiliary Pages

These are other parts of the book after the text and they are:

a. *References or Bibliography*- This is the compilation of the quoted and the unquoted works used in the course of writing a book.

b. *Appendix*- These are materials used or essential in producing the book, which may not form part of the main text, e.g. questionnaire, letter or documents, borrowed charts or tables that are helpful in getting materials for the publication.

c. *Glossary*- This is a list of definitions and meanings of terms used in the text.

d. *Indexes*- These may be author or subject indexes, or lists of important words, terms or names that appear on the pages of the book with their corresponding pages.

Care of a book

The book is very precious, being a good source of knowledge. Thus, in order to prolong the shelf-life of a book,

i. The book must not be handled with dirty hands, neither with soiled or wet hands nor with any solvent.

ii. The user must open the book properly to prevent it from being torn or getting worn out quickly.

iii. The user must not deface the book by marking or folding the paper or edges of the sheets.

iv. The cover of the book must be kept intact to protect the book.

Scientific and Technical Information Sources:

Pamphlet

This is also defined variously with different standards. For example, it is defined by UNESCO Recommendation (1964) as an unbound publication that is not a periodical and contains no fewer than 5 and no more than 48 pages. However, Dictionary.com defines it as a complete publication of generally less than eighty (80) pages usually having a paper cover (Dictionary.com, 2010). It can be deduced from different definitions with different standards

that a pamphlet is different from a book just on the basis of their number of pages.

Technical Report

Technical reports are today a major source of scientific and technical information. They are prepared for internal or wider distribution by many organizations, most of which lack the extensive editing and printing facilities of commercial publishers. Technical reports are often prepared for sponsors of research projects. Another case where a technical report may be produced is when more information is produced for an academic paper than is acceptable or feasible to publish in a peer-reviewed publication.

Document

This is a written or printed paper that bears the original, official, or legal writing of the author yet to be published. It is a primary source of information.

Journal or Serials

This is a publication mostly for academic purposes, properly edited or peer-reviewed in a particular subject or discipline, issued in successive parts bearing numerical or chronological designation and intended to be continued indefinitely.

Magazine

This is a periodical containing a collection of articles, stories, pictures, or other features. This is not always peer-reviewed and is not always published for academic purposes.

Dailies

This is an everyday publication containing current news for public consumption. They are neither peer-reviewed nor produced for academic purposes.

Thesis, Dissertation, Project and Term Paper

All these are research reports but:

The Thesis is a report of an originally conducted research work and always leads to an award of a higher degree.

A Dissertation is a report of synthesized information collected with the thought of the author published. This usually leads to an award of a lesser degree or part of a thesis.

A Project is an extensive task undertaken by a student or group of students to apply, illustrate, or supplement classroom lessons.

A Term Paper is an original work which may not necessarily be a research report. It is carried out within a limited period of an academic year.

Classification and Cataloguing

Classification is a process of grouping information materials according to the subjects they belong to and dividing them into sections.

Cataloguing is a process of assigning codes to classified information materials after determining their bibliographic information for easier identification and retrieval.

Classification and Cataloguing, therefore, are processes whereby information materials are grouped into subjects and sub-subjects that they treat. Classification marks are assigned to them (using a specific classification scheme or systems) according to their subjects for easier arrangement during preservation and easier retrieval by the users.

There are many classification schemes or systems available for use, and different classification schemes and systems are adopted in processing library materials in different libraries. The most common and popular ones worldwide are:

1. **The Library of Congress Classification System (LCC)**

The classification was originally developed in the United States by Herbert Putnam in 1897, just before he assumed duty as the librarian of the Library of Congress. Although it divides subjects into broad categories, it is essentially enumerative in nature. It provides a guide to the books actually in the library, not a classification of the world. The *Library of Congress Classification* (LCC) is a classification system that was first developed in the late nineteenth and early twentieth centuries to organize and arrange the book collections of the Library of Congress. Over the course of the twentieth century, the system was adopted for use by other libraries as well, especially large academic libraries in the United States. It is currently one of the most widely used library classification systems in the world. The Library's Cataloguing Policy and Support Office maintains and develops the system, posting weekly lists of updates on its website. The system uses mixed notations which include numbers and alphabetical symbols, making it easily expandable and able to accommodate all disciplines (both new and anticipated ones). It uses all alphabetical symbols except letters I, O, W and X.

General Outline of Library of Congress Classification System: Main Classes

A   General Works

B   Philosophy, Psychology and Religion

C   Auxiliary Sciences of History

D   General and Old World History

E   History of America

F   History of the United States and British Dutch, French and Latin America

G   Geography, Anthropology and Recreation

H   Social Sciences

J   Political Science

K   Law

L   Education

M   Music

N   Fine Arts

Class	Subject
	Introduction & Auxiliary schedules.
2/9	Generalia. Phenomena. Knowledge. Information science & technology
A/AL	Philosophy & Logic.
AM/AX	Mathematics. Probability. Statistics.
AY-B	General science. Physics.
C	Chemistry. Chemical Engineering.
D	Space & Earth sciences. Astronomy. Geology. Geography.
E/GQ	Biological sciences
E	Biology. Biochemistry. Genetics. Virology.
F	Botany.
G	Zoology.
GR	Agriculture.
GU	Veterinary science.
GY	Applied Ecology. Human environment.
H	Physical Anthropology. Human biology. Health sciences.
I	Psychology & Psychiatry.
J	Education.

P   Language and Literature
Q   Science
R   Medicine
S   Agriculture
T   Technology
U   Military Science
V   Naval Science
Z   Bibliography, Library Science and General
     Information Resources

2.   Bliss Bibliographic Classification Scheme (BBC)

The Bliss Bibliographic Classification (BBC) is a library classification system that was developed by an American called Henry E. Bliss (1870–1955). Though the first edition was published in 1929, the full edition in four volumes was published between 1940 and 1953. Although originally devised in the United States, it was more commonly adopted by British libraries than by American ones. Bliss Bibliographic Classification Scheme (Second Edition) (BBCS2) has been developed in Britain since 1977. This scheme is also alphanumeric and it uses all alphabetical symbols. The scheme has been adopted by different libraries all over the world.

K	<u>Society (includes Social sciences, sociology & social anthropology).</u>
L/O	History (includes Archaeology, biography and travel)
P	Religion. Occult. Morals and ethics.
Q	Social welfare & Criminology.
R	Politics & Public administration.
S	Law.
T	Economics & Management of economic enterprises.
U/V	Technology. Engineering. Recreation.
W	The Arts
WP	Music
X/Y	Language. Literature

3. Moys Classification Scheme

This classification scheme was published by Elizabeth Mary Moys (1928-2002). She published the scheme for Law Books in 1968. Three subsequent editions have been published since then and it has been used primarily in legal libraries all over the world. Most Law libraries especially the university libraries prefer the use of this classification scheme to any other in organizing their law materials. The scheme is under constant review. It is alphanumeric and can cater for new/emerging subjects in Law.

The General Moys Classification Scheme outline is:

KA - Jurisprudence

KB - General and Comparative Law

KC - International Law (primary and secondary)

KD - Religious legal systems

KE - Ancient and Medieval law

KL - Legal systems – Common law: Covers non-specific legal topics such as the legal profession, legal education, research, administration of justice and legal history

KM - Public law - Common law: Governs the relationship of individuals and the state and includes constitutional and administrative law, taxation and criminal law.

KN - Private law - Common law: Regulates the relationship between individuals and includes contract, torts (negligence actions), property, family, health, industrial, equity, trusts, corporate and commercial law.

KR - Africa (primary and secondary)

KS - Latin America (primary and secondary)

KT - Asia and Pacific (primary and secondary)

KV - Europe (primary and secondary)

KZ - Non-legal topic (combination of KZ and a Dewey number to incorporate non-legal material).

4. Dewey Decimal Classification Scheme

Dewey Decimal Classification Scheme was published by an Indian named Melvil Dewey in 1876. It has been greatly modified and expanded through 23 major revisions, the

most recent in 2011. This highly organized system categorizes books on library shelves in an efficient, specific and repeatable order that makes it easy to find any book and return it to its proper place on the library shelves. The system is widely applied by over 200,000 libraries scattered all over the world.

The scheme is only numeric, that is, it uses only numerals and with decimal to form its notations. Each main class can be expanded through the addition of a decimal.

The main class outline is:

Classification Mark	Subjects
000-099	General References or Works (encyclopaedias, biographies, periodicals and journalism)
100-199	Philosophy, psychology and logic
200-299	Religion (men's faith)
300-399	Social Sciences (how people live and work in society; law, government and institutions)
400-499	Language (English, grammar and dictionaries)
500-599	Natural Science (Mathematics, astronomy, physics, chemistry, geology, palaeontology, biology, zoology, and botany)
600-699	Technology and Applied Science (medicine, engineering, agriculture, home economics, radio, TV, and aviation)
700-799	Fine Arts and Recreation (architecture, sculpture, painting, music, photography and recreation)
800-899	Literature (plays, poems, essays, literature in foreign languages)
900-999	History and Biography (history, biography, geography and other related disciplines)

The 500- class that stands for Sciences can be expanded thus:

500.1 stands for Natural Sciences

500.2 stands for Physical Sciences

500.5 stands for Space Science

LIBRARY CATALOGUE (CATALOG)

A library catalogue (or catalog) is a register of all bibliographic items found in a library or group of libraries such as a network of libraries at several locations. A bibliographic item can be any information entity (e.g., books, computer files, graphics, realia, cartographic materials, etc.) that is considered library material, as far as it is relevant to the catalogue and to the users (patrons) of the library. A library catalogue is a list of materials held in the library containing the bibliographic information of these materials systematically arranged for easy location. It is, therefore, the index to a library's total holdings.

The main functions of a library catalogue are to enable the library users to determine:

♦ Whether the library has a certain item,
♦ Which works by a particular author there are in the collection,
♦ Which editions of a particular work the library has, and
♦ What materials the library has on a particular subject.

It is also useful in determining the number and type of library collections.

Types of Catalogue

Traditionally, catalogues are described according to the following types:

Dictionary: This is a catalogue in which entries by author, title and subject are arranged in a single alphabetical sequence

Divided: This is a catalogue in which the entries are divided into more than one alphabetical sequence, usually by subject and author/title

Classified: This is a systematically organized subject catalogue using classification numbers

Union catalogue: This is a systematic record of the materials held by more than one library, and compiled through centralized or cooperative ventures between libraries.

♦ There are different types of library catalogue such as:

Book Catalogue: This is a book containing a list of bibliographic information of all the library holdings systematically arranged for easy location in the library.

Computer Output Microform Catalogue (COMcat): A Computer Output Microform Catalogue is a variant of the book catalogue. It contains cataloguing records in micro-image and requires the use of a microform reader for viewing. COM (Computer Output Microfilm) is a process for copying data from electronic media on computers onto microfilm. COM can be produced as microfiche or as 16mm-roll microfilm.

Card Catalogue: This is a file of cards measuring usually 3×5 inches (7.5×12.5cm) containing the bibliographic information of the materials held in the library. These cards are then filed in an alphabetical order by author, subject, title, or call number in the tray kept in the catalogue cabinet to provide access to the collection.

The card catalogue is very flexible; it can be easily added or removed whenever necessary. Changing can also be made on cards and they can be re-filed. It can be provided by references (e.g., *see* or *see also*). The card usually gives useful information about the materials as well as indicating where they can be located on the shelves in the library.

There are different types of Card Catalogue in the library, but the common ones include:

The Author Card: The author catalogue is a type of card catalogue containing all the major bibliographic information of a library material, organized by the last name (Surname) of the author. The name appears on the first line of the author card and sometimes, with the dates of birth and/or death (This is used to distinguish between authors with the same names).

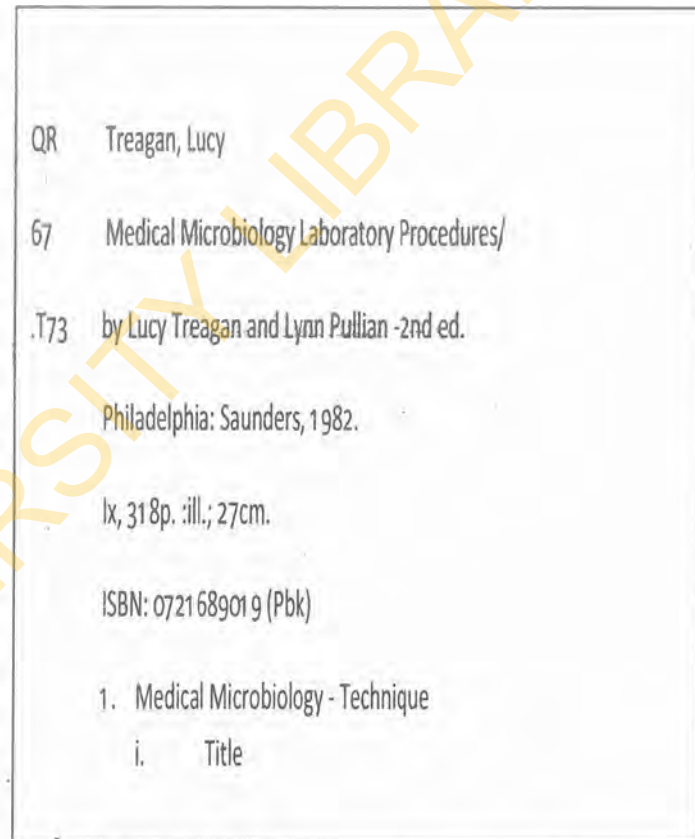|	
QR	Treagan, Lucy
67	Medical Microbiology Laboratory Procedures/
.T73	by Lucy Treagan and Lynn Pullian -2nd ed.
	Philadelphia: Saunders, 1982.
	lx, 318p. :ill.; 27cm.
	ISBN: 0721 689019 (Pbk)
	1. Medical Microbiology - Technique
	i. Title

Fig. 1: Author Card

If more than one author collaborated on a material, the author listed first is the one that appears on the card catalogue. Other authors' names may or may not be included depending on the space available. After the author's name, the title of the book and the other authors' names and the edition number, follow the

imprint, i.e. place of publication, name of publisher/s and the date of publication or the copyright date.

Also included on the card is the collation statement, i.e. the pagination and the International Standard Book Number (ISBN). The bottom of the card contains the thesaurus terms which refer to a list of main subjects that correspond with the book. Other tracings, i.e. co-authors, titles and size of the book are also recorded. The author catalogue card also contains information on how to find this book in the library, usually in the form of a specific call number printed on the top left hand side of the card.

The Title Card: The title card provides an easy way for a person to find a specific library material by its title. The title card contains all of the same information that the author catalogue contains, but the information is re-arranged on each card entry. Instead of the author listed at the top of the card, the title of the book is listed, then the author's name, publishing information and subjects.

The Subject Card: The subject card catalogue organizes all of the library holdings by the main subjects of the title. Because titles often fall under more than one subject category, the library may choose to have multiple entries for the same book. Other libraries choose to only list a single main subject in capital letters on the top of the card for each book in the subject card catalogue.

Shelflist Card: A shelflist is a type of card catalogue that libraries often use for organizations but do not make available to the public. The shelflist combines all the information in the title, author and subject cards to provide a complete inventory of what the library has on its shelves and in addition to these entries, the price, date of purchase, gifts and accession number of the material which other catalogues do not have are included. The shelflist is a catalogue organized at the location of the materials in the library.

Specialized Shelflist Card: Libraries may also have specialized shelflist catalogues that are arranged by subject. Specialized shelflist catalogues are created for very large holdings of special collections. The specialized shelflist allows librarians to help patrons to locate special and specific materials especially for research purposes. Specialized shelflists can also help to locate items that are not part of the general collection. A music collection shelflist, for example, can help to locate sheet music holdings and corresponding records, tapes and CDs.

Filing Rule: There are some articles that are not recognized by the filing rule of card catalogue and thus are not used to file the card in the catalogue cabinets even though they may start the title of the library materials to be filed. These articles are 'A', 'An', and 'The'. These words are not considered for filing the Title Card; so, they are disregarded. Consider the following, for example:

- "The Beginning of the End" will be located under the alphabetical symbol 'B'.
♦ "An Indication of Death" will be located under the alphabetical symbol 'I'.

♦ "A Student Companion to Rural Medicine" will be located under the alphabetical symbol 'S'.

Incidentally this rule is also applicable to the OPAC function where 'A', 'An' and 'The' are ignored in the computer during title search.

It should be noted that the card catalogue was a familiar sight to library users for generations, but it has been effectively replaced by the online public access catalog (OPAC).

Online Public Access Catalogue (OPAC): The online catalogue is the newest form of catalogue. This is the computerized form of the traditional card catalogue developed through the creation of library databases. The bibliographic records stored in the computer memory are printed on the video screen in response to a request from a user. Entries may comprise the full, medium, or only a brief bibliographic record, depending on the system and/or the desires of the users. This provides for searching the database through Authors, Titles, Subjects, Keywords in Titles and Combination of Keywords in Titles.

The OPAC system is menu-driven and a search requires a good mastery of the keyboard especially the use of F10 to search from the catalogue.

The primary advantage of the online catalogue is that database can be searched in almost any item of information of interest to the users. The users can retrieve information in a variety of ways, and OPAC provides very rapid search. Other advantages are: It can be used from far away locations, so that users can access a local, national and international cataloguing database; filing of indexes is no longer a consideration; database in online catalogue can be updated online or at frequent intervals, as needed. It can provide instructional help and links to card form catalogue, reference help and circulation. Online database, with a certain instruction in the system, can be produced in any other physical form of catalogues; and global changing can be made.

However, some of the disadvantages are: it is much more sensitive in spelling, any error means unexpected or different information is produced on the computer screen; its users may be frustrated by getting very few citations or sometimes too many citations; it requires a new way of getting information, or training for its users; and it will be unavailable if there is no power or if the computer breaks down.

Reference Materials

Reference materials are library information materials kept in special locations in the library, having features which distinguish them from other collections. Such features include:

♦ They cannot be read like other textbooks.
♦ The contents are arranged systematically for quick accessibility.
♦ Some are intended for consultations only while some refer to other publications containing the information required.

♦ They are used in the library; so, they cannot be taken out on loan.

There are two types of reference materials:

a) Reference Materials Intended for Consultations Only: These are the reference materials that do not refer to other publications but give quick information being sought for by the users. Such materials include:

1. Biographies: e.g. *Africa Who's Who, International Who's Who, American Men and Women of Science, Who is Who in World Music*, etc.

ii. Dictionaries: There are two major types:

The *Unabridged Dictionaries-*
The *Abridged Dictionaries –*
Also, dictionaries can be Monolingual, Bilingual or Multilingual.

Some dictionaries are written purposely not to give meanings to language words but to give meaning to professional or technical words or terms of particular disciplines or subjects. Such dictionaries are *subject- or discipline-specific*. Examples include *Nayler's Dictionary of Mechanical Engineering, Pocket Medical Dictionary, Longman's Dictionary of Geography, The Fact on File Dictionary of Physics*, etc.

iii. Almanacs: The almanac is a yearly publication that gives information about a particular subject or activity, e.g., *World Almanacs and Book of Facts, Alternative publications, The New York Times Almanac*, Whitaker's Almanack, *The CIA World Factbook, etc.*

iv. Directory: It is a book containing lists of information; e.g. The Nigerian Telephone Directory, Directory of Law Libraries in Nigeria, etc.

v. Handbook: This is a book that gives information about a particular subject; e.g. Guinness Book of World Records, Employee's Handbook in Nigeria, Chemical Engineering Handbook, etc.

vi. Gazette: The gazette is an official document containing important information about decisions that have been made; e.g. Udoji Salary Structure in Nigeria, Government Gazette on Land Dispute, etc.

vii. Report: Report is an official document written by a group of people who have examined a particular situation or problem; e.g. Orojo Commission Report on Land Disputes in Nigeria, The All-Nigerian Law Reports, etc.

viii. Manual: This is a book that deals with details of how something is done; e.g. Manual on Physics Practical.

ix. Maps and Atlases: e.g. Map of Nigeria showing the railroad lines, World Atlas, etc.

x. Encyclopedia: They can be of a general type, containing information or articles on various subjects e.g. *Encyclopedia Britannica, Funks and Wagnall's New Encyclopedia*, etc., or subject

specific type that gives in-depth information on specific subjects in focus; e.g. *Encyclopedia of Education Research, Business Encyclopedia, Encyclopedia Americana,* etc.

xi.   **Yearbook:** The yearbook is a yearly publication that gives details of events and other occurrences of the previous year; e.g. The yearbook of Human Rights, Commonwealth Universities Yearbook, McGraw-Hill Yearbook of Science and Technology, etc.

b)   Reference Materials that Refer to Other Publications: These are materials that do not contain the information sought for directly but give bibliographic details of other items that contain details of the information sought for. Such materials include:

i.   **Abstracts**: They can be of many types which include: The *indicative Abstract,* which indicates where a vital and specific abstract can be located; The *Informative Abstract,* which gives specific methodology and data to bring out significant facts; and *Evaluative Abstract,* which critically analyzes original abstracts and offers value judgments. Examples of Abstracts are: Economic Abstracts, Medical Abstracts and Chemical Abstracts.

ii.   **Bibliography:** e.g. Nigerian Law Bibliography, Bibliography of Indian Literature, Wilson Book Review Digest etc.

iii.   **Indexes**: e.g. Index Medicus, Humanities Index, Index to Legal Citations and Abbreviations, etc.

iv.   **Literature Guides**: e.g. A Reader's Guide to Social Sciences, Walford Guide to Reference Materials, etc.

DOCUMENTATION OF REFERENCE SOURCES

Citation generally is a reference to a published or unpublished source (not always the original source). More precisely, a citation is an abbreviated alphanumeric expression, e.g. (Goldie, 1998) 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. The prime purpose of a citation is intellectual honesty: to attribute prior or unoriginal work and ideas to the correct sources and to allow the reader to determine independently whether the referenced material supports the author's argument in the claimed way.

The forms of citations generally subscribe to one of the generally accepted **citations styles**, such as the Oxford, Harvard, Modern Language Association (MLA), American Sociological Association (ASA), American Psychological Association (APA), National Educational Association (NEA), Institute of Electrical and Electronic (IEE) style, and other citations systems, as their syntactic conventions are widely known and easily interpreted by readers. Each of these citation systems has its respective advantages and disadvantages relative to the trade-offs of being informative (but not too disruptive) and thus are chosen relative to the needs of the type of publication being crafted.

A **bibliographic citation** is a reference to a <u>book</u>, <u>article</u>, <u>web page</u>, or other published items. Citations should supply sufficient detail to identify the item uniquely. Different citation systems and styles are used in <u>scientific citation</u>, <u>legal citation</u>, <u>prior art</u>, and <u>the arts</u> and the <u>humanities</u>. Editors will often specify the citation system to use.

Works Cited is sometimes referred to as **References**. The terms mean the same thing. **Reference list** is the alphabetical list of works cited, or works to which you have made reference, usually listed at the end of an article.

Bibliography: Works Cited or Reference List and Bibliography are not the same. In Reference List you only list the items you have actually cited. In a Bibliography you list all of the materials you have consulted in preparing your essay whether or not you have actually cited the work (Gilbadi, 2003).

THE CONCEPTUAL OVERVIEW OF THE LIBRARY

Library connotes different things to different people. A layman perceives the library as a building where books are kept for consultation. While this definition may not be totally wrong, it does not succinctly bring out a clear distinction between the library and other places like bookshops where books are displayed. What then is the library?

The library glossary defines a library as a place where information is acquired, stored, processed, organized, retrieved and disseminated to a potential user when the need arises. According to *Encyclopedia Americana*, the library today connotes a body of recorded information brought together for a specific purpose, organized for use, and made available to users. Simply put, the library is the repository of information resources in print and non-print formats systematically organized to ease retrieval for a library user.

The printed materials include books and periodicals (journals, magazines, newspapers, annuals). The non-printed materials are the audio-visuals (tapes, slides, charts, photographs, projectors, three-dimensional materials, radio, television, etc). Some conventional libraries also house microforms which are microscopic materials that could only be accessed with machines (readers). Examples are microfilm, microfiche and microcard.

The modern day library is information and communication technology (ICT) driven. It uses ICT facilities to access and retrieve resources which are mainly electronic in nature. As opposed to traditional/conventional library, the electronic or virtual library is a library without walls. It is a digital library that any user can access from a remote area without physically visiting the library. The collections are basically electronic or digital. With just computers and Internet connectivity, a universal access is provided to such libraries.

Historical Development of Libraries

The library has been commonly regarded as a growing organism. It is documented that the first form of library existed as what is known as "Oral Library" which Onwubike and Uzoigwe (2004) describe as human compendium. Library in this form could thus be contextualized as a collection of facts housed in human brains. The weakness of this library is that the knowledge was not documented. It could not be disseminated because such knowledge was housed in memories. The death of the holder results in loss and extinction of such knowledge. The necessity to preserve and disseminate records for future generations forced the ancient civilization to start the preservation of their records in various formats, ranging from oral tradition to books. Literature on library development has shown that the libraries as we have them today have passed through a series of developments. In the early years of their formation, they were seen as places where the few handwritten documents produced by the early civilization of Sumeria, Egypt, Mesopotamia, Babylon, the Greek and the Roman empires were kept.

Before the discovery of printing, the ancient civilizations of the Egyptians had discovered writing in a pictorial form known as Hieroglyphic writing about 3200BC. The civilization of Sumerians discovered what is known as Sumerian cuineform. This was also pictorial. The Egyptian's and Sumerian's forms of writing, i.e., the use of hieroglyphics and the cuineform were not paper-based. While the Egyptian hieroglyphics used papyrus (a plant) for writing, the Sumerians wrote on wet clay tablets with a wage pen. The writings of the Egyptians, the Sumerians and the Babylonians on wet clay tablets, parchments and other hard surfaces like rocks were all kept in repositories which were later referred to as libraries.

The first attempt to document information by writing on papers was carried out by the 'Monks' some hundreds of years ago in their monasteries in Rome. These Monks who were called Scriptoriums or the script writers to reflect the sacredness of their mission lived in the Middle Ages hundreds of years ago. The Monks contributed a lot to the writing of books.

A major landmark in the history of library development was recorded by the invention of movable types of printing by John Gutenberg about 1450 which brought about a dramatic increase in the quantity of books produced. The mass production of books contributed immensely to learning and scholarship and without any doubt, to the establishment of universities and development of libraries.

Functions of a Library

Different types of libraries exist to serve different clienteles/users. In spite of this, all libraries have three major functions.

1. The collection and preservation of information
2. Organization of information
3. Dissemination of stored information to users

The library collections in whatever format whether in print, non-print, audio-visuals or electronic form, could be used for learning, teaching, research and recreational purposes.

Types of Library and Their Functions

Libraries all over the world have been developed to serve the information needs of different categories of user groups. The materials in every library are selected to meet the needs of a specific group of users. Generally speaking, the objectives for the establishment of a library will determine the types and nature of the resources which the library will acquire, store and disseminate. In other words, the visions of the parent institution dictates the mission and the operations of a library vis-à-vis the collections to store, the personnel to employ, the services to deliver and the strategies/techniques of operation. Libraries can be broadly classified into 6 categories as shown below:

♦ Academic Library

An academic library is that which serves institutions of higher learning like a university, a polytechnic, a college of education, a college of technology or a college of agriculture. They are established to contribute to the realization of the goals and objectives of the parent institutions by providing information resources and services for the support of teaching, learning and research activities. Kenneth Dike Library is an example of an academic library.

♦ Special Library

A special library provides special information services to special groups of people with special information needs. The collection of the library covers a particular subject or group of subjects. They contribute to the attainment of the general goals and objectives of the parent body that establishes and funds them. The libraries are attached to organizations, industries, companies, institutions and (government) agencies. Examples include the Central Library of Nigeria, the Federal Ministry of Justice Library and the International Institute of Tropical Agriculture (IITA) library, Ibadan.

♦ School Library

School libraries are attached to primary schools, secondary schools, and teacher training colleges. The collections of the library form the instructional materials in support of the school curricula. All types of information resources like books, reference materials, periodicals, audio-visual resources are acquired, processed and stored for the use of teachers and pupils. Toys, fiction materials and audio-visuals collections are well developed in school libraries more than in other libraries. Examples are Abadina Media Resource Centre and The International School Library at the University of Ibadan.

♦ Public Library

These are libraries owned by the government - local, state and federal. By the nature of their services, public libraries

are sometimes called "people's university". They are established to provide information services to all the classes of the community where they are located. Public libraries should cater for the social, educational and recreational needs of the community. The printed and non-printed materials of all categories form the collection of the library. An example is the Oyo State Library Board, Dugbe, Ibadan.

♦ **National Library**

This is the major archive of all printed and non-printed materials produced within a country. It is a special type of public library established and maintained by national governments for some specialized functions.

The national library of any country is established to serve as the depository of that nation. It has the responsibility of receiving all copyright publications within that country. The National Library of Nigeria issues the International Standard Book Number (ISBN) to publishers and authors of books. It also issues the International Standard Serial Number (ISSN) to serial publications.

♦ **Private Library**

A private library is an individual's collection of information resources. It is owned or managed by an individual rather than an institute, state or federal government. The library is personal oriented, based on individual's line of subject interest. Eminent Nigerians like the late Chief Obafemi Awolowo, the late Dr.

Nnamdi Azikiwe and the late Chief Gani Fawehinmi all maintained personal collections of information resources.

♦ **Electronic Library**

A library can be a conventional/ traditional or ICT-driven/electronic library. In a traditional library, a user needs to physically visit a library to be able to use the materials by browsing, reading or borrowing. However, in an electronic library, there is a possibility of universal access to all information in the library anywhere and anytime.

Several terms like virtual library, digital library, desktop library, information management centre, networked library and library without walls have been used interchangeably with the term electronic library in the literature. In an electronic library, all information is recorded on electronic format and can only be remotely accessed electronically. Conversely, in a traditional library, the physical presence of the users is necessary before they can use library materials. The electronic library can maintain a physical presence and is also physically identifiable but with no printed material. It is pertinent at this juncture to itemize few definitions of electronic library.

i. Organized and managed collection of information in a variety of media (text, still image, sound, or combinations thereof) but all in digital form;

ii. A multimedia collection of information managed for a community of users or customers;

iii. A managed collection of information, with

associated services where the information is stored in digital formats and accessible over a network.

The conventional (traditional) library and the electronic/digital library share the same information principle which states that "a collection of information which is not organized/managed does not make a library."(Rowley, 1998).

Having considered the meaning of electronic library and the basic distinctions between electronic and traditional libraries, it is essential to look at the characteristics of the electronic library.

Characteristics of an Electronic Library

A typical electronic library is characterized by the following:

♦ Collection is organized and managed for the benefit of an actual or potential user population.
♦ Collection is structured for easy access to contents.
♦ It has a number of search or navigation aids.
♦ Search aids can operate within a particular library and can allow access to other collections of information connected by networks worldwide.
♦ Allows universal access to all information anywhere, anytime.
♦ Can use any type of computing equipment and any suitable software.
♦ Information organized on computers and available over a network.

♦ Universal access to digital libraries and information services is a goal.

Contents of an Electronic Library

The electronic library contains electronic resources like the Internet, databases (bibliographic, catalogue, referral), electronic journals, e-books, e-reference works, and Electronic Theses and Dissertation (ETD).

Various types of digital information may be incorporated into the collection of a digital library including both retrospectively converted printed materials and materials that exist only in digital form. A broad range of material formats, including books, journals, sound recordings, pictures, and digitized video could as well be stocked in a digital library. With the use of appropriate technology and technical abilities, the electronic library could be optimally accessed when the websites on the Internet are visited with the appropriate search engines from remote locations.

KENNETH DIKE LIBRARY

The University of Ibadan operates a centralized library system in which Kenneth Dike Library serves as the centre in the administration and operation of the system. Extension library services are provided in 27 other branch/faculty libraries and departmental reading rooms. E. Latunde Odeku Medical Library is the largest of these branch libraries. The library is located at the University College Hospital (UCH) for the use of medical staff and students.

The University of Ibadan Library was established in 1948, the same year that the university was established. The name Kenneth Dike Library was later given to replace the old name of the library in honour of the first indigenous principal officer of the university, the Vice Chancellor, Professor Kenneth Onwuka Dike.

Kenneth Dike Library has well stocked books, serials and electronic resources. The library provides access to some electronic resources through its Internet connectivity. The printed materials, which are on open-access as well as in closed access, are shelved in the main library and departmental libraries for consultation and circulation.

The library functions through the following sections and units:

♦ Circulation section
♦ Reference section
♦ Cataloguing section
♦ Serials section
♦ Collection Development Section
♦ Bindery section
♦ Reprographic section
♦ The Computer Application Unit

A new operational unit recently established in the library is the "Digitization Chamber", where rare collections in the library are being digitized to facilitate universal access to the local content of the library.

LIST OF AVAILABLE ELECTRONIC RESOURCES THROUGH KENNETH DIKE LIBRARY

These are grouped into two: Local Area Network-Based (LAN-BASED) and Internet-Based. For the first category (LAN-BASED), users must register their physical presence in Kenneth Dike Library before they can have access to the resources. For the second category, users do not have to come to Kenneth Dike Library before accessing these resources because they are Internet based. What users need is Internet access where they are located for access to be granted. Some are IP-address regulated (i.e. you must be on the UI Network before you can access them) and some need access combination (User-Id & Password) to register in them. For these access combinations, you need to contact librarians for it. Find in the table below an overview of these resources.

LOCAL AREA NETWORK (LAN) BASED E-RESOURCES

	ELECTRONIC RESOURCES	URL ADDRESS	USER NAME	PASSWORD	REMARK
1.	TEEAL	Available in the computer lab (Systems Unit), Kenneth Dike Library.	IP-Regula-ted	IP- Regulated	Accesses over 200 essential agricultural journals. No Internet connection is required. The subject area covers agricultural engineering, Agriculture, Animal science/ Veterinary medicine, Biology/ Genetics, Biotechnology/Applied microbiology, Chemistry/ Biochemistry/Biophysics, Economics/Social science/ Development, Entomology/Pest control, Environment/Ecology/ Natural resources, Fisheries/ Aquatic science, Food science/ Nutrition, Forestry, Human/Medicine/ Physiology, Plant science/ Soil science.
2.	E-GRANARY	Available in the computer lab (Systems Unit), Kenneth Dike Library.			This is an off-line digital library containing over one million documents and links. This covers subject areas such as Computer Science, Engineering, Library Science, Mathematics, Science and Medicine.
3.	WIKI TAXIS	Available on the Local Area Network in the computer lab (Systems Unit), Kenneth Dike Library.			Covers all subjects

#					
4.	ENCYLOPEDIA BRITANNICA	Available in the computer lab (Systems Unit), Kenneth Dike Library.			General Encyclopaedia and Dictionaries
5.	STATISTICAL E-BOOK	Available in the computer lab (Systems Unit), Kenneth Dike Library.			E-Books on Statistics

INTERNET BASED E-RESOURCES

	ELECTRONIC RESOURCES	URL ADDRESS	PASSWORD	USER NAME	REMARK
1.	EBSCOHOST	http://Search.ebscohost.com	IP-regulated	IP-regula-ted	Provides access to several databases, e.g. Medline, Academic Primer, Newspaper resource, social sciences, etc. Link to this site is through the Nigeria virtual Library site.
2.	LEXISNEXIS	www.lexisnexis.com/us/lnacademic		IP-regulated & individual registration required	Federal & State Cases, *Shepard's*® Citations, Landmark Cases, Supreme Court Briefs, Federal Statutes, Codes & Regulations, State Statutes, Codes & Regulations, Law Reviews, Legal Reference, Patents, Tax Law
3.	AGORA	http://www.aginternetwork.org/	UNRR225302	IP-regulated	Access to global online Research in Agriculture. The AGORAL program, set up by the food and Agriculture Organization of UN (FAO] together with major publishers, enables developing countries to gain access to an outstanding digital Library collection in the field of food, agriculture, environmental science and related social sciences.

4.	HINARI	http://www.who.int/hinari		-	Health Inter Network Access to Research initiative, the HINARI program, set up by WHO together with major publishers, enables developing countries to gain access to one of the World's largest collections of biomedical and health literature.
5.	OARE	http://www.oaresciences.org			Online Access to Resources on the Environment
6.	NIGERIAN VIRTUAL LIBRARY	h t t p : / / www.nigerianvirtuallibrary.com			Provides access to local and international research resources.
8.	JSTOR	For access through UI Net:http:// .jstor.org/logon/ The new Token link to register for MyJSTOR account is http://www.jstor.org/token/bQRVSEcFzQQhUxavQpw9/ui.edu.ng Follow this link to create MyJSTOR account that you can use off and on the campus to access JSTOR.[This is case sensitive]	IP-regulated & individual registration required		A journal store with resources on ALL subjects. This resource is IP regulated on campus. Off campus access is by the token method that requires registration. Follow the link provided from a computer on a UI Net, and a user name and password could be created for individuals which can then be used off campus consequently.
9.	WILSON WEB OMNIFILE	http://vnweb.hwwilsonweb.com/hww/jumbstart.jhtml		UNN R225302	HW Wilson Omni file Full Text Mega Edition covers Library & Information Science, Readers' Guide [current event], Social Science, Law, Humanities, General Science, Education, Applied Science & Technology, Art, Biological & Agricultural Business

10.	PROCEEDING OF THE AMERICAN MATHE-MATICAL SOCIETY	http://www.ams.org/	IP-regulated		Proceedings of the American Mathematical society
11.	TRANSAC-TIONS OF THE AMERICAN MATHE-MATICAL SOCIETY	http://www.ams.org/	IP-regulated	-	Transactions of the American Mathematical Society
12.	MATH-SCINET	http://www.ams.org/			MathSciNet is the online version of the AMS publications. Mathematical Reviews from 1940 to present and current mathematical publications.
13.	ZENTRAL BLATT MATH	http://www.zentralblatt-Math.org/ or http://www.zblmath.fiz-karlsruhe.de/			Provides access to journals in Mathematics and statistics
14.	DOAJ	http://www.doaj.org	-	-	This service covers free, full text, quality controlled scientific and scholarly journals. There are 2411 journals in the directory. Currently 708 journals are searchable at article level.
15.	HIGHWIRE ARCHIVE	http:// highwire.stanford.edu/ lists/devecon.dti	-	-	High Wire Press is the largest archive of free full-text science with the online publication of 1,454,619 free full-text articles and 3,702,126 total articles free to Developing Economies.

16.	A F I C A N JOURNALS ONLINE	Http://www.ajol.info/	-	-	African Journal Online (AJOL) is a service to provide access to African published research, and increase worldwide knowledge of indigenous scholarship.
17.	BIOMED CENTRAL	h t t p : / / www.biomedcentral			BioMed central is a publisher of more than 150 peer-reviewed open access journals.
18.	BMJ PUBLISHING GROUP	http:// www.biomedcentral			BMJ Group publish BMJ (British medical Journal), a Number of journals covering major medical Specialties and a growing number of online and events products for the healthcare profession.
19.	RESEARCH PAPER IN ECONOMICS	http://www.respec.org/			Research Papers in Economics to enhance the dissemination of research in economics.
20.	POPLINE	http://www.popline.org			POPLINE^R (Population Information online), the world's largest databases on reproductive health
21.	INASP HEALTH LINKS	http://www.inasp.info/ health/index.html			INASP works towards a future where all healthcare providers, educators and policymakers can access and contribute information and knowledge for better health and healthcare worldwide.
22.	G L O B A L DEVELOP-MENT NETWORK	http://www.gdnet.org			GDNet supports the generation and sharing of local social science research by providing a number of web and email based services to help researchers produce, share and disseminate their work.
23.	P U B M E D CENTRAL	http://www. pubmedcentral.nih.gov-			pubMed Central (PMC) is the U.S. National Institute of Health(NIH) free archive of biomedical and life sciences journal literature.

24.	INASP PERI:	http://www.inasp.info/ peri/electronic.html			INASP negotiates access to as many required resources as possible with content owners publishers through the PERI programme.
25.	ASSR: ARAB SOCIAL SCIENCE RESEARCH	http://www.assr.org			ASSR is the network engine of the Arab Institute for Studies and Communication (AISC). Site provides a platform for the AISC's centres and pools resources to facilitate social science research in the region.
26.	E-JOURNALS	http://www.e-journals.org			E-journals is part of the World Wide Virtual library. It provides links to world electronic journals.
27.	SCIENCEDIRECT BIOONE	http:// www.sciencedirect.com	/IP-regulated & individual registration required		It covers physical Sciences and Engineering. Life Sciences, Health Sciences & Social Sciences and Humanities. Register Online and create a User name and password from computer system with UI IP range. The subscribed Titles are: Advanced Engineering Informatics; Applied Geography; Biochemical Engineering Journal; Chemical Engineering and processing; Process Intensification; Engineering Failure Analysis; Experimental Cell Research; Human Pathology; International Journal of Applied Earth Observation and Geo-Information; International Journal of Intercultural Relations; Journal of Engineering and Technology Management; Journal of Ultrasound; Journal of Veterinary Cardiology; Optical Switching and Networking; Oral Surgery, Oral Medicine,

					Oral Pathology, Oral Radiology and Endontology; Preventive Veterinary Medicine; Primary Care Diabetes; Renewable and Sustainable Energy Reviews; The Lancet Neurology; The Lancet Infectious Diseases; The Lancet Oncology and Veterinary Microbiology [Online Only]
28.	BIOONE	http://www.bioone org	IP-regulated & individual registration required	IP-regulated	Bioone is a global, non-profit collaboration, bringing together Scientific Societies, Publishers and Libraries to provide access to critical, peer-reviewed research in the biological, ecological and environmental sciences.

SOURCE: SYSTEMS UNIT, KENNETH DIKE LIBRARY-2012

DIGITAL LIBRARIES: DEFINITIONS, ISSUES AND CHALLENGES

Definitions

What is a digital library? There is much confusion surrounding this phrase, stemming from three factors. First, the library community has used several different phrases over the years to denote this concept-electronic library, virtual library, library without walls-and it never was quite clear what each of these different phrases meant. "Digital library" is simply the most current and most widely accepted term and is now used almost exclusively at conferences, in online communications, and in the literature.

Second, digital libraries are at the focal point of many different areas of research, and what constitutes a digital library differs depending upon the research community that is describing it (Nurnberg, et al, 1995). For example:

- from an information retrieval point of view, it is a large database;
- for people who work on hypertext technology, it is one particular application of hypertext methods;
- for those working in wide-area information delivery, it is an application of the Web; and
- for library science, it is another step in the continuing automation of libraries that began over 25 years ago.

In fact, a digital library is all of these things. These different research approaches will all add to the development of digital libraries.

Third, confusion arises from the fact that there are many things on the Internet that people are calling "digital libraries," which, from a librarian's point of view, are not. For example:

- for computer scientists and software developers, collections of computer algorithms or software programs are digital libraries;
- for database vendors or commercial document suppliers, their databases and electronic document delivery services and digital libraries;
- for large corporations, a digital library is the document management systems that control their business documents in electronic form;
- for a publisher, it may be an online version of a catalogue; and
- for at least one very large software company, a digital library is the collection of whatever it can buy the rights to, and then charge people for using.

A fairly spectacular example of what many people consider to be a digital library today is the World Wide Web. The Web is a gathering of thousands and thousands of documents. Many would call this huge collection a digital library because they can find information, just as they can do banking in a "digital bank" or buy compact discs in a "digital record store." Yet, is the Web a digital library? According to Clifford Lynch, one of the leading scholars in the area of digital library research, it is not. Lynch (1997:52) states:

> One sometimes hears the Internet characterized as the world's library for the digital age. This description does not stand up under even casual examination. The Internet - and particularly its collection of multimedia resources known as the World Wide Web - was not designed to support the organized publication and retrieval of information as libraries are. It has evolved into what might be thought of as a chaotic repository for the collective output of the world's digital "printing presses."....
> ....In short, the Net is not a digital library.

Thus, in examining the various examples of what are called digital libraries, it appears that librarians have been confused about what a digital library is, that the word "library" has been appropriated by many different groups to describe either their areas of research or signify a simple collection of digital objects.

So what is a working definition of "digital library" that makes sense to librarians? As a starting point, we should assume that digital libraries are libraries with the same purposes, functions, and goals as traditional libraries – collection, development and management, subject analysis, index creation, provision of access, reference work and preservation. A narrow focus on digital formats alone hides the extensive behind-the-scenes work that libraries do to develop and organize collections and to help users to find information.

The institutions involved in the American Digital Library Federation came up with a similar notion of "digital library." It also emphasizes the traditional underpinnings of libraries – selection, access, and preservation-as well as the fact that digital libraries will necessarily be constructed to serve particular communities (Waters, 1998):

> Digital libraries are organizations that provide the resources, including the specialized staff, to select, structure, offer intellectual access to, interpret, distribute, preserve the integrity of, and ensure the persistence over time of collections of digital works so that they are readily and economically available for use by a defined community or set of communities.

With the assumption that digital libraries are libraries first and foremost, we can list some characteristics. These characteristics have been gleaned from various discussions about digital libraries, both online and in print (Arms, 1995; Graham, 1995a; Chepesuik, 1997; Lynch and Garcia-Molina, 1995):

- Digital libraries are the digital faces of traditional libraries that include both digital collections and traditional, fixed media collections. So they encompass both electronic and paper materials.
- Digital libraries will also include digital materials that exist outside the physical and administrative bounds of any one digital library.
- Digital libraries will include all the processes and services that are the backbone and nervous system of libraries. However, such traditional processes, though forming the basis of digital library work, will have to be revised and enhanced to accommodate the differences between new digital media and traditional fixed media.
- Digital libraries ideally provide a coherent view of all of the information contained within a library, no matter its form or format.
- Digital libraries will serve particular communities or constituencies, as traditional libraries do now, though those communities may be widely dispersed throughout the network.
- Digital libraries will require both the skills of librarians as well as those of computer scientists to be viable.

One thing digital libraries will not be is a single, completely digital system that provides instant access to all information, for all sectors of society, from anywhere in the world. This is simply unrealistic. This concept comes from the early days when people were unaware of the complexities of building digital libraries. Instead, they will most likely be a collection of disparate resources and disparate systems, catering for specific communities and user groups, created for specific purposes. They also will include, perhaps indefinitely, paper-based collections. Further, interoperability across digital libraries-of technical architectures, metadata, and document formats-will also only likely be possible within

relatively bounded systems developed for those specific purposes and communities.

For librarians, this definition of a digital library, and these characteristics, are the most logical because it expands and extends the traditional library, preserves the valuable work that they do, while integrating new technologies, new processes, and new media.

Conclusion

In this chapter, we have looked at different concepts relating to the library and its usage. We have also provided detailed information on both online and offline materials available in Kenneth Dike Library and how you can gain access to them. We urge you to make the best use of the opportunities provided in the library.

Post-test

1. Define a digital library.
2. List and explain the components of a book.
3. What is an academic library?
4. List out five (5) pieces of equipment that can be found in KDL digitization chamber.
5. Mention three (3) Local Area Network-based E-resources that you are familiar with in Kenneth Dike Library.
6. List out, with explanations, five (5) technical information sources that you are familiar with.
7. What is the classification and cataloguing scheme being used in Kenneth Dike Library to process library materials?
8. State the full meaning of the following acronyms: AGORA, HINARI, OARE.
9. What network topology is being used in KDL?

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