GST 122: USE OF LIBRARY

COURSE OUTLINES

COURSE DESCRIPTION: This course is designed to introduce new students to the functions and resources of the library. It will focus on the concept of library, library resources and services, organization of library resources, information technology use in library, virtual services, referencing, citation and plagiarism.

COURSE OBJECTIVES: By the end of the course students are expected to:

1. understand the concept of library, types and functions
2. acquaint themselves with the library resources and services
3. have a general idea of classification systems used in libraries
4. understand library OPAC and searching techniques
5. know or have knowledge of how to select books on their subject areas
6. identify computer facilities in the library
7. understand Internet and Virtual services
8. understand referencing and citation in research
9. understand intellectual property right and implication of plagiarism

PARTICIPATION: Students are to actively engage in topic discussion and sharing of ideas in class

SUBMISSION OF ASSIGNMENT: students are expected to correctly complete and submit assignments as scheduled. But in case of genuine unanticipated circumstances (to be determined by the teacher) such student will be given a maximum of 1 week grace period for submission

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| Week 1 | Library concepts:  
   a. Definitions,  
   b. Historical development of libraries  
   c. Writing Materials  
   d. Types of library.  
   e. Sections in the library and their roles. | Lecture & Discussion | Read Chapter 2 of Use of English by Redeemer’s University, 2015 and Use of Library (Transition from Tradition to Modernity), 2nd Ed. By Christopher O. Ukpebor, 2009 |
| Week 2 | Roles of Libraries  
   a. Custodial role  
   b. Educational role  
   c. Information role  
   d. Research role | Lecture | Read Use of Library (Transition from Traditional to Modernity) 2nd Ed. By Christopher O. Ukpebor, 2009 |
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<th>Lecture</th>
<th>Make a list of 3 materials in each category of Library resources relevant to your field, e.g. Marketing.</th>
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<td>Week 4</td>
<td>Organization of Library Resources</td>
<td>Lecture</td>
<td>Read Chapter 2 of Use of English by Redeemer’s University, 2015</td>
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<td>Week 5</td>
<td>Library Catalogue</td>
<td>Lecture &amp; Discussion</td>
<td>Read Chapter 2 of Use of English by Redeemer’s University, 2015 and Use of Library (Transition from Tradition to Modernity), 2nd Ed. By Christopher O. Ukpebor, 2009</td>
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<td>a. Features of the OPAC</td>
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<td>Lecture &amp; Discussion</td>
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<td>b. Advantages and challenges of virtual library</td>
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<td>Lecture &amp; Discussion</td>
<td>Make a list of the Internet services you use and discuss their importance</td>
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<td>b. Evaluation of Internet services</td>
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<td>c. Using the World Wide Web for research</td>
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<td>Week 9</td>
<td>Online Databases</td>
<td>Lecture</td>
<td>Read Chapter 2 of Use of English by Redeemer’s University, 2015</td>
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<td>a. Searching online databases</td>
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### Library concepts

A library is 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 places emphasizes on remote access to digital information resources and services through computer terminals. Through virtual library, the collections of a library can be accessed without physically visiting the library.

### Historical development of libraries

In the early times, people store the records of their transactions/activities in form of trade, politics and administration for future use. This led to the creation and generation of knowledge. This knowledge was recorded in human memory and transferred to future users via oral means such as songs, folklores, proverbs, incantations, poems, and others. Much of this slipped away because human memory is limited. Therefore, man invented better techniques and tools for documenting his activities and keeping the records that emanated from them.

1. **Writing Materials** – The first form of documentation technique was ideography. It was used by early civilization such as Egypt to represent situations, ideas or actions. The Egyptians type of ideographs was called hieroglyphics which were writing/pictures on
papyrus leaves. The Mesopotamian also used cuneiforms which were writing/pictures on clay tablets. Later people started using animal skills, papers and recently, electronic devices.

**Types of library**

There are different types of libraries. The categorization of libraries 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. Academic libraries provide resources and services that relate to the needs and mandates of students and faculty members. They provide information resources to support the teaching, learning and research activities of their institutions.

- **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

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

- **National Libraries** – A national library is a library established by a government as a country’s preeminent repository of information.

- **Private Libraries** – These are libraries owned by individuals.

**Sections in the library and their roles**

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.

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

2. **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.
- Serials unit - this unit selects, orders, receive, processes and shelves serials publications.

3. 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.
- 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

4. 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 Service (CAS) – Involves creating awareness in the University community of new materials acquired by the library.
- Selective dissemination of information (SDI) – Research profile of users are collected and the Reference Librarians search for relevant information resources matching the research needs and forward to users via email.
- Compilation of reading lists and subject guides – It compile reading lists on particular subjects.
- Library orientation and information literacy training – It conducts information literacy training for fresh staff and students on the best ways to effectively use the library.

5. Bindery Unit – this is where students’ project/dissertation/thesis are taken for binding.
6. Security Unit – this unit is responsible for the safety of lives and property in the library.

**Roles of Libraries**

Libraries are established to support the mission and objectives of their parent’ institutions. Therefore they perform the following roles amongst others:
a. Custodial role – libraries are established to collect, process, store and preserve information resources for present and future use.

b. Educational role – Libraries support the missions and objectives of their parents institutions. A library established in institutions of higher learning are to support the teaching, learning and research objectives of their institutions by providing relevant information resources and services.

c. Information role – Libraries perform the information role by providing information in various formats to meet the needs of their users.

d. Research role – Libraries, especially those in institutions of higher learning, are quipped to support the research activities of faculty members and students. They provide both print and electronic information resources to support research. They also train staff and students on how to effective search electronic databases.

Library Resources and Services

a. Books – This can be categorized into two: fiction and non-fiction. Fictions are story books or novels – They are read for enjoyment, relaxation and vocabulary development. Non-fiction books contained subject of discipline related formation. They include textbooks and reference books.

b. Periodicals – A periodical is a publication that contains multiple articles, often written by different authors, on a specific topic or subject area. They are published on a regular schedule e.g. daily, weekly, monthly, quarterly etc. Examples are journals, magazines, newspapers etc.

c. Reference materials – Reference are books compiled to supply definite pieces of information of varying extent. They are useful for finding factual or statistical information or for brief overview of a particular topic. They are to be referred to rather than read through. They are kept for consultation only and are not allowed to be taken outside the library. Examples are dictionaries, encyclopedias, handbooks, almanacs, bibliography and directory.

d. Online resources – They are information resources published electronically and can be accessed with the use of computers via the Internet. Online resources include: e-books, e-journals, e-magazine, e-newspapers and so on.

Services render in the library

Libraries provide a variety of library and information services to satisfy different information requirements of users. These services are:

1. Reference and information Service: Reference Services help users to locate and obtain specific pieces of information from information sources such as dictionaries, encyclopedias, handbooks, almanacs, bibliography and directory etc.
2. Referral Service: Referral services aim to refer users to the sources of information such as secondary publications, information units, professional’s organizations, research institutions and specialist/experts. Such services do not provide the documents or information required by the user for his/her query but give direction where it is available.

3. Current Awareness Service (CAS): This service helps to keep users up-to-date about the activities of the library.

4. Selective Dissemination of Information (SDI) Service – Is a special reference service that provides users with documents that matched their predefined areas of interest.

5. Literature Search Service – It is an extension of reference service. This service includes 1) analysis of the search parameters of a query; 2) Formulation of a suitable strategy for searching different information sources; 3) Identification and choosing of most appropriate sources to be searched and the order of searching them.

6. Document Delivery Service – DDS is concerned with supply of documents to users on demand in required format.

7. OPAC Service – this service allows users to search library catalogues and access their services anywhere at any time. It allows users to search for the bibliographic records contained within a library’s collections.


9. Internet Service

10. Information Literacy Service

Organization of Library Resources

Library materials are organized based on an accepted scheme of classifying and cataloguing of library materials. A well organized library collection provides easy access and retrieval of materials.

a. Classification System – Classification in library is the process of grouping items by subject content. The objective of library classification is to secure order, which will be useful to readers with no complication of search. There are a number of classification systems used by libraries. These include: Dewey Decimal, Library of Congress, Moys, Bliss, and Universal Decimal Classification Schemes. Most academic libraries however use the Library of Congress (LC) classification scheme.

b. Function of classification – One of the basic functions of library classification is the arrangement of books and other materials in helpful sequence convenient to the readers, researchers and librarians.

Library Catalogue

A library catalogue is a list of items which a library stocks in whatever format. It is the key to all collections in the library.
a. Features of the OPAC – OPAC which means the Online Public Access Catalogue is the electronic format of the library catalogue records. The features include:
   - It can be accessed anywhere with Internet connection
   - Patrons can perform various levels of searching
   - Patrons can select which index they wish to search as title, author, subject, etc.
   - Patrons can search/view their own records.

b. Searching the OPAC – Users search the library catalogue principally to locate books and other library materials. Searching materials via the OPAC can be conducted using Author, Title, Subject, Keywords, Accession Number, Barcodes, ISBN, Series, and Call Number.

**Information Technology and the use of Library**

Information technology is changing the function of the library today. University libraries now adopt information technology to increase the efficiency and effectiveness of their day to day library work and services.

Computer facilities in the library are:

- Library computers
- Internet
- Subscribed databases and licensed software on the computers
- Email service
- Printing
- Copying and scanning

Importance of computers in the library

- It increases the efficiency and effectiveness of library services
- Access to information resources without restriction by time or geographical location.
- It eliminates the problem of space
- It saves time
- It eliminates duplication of work/efforts

**Virtual Library**

a. Meaning of Virtual Library – The term ‘virtual library’ refers to a library in which the holdings are found in electronic formats. It is often synonymous with electronic or digital library. It is a library that exists without any regard to a physical space or location.
b. Advantages of virtual library – It reduces the physical space taken up by library materials, improves searching capabilities in a digital format, makes library materials available at user’s desktop irrespective of location and time.

Internet Services

The term Internet has been coined from a concept inter-networking that denotes interaction between networking of computers. It is an umbrella under which different networks, small and big, freely exchange information across the globe. Internet services include:

- Access to web documents
- E-mail – the Internet is a means of communication and many users use it to send and receive messages.
- Videoconferencing – through videoconferencing, users in different locations can hold face-face meetings without having to move to a single location together.
- Chat lines or rooms – this operates in real time where messages are received and responded to by people who are online in the chat room at the same time.

Browsers and search tools

A search engine or tool is used to find information in the World Wide Web and displays the results at one place. Web browsers use search engine to retrieve and view the information from web pages present on the web servers. Examples of browsers are: Google Chrome, Yahoo, Bing, Internet Explorer, Firefox, Safari, Opera, DuckDuckgo, etc.

Online Databases

Online databases are large, regularly updated file of digitized information (bibliographic records, abstracts, full-text documents, directory entries, images, statistics, etc.) related to a specific subject or field. They consist of records of uniform formats organized for ease and speed of search and retrieval. Examples are: Bibliographic databases, full-text databases, numeric databases, hybrid databases, etc.

Searching online databases – The key to searching online databases efficiently is to become familiar with the search techniques that you can apply to almost any database. Understanding such techniques is important because searching online databases is a bit different from using web search engine. It is important to:

• Be specific - when searching on a search engine be more specific in wording
• Use the + symbol and – symbol - if you want to use two words in a search, you can use the + symbol before each word so that only web pages that have both words would appear. Example: +fruits +vegetables
On the other hand you can use the minus (–) symbol. If you are looking for a topic such as Shakespeare and just want to search for his sonnets, you can search for it as – Shakespeare – sonnets. The result will have only information that you need and no info that is irrelevant to the topic

Use Quotation marks - the quotation marks are used if you want to search for specific phrases. Example: “Achebe biography”

Combining symbols - you can combine all the symbols explained above to do the search your own way

Boolean searches - Boolean searches use the “Boolean operators” (And, Or and Not) to combine words and make the search topic more specific and limited for the user.

Boolean Operators ‘And’ is equal to the + symbol, ‘Not’ is equal to the – symbol, ‘OR’ is used when there are two or more alternative terms and the searcher requires that the records containing both is included in the search

Search Engine

A search engine is a program that uses keywords to search for documents that relate to the keywords and then puts the results found in the order of relevance to the topic that was searched for.

Importance of search engines

Search engines are important because with over 8 billion web pages available, it would be impossible to search for the information that is specifically needed.

Search engines are used to filter the information that is on the Internet and transforms it into results that each individual can easily access and use within the matter of seconds

Types of Search Engine

• Crawler based search engines
• Directories
• Specialty search engines
• Hybrid search engines
• Meta search engine

Crawler based search engines

Are search engines that use software programs that are called, “Spiders”, “crawlers”, “Robots”, “Bots”. These programs can access the WebPages to categorize and analyze them and then add them in the search engine data base, where any user can find them when
searching. The Crawler based search engines are constantly updated with new webpage that would be available in their database.

Directories

These are websites sectioned in specific categories by human editors and are then place in the “Directories” database. Examples are Yahoo Directory(www.Yahoo.com), Open directory (www.dmoz.org) etc.

Specialty search engines

They help the user search in different areas in specific types of lists that are specialized in specific topic that would be beneficial for narrowing down the searching process. Examples are, Askjeeves (Question and answer search engine)- Medhunt (Provides only medical information)

Hybrid search engines - are search engines that use both crawler based searches and directory searches to obtain their results. Example are Yahoo.com- Google.com

Meta search engines - are search engines that combine all the results from other search engines into one big list, e.g. Metacrawler- Dogpile

Referencing and Citation Styles

Referencing can be described as giving credit, with citation, to the source of information used in one’s work. Research is a buildup on what other people have previously done thus referencing helps to relate your own work to previous work. Unacknowledged use and presenting someone else’s ideas as if they were your own is plagiarism

Referencing is important for a number of reasons, some of which are:

• It allows for acknowledgement of the use of other people’s opinions, ideas, theories and inventions.
• Helps readers understand what influenced the writer’s thinking and how their ideas were formulated.
• Helps readers to evaluate the extent of the writer’s reading.
• Enables readers to visit source materials for themselves and verify the information.
• Referencing is a way to provide evidence to support the assertions and claims in your own assignments.
• By citing experts in your field, it shows that you are aware of the field in which you are operating.

• References should always be accurate, allowing your readers to trace the sources of information you have used.

• The best way to make sure you reference accurately is to keep a record of all the sources you used when reading and researching for an assignment.

• Citations also make your writing more persuasive.

**kind of Information to Reference**

• Books and journal articles;

• Newspapers and magazines;

• Pamphlets or brochures;

• Films, documentaries, television programs or advertisements;

• Websites or electronic resources;

• Letters, emails, online discussion forums;

• Personal interviews;

• Reference when you reprint any diagrams, illustrations, charts or pictures.

**In-text referencing or citation**

• An in-text citation is a reference made within the body of text of an academic essay.

• The exact format of an in-text citation will depend on the referencing style chosen.

• In most cases only the author’s last name, date of publication and page number from which the quotation or paraphrase is taken needs to be included, with the complete reference appearing in the bibliography or reference list at the end of the essay.

• The in-text citation should be presented in brackets directly after the text you have quoted or paraphrased so it’s easy for the reader to identify.

In some cases, in-text citations are presented as a superscript number, with the corresponding number listed in the bibliography or reference.

• APA format example:

  The sky is blue (Cottrell, 2013).
• American Chemical Society (ACS) format, e.g. The sky is blue.¹

• IEEE (Institute of Electrical and Electronic Engineers) format e.g. The sky is blue [1].

Referencing Styles
Reference styles are standardized rules for presenting information about the sources used in a text. Typically, a style will describe how to organize information about author(s), publication year, title and page numbers.

Some of the most commonly used reference styles in academic writing are:

• American Psychological Association (APA) – commonly used in psychology, economics, educational sciences and health sciences. Referencing the following resources using the APA style

Book
Author surname and initials (date) Title. Place of pub: Publisher, e.g


Book chapter

Journal article

Webpage with an author

Webpage with no author
Title of document (Date). Web address, e.g

Newspaper article

Author surname and first initial (Date). Title of article. Name of Newspaper and Page no, e. g


Government publication

Government Department (year of pub.). Document title. Location: Publisher, e.g


Company and Industry Reports

Corporate author (year of pub.). Title. Place of publication: Publisher, e. g


Chicago Style

Journal Article


Journal article without author


Book

• Single author


• Two authors

• Three or more authors


Edited work


Publication without date


Other referencing styles are:

• Harvard Referencing Style

• IEEE (Institute of Electrical and Electronics Engineers) – used in engineering and computer science

• Modern Language Association (MLA) - widely used in linguistics and literature

• Vancouver– uses numbers (Numbered system). It is commonly used in medicine, health sciences and natural sciences, etc.

Referencing Tools

• Referencing tools are tools that help researchers to store, manage and format references. These tools are also known as:

• Referencing software,

• Referencing tool,

• Reference management software,

• Citation software,

• Citation app, paper software,

• Citation manager,

• Research paper management tool,

• Bibliography software,

• Literature review software,
• Literature management software and research paper organizer

Some examples of reference management tools are:

• Zotero
• Mendeley
• EndNote
• RefWorks
• Ctavi
• PaperPile
• Papers
• Etc.

Plagiarism

The word plagiarism came from the root word plagiary whose plural form is plagiaries is derived from a Latin word plagiarus which means “kidnapper”, somebody who kidnaps. Reitz (2004) define plagiarism as “copying or closely imitating the work of another writer, composer, etc., without permission and with the intention of passing the results off as original work. Plagiarism is presenting someone else’s work as your own.

Plagiarism is regarded as forgery and merit the same punishment due to the person who forged certificates or documents. It is a criminal act.

Inadvertent plagiarism

This type of plagiarism occur when a person neglects to cite or misquote the sources he/she used, or unintentionally paraphrase a source by using similar words, groups of words or sentence structure without attribution. Students must learn how to cite their sources and take careful and accurate notes when doing research. lack of intent does not absolve the student of responsibility for plagiarism. Cases of inadvertent plagiarism are taken as seriously as any other plagiarism and are subject to the same punishment.

Deliberate plagiarism

This type of plagiarism is the most common form of plagiarism. It is the act of attempting to pass off someone else’s work as one’s own. Deliberate plagiarism is when you knowingly use another person’s work without acknowledgement.
**Intellectual Property Rights**

Intellectual property (IP) refers to creations of the mind, such as inventions, literary and artistic works – designs, symbols, names, images used in commerce which are protected in law.

Intellectual property rights are the rights given to persons over the creations of their minds. These rights usually give the creator an exclusive right over the use of his/her creation for a certain period of time. They are legal rights aimed at protecting the creations of the intellect.

**Types of Creations and the Intellectual Property Rights**

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<th>Creation</th>
<th>Intellectual Property Right</th>
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<tr>
<td>1</td>
<td>Literary (original works of authorship), artistic and scientific works, performances of performing artists, phonogram recordings by producers, and rights of broadcasters over radio and TV programmes</td>
<td>Copyright</td>
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<tr>
<td>2</td>
<td>Proprietary procedures, systems, devices, formulas, strategies or other information that is confidential and exclusive to the company using them.</td>
<td>Trade secrete</td>
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<tr>
<td>3</td>
<td>Inventions</td>
<td>Patents</td>
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<tr>
<td>4</td>
<td>Product appearance</td>
<td>Design</td>
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<tr>
<td>5</td>
<td>Signs, designs, symbols, smells and color schemes, or a combination of these which are used as brands of goods and services</td>
<td>Trademark</td>
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Check the list of texts on the course outlines