



MOUNTAIN TOP UNIVERSITY

E-Courseware

SCHOOL OF HUMANITIES,

MANAGEMENT AND SOCIAL SCIENCES

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COURSE GUIDE



**COURSE TITLE: Use of Library, Study Skill and
Information Communication Technology**

COURSE CODE: GST 105

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CLN, FICA)**



COURSE OBJECTIVES



GENERAL INTRODUCTION AND COURSE OBJECTIVES

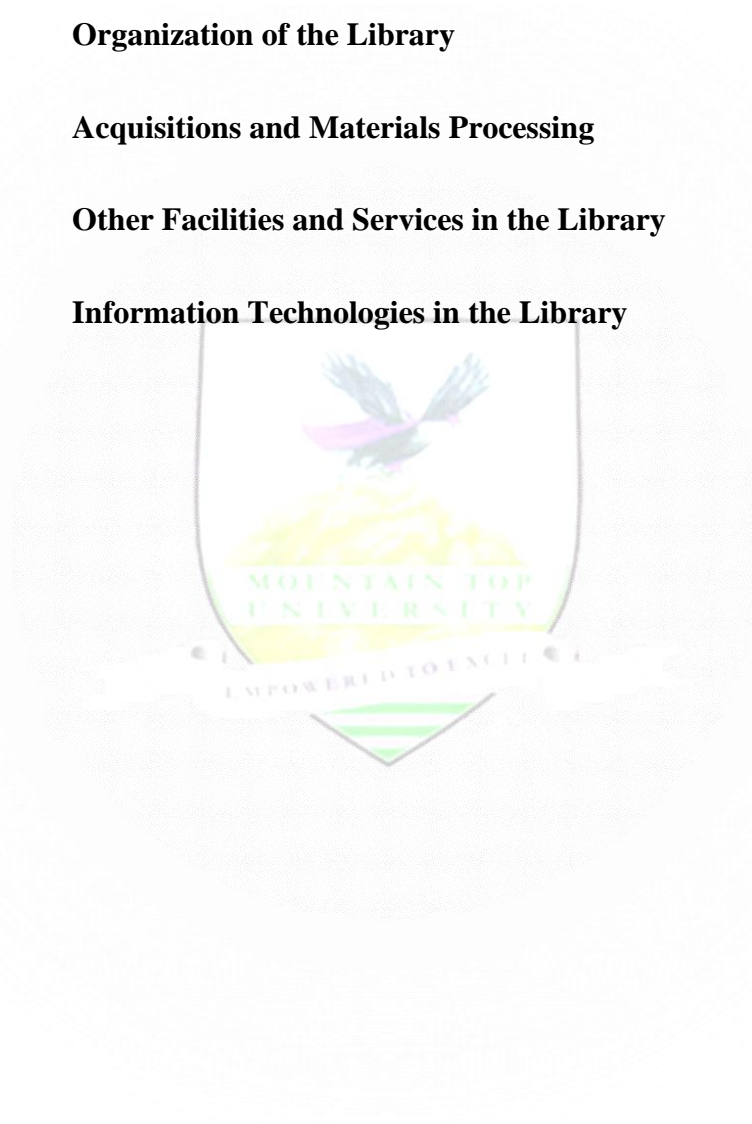
There are general misconceptions about what the library really is. Many people see the library as just a building where books are kept. However, the library in the true sense is place where intellectual properties are acquired, processed and preserved for posterity. It is therefore very important for libraries to provide up-to-date information resources in both print and electronic format essential to meet user needs.

This study intends to expose students to;

- ☐ What a library really is?
- ☐ The importance of a library
- ☐ How the library builds up its collection; and
- ☐ The general and additional services rendered in the library
- ☐ as well as the importance of information technology on the library and its users

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LECTURE ONE

INTRODUCTION TO LIBRARY

1.0 Introduction

This lecture will give students an overview of what the library is and also enlighten students on the relevance of using the library to achieve academic excellence.

Objectives

At the end of this lecture, students should be able to know the following:

1. Define what a library is
2. Identify different sources of information in the library
3. Functions of the library and
4. Importance of the library

Pre-Test

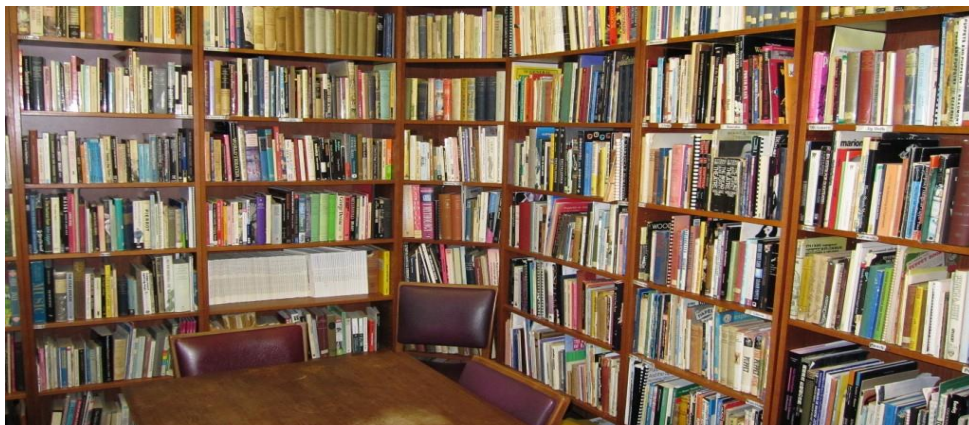
1. Define a library
2. List the functions of a library

CONTENT

1.1 What is a library?

So many people see the library as a just a building filled with so many books. According to Crawford 2015, the library can be defined as a collection of information resources that have been carefully selected, acquired, organized and maintained for easy retrieval and use by library users. The library today is the central part of intellectual life as it has been in the past and will be in future.

Diagram 1: A library



Source: <http://www.maskandpuppet.co.uk/library/>

1.2 Library Information Resources

Information resources are not limited to books alone. They include both PRINTS & NON-PRINT materials.

In the category of printed are found:

- Text Books
- Journals
- Newspapers
- Publications
- Manuscript Etc.

The non-printed materials are:

- cd's
- dvd's
- e-books
- audio books
- Databases etc.

1.3 Functions of the library

The library over times has been constant in its role and functions in the preservation of knowledge in print and non-print format. However, more than preserving the intellectual record, one of the main functions of the library is to provide access to information resources and ensure its use. In addition, the library also;

- Provides conducive reading place
- Assists both staff and students to develop reading and search skills through continuous trainings and workshop.
- Collaborates with other libraries

1.4 Importance of library

- To help in personal educational development
- To conserve knowledge and ideas
- To help in self-studies
- To get relevant information and make them available
- To get up to date information for the curriculum of the parent institution.
- To help parent institution achieve its goal, mission and vision.

1.5 Post-Test

1. Define a library?

2. All the statement below are **true** about a library **except**?
 - i. provision of up to date information resources
 - ii. Provision of only textbooks
 - iii. Provision of convenient reading space
3. List the two classes of information resources with examples
4. The Library can be used for personal development? True/False
5. Which of these library materials is Non print?
 - i. Newspaper
 - ii. E-book
 - iii. Books
 - iv. Magazine

Bibliography

- Crawford, A. (2015). *The Meaning Of The Library: a brief excerpt from a new collection of essays* edited by by Stephanie Bastek august 6, 2015. The American scholar.
- Alokun, N., (2004). *The Use of the Library: A Textbook for students in tertiary institution.*
- Image Source: <http://www.maskandpuppet.co.uk/library>

LECTURE TWO

HISTORICAL PERSPECTIVE OF THE LIBRARY

2.0 Introduction

It is important for students to know about the inception of libraries and how it has transformed over the years into its present state. The development of libraries has been linked to the early civilization of countries such as Egypt, Greece, Rome and others.

Objectives

1. To expose students to the historical background of libraries and
2. The development of libraries in Nigeria
3. To expose students to the existence of other libraries in the world

Pre test

1. What are the first two systems of writing in the ancient times?
2. Would you agree that the library has transformed over the years, how?

CONTENT

2.1 Historical Background of Library

The idea of library was conceived with the invent of writing between 5500 and 6000 years ago (encyclopedia.com 2018). The first system of writing, **Cuneiform** was developed by the Sumerians in Mesopotamia in (Alokun 2004) and the primary medium for communication were the clay tablets for many years.

However, as the centuries passed, there was a transition from clay tablets to papyrus plants. The Egyptian system of writing, called **Hieroglyphics** was done with a reed stylus which was dipped in ink. The stylus was then pressed onto a flat sheet made from papyrus.

The need for materials to be properly recorded for use and preserved for posterity sake gave way to the inception of Libraries. In other words, the library have been in existence for as long as records have been kept

In the earliest times, there was no clear difference between an archive and a library. This is because books were kept in the library majorly for posterity and access to information was very limited. The first and largest library of which there are tangible remains was in Nineveh, the capital of Assyria. Some of the earliest libraries include;

- Medieval Libraries
- Bibliotheque Nationale
- National Libraries
- The Library of Congress
- Public Libraries
- Special Libraries

- University Libraries etc.

2.2 Development of libraries in Nigeria

Lagos library was established in 1932 as a public library.

Henry Carr, a prominent Nigerian had a private library containing about 18,000 volumes. After his death in 1945, the government acquired his collection and this collection formed the most important part of the University College of Ibadan library.

Over the years, there has been a steady growth in the development of libraries in Nigeria.

Post-Test

- The earliest form of writing in the history of libraries are; _____ and _____
 - Short hand and long hand
 - Cuneiform and Heiroglyphic
 - Medieval Writing
 - Archaeology writing
 - All of the above
- Lagos library was established in 1932 as a _____ type of library
 - Public library
 - National library
 - Special library
 - School library

Bibliography

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- "The Development of Libraries in the Ancient World." Science and Its Times: Understanding the Social Significance of Scientific Discovery. . Retrieved February 18, 2018 from Encyclopedia.com: <http://www.encyclopedia.com/science/encyclopedias-almanacs-transcripts-and-maps/development-libraries-ancient-world>

LECTURE THREE

TYPES OF LIBRARIES

3.0 Introduction

Libraries have been developed to serve various interests. In this lecture, we would discuss the various types of libraries and their peculiarities.

Objectives

At the end of this study, students should be able to;

1. Identify the various types of libraries
2. the categories of users they serve
3. The type of collections that various libraries can acquire.

Pre test

1. List 4 types of libraries you know
2. Which library is regarded as the apex library?

CONTENT

3.1 Types of libraries

Libraries have been classified into 5 categories which are:

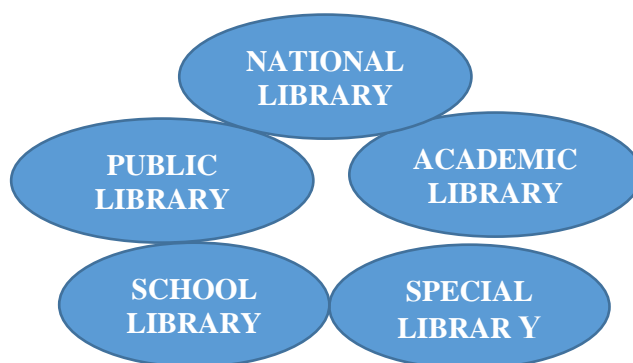


Diagram 2: Types of libraries

3.2 School Libraries

Diagram 3: A library



Source: <http://www.point8.co.uk/index.php?page=school-libraries?>

The major goal of the school library is to ensure that all members of the school community have access to books and other information resources. According to Olanlokun & Salisu 1985, As at 1984, not much achievement can be recorded in Nigeria regarding the establishment and running of school libraries.

However today, the awareness of the importance of school library is on the rise, as the school library has been identified to have a direct impact on the academic excellence and development of children.

3.2.1 Functions of School Libraries

- Provision of information materials to supplement classroom teaching and support the school's curriculum
- Provision and access to a wide range of materials including fiction and non-fiction books, toys, posters etc.
- Organize activities such as story time, reading and quiz
- Development of lifelong learning skills in children
- Cultivate reading culture among the pupil
- Provision of recreational materials

3.3 Academic Libraries

These are libraries established in higher institutions such as Universities, Polytechnics, Colleges of Education, etc. Libraries in tertiary institutions are established to enhance the successful implementation of academic curriculum of the parent institutions. These libraries

are equipped with facilities that would enable the parent institutions to achieve its mission, vision and goal.

The academic library has traditionally been seen as the “heart of the University”, serving the academic community of its parent body (Virkus, S. & Metsar, S., 2004, P1). Essentially, an academic library forms an integral part of the University. Studies have been able to linked academic libraries and academic performance of students.

The academic library is open to students, academic, non-academic staff, researchers and research activities.

3.3.1 Functions of Academic Libraries

- ☐ Provision of relevant information resources that supports the curriculum, as well as the mission, vision and goals of the university for faculty members, students and researchers.
- ☐ Orientation of library users
- ☐ Interlibrary loan services
- ☐ Information literacy education

3.4 Special Libraries

Special libraries are managed by individuals, corporations, agencies, professional associations etc. They serve specific users group, Provide specific information resources that are relevant to the goal of the parent organization. Special libraries also offer specific and usually personalized services; they often provide unique services to their patrons who are always in need of quick and relevant information to resolve issues and to appropriate decision

3.4.1 Types of Special Library

- ☐ Medical library (E.g. Medical Research Institute library, Lagos).
- ☐ Research institute library (e.g. International Institute of Tropical Agriculture Library, Ibadan).
- ☐ Bank library (e.g. Central Bank of Nigeria library, Lagos).
- ☐ Law library (e.g. Nigeria Institute of Advanced Legal Studies).

3.4.2 Functions of Special Libraries

- ☐ Provision of books and other relevant information resources of interest to its organization
- ☐ Aid research activities within its parent body
- ☐ Offers Current Awareness Services (CAS)

- ☐ Offers Selective Dissemination Services (SDI)
- ☐ Provision of reference services to users using phone, email, Facebook, twitter, etc.

3.5 Public Libraries

A public library is a library with the mandate to serve the general public in a community, local government or state. Public libraries caters for people of different ages, strata and societal class, ranging from children to the aged, literate and illiterate, the rich and the poor. It is open and accessible by the general public and it is generally funded from public sources, such as taxes.

3.5.1 Functions of Public Libraries

- ☐ Provision of study space
- ☐ Provision of a wide range of information resources relevant to users of all age group
- ☐ Preservation and development of cultural heritage of the community
- ☐ Caters for recreational and information needs of users
- ☐ Provision of up to date information on all subjects

3.6 National Libraries

The national library is regarded as the apex library of any national. It is funded by the government of the country and it serves the entire citizen of a country. It also serves as the depository of knowledge. Examples of National Library all over the world include;

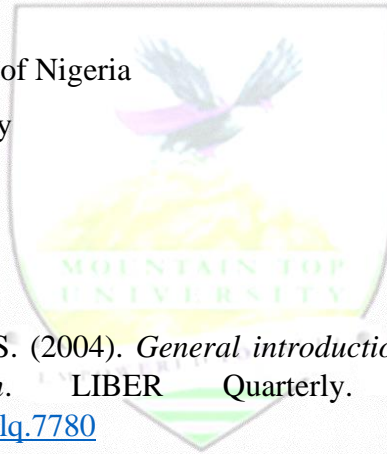
- i. Library of Congress – United State of American
- ii. National Library of Nigeria
- iii. British Library – United Kingdom
- iv. The Russian State Library - Moscow

3.6.1 Functions of National Library

- ☐ Assigns ISBN & ISSN to publishers and authors
- ☐ Provides national referral services
- ☐ Receives all copyrighted publications in the country
- ☐ Produces union catalogue

Post-Test

1. All these are types of library, except one?
 - i. Academic library
 - ii. Montessori library
 - iii. School library
2. ----- is also known as the apex library?
3. The following are true about a special library except?
 - i. Special library is opened to all in the community
 - ii. Its collections are relevant to the interest of the parent institution
 - iii. All of the above
 - iv. None of the above
4. Mountain Top University library is an example of a _____ library?
 - i. Medical library
 - ii. National library of Nigeria
 - iii. Academic library



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LECTURE FOUR

ORGANISATION OF THE LIBRARY

4.0 Introduction

The need to departmentalize the library arises for ease of running the day to day affairs of the library. Each type of library has different department with different responsibilities.

Objective

At the end of this study, students should be able to;

1. Identify the different departments and sections in a library
2. Understand the functions of each section in the library
3. Know how materials are acquired in the library

Pre Test

1. The two major departments in the library are?
2. List 3 ways by which library acquires its information resource.

CONTENT

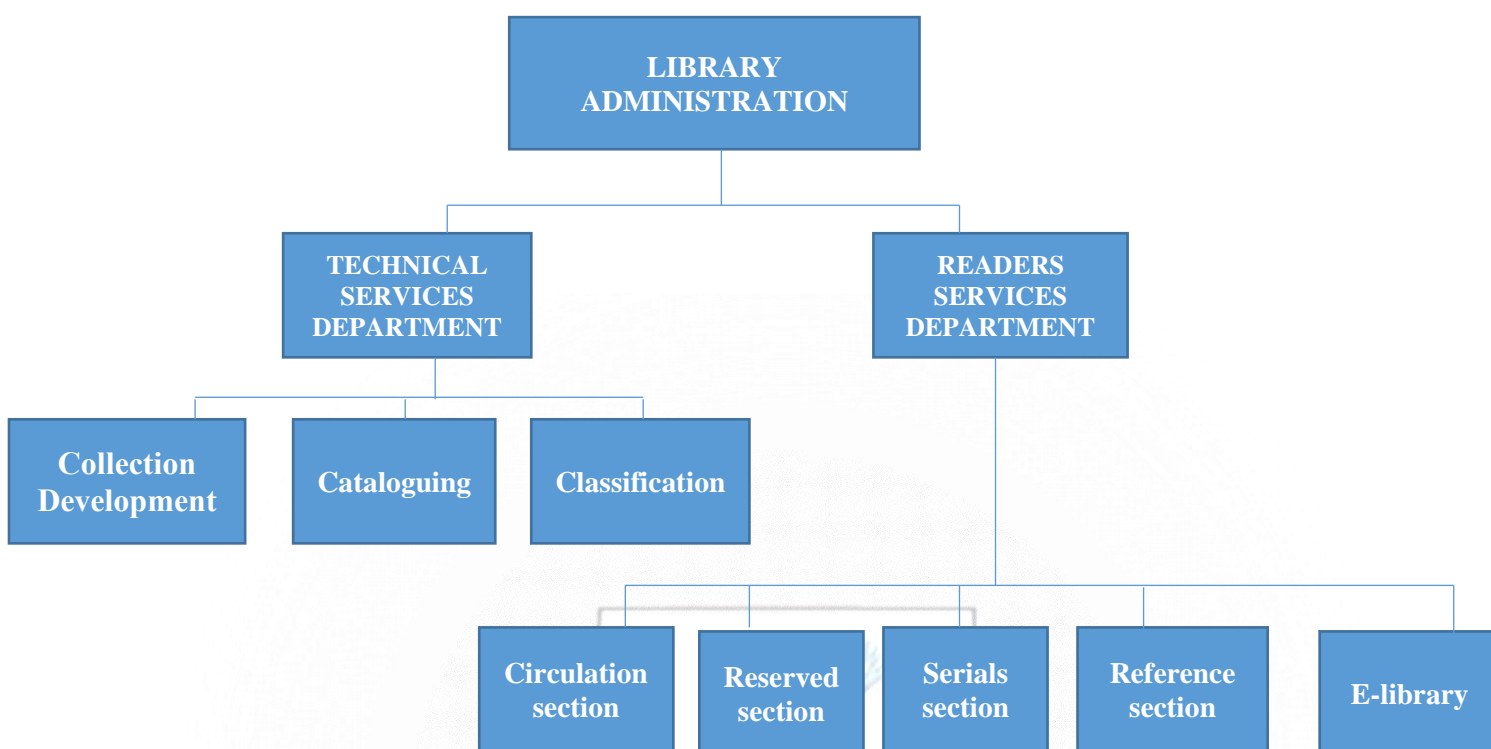
4.1 Departments within the Library

The type of library to a large extent determines the departments and sections. However, a typical library consists of 2 major departments and these are;

1. Technical Services; and
2. Reader Services

Each department work hand in hand to achieve the set goals of the library. The functions of each department will be highlighted after the diagram below;

Diagram 4: Library Organizational



4.2 Technical Department

The technical department is “behind the scene” department that is responsible for the acquisition and processing of all library materials.

Under the Technical department, are the following sections;

- ☐ Collection development section
- ☐ Cataloguing
- ☐ Classification

4.3 Collection Development

The collection development section of the library can also be referred to as the **acquisitions section**. This section is responsible for the selection, purchase, accessioning and processing of payments of all acquired library materials. However, it is important to note that sometimes library gets free materials from different sources such as; authors, individuals, donation agency, organizations, legal deposit etc.

The staff in this section usually works closely with the faculty staff to ensure that the books ordered, cover the subject areas for the courses offered. In order words, to maximize the available funds only materials relevant to the courses offered are acquired.

Every library material acquired either by purchase or as a gift or donation must be registered into the accession register in the collection development section. The importance of the

accession register is to help us know the exact number of the materials available in the library. The moment a book is recorded into the Accession Register, it gets an accession number also known as control number.

The collection development section Interacts with lots of book vendors and book agents to get materials for the library. Some of the important tools required for the selection and acquisition of library materials include; Publisher's catalogue, Publisher's website or e-mail addresses, African Books and Publishing Records, etc.

4.4 Cataloguing and Classification Section

This is the section of the library where newly acquired information materials whether by purchase, exchange, gift, or legal deposit are catalogued and classified for easy access and retrieval to library users.

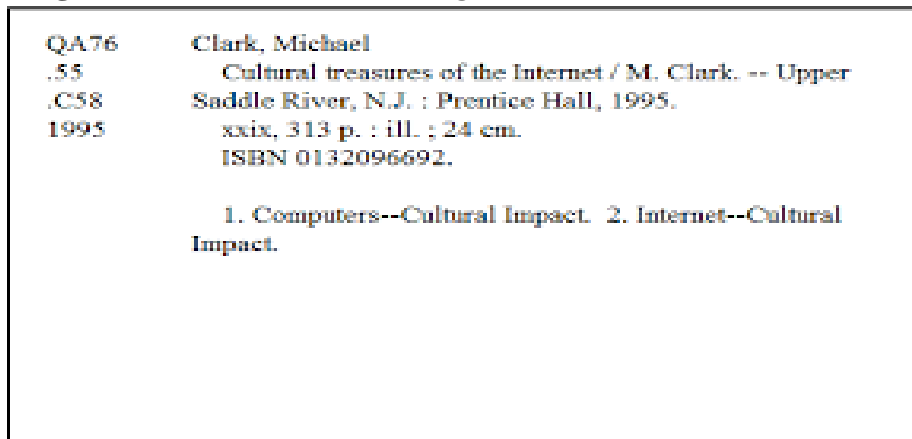
After the initial processing of information materials in the acquisition section, they are transferred to cataloguing section for further processing. The essence is to ensure that books are organized in such a way that it can be easily accessed by users for maximum usage.

Cataloguing involves giving descriptive bibliographic details of all materials in the library. The basic information usually contained in a catalogue is as follows;

1. Authors name
2. Title of the book
3. Edition statement
4. Name of the publisher
5. Place of publication
6. Date of publication

Before the advent of ICT, a 3" x 5" catalogue card was used in recording bibliographic details of each item in the library's collection. A separate card was used for each item in the library and then the cards were arranged systematically in wooden drawers. But today these catalogue cards have been replaced by computer terminals that provide access to the open access catalogue/database (OPAC) which is in electronic format. The online catalogues can be accessed from any location, in order words library users can check the availability of any material in the library without physically coming to the library.

Diagram 5: 3" x 5" Manual Catalogue Card



Source: <http://hassananwar1.blogspot.com.ng/2013/02/week-3.html>

Diagram 6: Wooden Catalogue drawer



Source: <https://www.dreamstime.com/royalty-free-stock-images-card-catalogue-one-drawer-image154009>

4.4.1 Classification

Classification is the grouping of library materials under same subject using a classification scheme. Classification involves assigning a class number to a book that corresponds with its subject content following a chosen classification scheme. Examples of classification schemes used in libraries are;

- i. Dewey decimal classification scheme DDC
- ii. Universal decimal classification scheme UDC and
- iii. Commonly used in academic library is the Library of congress classification scheme LCC etc.

4.5 Readers Services Section

This department is made up of different units; the number of units depends on the type of library. For an academic library, the units include;

4.5.1 Circulation unit

- responsible for checking in and out of library users and materials
- library card registration
- shelf reading/maintaining the shelves
- other customer enquiry services

4.5.2 Reference unit

- Houses the library's reference materials (Almanac, encyclopedia, dictionary, year book, manuals, directories)
- Assist library users with research materials

4.5.3 Serials

- Procurement of all serial publication
- Manages all serial publication
- Serials are documents published periodically examples of serials; magazines, journals, newspapers, government publication.

4.5.4 Computer Services

- Offers ICT services
- Maintain library social media and web presence
- Maintain library computers etc.

4.5.5 Reserve

- Books with limited copies on a high demand by library users are kept in this section
- Books in this section are not loaned to library users, they can only be used within the library

4.5.6 Archives

- Out dated information resources are preserved in the archives

Post-Test

1. Which of the library's section is called "behind the scene section" and why?
2. The department of the library that is responsible for acquiring library materials is called -----
3. What is the importance of the accession register
4. Another name for accession register is -----
5. List some of the units under the readers service departments you know.

Bibliography

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- Approved by the Shaker Heights Public Library Board of Trustees April 13, 2010, March 11, 2013, March 14, 2016, February 13, 2017
- Alokun, N., (2004). *The Use of the Library: A Textbook for students in tertiary institution*.



LECTURE FIVE

ACQUISITIONS AND MATERIALS PROCESSING

5.0 Introduction

It is very important for libraries to have a rich collection of information resources including printed and non-printed materials. Also it is very necessary for libraries to pay attention to the organization of its resources to enable easy access and retrieval of information.

Objective

At the end of this lecture, students should be able to;

1. Have an in-depth understanding of the processes involved in acquisitions of library materials
2. Identify the methods of acquisitions in libraries
3. Know what cataloguing and classification is all about

Pre Test

1. Identify the various methods of acquiring materials in the library
2. What is cataloguing?

CONTENT

5.1 Acquisition Processes

Acquisition is the art of getting something as one's own (Merriam-Webster dictionary). In the library, the term acquisition is the act of getting library materials either through purchase, gift or exchange. Acquisitions is one of the main functions of the librarians in the collection development section of a library.

There are routines to follow before and after the purchase of library materials. Listed below are steps to be taken before and during purchase of the library material;

- Book selection
- Carding
- Typing order
- Mailing orders
- Receipt of books in a library

Upon receiving the purchase materials in the library, the following steps have to also be taking;

- i. **Open the parcel**
- ii. **Check items against order** to be sure what was order and paid for is what was delivered
- iii. **Check physical condition** of each item to ascertain that the items are in good shape
- iv. **Stamping** - Once the items are in perfect condition they should be stamped with appropriate library identification stamp. A book can have multiple stamps on different pages. This is a precaution to avoid theft of library materials.
- v. **Accession the item** - After stamping, each item is recorded into the accession register. All items registered get a unique number which is called the accession number. The accession number represents the addition in terms of number an item has made to the existing library collection. For example if the library already has 2345 books in its collection, the next item acquired in the library will have 2346 as its accession number.

Diagram 7: An Accession Register

S/N	AUTHOR	TITLE	PRICE	SOURCE	ACCENSION NUMBER
1.	Olanlokun, S. O. et al	Understanding the library	\$85	Unilag Bookshop	2345
2.	Kolawole, S.K.	Library and Librarianship	\$20	Kosland Publication	2346
3.	Arnold John and Hope Tony	Accounting for Management Decision	\$62	Prentice-Hall International London	2347

After acquired items have been assigned an accession number, the items are then sent to the Cataloguing section of the library for further processing.

5.2 Cataloging and Classification

The Librarian responsible for cataloguing and classification is called a cataloguer.

Classification is a process by which books on the same subject are put together, so that they could be used with ease. Classification is an important segment in book processing; it boosts the usage of books by the library users.

The major aim of cataloguing and classification is to organize books and other items in a systematic manner, to facilitate easy retrieval and access to information. When cataloguing manually, a 3" × 5" catalogue cards is used to record bibliographic details on the books.

Some of the tools required for classification include;

- Library of Congress (LC) Classification scheme

- Library of Congress Subject Heading (LCSH)
- Dewey Decimal Classification (DDC)
- Bernard Classification scheme for Medical Textbooks
- Universal Decimal Classification (UDC)
- Moy's scheme used essentially for Law books

5.3 Library of Congress Classification Scheme (LC)

Library of Congress (LC) Classification Scheme is mostly used by academic libraries and other large libraries. It was first published in 1904 by the United States Printing Office and was originally meant to cater for the collection of the Library of Congress but was found to be suitable for the collection of any large library.

5.4 The outline of the LC scheme

The outline of LC Scheme is as follows:-

A – General works

B – Philosophy and Religion

C – Science of History, Civilization

D – Science of History, Old World

E & F - U. S. General History

G – Geography, Anthropology, Folklore, etc.

H – Social Sciences

J – Political science

K - Law

L – Education

M – Music

N - Arts

P – Languages/Literary works

Q – Sciences

R – Medicine

S - Agriculture (Plant and animal

T – Technology

U – Military Sciences

V – Naval Science

Z - Bibliography and library Sciences

5.5 Classification using LC Scheme

The process of classification involves assigning a class number to a book that corresponds with its subject content, following a chosen classification scheme. For example, using LC classification scheme we will be classifying an Economics text book with the title “Macro Economics”, authored by Nigel Proctor.

H – Representing social sciences

HB – represents all economics text books

172.5 – is represents the call number for macro economics

In addition to this, the call number of the book will include the first letter of the author’s surname, number and the date of Publication of the book.

HB

172.5

P73

1992

The class number is typed and filed in catalogue box and also placed on the spin of the each book

Diagram 8: call/class number on the spin of books

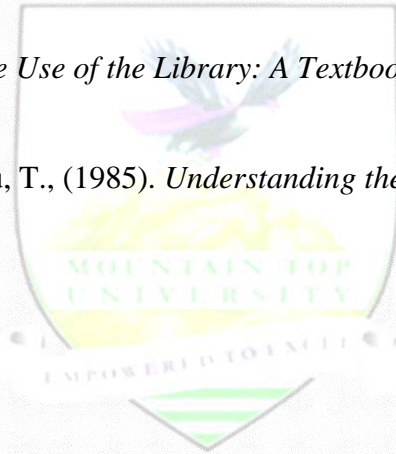


Post-Test

1. Mention three classification schemes you know?
2. What is the function of the library's catalogue?
3. The library acquires its material through the following ways **except**;
 - (a) Purchase
 - (b) Lottery
 - (c) Gift
 - (d) Exchange
4. A library book can have multiple stamps?
True/False

Bibliography

- ☐ Alokun, N., (2004). *The Use of the Library: A Textbook for students in tertiary institution.*
- ☐ Olanlokun, S., & Salisu, T., (1985). *Understanding the library: A handbook on Library Use.*



LECTURE SIX

OTHER FACILITIES AND SERVICES IN THE LIBRARY

6.0 Introduction

The Library as a service oriented department has the ultimate goal to satisfy the information needs of its users. However, other than making available and accessible up to date information resources, the library also renders other services.

In this lecture, we would be looking at some of the additional services rendered by the library in order to meet the needs of its users.

Objective

At the end of this lecture, students should be able to:

1. Identify facilities available in libraries and
2. Additional services rendered by libraries

Pre Test

1. Identify some of the facilities in your academic library
2. What are some of the additional services rendered by the university library?

CONTENT

6.1 ADDITIONAL SERVICES IN THE LIBRARY

Some of the additional services offered by libraries in order to meet the needs of its users include;

6.1.1 Loan services

Lending books to users is one of the key functions of the library. Every library has to adopt a unique system for effective and efficient lending services. E.g. what is the agreed number of days that a user can keep a borrowed book for? What are consequences for returning a borrowed book in bad shape or not even returning them at all?

6.1.2 Inter-library loan services/Cooperation

It is unlikely that a library can single handedly meet every single information needs of its users. Through inter library loans; libraries can borrow materials from other libraries on the request of a user. (Resource Sharing)

6.1.3 Library Symposium

Libraries usually organize orientation programs for the following reasons:

- To Introduce newly registered members to the library
- To give information of the services and facilities available to library users
- To Train and equip users in such a way that they can confidently search for information resources both in print and non-printed format using the library's catalogue independently
- To inform library users of the basic health and safety precaution around the library facility e.g. Location of the fire assembles point, where fire extinguishers are placed and how to handle them etc.
- To sensitize library users on how to handle library materials especially books
- To have an idea of the rules and regulations that guards the library and the need to obey them.

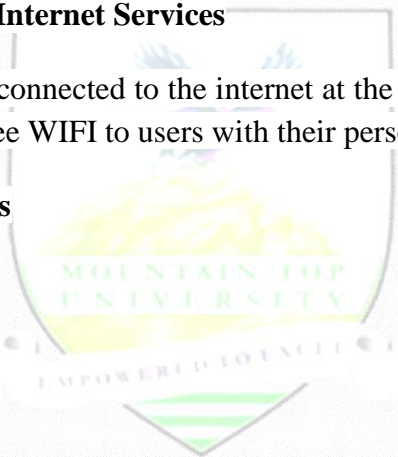
6.1.4 Computer, WIFI and Internet Services

Most libraries have computers connected to the internet at the disposal of library users. Some libraries also make available free WIFI to users with their personal laptop and mobile device.

6.1.5 Other Library Services

Other library services include;

- ☐ Reference services
- ☐ Reading space
- ☐ Mobile library services
- ☐ Selective dissemination of information
- ☐ Photocopying / scanning services
- ☐ Bindery facilities



Post-Test

1. _____ is not one of the facilities found in the library
 - (a) Computer
 - (b) Photocopying machine
 - (c) A.T.M machine
2. Mention three additional services a library renders to its users.
3. Inter-library loan brings about ----- among libraries?
 - (a) Resource sharing
 - (b) Competition
 - (c) fighting

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LECTURE SEVEN

INFORMATION TECHNOLOGIES IN THE LIBRARY

7.0 Introduction

In recent times, the discussion about new trends in the library focuses mostly on ICT developments. The role of ICT in the effective utilization of libraries has been stressed in literature, particularly in academic libraries (Adeniran P, 2010).

Objectives

The aim of this lecture is to show the relevance of information technology in the library. At the end of this module, the students should be able to:

1. Identify the different types of information technology applicable to rendering library services
2. List the importance of IT in rendering efficient and effective library services
3. Know the types of information technology in a library

Pre Test

1. What is the meaning of ICT?
2. Explain how ICT have helped a library in rendering effective services to its users

CONTENT

7.2 Information technology in libraries

The inclusion of Information Technology in the delivery of library services has become the new trend in today's world. With the advent of IT there has been a drastic change in the delivery of library services today. Research has shown that library users especially in the academia use internet sources and e-mail more than other sources of information (Ojo and Akande, 2005).

It has therefore become imperative for libraries to acknowledge and embrace the use of IT in delivering proficient services to users with the goal of meeting their needs (Iwhiwhu & Okorodudu 2012).

7.3 Importance of Information Technology In The Library

- i. The library work is made faster, easier with minimal error using information technology like the computer. This is very evident in some of the essential library services such as; cataloguing of library resources, the registration of new library users, keeping statistics of books consulted or circulated etc.
- ii. Information retrieval becomes much easier
- iii. Computer terminals can now take the place of card catalogues and record of users and staff etc.
- iv. Electronic information is safer than records in print form especially in the case of fire or flood disaster
- v. Networked systems enables remote access

7.4 Types Of Information Technology In A Library

7.4.1 Software

There is variety of library management software developed to manage various library services. Some of the common ones include KOHA, PROQUEST, etc.

7.4.2 OPAC

This means Online Public Access Catalogue and it is the library's catalogue in a computerized format. That is a database of all the library's holdings. OPAC is easy to access/use compared to a manual catalogue and it's accessible from any location especially if supported by a local intranet, extranet or the internet.

7.4.3 Emails

The use of electronic mails (emails) makes communication easier especially when library users cannot be physically present in the library. For example, a library user can send an email to the library requesting to know if a particular book is available in the library.

Other information technology includes:

- ☐ **Projector**
- ☐ **Internet (Wi-Fi)**
- ☐ **Telephone**
- ☐ **Computers etc.**

Diagram 9: Image of a computer and projector



Source: www.flipkart.com/benq-ms506p-portable-projector/p/itmecgftzcz3ckf3



Source: www.flipkart.com/benq-ms506p-portable-projector/p/itmecgftzcz3ckf3

Post-Test

1. Mention 5 ICT tools and their usage in the library
2. Identify 3 methods by which modern library disseminate information to users

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