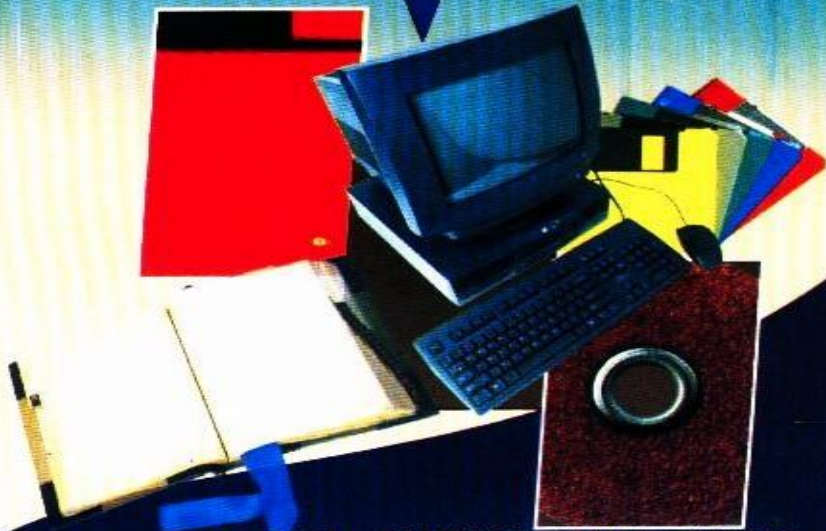




# **BASIC LIBRARY STUDIES**

*FOR SCHOOLS, COLLEGES  
AND HIGHER EDUCATION*



**CHIDI AUGUSTINE DIKE**



Basic library studies for schools, colleges and higher education By Dike, C. A. is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](https://creativecommons.org/licenses/by-nc-nd/4.0/).

# **BASIC LIBRARY STUDIES FOR SCHOOLS AND COLLEGES**

*By*

**CHIDI AUGUSTINE DIKE**



**Erudites Series**



**Basic Library Studies for  
Schools and Colleges**

Published by

**Cel-Bez Publishing Co. Ltd.**

No. 84 Douglas Road, Owerri, Nigeria

08035428158; 08054844199

E-mail: celbez\_publishers@yahoo.com.

**ISBN: 978-045-373-3**

First published 2010

*Copyright: Chidi Augustine Dike, 2010*

*All Rights Reserved.*

*No part of this publication may be  
reproduced or transmitted in any form  
or by any means, without the written permission  
of the author and the publishers.*

Designed, printed and published  
in Nigeria by

**Cel-Bez Publishing Co. Ltd.**

Owerri, Nigeria.

## DEDICATION

To my wife and jewel of inestimable value, Mrs. Agnes Odinchozo Dike, for encouraging and persuading me to write a foundation textbook on library studies which is presently lacking in our schools and colleges.

## ACKNOWLEDGEMENT

My unalloyed gratitude goes to the Almighty God for the strength, favour and the resilience to withstand the difficulties associated with writing this book.

Admittedly, this book could not have been possible without my academic and practical exposure in the profession of Library and Information Science. I am therefore eternally grateful to all my former lecturers at the Department of Library and Information Science, Anambra State Polytechnic (Federal Polytechnic) Oko, Anambra State and Imo State University, Owerri for the sound tutelage I received from them. I am also grateful to the Federal University of Technology Library, Owerri for the practical experience I have acquired over the years as a practitioner.

Indeed, no academic work can be embarked upon and concluded without reference to works of others; let me therefore acknowledge the assistance of the various authors of books, journals, theses and dissertations which I consulted while writing this book. Worthy of mention is Mr. Peter Ibe of Divisional Library Nnewi, Anambra State who did the illustrations.

Finally, I wish to acknowledge my unreserved hearty thanks to my wife, Mrs. Agnes O. Dike for her wholesome care, support and prayers and most importantly for urging me to write this work.



## PREFACE

The aim of this book is primarily to provide a simple and a basic textbook in Library Studies; a foundation course for acquiring library skills.

The book is carefully written for primary and secondary schools in order to catch them young. First year students of Library and Information Science, teachers and all who seek to have a basic knowledge of library studies will find the book a handy companion.

In writing the book, the author took into consideration the audience and therefore used simple, easy to read and understandable language. Special words are explained in the glossary at the end of the book.

It has been discovered that the use of library is not taught at the primary and secondary levels of education in Nigeria because it is not provided for in the curriculum. This costly omission affects students at the tertiary level because they come in ill-equipped to understand and appreciate the indispensable relevance of the knowledge of the use of the library in teaching, learning and research.

*Basic Library Studies for Schools and Colleges* is therefore written to help curriculum planners to incorporate the use of library as a teaching subject at the primary and secondary schools. This will equip students with the relevant basic library skills by the time they gain admission to higher institutions of learning and thus make academic activities easier for them.

Although essentially introductory, the coverage is wide. Questions have been included at the end of each chapter to make revision easy.

## FOREWORD

The author is a practical and academic librarian with Federal University of Technology, Owerri (FUTO). He has brought many years of experiences into light in this endeavour and this basic textbook in Library Studies is a manifest product of research efforts. It is a known fact that indigenous basic and foundation textbooks on Library and Information Science are scarce and this academic and foundation course book has bridged this dearth of basic textbooks.

The book expertly written for primary and secondary school children and their teachers will help to accelerate the development and dissemination of basic information in Library and Information Science in our society.

The book started with the definition of the term library studies, the reasons for using the library and the various departments in a typical library. It also dwelt on basic descriptions of various parts of a book, how books are purchased, processed and shelved. Reference books and functions of the reference librarian were discussed. Discussions on Audiovisual (non-book) materials, library rules and regulations in addition to how to register and borrow books brought the interesting book to an end.

An important element in the book is that each chapter is spiced with relevant revision questions. Reading the book itself excites, inspires and enriches the mind. The language is not only simple but also appealing.

The book is recommended for fresh students in Universities, Polytechnics and Colleges of Education who require good grades in the course, The Use of Libraries. The book is therefore an invaluable compendium of

information to teachers, pupils in primary and secondary schools, trainee teachers, librarians of all categories and all lovers of books and non-book materials.

*Dr. N.A. Agbanu*

*A.G. University Librarian*

*Anambra State University, Uli*



## TABLE OF CONTENTS

Dedication	ii
Acknowledgement	iii
Preface	iv
Foreword	v-vi
Table of Contents	vii-x
<b>Chapter One: Introduction to Library Studies</b>	1
What is Library Studies?	1-2
What is a Library?	2
Who are Library Patrons?	2
What is a Non-Book Material?	2
The Differences Between a	
Library and a Bookshop.	2-3
Revision Questions	4
<b>Chapter Two: Reasons for Using the Library</b>	5
Revision Questions	6
<b>Chapter Three: Types of Libraries</b>	7
The Public Library	7
The School Library	7-8
Academic Library	8
The National Library	8-9
The Special Library	9
Private or Personal Library	9
Community (Rural) Library	10
Revision Questions	10-11
<b>Chapter Four: Departments of a Library</b>	12
The Readers Services Department	12
The Technical Services Department	12-13
Information and Communication	
Technology (ICT) Department	13-14
Revision Questions	14-15
<b>Chapter Five: The Book</b>	16
What is a Fiction?	16
What is a Non-Fiction Book?	16
Parts of a Book and Their Uses	16

The Dust Jacket	17
The Cover	17
The Spine	17
The End Paper	17
The Preliminary Pages	17
The Half Title Page	17
The Title Page	17
Copyright	17
Author	18
Place of Publication	18
Year of Publication	18
Publisher	18
ISBN	18
References	19
Bibliography	19
Glossary	19
Index	19
Revision Questions	21
<b>Chapter Six: How Library Books are Acquired —</b>	<b>22</b>
Purchase	22
Gifts	22
Donation	22
Exchanges	22
Bequeaths	22
Book Selection for the School Library	22-23
Criteria for Selecting Books	
for the School Library	23-24
Authority	23
Relevance	23
Accuracy of Information	23
Writing Style	23
Attractiveness	23
Scope	23
Special Features	24
Physical Format	24
Book Selection Aids for School	

	Libraries	24-25
•	Children's Catalogue for Elementary Schools	24
	Standard Catalogue for High School Libraries	24
	Publishers Catalogues	24
	Book Fairs	24
	Book Exhibitions	24
	Book Reviews	24
	Suggestion Slips	25
	Revision Questions	25
<b>Chapter Seven:</b>	<b>How Books are Processed</b>	26
	Collation	26
	Stamping	26
	Accessioning	26
	Cataloguing	26
	Classification	26
	Labeling and Pasting	27
	Book Finishing	27
	Filing	27
	Revision Questions	28
<b>Chapter Eight:</b>	<b>Classification of Library Books</b>	29-30
	Functions of Classification	29
	Types of Classification Schemes	30
	The Dewey Decimal Classification Scheme (D.D.C.)	30-3
	The Library of Congress Classification Scheme (L.C.)	31
	Revision Questions	32
<b>Chapter Nine:</b>	<b>The Library Catalogue</b>	33
	Functions of the Library Catalogue	33
	Catalogue Cards	33
	Catalogue Entries	34
	Author Catalogue Card	35
	Title Catalogue Card	35-36
	Subject Catalogue Card	36-37

	Revision Questions	37-38
<b>Chapter Ten:</b>	<b>The Catalogue Cabinet</b>	39
	Revision Questions	40
<b>Chapter Eleven:</b>	<b>Reference Books</b>	41
	Dictionaries	41
	Encyclopedias	41
	Yearbooks	42
	Atlases	42
	Handbooks	42
	Almanacs	42
	Gazetteers	42-43
	Biographies	43
	Directories	43
	Gazettes	43
	Reviews	43-44
	The Reference Librarian	44
	Functions of the Reference Librarian	44-45
	Revision Questions	45
<b>Chapter Twelve:</b>	<b>Shelving Library Books</b>	46-47
	Revision Questions	48
<b>Chapter Thirteen:</b>	<b>Audiovisual Materials</b>	49-50
	Revision Questions	51
<b>Chapter Fourteen:</b>	<b>Library Rules and Regulations</b>	52
	Revision Questions	52-53
<b>Chapter Fifteen:</b>	<b>How to Register and Borrow Books</b>	54
	Library Registration	54
	How to Borrow Books	54-55
	Charging and Discharging of Books	55-56
	Reasons Why a Book May not be Found on a Library Shelf	57
	Revision Questions	57-58
	Glossary	59-61
	Bibliography	62-63
	Index	64-66

• 2000

•

•

•

•

•

•

•

•

•

•

•

•

•

•

•

•



## CHAPTER ONE

### INTRODUCTION TO LIBRARY STUDIES

Have you ever wondered what this world would have been or looked like if there were no books or other means of getting recorded information, knowledge and experiences of man? Think of a world without information, education and entertainment. Indeed, it would have been a dull and an uninteresting world where you and I would have not been able to know what is happening in our own country let alone knowing what is happening in other countries of the world. It would have been a world where people were unhappy because there would have been nothing to entertain them.

The early man was crude in his behaviour and wandered from place to place in search of food because he had neither education nor proper information. Today, because of the information and knowledge we have obtained through books and other information source materials, we are better behaved and knowledgeable. We can therefore solve our problems faster without wasting much time.

Today, we live in a modern world, which requires various types of information to exist and function properly. This information could be found in books, newspapers, magazines, journals, posters, charts, films, compact discs, computers, and audio-visual materials e.t.c. Library studies is concerned with managing all these information and making them available for use.

#### **What is Library Studies?**

Library studies is the study of how to obtain various forms of information carrying materials; organize and store them

so that people can use them. In summary, it is the study of how to manage both the human and material resources of a library.

### **What is a Library?**

A library is a collection of books and non-book materials, which have been selected and organized for the use of patrons.

### **Who are Library Patrons?**

Library patrons are those people who use the library. They are also called library users. Examples of people who use the library are: pupils, students, teachers, civil servants, traders, craftsmen, researchers and all those who want one information or the other from the library.

### **What is a Non-Book Material?**

A non-book material is a library material that is not made of paper. Examples of non-book materials are films, radio, cassettes, videotapes, compact discs, television, and computers e.t.c.

## **THE DIFFERENCES BETWEEN A LIBRARY AND A BOOKSHOP**

Some people think that the library and a bookshop are the same thing. Are you one of those who have this thinking? A look at the differences between a library and a bookshop will prove you wrong. Now let us differentiate a library from a bookshop.

The Library	The Bookshop
1. Books in a library are organized and arranged in a particular order on the shelves.	Books in a bookshop are neither organized nor arranged in any particular order.
2. Books in a library are not sold.	Books in a bookshop are meant for sale.
3. Every book in a library has an accession number.	Books in a bookshop do not have accession numbers.
4. Every book in a library can be located with its call number.	Books in a bookshop do not have call numbers with which they can be located.
5. Library books are meant for reading, study and reference.	People do not go to a bookshop to read, study or make reference.
6. The Library is a quiet place meant for reading and studies.	The bookshop is a noisy commercial place, which is not suitable for studies.
7. Library books can be borrowed for home reading.	Books in a bookshop cannot be loaned to people.

## Revision Questions

1. What is library studies?
2. What is a library?
3. Give five examples of library users.
4. Who is a library patron?
5. What is a **non-book** material?
6. Mention five non-book materials known to you.
7. Give four reasons why a library is different from a bookshop.
8. Mention five sources through which information can be obtained.

## CHAPTER TWO

### REASONS FOR USING THE LIBRARY

Libraries are set up to provide information, education and entertainment to the people. They perform these roles by providing books, newspapers, magazines, audiovisuals, films and other information source materials. It is important that we learn how to use the library very early in life. The reason for this is that it will help us grow up as intelligent, knowledgeable and informed adults.

There are so many reasons why a child should learn how to use the library very early in life. Some of the reasons for using the library are:

1. To learn how to use the library to locate and to use information.
2. To learn how to study on our own.
3. To obtain the latest information on what is happening around us and in the whole world through newspapers, magazines, journals, e.t.c.
4. To entertain ourselves by reading novels, comics, e.t.c.
5. To learn and develop reading skills.
6. To learn more about a subject or topic by reading other books on the subject or topic.
7. To have access to read many other books we do not have.
8. To develop the habit of using books and libraries.
9. To borrow books free of charge.
10. To learn more through the television, audio films, video films, audio cassettes, radio, computer, e.t.c. that are found in libraries.



## Revision Questions

1. Using the library helps us to get \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_
  - a. Education, information and entertainment
  - b. Entertainment, imagination and encouragement
  - c. Enrichment, improvement and entertainment
2. Give five reasons why every child should use the library.

## CHAPTER THREE

### TYPES OF LIBRARIES

The following are types of libraries:

1. The Public Library
2. The School Library
3. The Academic Library
4. The National Library
5. The Special Library
6. Private or Personal Library
7. Community Library

#### **The Public Library**

A Public Library is the type of library provided by a State or Local Government for use by every member of the public without any charge. A public library can be found in state capitals, towns, cities and local governments. Public libraries are built with money obtained from taxes paid by members of the public and therefore allow every member of the society to use them without any charge; they do not discriminate against people who use them. The public library contains various types of books, newspapers, magazines and audio-visual materials for use by members of the public.

#### **The School Library**

The School Library is a library that can be found in a primary or a secondary school. The major users of the school library are pupils, students and teachers. Those who work in the school can also use the school library. Examples of other groups of people who can also use the school library are clerks, typists, cashiers, bursars, and security men. The school library provides books and other

materials like newspapers, magazines, charts, radio, cassettes, video films, compact discs, computers, etc. for the use of patrons.

The government funds the school library. Others who help in providing finance for the school library are Parents Teachers Association (PTA), good-spirited individuals, philanthropic organizations like UNICEF, Book Aid International, e. t. c. Owners of private schools provide the funds for their school libraries. The person trained to manage a school library is called a Teacher/Librarian.

### **The Academic Library**

An Academic Library is a library that can be found in institutions of higher learning like Universities, Polytechnics, Colleges of Education, e. t. c.

The person in charge of a University Library is called the University Librarian; the person in charge of a Polytechnic Library is called the Polytechnic Librarian while the librarian in charge of a College of Education Library is called the College Librarian.

The function of an academic library is to provide books and other library materials to support teaching, learning and research. Users of academic libraries are students, lecturers, staff and other members of the university community.

### **The National Library**

A National Library is the type of library established and maintained by the national government of any country. Nigeria has a National Library which is called the National Library of Nigeria. The headquarters of this library is at Abuja. The National Library of Nigeria has set up branches in most states of Nigeria.

The National library of Nigeria has powers to collect and preserve copies of books written and published in Nigeria or about Nigeria. This is why we say that the National Library of Nigeria is a legal deposit library.

Every country has a national library. The National library of Britain is called the **British Museum** while the national library of America is called the **Library of Congress**.

The National Library of Nigeria serves the needs of government agencies, Nigerian citizens and the whole country.

### **The Special Library**

A Special Library is a library set up to serve the information needs of its parent's body. This type of library can be found in banks, research institutes, companies, public corporations, government departments, hospitals etc.

The type of library materials found in a special library depends on the type of work or business the body, which established it, does. For instance, a special library in a bank will acquire and preserve books, newspapers, journals, reports, discs, videotapes, films and other materials, which deal on banking.

### **Private or Personal Library**

This is a library, which belongs to an individual or a family. A private library is usually located in the compound of the individual or family who owns it. A Lawyer, Librarian, Doctor, Teacher, an Engineer or anybody can have a personal library; you can also have your own private library. The types of books and other materials in a private library depend on the interest of the owner.



## Community (Rural) Library

A Community Library is a library located in the rural area. Most community (rural) libraries are extensions of the state public library established to serve the rural communities. The state or local government can establish a community library. A rural community can also establish and own a library.

Those who use community libraries are primary and secondary school pupils and students; teachers, civil servants, retired workers, traders, artisans and members of the community.

Materials in a community library include books, newspapers, magazines, journals, maps, charts, posters, pamphlets, cassettes, videotapes, e.t.c.

## Revision Questions

1. Mention five types of libraries known to you.
2. Write short notes on a public and a school library.
3. Mention the main users of the school library.
4. Mention other users of the school library.
5. What types of materials does the school library provide?
6. The library found in an institution of higher learning is called \_\_\_\_\_.  
A. School library    B. Academic library  
C. Public library    D. Special library  
E. Community library
7. Which of these are found in the school library?  
A. Books, magazines and newspapers.  
B. Bags, pencils and ink.  
C. Sandals, crayon and school badge.  
D. Eraser, wrists watch and pen.



8. The National Library of Nigeria has its head office  
in \_\_\_\_\_
9. The National Library of Britain is called  
\_\_\_\_\_
10. The person in charge of a school library is called  
\_\_\_\_\_

## CHAPTER FOUR

### DEPARTMENTS OF A LIBRARY

Every large library should have two major departments. These are Readers Services Department and the Technical Services Department. Each of these departments has other sections under it. Let us briefly look at them and their functions.

1. **The Readers Services Department** is made up of the following:
  - a. The Circulation (Lending) Section: This is where library users go to read and borrow books.
  - b. The Reference Section: This is where users go to look for one information or the other. They also use reference books to do a careful study of a subject in order to find out new facts or information about it. This is called research. Reference books are not meant to be borrowed.
  - c. The Serials Section: Selects, orders, buys, processes and preserves books and printed library materials that are not books. These types of materials are called serials. Serials are materials that may be published daily, weekly, fortnightly, monthly, quarterly, yearly or bi-annually. Examples are newspapers, magazines, journals, research reports, annuals etc.
2. **The Technical Services Department (TSD)**  
This department contains the following sections:

- a. The Acquisitions Section: Selects, orders and acquires library materials. They also give books accession numbers and stamp them with the library ownership stamp. They get library materials through purchase, donations, gifts, exchanges, bequeaths, legal deposits etc.
- b. Cataloguing and Classification Section: Describes and puts books in the class they belong. These are called cataloguing and classification. When books are catalogued and classified they are given special numbers called call numbers; with a call number, a book can be easily located on the library shelf.
- c. Bindery and Reprographic Section: Damaged library books are repaired in the bindery section. Books with light covers (paperbacks) are also given thick covers at the bindery while photocopies of books and other materials are reproduced with photocopying machines at the reprographic section.

### 3. **Information and Communication Technology (ICT) Section:**

With the coming of the computer and the benefits it offers, when used in rendering services to people in different occupations and other fields of knowledge, the library all over the world have started to use computer in their services.

A computer is an electronic machine, which accepts data as input; processes it at a very high speed and gives out (information) result. Data are figures, words and symbols, which the computer works on. Large library like

the National Library of Nigeria, public and academic libraries have set up Information and Communication Technology (ICT) sections where computers are used to render services to users with little or no waste of time.

At the ICT section of a library can be found computers, Internet facilities, audio and video compact discs (CDs and VCDs), electronic books and journals etc. A library is said to be automated if it uses computers in its services to users.

### Revision Questions

1. What are the two major departments of a library?
2. Write short notes on the functions of these sections:
  - a. Circulation or lending section.
  - b. Reference section.
  - c. Serials section.
3. What types of library materials are called serials?
4. Give five examples of serials.
5. Mention the sections contained in a Technical Services Department.
6. What is the function of a Bindery section?
7. In what section will one go to photocopy books and documents?
  - a. Bindery section
  - b. Reprographic section
  - c. Serials section
  - d. ICT section
8. What is the meaning of ICT?
9. What are the types of materials found in an ICT section of a library?
10. What is a computer?
11. What are data?
12. A library is said to be \_\_\_\_\_ if it uses computer in its services to users.

- a. Amalgamated
- b. Autocratic
- c. Automated
- d. Serials.



## CHAPTER 5

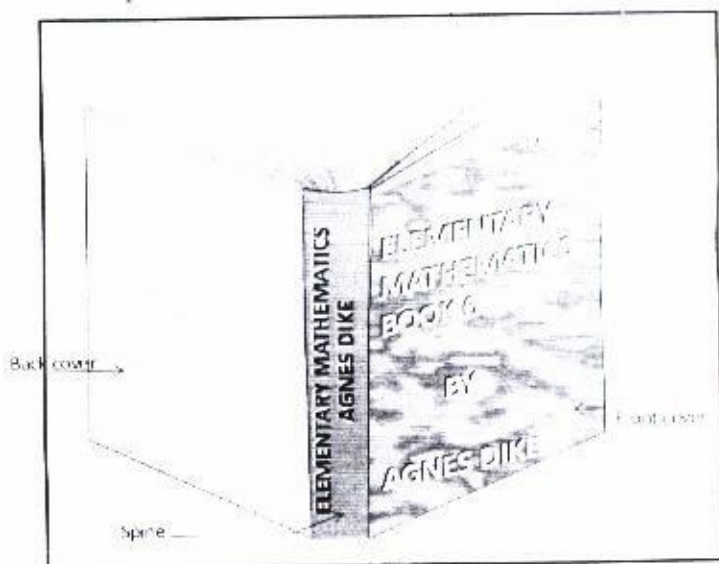
### THE BOOK

What is a book? A book is a collection of sheets of paper containing printed characters fastened together and bound between two covers. A book can be a fiction or non-fiction. What is a fiction book? A fiction book is a book which describes imaginary things that are not usually true, e.g. storybooks and novels.

What is a non-fiction book? This is a book which describes real things or events, e.g. textbooks. A book which has a soft cover is called a Paperback while a book with a thick cover is called Hardcover or Hard bound.

Parts of a Book and their Uses:

A book is made up of different parts. Each part of a book performs a particular function as can be seen below.



*Figure 1: A Book Showing the Covers and the Spine.*

The Dust jacket:	This is a beautifully designed cover, which protects the cover of a book with a hardcover. The dust jacket attracts the attention of the buyer or a reader of the book.
The Cover:	The book cover is the thick cover, which is seen when the dust jacket is removed. It provides protection for the book.
The Spine:	This is the part of a book cover, which is visible when the book is placed on a shelf. It usually contains the title of the book.
The End Paper:	This is the blank sheet, which comes before the preliminary pages.
The Preliminary Pages:	These are the pages, which come before the main textual pages and are numbered in Roman figures.
The Half Title Page:	This page contains a brief title of a book usually without the author's name or the imprint (i.e. the publisher, place and date of publication).
The Title Page:	The page which contains the title of the book, the author, publisher, place and date of publication, edition etc.
Copyright ©:	This shows that the book is the lawful property of an author or a publisher. This means that nobody can claim the book from the author or publisher.

Author:	This is the person who writes a book or the person who wrote a particular book. Two or more persons can write a book.
Place of Publication:	The town or city where a book was published e.g. Awka, Ibadan, Owerri etc.
Year of Publication:	The year a book was published e.g. 2000, 2008, 2009, etc.
Publisher:	The company which prepares a book and makes it available for public use e.g. Longmans, Evans, University Press etc.
ISBN:	The abbreviation means: International Standard Book Number. It is a number given to a book to differentiate it from other books. ISBN contains ten (10) digits e.g. 0-19-434106-6.
Dedication:	This is where the author shows appreciation to someone. It is usually very brief and comes before the preface.
Acknowledgement:	This is a show of appreciation by an author to persons and sources from where he received help while writing a book.
The Preface:	This is a brief discussion about a book written by the author. The preface explains why the author wrote the book and the type of readers the book is meant for.

Foreword:	This is a brief remark about a book written by someone who knows what the author has written.
Table of Contents:	This shows the order in which the topics in a book are arranged. It shows the chapters in a book and the pages where they can be found.
Introduction:	This gives a brief and general information on what a book is discussing.
The Text:	This is the main part of a book and is divided into chapters.
References:	This is a list of books, newspapers or journal articles and other sources, which an author used when writing a book. It is placed at the end of a book or a chapter of a book.
Bibliography:	This is an alphabetically arranged list of books and other sources whether published or unpublished which an author used while writing a book. It is found at the end of a book.
Glossary:	The page where unfamiliar words are explained.
Index:	This is a list of words, names, places, topics, or ideas treated in a book arranged alphabetically and showing the pages where they can be found in the book.

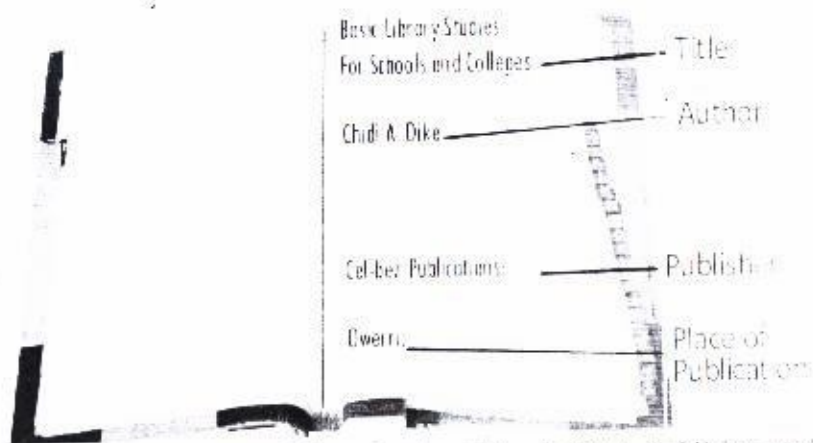


Figure 2: A Book Showing the Title, Author, Publisher and Place of Publication

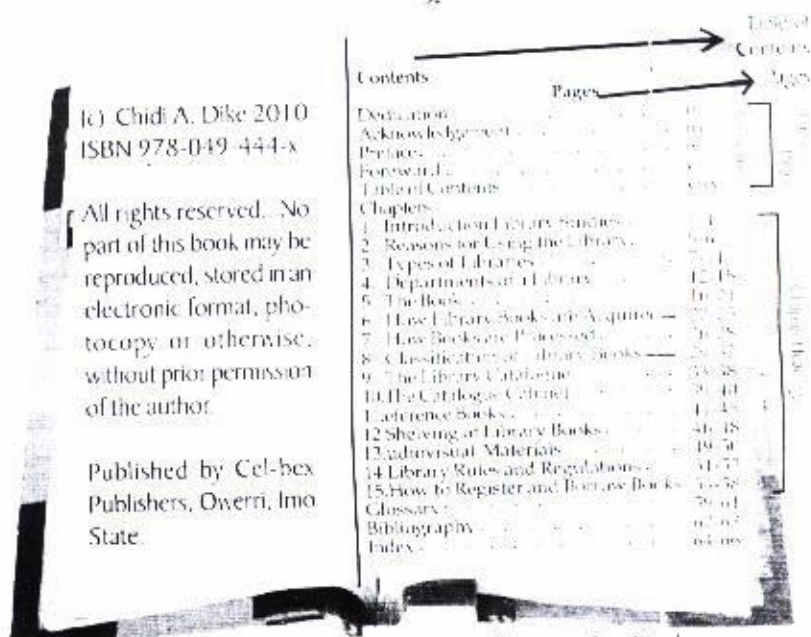


Figure 3: The Verso and Content Pages of a Book



## Revision Questions

1. What is a book?
2. What is the difference between a fiction and a non-fiction book?
3. Write short notes on:  
(a) Author (b) Publisher (c) Copyright
4. What is ISBN?
5. Explain any five of the following terms:  
(a) Preface (b) Preliminary page (c) Glossary (d) Table of contents  
(e) The Text (f) Index
6. What is the difference between the book cover and the dust jacket?
7. Unfamiliar words are explained in one of these:  
\_\_\_\_\_  
(a) glossary (b) index (c) bibliography (d) references.
8. The forward of a book is written by the  
\_\_\_\_\_  
(a) publisher (b) author (c) one who knows the author.
9. The main part of a book is called \_\_\_\_\_.
10. The dedication of a book is written by the  
\_\_\_\_\_  
(a) the friend of the author (b) publisher (c) author.

## CHAPTER SIX

### HOW LIBRARY BOOKS ARE ACQUIRED

A library can obtain books and other materials through:

1. Purchase
2. Donation
3. Bequeaths
4. Gifts
5. Exchanges

**Purchase:** Books can be purchased directly from the publishers or book vendors (book sellers).

**Gifts:** People and friends of the library can hand over books and other materials to the library without payment.

**Donation:** Individuals, The Parent Teachers Association (PTA), UNICEF, Local Governments, Companies and any kind person can donate books and other materials to the school library.

**Exchanges:** A library can exchange some of the books it has in large quantities for those of other libraries.

**Bequeaths:** Any person can write in a will that his/her books be given to a school library or any library when he/she dies.

#### **Book Selection for the School Library:**

Book selection is the act of choosing books which are to be purchased for the library. Before a school buys books for the library, the teacher/librarian will have to select the appropriate books based on the selection policy of the school. These two terms are important in book selection:

Selection Policy:

This is a written statement, which states the type of books to be selected and purchased by the school.

Selection Criteria:

This is the standard, which is used to determine the book to be selected for the library.

### **Criteria for Selecting Books for the School Library**

The criteria for selecting books for a school library are:

1. Authority:

The author of the book should be one who is qualified to write on the subject.

2. Relevance:

The content of the book must provide for the needs and interest of the students who will use the book.

3. Accuracy of Information:

The information contained in the book must be accurate and should not misinform the readers.

4. Writing Style:

The words and languages used in writing the book should be simple to be understood by the readers.

5. Attractiveness:

The book should be attractive with good illustrations and layout because these features attract young readers.

6. Scope:

The range, which the book covers, must be suitable for the readers.

- |                      |   |
|----------------------|---|
| 7. Special Features: | Special features like index, glossary, and bibliography are very important for non-fiction books.                       |
| 8. Physical Format:  | Features like the quality of the binding, the <b>typetace</b> whether bold or small are important features to consider. |

### **Book Selection Aids for School Libraries**

Book Selection aids are published materials, which help the teacher/librarian to select good books for the school library. Some of these selection aids are:

1. Children's Catalogue for Elementary School Libraries.
2. Standard Catalogue for High School Libraries. These two catalogues are published by H.W Wilson Company. They are regularly updated and are **very** good tools for selecting books for school libraries.
3. Publishers Catalogues of various local publishers like Macmillan, African University Press, Longmans, Evans Brothers, Oxford University Press etc are good for selecting books written by local authors.
4. Book Fairs: Book Fairs are markets where books are sold from time to time. The teacher/librarian can visit book fairs to select books for the school library.
5. Book Exhibitions: A public show of books for sale. The teacher/librarian can visit book exhibitions to select books.
6. Book Reviews: There are newspapers, magazines and publications, which write account of new books. The teacher/librarian can select books through book reviews.

**Suggestion Slips:** These are printed slips, which can be given to teachers and students to write books they would want the library to buy. After books have been selected, they can be obtained through the following ways:

- i. Direct order from the publisher
- ii. Purchases from bookshops
- iii. Purchase from book sellers in the open market.

### Revision Questions

1. Mention five ways through which a school library can obtain books.
2. Who can donate books to your library?
3. From who can a book be purchased?
4. Explain the following terms (a) Book selection (b) Selection criteria (c) Selection policy.
5. Mention four criteria used for selecting library books.
6. What are book selection aids?
7. Mention three selection aids.
8. What is a book exhibition?
9. What do you understand by a suggestion slip?
10. Mention five local publishers known to you.



## CHAPTER SEVEN

### HOW BOOKS ARE PROCESSED

After books and other library materials are purchased, they have to be processed so that they can be easily located and used by users. Technical processing is a series of activities, which help to make library materials to be easily located and used.

The following are stages involved in processing:-

- i. Collation: The checking of newly purchased books to make sure that they are in order. If a book has bad printing, missing pages or any fault, it will be sent back to the vendor or publisher to be replaced.
- ii. Stamping: Stamping of ownership stamp on a book shows that it belongs to a library. Ownership stamp contains the name of the library using it.
- iii. Accessioning: This is the act of giving a particular number to a book. This number is recorded in a book called Accessions Register and also stamped on the verso page of a book. No two books can have the same accession number.
- iv. Cataloguing: The process of describing a book by writing down the title, author, place of publication, publisher, date of publication, and number of pages, ISBN etc.
- v. Classification: This is the grouping of books according to their classes using internationally recognized tools.

- vi. Labeling and Pasting: This is the pasting of date due slips and book pockets containing book cards on books.
- vii. Book Finishing: The typing and pasting of call numbers on a book spine.
- viii. Filing: The alphabetical arrangement of catalogue cards in the catalogue cabinet.

S/N	Author	Title of Book	Price	Source	Accession Number
1	Dike, C.A.	Basic Library Studies for Schools and Collages	N 800	Kingdom Bookshop	001
2	Aghana, N.A.	Use of Books and Libraries	N 700	Glow Publishers	002
3	Dike, A.O.	Mathematics for Primary 6	N 550	Macmillan	003
4	Okeke, S.H.	New Certificate Biology	N 1,500	Johnson Books Ltd.	004

*Figure 4: An Accessions Register*

## Revision Questions

1. Why are library materials processed?
2. What is ownership stamp?
3. Explain the following terms (a) Filing (b) classification (c) cataloguing
4. When newly purchased books are checked to ensure that they are not faulty, we use the term (a) collation (b) stamping (c) accessioning
5. What is accessioning?

## CHAPTER EIGHT

### CLASSIFICATION OF LIBRARY BOOKS

The word "classification" comes from a Latin word called "classis". The word "classis" is used to refer to a group of persons who have qualities in common and also belong to the same class.

The word classification is a library term, which means the grouping of books together according to their classes. Classification makes materials in the library to be orderly. This orderly grouping of knowledge (classification) helps a library user to locate books and other materials, withdraw and use them without wasting much time. When a book is classified, it is given a special number called CALL NUMBER, which is used to locate the book on the shelf. The call number is derived by adding the author number to the classification number.

#### Functions of Classification

1. It arranges library materials orderly.
2. It helps library users to locate materials easily.
3. It helps a library user to know what the library has in his area of interest.
4. It groups works that have the same features together and separates them from others that do not have these features.
5. It makes shelf arrangement to be systematic.
6. It is used to arrange catalogues, bibliographies, shelf lists and indexes in orderly manner.
7. It helps to identify not only books but also parts of books, articles in periodicals, reports as well as the smallest bit of information.

8. It is an international standard used to organize knowledge.

### **Types of Classification Schemes**

A classification scheme is a set of documents designed for grouping books and other library materials according to their classes.

There are different types of classification schemes but we shall briefly discuss the two popular ones. The two popular schemes are:

- (i) The Dewey Decimal Classification Scheme (DDC)
- (ii) The Library of Congress Classification Scheme (LC)

### **The Dewey Decimal Classification Scheme (DDC)**

An American called Melville Dewey in 1873 developed the DDC. It divides the whole knowledge into ten (10) main classes. Each of the main classes are further subdivided with a decimal point to make a total of 1000 classes numbered from 000 - 999. It is commonly used in public and school libraries. It uses numerals and thus simple and easy to remember.

The major divisions of DDC are:

000	-	General Works
100	-	Philosophy
200	-	Religion
300	-	Social Sciences
400	-	Languages
500	-	Pure Sciences
600	-	Technology (Applied Science)
700	-	Fine Arts



800	-	Literature
900	-	History and General Geography

### **The Library of Congress Classification Scheme (LC)**

The American Congress developed the scheme in 1800. It divides knowledge into twenty one (21) main classes. It classifies books by using letters and numbers. It uses letters of the alphabets for the main headings and Arabic numbers for subdivision. The major divisions are:

A	-	General works
B	-	Philosophy and Religion
C	-	History: Auxiliary Sciences
D	-	History: General and European
E	-	History: America (General US History)
F	-	History: America (Local and Latin America)
G	-	Geography, Anthropolgy, Recreation
H	-	Social Sciences
J	-	Political Science
K	-	Law
L	-	Education
M	-	Music
N	-	Fine and Applied Arts
P	-	Language and Literature
Q	-	Science
R	-	Medicine
S	-	Agriculture
T	-	Technology
U	-	Military Science
V	-	Naval Science
Z	-	Bibliography and Library Science

## Revision Questions

1. The word "classification" originated from a \_\_\_\_\_ word called \_\_\_\_\_.
  - (a) English word called classes
  - (b) Latin word called classics
  - (c) Latin word called classis
  - (d) English word called classy
2. The grouping of books together according to their classes is \_\_\_\_\_.
  - (a) Cataloguing
  - (b) Accessioning
  - (c) Classification
  - (d) Processing
3. When books are classified, they are given special numbers called \_\_\_\_\_.
  - (a) Author numbers (b) Accession numbers (c) Call numbers
  - (e) Book numbers
4. Which of these options is not true of classification?
  - (a) It arranges library materials orderly. ☐
  - (b) It helps easy location of materials. ☐
  - (c) It makes shelf arrangement disorderly. ☐
  - (d) It helps a library user to know what the library has in his area of interest. ☐
5. What is DDC?
6. What is LC?
7. The Dewey Decimal Classification Scheme divides knowledge into \_\_\_\_\_ main classes.
8. The Library of Congress Classification Scheme divides knowledge into \_\_\_\_\_ main classes.

## CHAPTER NINE

### THE LIBRARY CATALOGUE

A catalogue is a record of everything contained in a library. Some of the things contained in a library are books and other information materials like magazines, newspapers, films, video cassettes, audio cassettes, Compact Discs (CDs), Video Compact Discs (VCDs), maps, charts, computers e.t.c.

#### Functions of the Library Catalogue

The library catalogue performs the following functions:

1. It shows a book by a particular author.
2. It helps a user to locate a book on a particular subject.
3. It helps a user to locate a book with a particular title.
4. It helps a user to know whether a particular book is available in the library.
5. It gives a complete description of a book.
6. It shows what a library has collected in a specific subject e.g. what a library has on primary science or physical geography etc.
7. It can be used to know the number of books in a library.

#### Catalogue Cards

A catalogue card measures 7.5cm x 12.5cm or 3inches by 5 inches. On it are recorded all the essential particulars of a book.

These important particulars are the author of a book, the title, place and date of publication, number of pages, size, ISBN, call number etc.

## Catalogue Entries

A user can easily find information in the library without wasting much time by searching the catalogue cabinet as shown in figure 9. For our level, we are to learn three major types of catalogue entries:

1. Author catalogue entry
2. Title catalogue entry
3. Subject catalogue entry

Before we discuss the three major types of catalogue entries, let us illustrate a catalogue card and its parts.

### Parts of a Catalogue Card

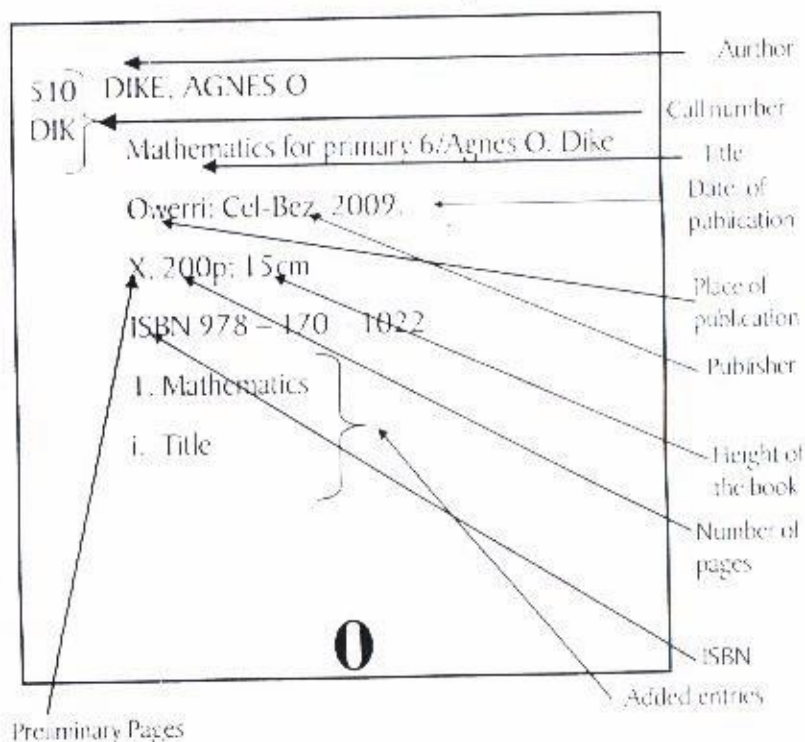


Figure 5: Parts of a Catalogue Card

Having illustrated a catalogue card, let us discuss the author, title and subject catalogue cards and when they are to be used to search for information. We shall still use: Mathematics for Primary 6 written by Agnes O. Dike in our examples.

### Author Catalogue Card

An author catalogue card is a card, which has the author as the main heading. This means that the author's name appears first on the card. The author card is also known as the main entry card.

When the name of an author is known, we search for a book in the catalogue cabinet under the name of the author.

510	Dike, Agnes O.
DIK	Mathematics for primary 6/Agnes O. Dike
	Owerri: Cel-Bez, :2009.
	X, 200p; 15cm
	ISBN 978 - 170 - 1022
	1. Mathematics
	i. Title
	<b>O</b>

*Figure 6: An Author Catalogue Card (Main Entry)*

### Title Catalogue Card

A title catalogue card is one on which the title of the book appears first on the card. When the title of a book is



known, we search for the book through the title catalogue. In the example below, the title of the book (*Mathematics for Primary 6*) appears first on the card.

510	MATHEMATICS FOR PRIMAR 6
DIK	Dike, Agnes O.
	Mathematics for Primary 6/Agnes O. Dike
	Owerri: Cel-Bez, 2009.
	X, 200p; 15cm
	ISBN 978 – 170 – 1022
	I. Mathematics
	i. Title
	<b>O</b>

*Figure 7: A Title Card*

### **Subject Catalogue Card**

A subject catalogue is a card on which the subject appears first on the card. When we do not know the author or title of a book, it is advised that we search for the book through the subject. Examples of subjects are Mathematics, English language, Economics, Primary Science, Biology, Chemistry, Physics e. t. c.

510	MATHEMATICS
DIK	Dike, Agnes O.
	Mathematics for Primary 6/Agnes O. Dike
	Owerri: Cel-Bez, 2009.
	X, 200p; 15cm
	ISBN 978 – 170 – 1022
	1. Mathematics
	i. Title
	<b>O</b>

*Figure 8: A Subject Catalogue Card*

### Revision Questions

1. A library catalogue is not one of these:
  - a. A list and design of clothes.
  - b. A list of the content of a library.
  - c. A record of materials in a library.
  - d. A record of books and other materials in a library.
2. Mention four functions of a library catalogue.
3. A standard catalogue card measures:
  - a. 2 inches by 5 inches.
  - b. 4 inches by 3 inches.
  - c. 3 inches by 5 inches or 7.5cm X 12.5cm.
  - d. 5 X 10 inches.
4. Which of these is not found in a catalogue card?
  - a. The author.

- b. The title of the book.
  - c. Place of publication.
  - d. Number of students.
5. Explain the following:
- a. Author catalogue.
  - b. Title catalogue.
  - c. Subject catalogue.
6. Using your name as an author, write an author catalogue card of the book: Nation Wide Mathematics published in Enugu by Longmans in 2009. The book has three (iii) preliminary pages and measures 20cm. The ISBN is 978-120-1144.

## CHAPTER TEN

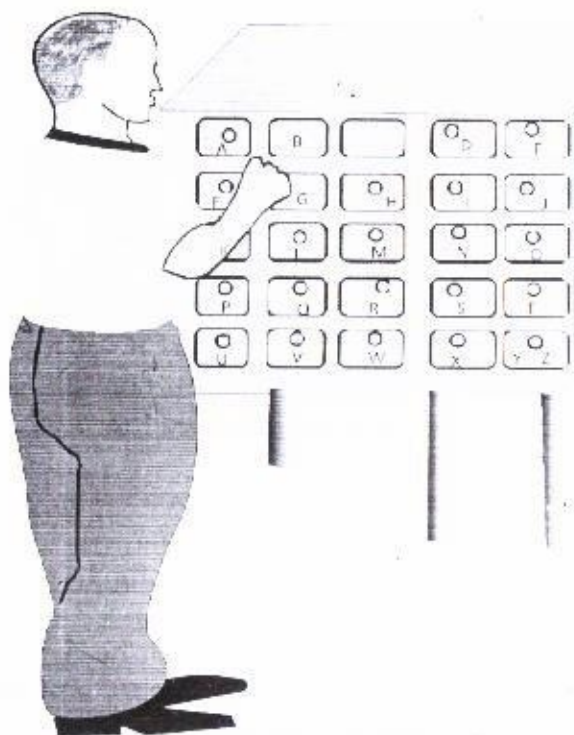
### THE CATALOGUE CABINET

A catalogue cabinet is a box containing drawers in which catalogue cards are filed. When author, title and subject cards are produced, they are filed alphabetically in the catalogue cabinet by pulling out the drawers and filing the cards in their appropriate positions. Each of the drawers contains a rod, which holds the cards.

Instead of having a separate author, title and subject catalogue cabinets, it is recommended that a school library should use a dictionary catalogue.

A **dictionary catalogue** is a catalogue in which the author, title and subject cards are inter-filed alphabetically like words in a dictionary. The rules for filing catalogue cards are contained in a book called *ALA Rules for Filing Catalogue Cards*. These rules will not be discussed here but at a higher level in the book, *Theory and Practice of Librarianship* by Chidi A. Dike and Nkechi M. N. Amaechi.

However, it is important for us to know that articles like *a*, *an*, and *the*, are ignored while filing cards in the cabinet. For example, if the book, "The adventures of Souza" is to be filed, the article "The" will be ignored and the book filed with "Adventures". Similarly, the user will have to search for the book in the catalogue under A and not T.



*Figure 9: A User Searching for Information in the Catalogue.*

### Revision Questions

1. What is a catalogue cabinet?
2. What is a dictionary catalogue?
3. The rules for filing catalogue cards are found in a book called \_\_\_\_\_.
  - a. ALA Rules for Filing Catalogue Cards
  - b. ABA Rules for Filing Catalogue Cards
  - c. Author Filing Rules
4. Author, title and subject cards are filed \_\_\_\_\_ in a catalogue.
  - a. Diagonally
  - b. Horizontally
  - c. Alphabetically.



## CHAPTER ELEVEN

### REFERENCE BOOKS

Every library has a duty to supply the various information needed by its users. The information, which library users may need, may be for education, information, entertainment, or for a careful study of a subject in order to discover new facts or information about it (which is called research) e.t.c.

To carry out its duties very well, every library tries its best to select, purchase, process, store and make available different types of information materials to make its users happy.

What then are reference books? Reference books are special books that are not meant to be read from page to page. They are only consulted when a user needs a particular information. Reference books are kept in the library and are not meant for borrowing.

Examples of reference books are: dictionaries, encyclopedias, yearbooks, biographies, directories gazettes, and reviews e.t.c.

**Dictionaries:** A dictionary is a book, which gives the meaning and spelling of words, their pronunciation, how to use them e.t.c. An example of a dictionary is *Oxford Advanced Learners Dictionary*.

**Encyclopedias:** An encyclopedia provides information on all branches of knowledge. An encyclopedia may be in one volume or several volumes. There are general and special encyclopedias. Examples of encyclopedias are *Encyclopedia*

- Britannica* that is in 30 volumes and *Encyclopedia Americana*, which is also in 30 volumes.
- Yearbooks:** Yearbooks are published once a year and give information on events of a particular year. Yearbooks contain current information on latest inventions, weights and measures, statistics etc. Examples are *Cadmus's Book of Records*, *Nigeria Yearbook* and *Statesman's Yearbook*.
- Atlases:** An atlas is a collection of maps, plates or charts bound together. Examples are: *Times Atlas of the World*, *Book of Facts* and *Phillip's Modern Atlas*.
- Handbooks:** A handbook is a book, which provides correct information on a particular subject. They are used in checking formulae, description of processes etc. Examples are *Handbook of Engineering Science* and *Librarians Glossary*.
- Almanacs:** An almanac is a book of facts and figures usually arranged in charts, tables or lists. It is published yearly and provides important data and statistical information on countries, subjects and important personalities. Examples are *World Almanac* and *Book of Facts*; *Whitaker's Almanac*, etc.
- Gazetteers:** A gazetteer is a dictionary of places, cities, towns and countries. It can also be called a geographical dictionary. It is used to get information about the

location of places, their correct pronunciation, description, latitude and longitude etc. Examples are *The Columbia Gazetteer of the World*, *Webster's New Geographical Dictionary* and *Atlases*.

**Biographies:** These are publications which give account of people either living or dead. Examples are *Who is Who in Nigeria*, *International Who is Who* and *Webster's Biographical Dictionary*.

**Directories:** Directories contain a list and addresses of persons, institutions, organizations, products, towns or countries arranged in alphabetical order. Examples are: *Telephone Directory*, *World Guide to Libraries* and *A Directory of Colleges of Education in Nigeria*.

**Gazettes:** This is a Federal and State government publications that contain laws and edicts made by governments. They also contain workers' records like appointments, confirmation of appointments, promotions, transfer of service. Examples are *Anambra State Government Gazette*, *Iwo State Government Gazette* and *Federal Government Gazette*.

**Reviews:** These are publications, which give critical account of new books. Such account has to do with how good a book is, what is lacking in it, additions to be made and how suitable it is for its

readers. There are newspapers, magazines and journals, which devote some pages for reviews.

### **THE REFERENCE LIBRARIAN**

The **Reference Librarian** is a trained and qualified librarian who is in charge of the reference section of any library. He gives various types of personal assistance to users who come to him for one type of information or the other. This personal assistance given to users is called **reference services**.

The Reference Librarian gives assistance to users through reference books and advice. We have earlier on mentioned and discussed some of these reference sources (books and other library materials).

#### **Functions of the Reference Librarian**

The Following are some of the functions of a Reference Librarian:

1. He provides reference books and other materials which users demand.
2. He answers questions from users. These questions may be on general or specific piece of information.
3. He directs and also helps users to locate books and other materials from the shelves.
4. He selects various book and non- book materials, which his users may need.
5. He interviews users so as to know the type of information they need and help them.
6. He obtains materials, which are not in his library from other friendly libraries for his users.



7. He teaches the users how to use the library catalogue to locate library materials.
8. He refers users to other libraries, which have materials that are not available in his library.
9. He watches the reference materials so that they will not be stolen or destroyed.
10. He draws the attention of users when new materials arrive. He does this by displaying them and also publishing the list of new books and through other methods.

### Revision Questions

1. Every library has a duty to supply the various information needed by its \_\_\_\_\_.  
a. Users (b) friends (c) students (d) pupils
2. To carry out its duties very well, every library tries its best: \_\_\_\_\_.  
a. To provide different types of information materials to satisfy its users.  
b. To provide newspapers and magazines for users.  
c. To provide only books for user's happiness.  
d. To provide magazines and books for users.
3. What are reference books?
4. \_\_\_\_\_ books are not meant to be borrowed.
5. Give five examples of reference books.
6. Write short notes on the following:  
a. Dictionaries (b) Encyclopedias (c) Yearbooks (e) Atlases.
7. Who is a Reference Librarian?
8. What is meant by reference services?
9. Mention five functions of a Reference Librarian.



## CHAPTER TWELVE

### SHELVING LIBRARY BOOKS

After books have been processed (that is catalogued, classified and given call numbers) they are sent in a book truck to the Readers Services Department where they are shelved for use.

#### What is shelving?

Shelving is the orderly arrangement of books on library shelves according to their call numbers. Accurate shelving of books is very important because it helps users to locate the books they want without wasting much time.

Library users are required to leave all consulted books on the table. It is wrong for a library user to shelve back books on the shelves after using them. This is to avoid shelving books on the wrong shelves. When books are wrongly shelved, users will find it difficult to locate such books and will thus be frustrated. It the duty of trained library staff to shelve books, so, do not bother yourself to shelve back books after using them.

Having too many books (overcrowding) on the shelves should be avoided. The reason is that overcrowding causes damage to books when they are forced in and out of spaces too small for them. To allow for additions of new books, it is advisable to fill each shelf about three-quarters full and to use bookends to firmly hold the books. A **bookend** is a metal or wooden sheet placed at the end of books on a shelf to hold them firmly



Figure 10: A Librarian Shelving Books.

## Revision Questions

1. Books are shelved at the \_\_\_\_\_ for use.
  - d. Technical services
  - e. Bindery
  - f. Acquisitions section
  - g. Readers services department.
2. What do you understand by shelving?
3. Why is proper shelving of books important in libraries?
4. Library users are to shelve back books after using them.
  - (a.) Yes
  - (b.) No
5. Why is it wrong to shelve books after using them?
6. Whose duty is it to shelve library books?
7. Over crowding books on shelves causes \_\_\_\_\_ to books.
8. Libraries use \_\_\_\_\_ to hold books firmly on the shelves.
9. Where are library users to leave books after using them?
10. What happens when books are wrongly shelved?

## CHAPTER THIRTEEN

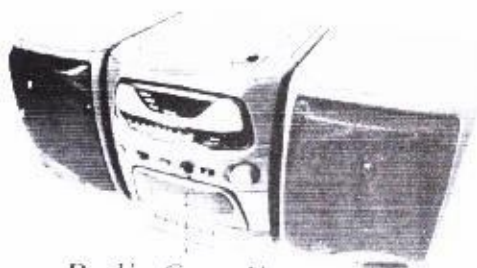
### AUDIO-VISUAL MATERIALS

Audio-visual materials are library materials that are not made of paper. They are often called non-book materials. Audio-visual materials use both sound and pictures. They are used in teaching and learning to show real life situations.

For example, when you watch a video film on *Oliver Twist*, *Things Fall Apart* or *Julius Caesar*, you will remember them better than when you read the books.

The following are examples of audio-visual materials:

1. Camera
2. Computer
3. Cartoon
4. Film projector
5. Film strip
6. Maps
7. Motion pictures
8. Model
9. Photographs
10. Pictures
11. Radio
12. Radio cassette
13. Record player
14. Slide
15. Transparencies
16. Video cassette recorder
17. Video compact Disc (VCD)
18. Video tape.

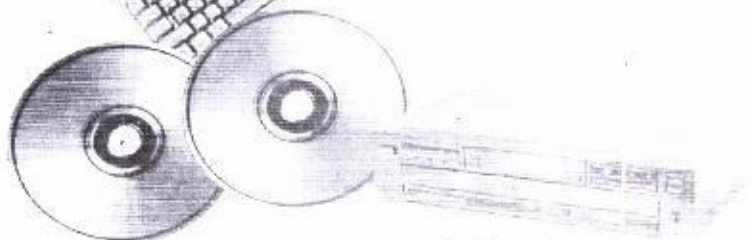


*Radio Cassette*



*Television*

*Computer*



*Video Compact Disc*

*Video CD Player*

*Figure 11: Audiovisual Materials*



### Revision Questions

1. What do you understand by audio-visual materials?
2. Give four examples of audio-visual materials.
3. Which of these is not an audio-visual material?
  - a. Television
  - b. Computer
  - c. Video C.D player
  - d. Dictionary
4. Audiovisual materials use both \_\_\_\_\_ and \_\_\_\_\_.
  - a. Music and disco
  - b. Reading and comprehension
  - c. Sight and sound.

## CHAPTER FOURTEEN

### LIBRARY RULES AND REGULATIONS

Every library has a set of rules and regulations. Rules and regulations are laws, which govern the conduct of users as well as how to use library materials; some of these rules are:

1. Every pupil/student of the school has the right to use the school library.
2. They can only borrow two books at a time.
3. They must return borrowed books at the end of the two-weeks loan period.
4. Over due fines (determined by the school) are charged per day on overdue books.
5. Wash your hands before using library books.
6. Do not pour ink, oil or dirt on library books.
7. Do not expose library books to rain or fire.
8. Do not fold back library books when reading them.
9. Books should be gently removed from the shelves without force.
10. Food items should not be brought into the library.
11. Do not press in pages of books or tear any page off.
12. Books should not be read while eating or drinking at home.
13. Do not repair damaged books yourself; report to the librarian.

### Revision Questions

1. What are library rules and regulations?
2. The laws, which state the behaviour of users as well as how to use library materials are called \_\_\_\_\_
  - a. Acquisition and processing.

- b. Cataloguing and classification.
  - c. Circulation and user services
  - d. Rules and regulations
3. Mention four library rules and regulations.
4. Pupils and students can only borrow \_\_\_\_\_ books at a time
- a. Three ( b) four (c ) five (d ) two
5. Books borrowed from the school library are returned at the end of \_\_\_\_\_ weeks.
- (a) three (b) four (c) five (d) two
6. If books are not returned when they are due, the user is to pay \_\_\_\_\_
- (a) a cheque (b) a deposit (c) overdue fines (d) PTA levy.

## CHAPTER FIFTEEN

### HOW TO REGISTER AND BORROW BOOKS

When a library acquires books, they are processed and shelved according to their subject areas and call numbers. The reason for this arrangement is to make it easy for users to locate and withdraw books for use either in the library or borrow them for home reading.

#### **Library Registration:**

It is important that anybody who wants to use or borrow books from any library must be registered with the library.

To be registered, one is given a registration or membership card to complete. In a school library, a pupil/student will be required to fill in his/her name, class, year of admission, admission number, home address, name and address of parents/guardians, signature of student/pupil, signature of the school librarian, date and any other information which the school may require.

The name and address of the parent/guardian is required because they are guarantors for the pupil/student. This means that the parent or guardian will pay for the cost of the book if the book is lost or damaged.

As soon as you are registered, the school library will give you a **Borrowers' Card** with which you can borrow the number of books approved. The maximum number of books to be borrowed by a pupil/student at a time is usually two and for a loan period of two weeks.

#### **How to Borrow Books:**

Every registered library user has the right to use the library and also borrow books. If you want to borrow books from your school library, you are to do the following:

- i. Present your identity card at the entrance.
- ii. Go to the catalogue cabinet (see figure 9) and pull out the drawer, which contains the author, title or subject of the book you wish to borrow.
- iii. If you find the book on the catalogue card, copy the call number on a piece of paper.
- iv. Go to the shelf where you can locate the book with the very call number you have copied. There are however, shelf guides pasted on shelves, which help users in locating books.
- v. If you find it difficult in locating any library book, feel free to ask a library staff for help.
- vi. When you find the book, take it to the **Lending (Circulation) Counter** where the library staff will lend you the book by stamping the date you will return the book on the date-due-slip pasted on the book.
- vii. Library books must be returned on or before the date due for their return. Failure to return books when they are due attracts fines.

### Charging and Discharging of Books

When a book is stamped the date when it should be returned and given to the user, the book is said to be CHARGED. When the book is returned, the date will be cancelled and the borrowers' card returned to the user, the book is then said to be DISCHARGED.



**IGWEBUIKE GRAMMAR SCHOOL  
AWKA ANAMBRA STATE**

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Years of Admission: \_\_\_\_\_

Admission Number: \_\_\_\_\_

Parents/Guardians Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Librarian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Figure 12: Registration Card*

**IGWEBUIKE GRAMMAR SCHOOL  
AWKA ANAMBRA STATE**

***Date-Due Slip***

Books borrowed must be returned on or before the date below. Defaulters will be fined.

Date-Due	Date Returned

*Figure 13: A Date-Due Slip*

## Reasons Why a Book May not be found on a Library Shelf

Sometimes we go to the library to borrow or read a book but may not find it on the shelf. There are many reasons why a book, which a library has in its stock, may not be found on the shelf at a particular time. Some of these reasons are:

1. A user may be reading the book at that time.
2. Another user may have borrowed the book.
3. The book may have been wrongly shelved (mis-shelved)
4. The book may have been taken to the bindery for repairs.
5. The book may have been old and therefore weeded (withdrawn) from the library stock.
6. The book may have been wrongly removed from the library without proper record.
7. A bad user may have stolen the book.

## Revision Questions

1. Why are books arranged according to their subjects and call numbers on library shelves?
2. Everybody who wants to use a library will do one of these:
  - a. Must be registered.
  - b. Need not be registered.
  - c. May be registered.
  - d. Just walk into the library.
3. Why is the name and address of a parent or guardian important when filing a Library Registration Card (Membership Card)?
4. Who of the following has a right to borrow books from the library?
  - a. Any villager.

- b. Any trader.
  - c. Any registered user.
  - d. Any hawker.
5. Where can you borrow library books?
- a. At the lending counter.
  - b. At the bank counter.
  - c. At a bookshop counter.
  - d. At the teachers table.
6. Explain the following:
- a. Charging of books.
  - b. Discharging of books.
7. Give four reasons why a book may not be found on a library shelf.
8. Draw:
- a. A Registration (Membership) Card.
  - b. A Date-Due Slip.

## GLOSSARY

Accession Number:	A special number given to any book that is acquired by a library. No two books in a library can have the same accession number. The number is serially given to books in ascending order.
Accessions Register:	The register, which contains the books, acquired by a library, the number of copies and their various accession numbers. A properly kept Accessions Register is used to know the total number of books a library has at a given time.
Acquisition:	The various ways through which a library obtains books and other materials. These may be by purchase, donations, bequeaths and gifts.
Bequeath:	A written statement (will) by a living person requesting that his/her books be given to a library upon his/her death.
Bindery:	A section of the library where torn or damaged books are repaired. Books with light covers are also given thick covers at the bindery.
Borrower's Card:	A card issued to registered library users, which entitles them to borrow books.

Call Numbers:	An identification number given to a classified book, which is derived from a classification scheme. A call number is made up of the class number and the author number.
Catalogue:	A list of books and other materials contained in a library
Catalogue cabinet:	A box with drawers mounted on a stand where cards measuring 3 inches by 5 inches are filed.
Catalogue card:	A card, which measures 3 inches by 5 inches or 7.5cm x 12.5cm. On it are recorded all the essential particulars of a book like the author, title, place and date of publication, size, call number etc. It helps users to locate books on the library shelves.
Classification:	The grouping of books together according to their classes using a classification scheme. Classification makes library materials to be orderly so that they can be easily located and used.
Missshelving:	Wrong shelving of books, by shelving books either on their wrong locations or on completely different shelves where they are not supposed to be.
Paperback:	A book with a light or soft cover.
Readers services:	The department where library



books and other materials exchange hands with members of the public. Readers services can also refer to the various services rendered to library users e.g. book lending, information searching, reader's advisory services, book reservation, inter-library loans, indexing and abstracting etc, meant to assist users to satisfy their information needs.

Verso page:

This is the back of the title page where information like the author, year and place of publication, edition, publisher, ISBN and copyright information can be obtained when processing a book.

Will:

A legal document that says who will inherit one's property or money when one dies.

## BIBLIOGRAPHY

- Adegbeyeni, E.O (2001). *Foundations of computer studies for primary schools book 5*. Ikeja, Lagos: Longmans.
- Agbanu, N.A, Nwana REA & Okeke (2006). *Library lessons for primary and secondary school*. Enugu: Our Saviour Press.
- Alokun N.A.T. (2007). *Introduction to school library*. Ojodu, Lagos: Udex International.
- Dike, C.A. (2000). *The role and mission of rural libraries in Nigeria*. Paper presented at LISSA Week held at Federal Polytechnic, Oko- Anambra State.
- Dike, C.A. (2006). *Patronage of rural libraries in Anambra State, Nigeria*. Unpublished MLS Thesis, Department of Library and Information Science, Imo State University, Owerri.
- Dike, C.A & Amaechi M.N (2006). *The role of good books in the educational development of the child*. Nigerian Library and Information Science Trend, 2 (1&2).
- Dike, C.A & Amaechi M.N (2008). *Library and information services to rural communities and other disadvantaged groups*, *Heartland Journal of Library & Information Science*, 2 (1&2).
- Dike, C.A and Amaechi, M.N. (2010). *Theory and practice of librarianship*. Manuscript in press.

- Elaturoti, D.F. (1990). *Developing a school library media center*. Ibadan: Onibonoje Press.
- Obi D.S (1998). *A manual for school libraries on small budget*. Ibadan: Oxford University Press.
- Onyedum, G.C. (2006). *Types of libraries and children's literature*. Minna: Mairo Press.

## Index

### A

- Accessioning, 26
- Accessions Number, 26
- Accessions Register, 26
- Accuracy of Information, 23
- Acquisitions Section, 13
- Audio Cassette, 33
- Audiotilms, 5
- Audiovisual Materials
  - Camera, 49
  - Cartoon, 49
  - Film Projector, 49
  - Film Strip, 49
  - Maps, 49
  - Model, 49
  - Motion Pictures, 49
  - Radio Cassette, 49
  - Record Player, 49
  - Slide, 49
  - Video Cassette Recorder, 49
  - Video Compact Disc (VCD), 49
  - Video Tapes, 49
- Author, 26
- Automated, 14

### B

- Bequeaths, 22
- Bibliographies, 29
- Book Selection, 22
- Book Selection Aids
  - Book Exhibitions, 24
  - Book Fairs, 24
  - Book Reviews, 24
  - Publishers Catalogues, 24

- Suggestion Slips, 26
- Bookshops, 7
- Borrowers Card, 14
- British Museum, 7

### C

- Cal. Number, 29, 30
- Catalogues, 33
- Catalogue Cabinet, 30
- Catalogue Cards, 27, 30
- Catalogue Entries
  - Author Catalogue Entry, 34
  - Subject Catalogue Entry, 34
  - Title Catalogue Entry, 34
- Catalogues, 29
- Cataloguing, 26
- Charging at Books, 36
- Classification
  - Defined, 29
  - Functions, 29
  - Types of Classification Scheme, 30, 34
- Classified, 46
- Classes, 29
- Classis, 29
- Collation, 26
- College Librarian, 8
- Criteria for Selecting Books
  - Accuracy of Information, 27
  - Attractiveness, 23

- Author(s), 23
- Physician, Foreign, 24
- Relevance, 23
- Scope, 23
- Special Features, 23
- Writing Style, 23

D

- Data, 3

Departments of a Library

- Acquisitions, 13
- Binding and Repography, 13
- Cataloguing and Classification, 13
- Circulation (Reading), 13
- IC L, 13, 14
- Reference, 13
- Serials, 12

E

- Entry, 27

Eclassroom

Hardcover, 16

How Library Books are Acquired

- Bequest(s), 22
- Donation, 22
- Exchanges, 22
- Gifts, 22
- Purchase, 22

I

- Information, 1, 18
- Information Materials, 33
- Internet Facilities, 41

- Journals, 1, 12
- Library of Congress Classification Scheme (L.C.), 31
- Library Materials, 26
- Library Patrons, 2
- Library Registration, 54
- Library Studies, 1, 2
- Library Users, See Library Patrons

M

- Magazines, 1, 12, 15, 33
- Membership Card, 54

N

- Newspapers, 2
- Non-Book Materials, 16
- Number of Pages, 26

O

- Overcrowding, 52
- Ownership Stamp, 26
- Paperback, 60

Parts of a Book

- Acknowledgement, 18
- Bibliography, 17
- Cover, 17
- Copyright, 17
- Dedication, 18
- Dust Jacket, 17
- End Paper, 17
- Foreword, 19
- Glossary, 19



- Half Title Page, 17
- Index, 19
- Place of Publication, 18
- Preface, 18
- Preliminary Pages, 17
- Publisher, 18
- References, 19
- Spine, 17
- Table of Contents, 19
- Text, 199.
- Title Page, 17
- Year of Publication, 18

## P

Polytechnic Librarian, 8

## R

Readers Services, 12

Reference Books

- Almanacs, 42
- Atlases, 42
- Biographies, 43
- Dictionaries, 41
- Directories, 43
- Encyclopedias, 41
- Gazetteers, 42
- Gazettes, 43
- Handbooks, 42
- Reviews, 43
- Yearbooks, 42

Rules and Regulations, 52

## S

Selection Criteria, 23

Selection Policy, 22

Story Books, 16

Suggestion Slips, 26

## T

Teacher/Librarian, 8

Technical Processing, 26

Technical Services, 12, 13

Textbooks, 16

Types of Libraries

- Academic, 8
- Community, 10
- National, 8, 9
- Private (Personal), 9
- Public, 7
- School, 7, 8
- Special, 9

## U

University Librarian, 8

Vendor, 26

Verso Page, 49



### ABOUT THE BOOK

The book is a simple textbook written to provide a foundation course in library studies for Nigerian students. In writing the book, the author took into consideration the audience and therefore used simple, easy to read and understandable language.

All those who seek to have a basic knowledge of the use of library, first year students of Library and Information Science and students who offer the Use of Library as an elective course in Collages of Education, Polytechnics, and Universities as well as teachers will find this book a handy companion.

### ABOUT THE AUTHOR

Mr. Chidi Augustine Dike, an experienced and prolific writer and Librarian has written many articles in Library and Information Science.

He attended former Anambra State Polytechnic, (Federal Polytechnic) Oko and Imo State University, Owerri respectively and holds the following qualifications: HND (Library Science), Postgraduate Diploma in Public Administration (PGDPA) and a Masters Degree in Library and Information Science (MLS).

His academic awards include: Best Graduating Student in Library and Information Science (1993) as well as the Overall Best Graduating Student of the School of Information Technology (1993), Federal Polytechnic Oko, Anambra State.

Mr. Chidi Dike is a member of Nigerian Library Association, Imo State Chapter and has attended many conferences, seminars and workshops. He is presently a cataloguer and classifier with Federal University of Technology Library, Owerri-Imo State.



Col-Rex Publishing Co. Ltd.  
#54 Douglas Rd. Owerri  
Imo State, Nigeria



ISBN: 978-045-373-3



Basic library studies for schools, colleges and higher education By Dike, C. A. is licensed under a [Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License](https://creativecommons.org/licenses/by-nc-nd/4.0/).