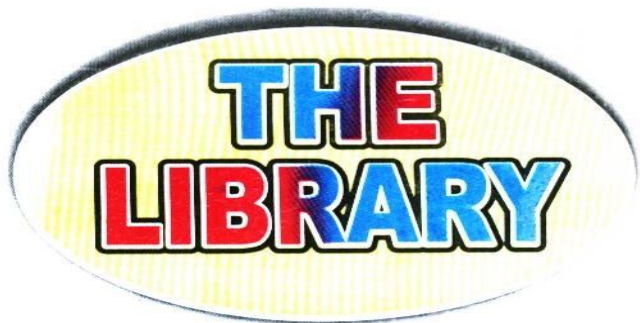




**FEDERAL UNIVERSITY OF TECHNOLOGY,
OWERRI.**



**Library Guide
and Regulations**



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**FEDERAL UNIVERSITY OF TECHNOLOGY,
OWERRI.**

THE LIBRARY

Library Guide
and Regulations

WELCOME

To new members of the University Community we extend a warm welcome; to those returning, we say welcome back, and to our visitors, we say, come, see, use and appreciate our very valuable resources.

From:

The University Library
FUT, Owerri
October, 2014.

Do not limit yourself to recommended texts but make use of all the materials available. Use the Library to improve your recreational activities as well as your scholarship.

You will find the staff courteous and helpful, and there will always be a trained member of staff to assist you.

Do not hesitate to ask for help. In addition, you will be given instruction in the Use of Library as part of the Use of English course, this is more than compulsory, and it is vital to your years of study here in FUTO.

Finally, may we take this opportunity to wish you every success in your academic pursuit.

HEADS OF LIBRARY UNITS

- * **Dr. (Mrs.) Chinwe V. Anunobi (University Librarian)**
- * **Mrs. C.N. Okorafor (Snr. Librarian)**
Branch/School/Departmental Libraries
- * **Mrs. N. Emerole (Snr. Librarian)**
Information and Communication Tech., (ICT)
- * **Mr. J.C. Ogugua (Snr. Librarian)**
Collection Development (II) Serials (SDS)
- * **Dr. (Mrs) G.C. Umunnakwe (Snr. Librarian)**
Processing Unit (PU)
- * **Mrs. G.C. Opara (Snr. Librarian)**
Research, Training and Statistics (RTS)
- * **Prince K.N. Egbukole (Librarian I)**
User Services (US)
- * **Mrs. Ngozi Chima-James (Librarian I)**
Collections Development (1) Books
(CDB) Acquisitions
- * **Mr. M.I. Oparajiaku (Chief Library Officer)**
Collection Development III, Documents
- * **Mr. I. N. Nwosu (Asst. Chief Library Officer)**
Bindery/Reprography Unit
- * **Mrs. I. Ukoha (Asst. Chief Library Officer)**
Gift and Exchange
- * **Mr. P. O. Moneke (Librarian I)**
Special Duties Librarian

A BRIEF HISTORY OF THE LIBRARY

The Federal University of Technology, Owerri (FUTO). Library was initially sited at Lake Nwaebere campus whilst the permanent campus was under construction. The FUTO Library at the fullness of time finally moved to its permanent site.

LAKE NWAEBERE (1981-1993)

Preparatory work for the Library began in June 1981 with Mr. J. C. Anafulu as the pioneer University Librarian. A classroom block was selected and converted into a makeshift library. It was fitted with shelves for ten thousand (10,000) volumes of library materials. Other members of the Library professional staff joined in October to prepare for the opening on the 9th of November 1981.

At the time of the opening, approximately two thousand five hundred (2,500) volumes were on the shelves. The importance of journals to the science and technology-oriented-university community was recognized at an early stage and a list of about 600 titles were ordered for. In the month of May 1982, the reserved collection was introduced, the total volume of books held by the Library reached six thousand, and borrowing privileges were then extended to students.

After two years of operating in classroom blocks, the University Library, in the first week of September 1983 moved to a “permanent building.” The building which was originally designed as a library for the Federal Government Girls-College, Owerri was modified to meet the requirements of a growing University Library.

It is worthy to note that in the context of Lake Nwaebere campus, it was a permanent block, but a temporary block in the overall context of the Federal University of Technology, Owerri.

PERMANENT SITE (1993-date)

On 17th May 1993, the Library moved along with the University to the permanent site. On arrival, the Pilot Plant House of the School of Science was immediately converted to a library. In no time it was realized that the building was too small to accommodate the ever-increasing stock, staff and library users. As such, the Library moved partly to the Library Phase IV in 1995, thereby making available two Library buildings for use: Pilot Plant and Phase IV Library Building.

The Library Phase IV was originally intended to be a reading room. It is centrally situated at a convenient distance from the

hostels and lecture halls/laboratories in a relatively noiseless zone of the campus. The entrance to the Library displays the organigram of the Library materials housed therein. To the left of the Library is the Information and Communication Technology Unit for ICT facilities; books on Arts and Social Sciences, while books on Science, Technology and Agriculture are to the right. At the extreme centre of the library are located the Reference Materials. The lending counter is on the immediate right from the entrance which also houses the reserved collection. There is also the Bookshop at the south wing including the University Librarian's Office. This Library Phase IV Library has a seating capacity of about 600.

In a bid to provide additional space and to vacate the Pilot Plant house for the School of Science, the Library moved to Phase II building on the 5th of September, 2012. The Library Phase II is made up of the Serials Section comprising bound and unbound periodicals, magazines and newspaper; the Processing Section for cataloguing and classification; the Acquisition Section for book acquisition; the Documents and Archives Section and the Light Reading materials section. It seats a little over 300 readers.

PART A

LIBRARY REGULATION

1. ELIGIBILITY FOR USE OF THE LIBRARY

The following are eligible to register as users of the Library:

- a. Council Members and Senior Staff of the University and their immediate families;
- b. Students of the University;
- c. Junior staff;
- d. Members of the local community: professionals, other students, etc. authorized by the University Librarian.

Note: Not all users have borrowing rights. (See section 3 for borrowing rights and privileges).

2. REGISTRATION

- a. All users must register with the Library.
- b. The registration card must be obtained from the Library, completed and countersigned by the appropriate authority,
- c. Registration is valid for one academic year only and must be renewed at the beginning of every academic year,
- d. On registration with the Library, the user will receive a borrower's card, which is not transferable.
- e. Every user is also registered on-line.
- f. In case of loss, a fee of one hundred (N100.00) will be

charged for the replacement of the borrower's card after due processes.

3. BORROWING RIGHTS AND PRIVILEGES

- a. Council Members, Senior Staff and Students are given borrowing rights at registration:
 - i. Council Members, Senior Staff and Postgraduate Students: a maximum of four (4) books at any one time for a period of three (3) months,
 - ii. Undergraduates: a maximum of two (2) books at any one time for a period of one (1) month.
 - iii. Junior staff: two (2) books for a period of one (1) month.
- b. Immediate families of Council members and senior members of staff may be granted borrowing privileges by the University Librarian. Their privileges will not normally exceed those of undergraduates.
- c. The University Librarian may grant members of the local community borrowing privileges.
- d. Special Loan: Materials not normally available for loan, e.g. Serials, Reference Materials, etc. may be issued on loan at the discretion of the User Services Librarian, or the Serials Librarians as the case may be.
- e. The University Librarian may suspend an individual's

borrowing privileges without prior notice if he believes such action to be in the best interest of the Library and the University.

- f. Borrowing privileges may be suspended or withdrawn after due notice from the appropriate University authority.
- g. All loans are subject to immediate recall, without notice.

Note: For borrowing from the reserve collection, see sections, 3

4. BORROWING PROCEDURE

Inside the back cover of every book available for loan is a cardboard pocket containing two book cards, one pink/blue and the other white. To borrow a book, remove these two cards, write your name and identity number in the first available space of each card, Present the book, the two cards and your borrower's card to the assistants at the loans counter. All three cards and the book will be stamped with the date on which the book should be returned. When returning a book, present both the book and your borrower's card, the date stamp will then be cancelled on these and on the two corresponding book cards. Your borrower's card will be returned to you. The number of uncanceled date stamped on your borrower's card indicates how many books you have on loan at any one time.

Note:

- a. When a book is borrowed in the above manner, it is considered to have been charged out.
- b. It is a serious offence to attempt to remove a book from the Library without first having it charged out.
- c. All books charged out to a user must be offered for inspection at the Library Security Desk.

5. LOANS FROM RESERVE COLLECTION

Loans from the Reserve Collection are permitted as follows:

a. Two-Hours loans

While the library is open, and up to one hour before it closes, users may borrow one book for a period of two hours. Books on two-hour loan may not be taken out from the Library.

b. Overnight Loans

Overnight loans are issued during the last hour before closing time. Users may borrow one book, which must be returned by 10.00a.m. of the following day, or on Monday if the book was borrowed on a Friday.

6. LOANS FROM THE REFERENCE COLLECTION

Reference books are available for consultation only. They may not be removed from the Library without the express permission of the User Services Librarian (see section 3d).

7. LOANS FROM SERIALS COLLECTION

Items in the Serials Collection: Newspapers, Journals, Magazines, etc. are available for consultation. They may only be removed from the Library as special loans with the authorization of the Serials Librarian (see section 3d).

8. LOANS FROM INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FACILITIES

CD ROM, Diskette, Overhead Projectors, Multimedia and Public Address System may be borrowed with the authorization of the ICT Librarian.

9. RESERVATION OF BOOKS

- a. Users may reserve books currently on loan by completing the appropriate form at the lending counter.
- b. Library materials can be placed on reserve at the instance of Heads of Departments, Academic Staff, and even Students.

10. CARE AND USE OF BOOKS

Users are responsible for all Library books in their charge. Cases of damage or loss must be reported to the User Service Librarian as soon as possible.

The following penalties apply in the case of loss or damage.

a. ACCIDENTAL DAMAGE

The user will be required to pay the full cost of repair, or if the book is irreparable, the full cost of replacement plus a service charge.

b. WILFUL DAMAGE

The user will be required to pay the full cost of replacement plus handling charge. In addition, the matter will be referred to the appropriate University authority for further action.

c. LOSS

The user will be required to pay the full cost of replacement plus service charge. The user will remain liable to pay any fine(s) that may accumulate before the loss is reported.

11. THEFT OF LIBRARY MATERIALS

- a. To remove or attempt to remove library materials, fixture, fittings, etc., without due authorization, or without complying with the laid down procedures is a serious offence and will be reported to the appropriate University authority for further action.
- b. To remove or attempt to remove other users' belongings like bags, etc. attracts the same penalty as in 11a, In addition, the University Librarian may suspend the user from use of the Library pending the outcome of the report made to the appropriate University authority.

12. OVERDUE BOOKS:

Failure to return a book on the specified date renders the user liable to pay a fine according to the following schedules:

a. Ordinary Loan

Twenty Naira (N20.00) per day for each working day of the first week that the book is overdue, and Thirty Naira (N30.00) for each working day thereafter.

b. Reserve Collection

Thirty Naira (N30.00) per hour that the book is overdue during the opening hours of the Library. All borrowers irrespective of rank or status are liable to pay fines at the appropriate rate. Reminders will be sent to all borrowers at scheduled intervals.

13. LIBRARY DECORUM

- a. Users are expected to behave in a considerate manner and not to distract others by talking loudly or by disturbing,
- b. Smoking, drinking and eating are not permitted in the Library,
- c. Umbrellas, briefcases and bags are not to be brought into the Library. They may be placed at the owners risk on the rack provided outside the entrance,

- d. Users are not allowed to sleep in the Library.
- e. Handsets/Mobile phones are to be on silence mode in the Library,
- f. Reservation/“colonization” of seats are not allowed in the Library.
- g. Animals must not be taken into the Library,
- h. Children less than 8 years must be accompanied.
- i. Fighting and quarrelling in the Library attract stiff penalties.
- j. Reading tables and chairs must not be moved from their positions,
- k. Indiscriminate pulling down of books in the Library is not allowed.

14. PENALTIES FOR INFRINGEMENT OF LIBRARY REGULATIONS:

The following penalties may result from infringement of Library regulations:

- a. Seizure of handsets, etc where applicable;
- b. Suspensions/withdrawals of borrowing privileges;
- c. Suspension/withdrawal of Library registration;
- d. Withholding of examination results, University Awards etc.
- e. The appropriate disciplinary committee may

determine further disciplinary action as Sections 14b-c may be imposed at the discretion of the University Librarian. In such cases, the person concerned may appeal to the Library Committee.

Sub-sections d and e, apply to serious offences and the Vice-Chancellor in consultation with the University Librarian will initiate action regarding these.

15. OPENING HOURS

The Library should be opened to users at the following hours:

a. Semester Time:

| | | | | |
|-----------------|---|----------|-----------|----------|
| Monday: | - | Friday | 10.00a.m. | 6.00p.m. |
| Saturday: | - | 9.00a.m. | 2.00p.m. | |
| Sunday | - | | Closed. | |
| Public Holiday: | - | Closed. | | |

b. Vacation Time:

| | | | | |
|--------------------|---|--------|---------|--------|
| Monday: | - | Friday | 10.00am | 6.00pm |
| Saturday & Sunday: | | | Closed | |
| Public Holiday: | - | | Closed | |

PART B

THE COLLECTION

There are various types of materials in the University Library, which are separated into six collections. These are the Reference, the Loans, the Reserve, and the Serials collections. They also include Documents/ Archives and Information Technology collections. A breakdown of the collections to date is shown as follows:

| | | |
|----|---------------------|--------|
| a. | Books | 78,636 |
| b. | Bound Periodicals | 5,164 |
| c. | Documents | 4,186 |
| d. | Maps | 948 |
| e. | Special Collections | 2,365 |

Total of all formats 91,299

(Excluding current periodicals)

| | | |
|----|--------------------------|-------|
| f. | Current periodicals | 987 |
| g. | Library Serials Holdings | 5,969 |

A brief description of each collection is given below.

1. THE REFERENCE COLLECTION

By Reference Collection, we mean those books, which are consulted from time to time but not read through from cover to cover. Examples are dictionaries, encyclopaedias,

handbooks and books of mathematical tables or chemical formulae etc. The importance of reference materials is too often overlooked and you are strongly advised to become familiar with the major ones in your field.

2. THE LOANS COLLECTION

The Loans collection forms the bulk of the Library's holdings and consists of textbooks and monographs of a more or less specialized nature. Users are allowed to borrow a limited number of books as indicated in Section 3 Part A. They are arranged on the open shelves according to the Library of Congress classification Scheme; LC (see Part C). An explanation of the borrowing procedure is given in the sections "Registration and Borrowing" (Section 4 of Part A: Borrowing procedures).

3. RESERVE COLLECTION

Some books are in heavy demand by users. These are recommended texts together with a few other standard works. In order to ensure that as many users as possible have a chance to read them, they have been removed from the open shelves and placed behind the Loans Counter in what is known as the "Reserve Collection."

4. SERIALS

The Library subscribes to a wide range of journals as well as a selection of local and international newspapers/ magazines. Current issues are displayed on the shelves at the Library Phase II building. The current journal issues on display are grouped into five broad subject areas: Agriculture, Engineering, Management, Science, Health and General. Current Newspaper and Magazines are displayed in newspaper folders. Back issues of Journals are shelved at the Library Phase II building according to the Library of Congress Classification Scheme (LC). The back issues of newspapers and magazines are also bound and shelved chronologically according to titles in the Serials Unit.

5. DOCUMENTS/ARCHIVES

Government Documents and Publications emanating from the University are included in this collection. Also found in the Collection are maps, projects, theses dissertations, and other ephemera.

6. SPECIAL COLLECTIONS

These collections are made up of light reading materials and various publications on HIV/AIDS. It is housed in the Library Phase II building.

7. ELECTRONIC RESOURCES IN THE LIBRARY

The Electronic resources available in the ICT Section of the Library include:

A. CD-ROM & DVD: These are resources on CD-ROM & DVD in various disciplines in the University. Some of them were acquired with accompanying texts; others came independently while others are students' theses or dissertations in all disciplines submitted by students through the Post-Graduate Schools.

The ones acquired or that came independently are on:

| | | |
|----|----------------------|-----|
| 1. | Agriculture | 30 |
| 2. | Engineering | 251 |
| 3. | General | 60 |
| 4. | Management | 134 |
| 5. | Science | 267 |
| 6. | Health Technology | 62 |
| 7. | Theses/Dissertations | 567 |

B. DATABASE:

These are resources in various storage devices containing materials for many disciplines. They include:

1. Database of African Theses and Dissertation 2005 (DATAD): CD contains over 20,000 records from 13 institutions in 11 African countries including University of

Jos, Obafemi Awolowo University, Ile- Ife, Ahmadu Bello University, Zaria, and Federal University of Technology, Owerri.

- 2. The Essential Electronic Agricultural Library (TEEAL) Demo:** contains four Agricultural Journals in full text format, available at School of Agriculture and Agricultural Technology (SAAT) Departmental Library.

The Essential Electronic Agri-cultural Library: TEEAL 2.0 DATA Base in Agriculture 2008, DVD Nos 1-5 available at School of Agriculture and Agricultural Technology (SAAT) Department Library.

- 3. EBSCOhost CD:** An offline Database of EBSCOhost and this contains periodicals in four areas, viz:

- | | |
|--------------------------|-----|
| (a) Academic periodicals | 9CD |
| (b) General | 7CD |
| (c) Business | 6CD |
| (d) BioMedical Reference | 3CD |

4. Encyclopedia Britannica on CD

- C. Online Resources:** These are electronic materials, which the Library subscribes to online. They are:

1. Access to Global Online Research in Agriculture

(AGORA): Sponsored by Food and Agriculture Organization (FAO) and hosted in Cornell University, Ithaca, New York provides 3,500 journal titles and 33 books to institutions in 116 countries in Agriculture broadly defined (food, agriculture, environment, science and related social sciences) and accessed full text. Thirty-nine (39) International Publishers are participating in the project. Website: www.aginternetwork.org.

2. Health Internet Network Access to Research Initiative (HINARI)

(HINARI): the HINARI programme is set up by World Health Organization (WHO) together with major publishers to enable developing countries gain access to the world's largest collection of biomedical and health literature. Up to 13,000 journal titles (in 3 different languages/and up to 29,000 e-books and 7 other information resources) are now available to health institutions in 109 countries. More than one hundred and fifty (150) International Publishers have joined the Programme. Website: www.healthinternetwork.net

3. Nigerian Virtual Library:

Hosted at the National Universities Commission (NUC), Abuja. The site is not available to us. Website: www.nigerianvirtuallibrary.com

- 4. Online Access to Research in the Environment (OARE):** Online Access to Research in the Environment (OARE), an international public-private consortium coordinated by the United Nations Environmental Programme (UNEP), Yale University, and leading science and technology publishers, enables developing countries to gain access to one of the world's largest collections of environmental science research. Over 5,710 peer reviewed tiles and 1,119 online books owned and published by over 350 prestigious publishing houses and scholarly societies are now available in more than 100 low income countries Website: <http://oaresciences.org>
- 5. ProQuest:** The University Library is subscribed to ProQuest. The ProQuest database is made up of over 50 individual databases - content includes academic journals, magazines, newspapers and trade publications.
- 6. Ebrary:** While ProQuest is predominantly journals, ebrary is mainly books in different fields of study. Ebrary joined ProQuest in 2011.
- 7. Science Direct:** This is database for books and journals which the Library also subscribes to. It is predominantly science-based.

D. Internet Facilities: The library has ICT cyber-café which is open to all library users at highly subsidized rate.

The Internet facility was first installed by the Donor Appointed Internet Service Provider IP Africa. Right now, our Service Provider is by Fobsky. Presently, there are 42 workstations on the network and 6 stand-alone. The ICT Cyber-Café is open to all library users at a highly subsidized rate.

PART C

(I) ACCESS POINTS

The University Library makes the resources available for use through the access points. These access points are:

1. THE CATALOGUE

The catalogues are the key which will help you unlock the Library's Collections. It is important to understand how to use them. An explanation of the catalogue will be given during the Use of Library Instruction course but this will be only a brief introduction and you should make use of them to gain practical experience. There are two catalogues: the author/title catalogue and the subject catalogue.

a. The Author/Title Catalogue

This is a list of books held by the Library arranged in alphabetical order by author and title. The entries are on cards and follow a standard format. For each book in the Library, there will be one entry under the author or editor and another under the title (except where the title clearly indicates the subject in which case there is no title entry). There may also be additional entries under series titles, coauthors, sponsoring societies, etc. The aim is to include all the entries under which you are likely to search for the book. You would use this catalogue when you are looking for a specific book that is, when you already know the author or the title or both.

b. Subject Catalogue

In the subject catalogue, subjects are arranged in the cards in alphabetical order. It is therefore important to be familiar with the vocabulary of your proposed field of investigation before you approach this catalogue. The catalogue itself will be of considerable help as it contains many cross-references and although many books have no title entries all books have subject entries.

You should use this catalogue when you are looking for any book(s) the Library might have on a particular subject, under the name of that subject; you will find entries for all the books in the Library, which contain information of relevance. Many books, of course, deal with more than "one subject and these will have several entries under the different subject headings.

2. STRIPDEX

These are strips of paper arranged in alphabetical order of the journal titles. Users are provided access to the journals available in the Library through this. The class mark of each title is listed in the stripdex.

3. NEWSPAPER INDEX

This is a card collection of indexed information from newspapers. The cards are arranged alphabetically on the

Indexed newspaper catalogue. Newspaper information indexed in FUTO Library are those related to; Topical Issues (TI), Higher Education (HE); and Science Technology and Agriculture (STA). Each card is marked accordingly at the bottom left hand side of each card.

INFORMATION DESK

This is also a part of the circulation desk where users can obtain information or ask questions of any sort in the Library.

SHELF GUIDE

These are guides pasted on each shelf indicating the call mark and subject area placed on that particular shelf.

ON-LINE PUBLIC ACCESS CATALOGUE (OPAC)

The OPAC is a powerful, yet easy-to-use, search interface to locate items in the library collection. It is a search engine interface within Alice. It is also referred to as Inquiry or search.

On the student workstations, the Alice for Windows (AfW) inquiry interface is usually available via a single icon from which patrons access inquiry only and cannot access the AfW menu tool. AfW Inquiry offers a wide range of flexibility and

search options in an easy-to-use interface so library patron can quickly search the library catalogue.

By simply typing a word or phrase and either pressing <Enter> or clicking on the search button (binoculars), an initial results screen displays the closest match and the way in which it was found. Although the search can be limited, this means a patron is never required to specify his or her search scope to be only subjects or only authors Alice searches everything and eliminates this step.

(ii) FINDING THE RIGHT BOOK:

Once you have found the catalogue card for the book you are looking for, or one, which you think, might be of use/your next step is to look for the book itself.

At the top left-hand corner of the catalogue card you will find the call number of the book. This is the same as the number printed on the spine of the book and indicates its location on the shelf.

Note this carefully, (it is always better to write it down for future reference) and then proceed along the shelves until you come to the right section. It could hardly be simpler, if however you have any problem, for example, if you cannot find the subject or author you are looking for then do not hesitate to ask for help at the Enquiry or Information Desk.

iii) LIBRARY OF CONGRESS CLASSIFICATION SCHEME

The books in the Library Collection are arranged by subjects using the Library of Congress Classification Scheme (LC). This Scheme was developed by Librarians at the Library of Congress, Washington D. C. and is favoured by most university libraries in English speaking countries.

On the spine of each book, usually at the bottom, you will find a series of letter and numbers. These are commonly known as the call number of a book and serve to identify its exact place relative to other books in the Library collection. The following example illustrates how the works:

TK
9153
.F96
2000.

The first letter T indicates that the subject of the book falls within the general grouping of Technology/Engineering. The second letter refers to the subsection, Electronics and number 9153 indicates that the specific subject is Nuclear Engineering. All books on Nuclear Engineering with the aspect of safety will have the same call number Tk9153.

The letter and figures after the decimal point is a way of representing the author's name. In this case, a book by Fullwood will be represented by .F96, thus ensuring that books of identical subject will be arranged in alphabetical author order.

Finally, at the bottom, the date of publication 2,000 is added to indicate that this is not the first edition of the book. Earlier or later editions will carry different dates and be placed immediately before or after this particular volume. Of course it will be impossible, and unnecessary, to memorize the entire Classification Scheme, but users are advised to make some attempt to remember the main groups indicated by the first two letters of the call number. An outline of the scheme is given here for guidance.

A - GENERAL WORKS. ENCYCLOPAEDIA

B - PHILOSOPHY, PSYCHOLOGY, RELIGION.

C- AUXILLIARY SCIENCE OF HISTORY e.g.
ARCHAEOLOGY

D - HISTORY: GENERAL AND OLD WORLD
DT African History

E-F - AMERICAN HISTORY

G - GEOGRAPHY, ANTHROPOLOGY RECREATION

H - SOCIAL SCIENCES

HA - Statistics

HB-HD - Economics

HE - Transportation

HF - Commerce

HG-HJ - Finance

HM-HV - Sociology

J - POLITICAL SCIENCE K- LAW

L - EDUCATION

M - MUSIC

N - FINE ARTS

NA Architecture

P - LANGUAGE AND LITERATURE

PE English

Q - SCIENCES

QA Mathematics

QC Physics

QD Chemistry

QE Geology
QP Physiology
QR Microbiology

R - MEDICINE

S - AGRICULTURE

SB Plant Culture
SF Animal Culture

T - TECHNOLOGY/ENGINEERING

TA Civil Engineering
TD Environmental Engineering
TJ Mechanical/Electronic/Nuclear Engineering
TP Chemical Technology
TS Home Economics

U - MILITARY SCIENCE

V - NAVAL SCIENCE

Z - BIBLIOGRAPHY AND LIBRARY SCIENCE

PART D

OTHER SERVICES

The Library also offers the following services:

1. SOCIAL MEDIA SERVICES

The Library of the Federal University of Technology Owerri has been playing supportive roles to actualize the missions and visions of the institution. In her bid to promote library resources and services, the FUTO library has engaged Web 2.0 applications to connect with the FUTO community. It is heartwarming to realize that the Library now has a social media presence on facebook, twitter and wordpress with the aim to create knowledge, disseminate information and communicate with the university community.

Like us on facebook – (futolibrary)

Twitter - @futolibrary

Wordpress – futolibrary.wordpress.com

2. REPROGRAPHIC SERVICES

The reprographic services offered by the Library are:

- a. Photocopying
- b. Cyclostyling/Duplication services,

The Library will photocopy materials at the expense of the user. The current rate for the service is N5.00 per sheet. Users wishing to make use of this service should take the material to be photocopied to the Enquires Desk where they are required to complete the relevant form,

3. BINDERY SERVICES

Minor book repairs and binding of projects, thesis/ dissertations are carried out in this Unit.

4. REFERENCE SERVICES

A senior professional member of staff is available to answer reference enquiries, every time the Library is open, Monday to Saturday, Reference should be made at the Information Desk. At other times the Senior Library Assistant on duty at the Loans counter should be consulted. He/she will normally be able to offer assistance for simple enquiries or in the case of complex searches, forward the enquiry to the appropriate member of staff.

5. SUGGESTION BOX

Users are encouraged to communicate their suggestions and ideas concerning the Library in writing to the University Librarian OR the User Services Librarian.

We would prefer this to be done directly to the Librarian on duty at the Information Desk. Some users however

may prefer to write their suggestions and place them in the Suggestion Box at the Loans Counter. Written suggestions, together with the University Librarian's reply, are displayed on the Library Notice Board.

6. LIBRARY PUBLICATIONS

The Library produces the following publications;

1. Readers' Guide to the Library;
2. FJTNOTES: Library Bulletin and Accessions list: A quarterly publication containing Library news, views and a complete list of recent acquisitions.
3. Fact Sheet: brief statistical information about the Library published periodically.
4. Quarterly Report
5. Annual report
6. Book Note: a periodic book review publication. In addition to these, various publications and guides are produced from time to time as services to users. Those so far published include;
 - a. Library occasional publications
 - b. Dissertations Abstract
 - c. Manuals

PLEASE ENJOY THE SERVICES OF THE UNIVERSITY
LIBRARY, **HAPPY READING!**



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