GST 101: USE OF LIBRARY

TOPIC: INTRODUCTION TO LIBRARY FUNCTIONS AND SERVICES

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Concept of the Library

What is a library?

- Traditionally, a library is defined as a physical space (building) emphasizing physical (print) collections.

- Emphasis is on storage and preservation of physical items particularly books and periodicals

- Information is physically assembled in one place and users must visit the library to use the materials.

However, the introduction of ICT, which brought about the introduction of new formats of information has given the concept of library a new definition. It is now defined as:

Concept of the Library Contd.

- A place where information resources are accessed and information services are rendered by professionals who specialize in identifying, collecting, organizing, processing information sources as well as interpreting information needs.
- The word ‘place’ could be physical or virtual
- Physical place refers to a library building or library collections
- The concept of a virtual library place emphasizes on remote access to digital information resources and services through computer terminals

Types of Library

There are different types of libraries

- Categorization is based on the parent institution that established them, type of materials they manage, the subject matter of the materials and users of the library.

Hence, libraries are categorized into:

- Academic libraries – libraries in tertiary institutions including universities, polytechnics and colleges of education.

Types of Library Contd.

Academic libraries provide resources and services that relate to the needs and mandates of students and faculty members.

- School Libraries – Libraries established in primary and secondary schools
- Public libraries – these are libraries established and funded by government to serve members of the general public.
- Research libraries – are established and funded by research institutes to provide collections that are specific to the research focus of their parent institutions

Types of Library Contd.

- Special libraries – these are owned by private or public institutions that render services in specialized fields of the society. Example are law libraries, hospital libraries, church and so on.

Functional Units of A Library

- The library has several Units that work together to collect, receive, process and deliver information products and services

- They are categorized into three namely: administrative, technical services and readers' services units.

Functional Units of A Library Contd.

- Administrative Unit – It plans, organizes, leads and controls the activities of the library and it is headed by the University Librarian.

- Technical Services Unit – has sub-units which are: acquisitions, cataloguing and classification, serials and documents and systems unit.

- Acquisition unit- responsible for the selection, ordering and acquisition of library materials

- Cataloguing and classification unit – processes acquired materials.

Functional Units of A Library Contd.

- Serials unit – this unit selects, orders, receives, processes and shelves serials publications.

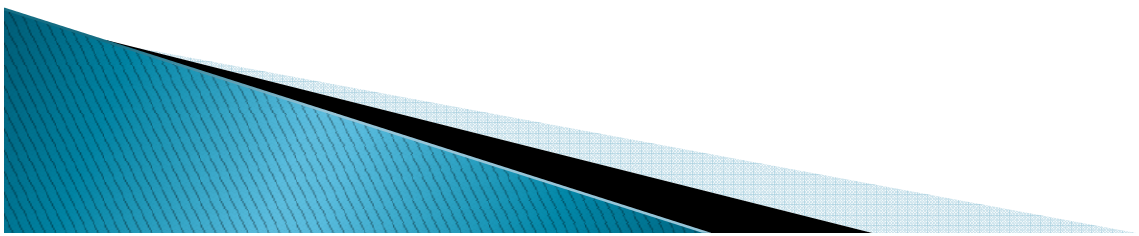
- The readers' services unit/public services unit – in this unit, patrons/users have direct relationship or contact with the library. It comprises of circulation and reference sub-units.

- Circulation sub-unit – responsible for charging and discharging books to patrons/users.

  charging and discharging means books are lent out to
  (charging) and returned by (discharging) patrons/users as at when due.

Functional Units of A Library Contd.

- It registers new users and serves as inquiry desk for library visitors.
- It keeps records and statistics of users and library holdings
- Keeps library management abreast of the state of the library collections
- It handles and curbs all forms of delinquent practices and difficult user behaviors



Functional Units of A Library Contd.

- Reference sub-unit – As the name implies, the materials in this unit are for reference only.

- The unit exists to support users to find, access, retrieve, evaluate and use information.

Main services are:

- Current awareness

- Selective dissemination of information (SDI)

- Compilation of reading lists and subject guides

- Library orientation and information literacy training

Categories of Library Staff

- Librarians
- Library Officers
- Library Assistants
- Library Porters

Library Resources

- Books (print and electronic). Types- fiction and non fiction
- Periodicals (print and electronic)

Library Rules and Regulations

- Animals and pets not allowed in the library
- Possession of identification card when visiting the library
- Users are responsible for books charged out on their identification cards
- Delinquent acts such as pilfering, mutilation, defacing of library materials are prohibited
- Loud conversation and rowdy behaviors are unacceptable in the library

Library Rules and Regulations Contd.

- Loss of library materials attracts full payment of the cost of replacement (cost of replacement doubles the cost of purchase)
- Eating or drinking is not allowed in the library
- Library patrons are responsible for their personal belongings within the library
- Making and receiving calls are not allowed in the library
- Overdue loans accrue fines at the rate stipulated by the library from time to time

Rationale for this Course

- The library provides different information resources and services geared towards the enhancement of academic achievement.
- To efficiently and effectively exploit the library resources and service, it is:
- Important for students to acquire some knowledge of the working of the library
- learn skills necessary for locating, sifting, evaluating and sorting information sources
- The course is designed to enable students acquire the required skills.

Questions!

