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## GST 103

Library → as a room or building or institution where books, periodicals and other library materials are kept for the purpose of studying, reading, research and recreation organised in such a way by professionals, para-professional and non-professionals so as to facilitate easy retrieval.

### Types of Library.

1. Academic Library is attached to an institution, heart of the institution.
2. Public Library is local, state or federal government.
3. National library.

### Educational aims of library

1. To identify, acquire, organise and disseminate different forms of information relevant to the interest of its client or undergraduate, post-graduate, lecturers.
2. To make the library resources available to meet the needs of the client (library users / users / patron).
3. To provide guidelines in all aspect of library use.
4. To cooperate or call cooperation with other library of the same aim and objectives in developing canonical resources sharing relationship.

## LIBRARY SERVICES

- 1 Lending service → one of the most important services rendered by a library.
- 2 Inter-library loans
- 3 Reservation service → this is the act of removing the frequently consused materials of few copies from general shelf so that users will only make use of them on request.
4. Current awareness service → essentially to be keep user updated with happenings in their subject areas of interest.
- 5 Exhibition/display → essentially to advertise the services and resources of the library.

## User Education

It is a training given to the library users on how to effectively utilize the library resources and services for their need.

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# CATALOGUING

This is a process of describing a book or other library materials in such a way that all important bibliographic details are highlighted. The bibliographic details include the authors, the title of items, publisher, place of publication, date of publication, pagination → number of pages of the book.

## LIBRARY CATALOGUE

A catalogue can be define as the list of record of the document held in the library.

### Functions of library catalogue

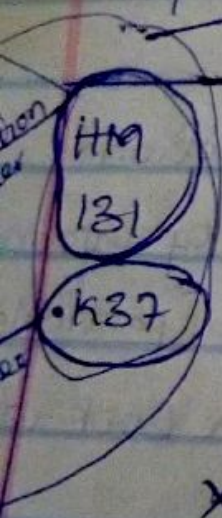
1. It enhances access to library collection.
2. It enables users to identify sources of information.
3. It assist user to locate book on a particular subject.
4. It makes it possible to identify a book with a particular author.
5. It provide full bibliographic details of a book.
6. It enables user to know whether a certain book are in the library or not.
7. It shows at a glance the number of copies a library has on a ~~single~~ title.

## TYPES OF CATALOGUE

1. Card catalogue
2. Online public access catalogue (OPAC)
3. Book catalogue
4. Shelf catalogue
5. CD ROM catalogue

## APPROACHES TO LIBRARY CATALOGUE

1. Author catalogue approach.
  2. Title catalogue approach.
  - Subject catalogue approach.
  - Shelf / Shelve list catalogue approach
- Call mark



AKINTEDE BUNMI

The social psychology of organisation  
by Bunmi Akintede and Robert Kahn 2nd ed

New York: Wiley, 1978

X, loop. illus; 24cm

ISBN 0-81692-505-0

1. Organisation
2. Social psychology
- i. Kahn Robert L
- ii. Title

Card catalogue: It consist of card that are usually 5 inches or 3 inches with which entry been on a separate card. All the cards are <sup>then</sup> filed in a series of drawer all together ~~consisting of~~ ~~consistuting~~ a catalogue.

Online public access catalogue (OPAC): An electronic library provide with users with online access to variety of other electronic resources located both within and outside the library, once the library is automated and connected to outside libraries. This will enable users to have access to current materials like journals, books and other information resources that the users library do not even have.

## CLASSIFICATION OF LIBRARY MATERIAL

Classification is the process of grouping things in a consistent and logical order. It is the process of separating the like from the unlike. It also involve placing material in groups such that work that treat a given subject belong to the same group. The classification skill include;

1. Library of congress classification skill.

2. Dewey decimal classification skill
3. Universal decimal classification skill.
4. Colon classification skill

### GUTTER NUMBER

This is an alpha-numeric symbol added to the classification number to facilitate easier arrangement of ~~them~~ materials in order of items within a particular class.

### CALL MARK

This is a mark which direct the user to the exact location of a work.

### ACCESSION NUMBER

This is a unique number assigned to the library materials as soon as it arrive the library. It is a number given to the library materials serially and at such no full library material can get the same number. However, the accession number enables a user to know at glance how many copy of a document a library have and even the total collection of the library.

## HOW BOOKS GET TO THE SHELF IN THE LIBRARY

1. Through purchase
2. Through donation

Stamping, accession number, classifying,  
Call mark, → will be put on d spine, shelf

## DEPARTMENT SECTIONS IN THE LIBRARY

- 1) Administrative department:
  - a) Development of library policy
  - b) Planning the library budget
  - c) Supervising and organizing the library
  - d) Coordinating all library system
  - e) Training of library staff

## 2) Technical service department

- a) Acquisition section
- b) Cataloguing section
- c) Serial section

## 3) Readers service department

- a. Circulation section → charging & discharging  
giving out of book / taking back of book
- b. Reserve section → where d books are kept.
- c. Reference section → where reference material are kept

## 4) Research, documentation and bibliography Department

- 5) Non-print department
- 6) ICT Section Department.

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The basic outlines of library of congress classification skill

The following are the basic outlines (classes) of library of congress classification skill.

A - General works

B - BJ Philosophy, psychology

BL - BX -> religion

C Auxiliary sciences of history

D History: general

E - F -> History: United States

G Geography, anthropology, recreation

H - HJ -> social sciences; economics

HM - HX -> social sciences: sociology

J Political science

K Law

L Education

M Music

N Fine art

P Language and literature

Q Science

R Medicine

S Agriculture



- 7 Technology
- 4 Military science
- 1 Naval science

2 Library science and bibliography

Each class is further broken down into sub-division

For example; AE - Encyclopedia

AG - Dictionary

AM - Newspaper

AS - Academic and learners society

AI - Year books, Almanacs and directories

AL - Logic

BS - Mathematics

BF - Psychology

BJ - Ethics

BP - Islam

BR - Christianity

BS - Bible

HA - Statistics

HB - Economic theory

HC - Economic conditions

HD - Agriculture and industry

HE - Banking and finance

HJ - Public finance

HH - Sociology: general

HX - Socialism

LA - History of Education

LY - Theory and practice of Education

LC - Special aspect of Education

LS - Individual institution - United States

LF - Individual institution - Europe

LG - Individual institution - Africa

PA - Greek and Latin

PB - PH - Modern European languages

PJ - PQ - Oriental languages and literature

PL - African languages

PR - English literature

PS - American literature

QA - Mathematics

QB - Astronomy

QC - Physics

QD - Chemistry

QE - Geology

QH - Biology

QK - Botany

QE - Zoology

QA - Human anatomy

QP - Physiology

QR - Microbiology

TA - TG - Civil engineering

TH - Building engineering

TJ - Mechanical engineering

TK - Electrical engineering

TM - Metallurgy

TP - TS - Chemical technology

\* Information found on a library catalogue card.

- 1 Author's name i.e. surname and other names of a corporate body like an institution or an organisation.
- 2 Title of work and subtitles where applicable
- 3 Author's statement e.g.

Author's name

Busayo, I. O

Author's statement or statement of responsibility

I. O Busayo

- 4 Edition statement
- 5 Imprint ie place of publication, publisher and date of publication imprint
- 6 Collation ~~the~~ pagination (either in roman or arabic numerals), illustration and art height
- 7 ISBN
- 8 Notes
- 9 Added entries or traces eg subject(s), joint author(s), editor, sub-title, series
10. Call mark and accession number

## 14/15 LIBRARY SOFTWARE

The term software can be define as series of instructions designed for a computer to carry out a specific functions. It can also be refered to one or more computer programs and data held in the <sup>storage of a</sup> computer for some purposes.

Two main types of computer software.

Application software and  
System software

\* **SYSTEM SOFTWARE**: It is responsible for managing variety of different independent hardware components so that they can work together. It provides the basic function for computer and helps one connect hardware and system. Example of system software include: Device drivers, utilities, operating system (Windows, Linux, Mac OS, Android, etc).

\* **APPLICATION SOFTWARE**: It is developed to deal in any task that benefit from computation. Examples of application software; Microsoft, Corel Draw, Photo Shop, internet browser (e.g. Chrome, Opera mini, etc browser).

Library software is an example of application software.

### **LIBRARY SOFTWARE**

Library software are computer software packages design to perform an accomplish library functions. They are set of detailed, design and coded machine readable instructions that enable a computer to carry out effective library <sup>and</sup> information services or operations.

\* Two types of library software.

1. Proprietary software.
2. Open source software.

\* Proprietary software are software that requires payment of subscription fee and the fee have to be renew annually.

\* Open source software <sup>are software that</sup> does not requires the payment of subscription fee.

### Examples of proprietary software

1. Symphony
2. Millennium
3. Ameph
4. Voyager
5. Pomaris
6. Library solution
7. Carlx
8. Spydex

### \* Open source software

They are free software developed for the enhancement of library routine activities. Examples include,

1. Slam
2. Spim
3. Evergreen
4. Greenstone
5. Koha → It is an example of library software in free

## LIBRARY DATABASE

A database is the collection of data or any information organised for rapid search or retrieval by a computer. This web is an example of database library. Database is a searchable electronic index of published electronic resources which provides access to a wealth of useful research materials from academic journals, newspapers and magazines. Examples of library database.

- 1) AgriRA → Access to global online research in Agriculture (AGORA) 80%
- 2) Epscohost → contains information resources in all <sup>subject</sup> areas
- 3) Hinari → Health internet access to research initiatives (HINARI) → 70% in health 30% in other subject areas.
- 4) Oate → Online access to research in <sup>the</sup> environment (OAE) 75% information resources in the field of environmental <sup>studies</sup> 25% other subject area.
- 5) DOAJ → Directory open access journals (DOAJ) It contains information resources in all <sup>subject</sup> areas.
- 6) Science direct → Sd contains information resources in all subject areas, but mostly in sciences.
- 7) TeRAL → The <sup>essential</sup> electronic agriculture library (TEAL) 90% → information resources in electronics engineering 10% →

7. PubMed → it is an archive of bio-medical  
life sciences journal literature. It contains  
electronic resources in the library.