CALCULUS EDUCATIONAL CONSULTS

MOTTO: BRINGING KNOWLEDGE TO YOUR DOORSTEP

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MAINLAND LECTURE CENTER

GST104: USE OF LIBRARY

The word library which is "**librairie**" in French and in Latin "**Liber**" means _____
book.

__is an organized collection of resources made accessible to a defined community for reference or borrowing
Library

In Latin and Greek, the idea of bookcase is represented by **Bibliotheca.**

__means Library in many modern languages.
Bibliotheca.

a French library is called____
bibliothque.

The first libraries contained achieves of the earliest form of writing such as clay tablets in **cuneiform script** discovered in summer some dating back to **2600 BC**

According to Zhang (2011) the earliest discovered private archives were kept at ____
Ugarit.

Private or personal libraries consisting of written books appeared in classical Greece in the____century BC
5th

In the_____century, at the very close of the classical period, the great libraries of the Mediterranean world were those of Constantinople and Alexandria
6th

From the___century in Central and Northern Italy, libraries of humanists and their enlightened patrons existed
15th

The oldest existing library in China was Tianyi chamber library which was founded in 1561 by Fan Qin during **the Ming Dynasty**

Tianyi chamber library had a collection of_____volumes of antique books.
70,000

In North American, personal collections of books were brought over to the continent by French settlers in **the 16th century**

The oldest non-personal library on the North America continent was founded at the Jesuit College in ___
Quebec City in 1635

The Types of Libraries are____

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Academic Libraries
Research/Special Libraries
School Libraries
Public Libraries
National Libraries

_____are libraries of academic institutions such as universities, Polytechnics and Colleges of education.
Academic libraries

The purpose of establishing an academic libraries is to ___
meet the information needs of staff and students in the institutions they belong

the Function of Academic Libraries are____
Provision of research information resources in line with the needs of the staff and students.
Provision of information materials as required for the academic programmes of the parent institutions.
Provision of information resources for recreation and for personal selfdevelopment of users.
Provision of specialized information services to appropriate sections of the larger community.
Co-operation with other libraries at appropriate level for improved and better information services.
Provision of conducive reading environment and facilities

Research libraries are also called____
special libraries.

___libraries are purposely established to cater for patrons with special and specific interest
Research libraries

Special libraries serve an identified group of users with common (and special) interest.

The resources of special libraries cover only particular subject area or group of_
subjects.

Examples of of special libraries are____
International Institute of Tropical Agriculture (IITA) library;
Nigeria Institute of Social and Economic Research (NISER);
Cocoa Research Institute of Nigeria (CRIN),
Centre for Black and African Arts and Civilization (CBAAC).

The Functions and services of research/special libraries are____
The functions and resources of the library must be in line with the primary objectives of the parent body of the library.
Provision of in-house training activities to new users and staff members alike.
Provision and production of bibliographies.
Provision of current awareness services (CAS) to the library clienteles.
Provision of literature search.
Selective dissemination of information (SDI).
Provision of other supportive services such as provision of photocopying, printing and document delivery services.
Inter-library loans and network are also provided by special libraries.
Special libraries perform some other internal and external services, such as writing of periodic reports

School libraries are libraries that are established in schools, they are attached to primary and secondary schools

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School libraries main objective is to ____
serve the educational needs of pupils, students and teachers.

The Functions of school libraries are____
Collect relevant information resources that will enhance the performance of the teachers as well as the pupils to achieve the aim and objectives of the school education.
Develop and create in pupils good reading habits.
Help pupils to improve their vocabulary.
Support academic or school work.
Help teachers and pupils to be current and up-to date with daily information sources.
Serves as a source of subject information Centre for both teachers and pupils.
Help to train pupils in the use of reference materials

Public library is a library that is open to everybody and is generally accessible by the public.

The source of funding of a public library is _____
public taxes

There are five fundamental characteristics shared by public libraries which are____
they are generally supported by taxes
they are under a board to serve the public
they are open to all and all community members can access their collections
public libraries provide basic services without charge
The presence of a public library in a community is an indication that the community is literate.

The basic difference between a public library and other types of libraries is that____
the main aim of public library is to provide the information needs of the general public rather than provide the information needs of just a particular school, institution, or research population.

The services of the public library are ____
free.

The Functions and services of public libraries are___
1. They cater for the social, educational and recreational needs of the community.
2. They collect, preserve and disseminate library resources suitable for different categories of people such as children, adults, literates and illiterates.
3. They usually engage in repackaging of information using audio-visual materials and indigenous languages to render information services to the illiterate class.
4. They promote recreation and leisure reading.
5. They promote the civic and cultural activities of the community.
6. They create and strengthen reading habits in children from childhood.
7. They support both individual and self-conducted education as well as formal education at all levels.
8. They provide adequate information that will improve the knowledge and opinion of the masses

National libraries are specially established by the government of the nation to serve as the pre-eminent repository of information for that country

The major mandate of national libraries is to_____
serve as the memory of the nation

the Functions of National Libraries are____
1. To act as the legal depository and bibliographic Centre of the nation

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2. To give advice or library development or organization to any agency of the federal, state or local government.
3. To have a responsibility for the national bibliography and development of bibliographic services.

According to **Kadir (2012),** a **reference service** is the personal assistance given by the reference personnel (librarians) to library users in search of information for whatever purpose

Reference processes involve ___
interviewing the reader to enable the reference librarian to articulate the problem of the user clearly

There are different types of queries, they include the following___
Directional
Ready/quick reference question
Search Questions
Research Questions
Vertical files
Statistics
Current Awareness Services (CAS)
Inter Library Loan Service
Lending Services
Date-Due-Slip
Reservation Service
User Education

____is when a reader asks a specific question relating to the use of library materials in the reference sections
Ready/quick reference question

__is a type of query which involves reader questing for a specific location within the library
Directional

Current awareness service is defined by **Ashikuzzaman (2013)** as the establishment of a system for reviewing publications immediately at receipt, selecting information pertinent to the programme of the organization served, and recording individual items to be brought to the attention of those persons to whose work are related.

(SDI) stands for___
Selective Dissemination of Information

Selective Dissemination of Information type of service is particularly common in ____
special libraries

The main objective of SDI is to ____
provide users (especially in special libraries) with information that will promote their research and other day- to- day activities.

___service is a personalized service which is unlike the current awareness service that is a group service.
SDI

___is done when users request for a translation of information materials needed from English to indigenous language(s) that users can comprehend
Translation

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___service is particularly needed in scientific libraries with periodicals in foreign languages
Translation

A reference service can be best described as_____
The personal assistance given by the reference personnel (libraries) to library users in search of information for whatever purpose

Referral service is when____
A user is directed to another library, to an alternative source of information if such information is not available in his/her library.

The **library catalogue** is the main source for searching for relevant documents, either by author, title or subject entries.

Literature search is a systematic search for knowledge and information contained in resources of the library on a topic or theme.

Oxford dictionary defined **information** as facts provided or learned about something or someone.

There are basically three sources of information namely;**primary**, **secondary** and____sources of information.
Tertiary

Primary sources are original materials on which other sources of information are based

Primary sources are usually the first formal appearance of results either in print or electronic format.

Examples of primary sources of information are_____
Diaries, letters, print speeches, patents, photographs, newspaper articles, Journal articles, theses and dissertations, survey research, proceedings of meetings, conferences and symposia, original documents (birth certificates, wills, marriage licenses, trial transcripts), records of organizations, government agencies (treaties, annual reports etc.),e-mail communications, interviews, video recordings, audio recordings, websites, artefacts, (e.g. coins, plant specimens, fossils, furniture, tools, clothing, etc) works of art, architecture, literature, and music (e.g. painting, sculptures, musical scores, buildings, novels, poems).

Secondary sources of information are created from primary sources of information.

Examples of secondary sources of information include____
text book, biographical works, commentaries, criticisms, dictionaries and histories.

Tertiary sources of information act as pointers to primary and secondary sources

tertiary sources are___
i. Works that list primary and secondary resources in a specific area.
ii. Works which index organize and compile citations to secondary sources.

Examples of tertiary sources include____
chronologies, bibliographies, indexes, encyclopaedias, and directories

Primary sources are___
Original materials on which other sources of information are based

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Which of the following are examples of chronologies, bibliographies, indexes, encyclopedias, and directories?
Tertiary sources of information

Literature review is a critical analysis of related literature to research topic.

__is not just a critical analysis of related literature but also a summary of all available literature that related to your research topic
Literature review

Some questions you may think about as you develop your literature review are____
- **What is known about the subject?**
- **Are there any gaps in the knowledge of the subject?**
- **Have areas of further study been identified by other researchers that you may want to consider?**
- **Who are the significant research personalities in this area?**
- **Is there consensus about the topic?**
- **What aspects have generated significant debate on the topic?**
- **What methods or problems were identified by others studying in the field and how might they impact your research?**
- **What is the most productive methodology for your research based on the literature you have reviewed?**
- **What is the current status of research in this area?**
- **What sources of information or data were identified that might be useful to you?**

____is the next step is to get familiarized with resources (print or electronic, primary, secondary or tertiary resources) that will be relevant to your research topic.
Literature Identification

__are tools that makes the work of referencing at the end of every research very easy
Citation Managers

Citation managers are digital tools that can assist researchers in organizing, storing and creating bibliographies of their research process

Citation managers allow you to____
- **Import and organize citation information from article indexes and other sources**
- **Save links to pdfs and other documents, and in some cases save the document itself.**
- **Format citations for your papers and bibliographies using APA and many other styles.**
- **Include your own note. Examples of citation managers are Bib Tex, EndNote, Basic EndNote Desktop, Mendeley, Zotero and Refworks Link**

How would you describe literature review?
A critical analysis and a summary of all related literature to research topic

Which of the following is the basic step in literature review?
Literature identification analyzing the literature, synthesizing the literature writing the review

A **database** is a searchable collection of published works.

Some known databases are_____
ABI/Inform, Academic search, JSTOR, LEXISNEXIS Academic, PSYC/NFO, PubMed/Medline, ScienceDirect,

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Scopus, Web of Science, SAGE, LAW Pavilion, Project Muse Journals, AGORA, EBSCO, ERIC, HINARI, National Virtual library, Ebrary, Questia, online Access to Research in the Environment (OARE) etc.

___is a multi-disciplinary database that provides full text for more than 4,600 journals, including approximately 3,900 peer reviewed titles.
Academic Search Premier

JESTOR is a digital library founded in 1995 originally containing digitized back issues of academic journals.

LexisNexis academic provides mostly full text searches to approximately 5000 legal, news, reference and business sources.

PubMed was developed by the National Library of Medicine (NLM) and provides free access to Medline.

__contains over 27 million references including the Medline database.
PubMed

___contains over 12 million references from 3,500 academic journals and 34,000 e-books.
ScienceDirect.

Scopus is the largest abstract and citation database of peer-reviewed literature

____delivers a broad overview of global interdisciplinary scientific information in science, Mathematics, Engineering, Technology, Health and Medicine, Social Sciences, and Art and Humanities.
Scopus

Scopus database was launched in ____
2004

_____contains about 36,377 titles from approximately 11,678 publishers.
Scopus

__journal supports both gold open access publication and green open access archiving.
SAGE

Gold access journals provide worldwide, barrier free access to the full – text of articles online

___database provides access to collections in the fields of food, agriculture, environmental science and related social sciences.
AGORA

Agora contains about_____journal
918

___is the largest, multidiscipline, full text database
EBSCO

EBSCO host about____full-text databases.
375
____contains over **1.5 million** journals articles, research reports, curriculum and teaching guides, conference papers, dissertations and theses and books.
ERIC

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HINARI stands for____
Health Internetwork Access to Research Initiative

The____was set up by WHO and major publishers to enable developing countries have free access to collections in biomedical and Health Sciences.
Health Internetwork Access to Research Initiative (HINARI)

___contains about **58,000** information resources.
HINARI

What is the most suitable database for students in social sciences?
EBSCO

(OER) stands for____
open educational resources

Johnstone (2005) defined Open **Educational Resources (OER)** as the open provision of educational resources, enabled by information and communication technologies for consultation, use and adaptation by a community of users for non-commercial purposes.

Open educational resources is commonly referred to as ____
digitized materials

OER include_____
Learning Content
Tools Software
Implementation resources

A **hybrid open access journal** is a subscription-based Journal in which some of the articles offer open access.

There are basically two main categories of repositories which are___
subject – specific repositories and **institutional repositories.**

____repositories contain research outputs of specific disciplines in order to make it available to the public.
Subject – specific or subject – based

___contains research output of an institution such as a university and makes it available to the public.
Institutional Repository (IR)

Examples of Institutional Repository are____
1. Eprints
2. D – Space
3. National Academic Research and Collaborations Information System (NARCIS)
4. Focus on Access to Institutional Resources (FAIR)
5. Open DOAR

List of Open Access Sources in STEM Subjects are_____
ArXiv
The New England Journal of Medicine
Open Biology
BioMed Central
Public Library of Science (PLoS)

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PubMed
Index Medicus
PubMed Central
OVID

List of Open Access Sources in Social Sciences and Humanities are____
1. The Social Science Research Network (SSRN)
2. Research Papers in Economics (RePEc)
3. Berkeley Electronic Press (BEPress)
4. JESTOR

Open educational resources are____
Open provision of digital educational resources for non-commercial purposes

The two main categories of repositories are___
Subject-specific repositories and institutional repositories

___is a list of all bibliographic items found in a library or group of libraries.
Library catalogue

Access points are headings that users employ to locate needed materials.

The three typical access points in every library is__
title, author and subject

the Types of physical form of library catalogues are__
a. Book catalogue
b. Card catalogue
c. Microform catalogue
d. Online catalogue.

A **book catalogue** lists bibliographic records in alphabetical order by various entries on pages of a book

___is the oldest type of catalogue
book catalogue

The **book catalogue** is expensive to produce and easily gets out of date due to its inflexibility.

The Advantages of Book Catalogue are__
Ease of use
Size
Cost

The Disadvantages of Book Catalogue are___
Ease of use
Flexibility and currency

A **card catalogue** is a file of cards usually in catalogue cabinet showing the users the library's collections.

The Advantages of Card Catalogue are___
Flexibility and Currency
Ease of use

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Availability
Cost

The Disadvantages of Card Catalogue___
Size
Human Error
Ease of use
Cost
Flexibility and currency

Microform Catalogues are photographed card catalogue or screen images that are transferred onto microform.

The Advantages of Microform Catalogue are___
Ease of use
Size
Cost

The Disadvantages of Microform Catalogue are___
Ease of use
Flexibility and currency
Cost

(OPAC) stands for___
On-line Public Access Catalogue

The Advantages of Online Catalogue are___
1. The database can be searched in almost any item of information of interest to the users
2. The users can retrieve information in a variety of ways
3. It provides rapid search
4. It can be used from far away location, so that the users can access a local, national and international cataloguing database.
5. The problem of having to file cards is eliminated
6. Online catalogues can be easily updated
7. It provides links to other catalogues, reference help and circulation
8. Online catalogue can also be made physical if need be.

The disAdvantages of Online Catalogue are___
1. It is very sensitive in spelling and may retrieve different information due to error.
2. Most times, the information retrieved may be too much which may confuse the user
3. Training is needed for the users to optimally use online catalogue
4. Epileptic power supply and computer break down are all disadvantages.

Library catalogue can be best described as___
A list of all bibliographic items found in a library

One of the options below is a unique advantage of online catalogue___
It can be used from far away locations, so that users can access a local, national and international cataloguing database

The purpose of library classification is to ___

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create a system out of disorder and provide a comprehensive view of the documents on a given subject.

The Types of Library Classification Schemes are____
1. Library of Congress Classification Scheme (LC)
2. Dewey Decimal Classification Scheme
3. Universal Decimal Classification (UDC)
4. Bliss Classification Scheme
5. Colon Classification Scheme
6. Moys Classification Scheme

Library of congress classification scheme consists of_____classes
21

Cutter numbers are special numbers given to individual authors.

Among the modern classification scheme, **Dewey Decimal Classification (DDC)** is the oldest

The Main Classes of Dewey Decimal Classification are___
000 Generalities
100 Philosophy and Psychology
200 Religion
300 Social Sciences
400 Language
500 Natural Sciences and Mathematics
600 Technology (Applied Sciences)
700 The Arts Fine and Decorative Arts
800 Literature and Rhetoric 900 Geography and History

Bliss Classification is also called ____
Bibliographic classification (BC)

Bliss Classification was devised by_____in 1935.
Henry Evelyn Bliss

___consists of 35 main classes, consisting of 9 numerical and 26 alphabetical classes
Bliss Classification

The Colon Classification (CC) has a set of main classes that are divided into **facets.**

All facets are regarded as manifestations of five fundamental categories namely____
Space
Energy
Matter
Personality

_____,_____,_____,_____and_____are the five basic types of library classification schemes
Library of Congress Classification Schemes, Dewey decimal classification Scheme, Universal Decimal Classification, Bliss Classification and Colon Classification Scheme

_____is the scheme mainly used in academic libraries.
Library of Congress Classification Scheme

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A **digital library** is an information service or a collection of electronic information resources, in which all the information resources are available in computer form

The manual performances of library functions were getting difficult because of the following reasons____
Library holdings will continue to grow.
Because of information explosion
Because of information explosion library operations
Accuracy is also lost while working manually, due to information explosion.

The Challenges for Establishing Digital Libraries are____
Technological Obsolesce of Hardware and Software.
Digital libraries may have the problem of funding as cost of purchase and maintenance of equipment and resources is high.

In a digital library all the information resources are available in____.
Electronic Form

Below are all disadvantages of traditional library system except one:
A. Lack of storage space
B. Library operations take many homes to perform manually
C. Accuracy is lost while working
D. Easy access to information, anytime and anywhere

A **search strategy** is a structured organization of terms used to search a database

In order to construct a search strategy, you have to follow the steps which are____
1. Define your topic
2. Choose your keywords
3. Identify alternative terminology
4. Combining your keywords
5. Limiting
6. Choose your databases

A search strategy is a_____organization of terms used to_____a database.
Structured; search

_____,_____,_____and_____are the four basic steps in constructing a search strategy.
Defining your topic, choosing your key words, identifying alternative terminology and combining your keywords

There are steps you must take in order to develop good study skills.these are____
Making and Keeping a Study Schedule
Studying in an Appropriate Setting
Equipping Your Study Area with All the Materials You Need
Not Relying on Inspiration for Motivation
Keeping a Well-Kept Notebook Improves Grades
Taking Good Notes as Insurance against Forgetting
Over- learning Material Enhances Memory

SQ3R is a Reading/Study formula designed to help process and increase retention of written information.

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SQ3R READING METHOD consists of the following five steps which are___
SURVEY
QUESTION
READ
RECITE
REVIEW

SQ3R stands for_____
S=SURVEY,Q=QUESTION,R= READ,R= RECITE, R=REVIEW

Studying in an appropriate setting means_____.
To study in a conducive environment like a library that is quiet, having good lightings, well ventilated or with good air conditioners, and other facilities

For you to develop a good reaching habit, you have to practice the following____
Improve your reading skills:
Keep Reading Materials Handy
Connect Reading to Your Everyday Life
Create a Reading List

State two ways you can improve your reading skills?
A combination of any two of the following: (a) reading for content (b) improving vocabulary strength(c) Appreciating contextual meanings (d) Knowledge of literary devices (e) Consistency in reading.

What do you look out for when you read for content?
You look out for the main idea in every paragraph

The Ways of ensuring readiness for exam are____
Start studying early
Sort out your subject material
Find out about the exam
Review past Exam Papers
Know Exam venue and time
Don't Panic
Use Your reading time wisely
Interpret your questions well
Review Your Answers

Intellectual Property Rights are legal rights over creations of the mind

___law grants the author of an intellectual creation exclusive right for exploiting and benefiting from their creation
Intellectual Property Rights

The purpose of Intellectual Property Rights is to ____
stimulated creativity of human mind for the benefit of all by ensuring that the advantages accrued by using a creation benefit the creator.

The Types of Protection of Intellectual Property are____
Patents
Trademarks
Industrial Designs

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Topography of Semi-conductor product
Copyright
Neighbouring rights
Trade Secrets
Protection against unfair competition

___is a legal framework that governs access to information enacted by the government of every country known as copyright
Copyright Law

Copyright legally gives the creator of a work the monopoly of controlling the distribution of his work

copyright is the right awarded to an author for being intellectually responsible for his work

In 1710, the world's first copyright law was enacted in England known as ___
statute of Anne

There are basically **Two** purposes for the copyright law and These are **economic** and **moral**

Intellectual property rights are-------
Legal rights over creations of the mind

State the factors to consider in "fair use"?
- **The purpose and character of the use**
- **The nature of the copyrighted work**
- **The amount and substantiality of the portion used in relation to the copyrighted work as a whole**
- **The effect of the use upon the potential market for a value of the copyrighted work**

Copyright infringement is any infringement upon the rights of a copyright holder

Copyright law gives a copyright holder (usually the creator of the work) a set of rights that they and they alone can exploit legally (save for exceptions such as fair use). Those rights include___
- **The right to reproduce (copy) a work.**
- **The right to create derivative works based upon it.**
- **The right to distribute copies of the work to the public.**
- **The right to publicly display or perform the work.**

Plagiarism is defined as the taking of the original work or works of another and presenting it as your own

examples of plagiarism that are also copyright infringements are_____
Plagiarizing a blog post on a new site
copying an encyclopedia article without attribution for a book
reporting or submitting a photograph someone else took under your name to a magazine

The key difference between plagiarism and copyright infringement is that____
not all plagiarisms are infringements and not all infringements are plagiarisms

Plagiarism is defined as ----------
The taking of the original work or works of another and presenting it as your own

A **referencing style** is a set of rules that instructs you on how to acknowledge the thoughts, ideas and works of others in a way.

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Harvard referencing style is commonly used by students and researchers to cite information sources.

There are two parts to Harvard style which are___
In-text citations and **Reference Lists**

____is a comprehensive list of all citations with their full bibliographic information located at the end of every academic or research work.
Reference Lists

The general format for referencing, using Harvard style is as follows____
Last name, First Initial. (Year published). Title. City: Publisher, Pages(s)

APA stands for_____
American Psychological Association

APA (American Psychological Association) citation style which is an authordata citation style was developed mainly for use in ____
psychology

There are basically two parts to APA author- data style which are____
1. The in –text author- data citation
2. Detailed reference list at the end of the document.

An in-text citation is used under two conditions_____
It is used when you directly quote someone else's work.
When you paraphrase someone else's work.

The general format for referencing Journal article from a database or Journal's website is as follows____
Author Last Name, First Initial. Middle initial. (year of publication). Title of the article. Title of the Journal or magazine, volume Number, Page Number – Page Number. DOI: XXXXXXXX or URL of publication home page.

DOI is an acronym for ____
Digital Object Identifier

DOI is a permanent link to an online resource represented by a string of numbers and letters

URL is an acronym for____
Universal Resource Locator

All these are disadvantages of traditional library system except one___
Epileptic supply of electricity

Sorting out of your subject materials can help you____
Maximize your reading time

The following are all disadvantages of digital library except one____
Restricted access to information

Constructing a search strategy means____
Structured organization of terms to search a database

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In combining your keyword using Boolean operators for truncation youuse____
*****

Overlearning of course materials can help a student achieve the following exceptone____
Interpret examination question

The acronym SQ3R means_____
Survey,question,read,recite,review

To read for content means to____
Look out for main ideas

Setting daily or weekly reading goals can help you achieve all of the following except one____
Increase assimilation rate

Cramming is as a result of the following except one_____
Examination fever and anxiety

Journal articles of original contents are examples of ____
Primary sources of information

Literature identification is a step in ;literature review when__
The researcher get familiarized with resources(print or electronic,primary,secondary or tertiary resources) that will be relevant to the research topic

Analyzing the literature is a step in literature when ____
The researcher skim each article to enable him group articules into topics and subtropics;then reading to critically analyze each article

Academic search premier,STOR,PUBMED/MEDICINE and scienceDirect are suitable database for____
Students in faculty of science

An academic library is ____
Library of academic institutions such as universities,polytechnics and colleges of education

What type of classification scheme is commonly used in academic library?
Library of congress classification scheme(LC)

Identify the kind of library that usually engages in packaging of information using audio-visual and indigeneous languages to render information services to the illiterate class.
Public library

Current awareness services can be differentiated from selective dissemination of information in that___
Current awareness services is when there is an establishment system for reviewing publication immediately at receipt,selecting information pertinent to the organization served and recording individual items to be brought to the attention of these,persons to whose work are related while selective dissemination of information is when users are provided with relevant information that will promote their research and other day-to-day activities.

Which section of the library is responsible for charging and discharging of library resources?
Circulation section

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2019_2 second semester use only **scanning of materials before is required**

Artefacts are examples of what type of information?
Primary

Why is a marriage certificate a primary source of information?
Because it serves as a pointer/directory to other works

Why are users advised to leave consulted books on the table?
To prevent mis-shelving of books

The best way to retrieve a particular book you need in a library is____
To check the library catalogue

A referral service can be best described as___
The act of directing users to an alternative source of information if such information is not available in their own library

A reference service can be best described as___
The personal assistance given by a librarian to library users in search of information for whatever purpose

Which of the options is an example of a directional question?
Quest for a specific location in the library

Which of the options best describes a research/special library?
It provides specialized information to an identified group of users with common interest

What does LC cutter number represent?
Author's number

What type of notation does the library of congress use?
Alpha-numeric

What classification scheme is most suitable for academic libraries?
Library of Congress Classification Scheme (LC)

Human error is a major disadvantage of___
A card catalogue

Which of the options is INCORRECT of an OPAC?
It can be accessed in the remote villages where there is neither electricity nor pipe- born water

Which of the options is INCORRECT of a microform catalogue?
Students find it easy to use

Which of the options is INCORRECT of a card catalogue?
It is compact and can be easily carried to anywhere within the library

One of the options is INCORRECT of a book catalogue___
Book catalogue can be accessed from any location

One of the options is NOT true of Open Educational Resources (OER)
Nobody paid for Open Educational Resources

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What are hybrid open access journals?
They are subscription based journals in which some of the articles offer open access

AGORA is a database largely used by what type of students?
Agricultural

What are green access journals?
They are journals that have a period of time when access to published content is temporarily restricted

What are gold access journals?
They are journals that provide worldwide, barrier free access to the full-text of articles online.

Two examples of general library services are____
Lending services and current awareness services

Vertical files kept by reference librarians are____
Files that contain record of user's queries

A card catalogue can be best described as___
A file of cards in a catalogue cabinet that show users the library's collections

Literature review is important because___
It can assist the researcher in choosing an appropriate research topic, formulate reliable hypotheses and in designing appropriate research methodology

Below are some important questions you must bear in mind when reviewing literature EXCEPT
What would be the outcome of my research?

Why do you need a citation manager?
To format citations for my papers and bibliographies using any referencing style

The process of skimming through retrieved articles in order to group them into topics and sub-topics is known as___
Analyzing the literature

The process of integrating all key details of the literature at the same time communicating your point of view in a clear and cohesive manner is known as___
Writing the review

Copyright covers the following issues regarding intellectual work EXCEPT___
health

In sorting out your subject materials in preparation for your study you may do the following EXCEPT___
Wait until very close to exams to avoid forgetting all you've read

Information explosion ushered in the following challenges EXCEPT___
Slowing down of research activities

The following are all types of classification schemes EXCEPT___
OPAC

Class marks are better placed at what part of every book?

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The spine

Library classification is important for the following EXCEPT___
To keep librarians redundant

The referencing style used in the example below is_____
Okpala, A.E. & Igbeka, J.U. (2005). Analysis of users searches of CD-ROM

databases in Kenneth Dike Library. The Electronic Library, 23(3), 362-368
APA

Patents can be best described as _____
New inventions

All references cited in the body of work should NOT Necessarily be included in the reference list True or False? _____
False

A referencing style is a set of rules that instructs you on how to _____ the thoughts, ideas and works of others in a particular way.
Acknowledge

Not all plagiarisms are copyright infringements and not all copyright infringements are plagiarisms True or False?_____
True

The concept of "fair use" is not clearly defined in the statute. True or False?_____
True

The legal frame work that covers original work of authorship is known as _____
Copyright

You have not plagiarised if you carefully acknowledge all your sources of information and have not copied verbatim except for well acknowledged short quotations. True or False?____
True

In preparing for examination, it is advisable to first familiarize yourself with past questions before reading your course materials True or False? _____
False

Reading is more productive when done at anytime and anywhere True or False?_____
False

Over-learning of your course materials can lead to a mental breakdown True or False?____
False

Reading for content helps you to grasp the _____in a write-up
Main ideas

The 2nd R in SQ3R stands for_____

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Recite

____ formulated the laws of library science as follows:
Books are for use

Every reader his book
Every book its reader
Save the time of the reader
Save the time of the stay
Library is a growing organization
Answer
S.A Ranganathan

The 3rd R in SQ3R stands for____
Review

Online catalogues provide links to other catalogues True or False? _____
True

What symbol should appear in the gap, in the word organi-ation if you are to capture the variable characters's' or 'z' in your search?
#

A Boolean operator is a _____
Search technique

The very first step to take in constructing a search strategy is to define your _____
Topic

Digital libraries offer greater user satisfaction True or False?_____
True

You are likely to find _____ (catalogue) in a digital library
OPAC

The Universal Decimal Classification is based on _____ Decimal Classification
Dewey

The main classes of Dewey Decimal Classification is divided into _____
10

Dewey Decimal Classification uses _____ notation
Pure

The LC main class for education is _____
L

The LC main class for social sciences is ___
H

In APA referencing of journals what punctuation mark should come after page number(s)? __

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Full stop

In APA referencing of journal the volume number should be italicized True or False? _____
True

As a general rule in APA referencing of journal articles, all the journal titles must be italicize True or False?___
True

The punctuation mark after year of publication in APA referencing of journal articles is_____
Full stop

As a general rule in APA referencing, organization names must NEVER be provided in full True or False?
_____
False

All the features for referencing articles in print must NOT be included where available for articles found in database or website True or False? _____
False

In Harvard referencing for articles in database or website, it is NOT compulsory to include the website URL and the date article was accessed True or False?___
False

In Harvard referencing of eBooks, edition statement should always be included, even if it's the first edition True or False?_____
True

When referencing sources with two or more authors, place the names in the exact order in which they appear on the text True or False?____
True

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