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GST104 SUMMARY

The Concept of a Library

The word library which is "**librairie**" in French and in Latin "**Liber**" means book. A library's collection can include books, periodicals, newspapers, manuscripts, films, maps, prints, documents, microform, CDs, cassettes, videotapes, DVDs, e-books, audio books, databases, and other formats. Libraries range in size from a few shelves of books to several million items. In Latin and Greek, the idea of bookcase is represented by Bibliotheca. This means Library in many modern languages. For example, in French, library is called bibliothque.

History/Origin of Libraries

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. These written archives marked the end of prehistory and the beginning of history. According to Zhang (2011) the earliest discovered private archives were kept at Ugarit. Also, there was evidence of libraries at Nippur about 1900BC and at Nineveh about 700BC showing a Library classification system. Private or personal libraries consisting of written books appeared in classical Greece in the 5th century BC. In the 6th century, at the very close of the classical period, the great libraries of the Mediterranean world were those of Constantinople and Alexandria. From the 15th century in Central and Northern Italy, libraries of humanists and their enlightened patrons existed. The oldest existing library in China was Tianyi chamber library which was founded in 1561 by Fan Qin during the Ming Dynasty. It had a collection of 70,000 volumes of antique books. 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.

Types of Libraries

A] Academic libraries - These are libraries of academic institutions such as universities, Polytechnics and Colleges of education. The library is the heart of these institutions since all they do revolve round books.

(b) Research/special libraries - They are purposely established to cater for patrons with special and specific interest. They are privately owned and funded by the organisation that established them. Their unique collections emphasize on primary sources of information like Journal articles, research reports, conference proceedings and periodicals. Up to date books and electronic materials are also found in research libraries.

(c) School libraries

(d) Public libraries - Public library is a library that is open to everybody and is generally accessible by the public. The services of the public library are free. They organize reading clubs, storytelling, exhibition etc. users can borrow books and are given access to internet were available.

There are five fundamental characteristics shared by public libraries. The first is that they are

1 generally supported by taxes (usually local, federal or state government may contribute);

2 they are under a board to serve the public;

3 they are open to all and all community members can access their collections;

4 public libraries provide basic services without charge (Rubin, 2010).

(e) National libraries - National libraries are specially established by the government of the nation to serve as the pre-eminent repository of information for that country. Unlike public libraries, national libraries rarely allow citizens to borrow books. Their collections usually consist of rare, valuable, or significant works. The major mandate of national libraries is to serve as the memory of the nation. Being the nation's depository Centre, they are responsible for receiving all copy right publications within the country.

Library Services

A reference service is the personal assistance given by the reference personnel (librarians) to library users in search of information for whatever purpose. Library users and potential users have different reference queries that need to be solved by the librarians.

There are different types of queries, they include the following:

Directional

This type involves reader questing for a specific location within the library. Most readers, especially first-time users, find the services very useful.

Ready/quick reference question

This is when a reader asks a specific question relating to the use of library materials in the reference sections. For example, what is the population of Ghana? Who was the president of Ghana in year 2000? These are everyday questions that readers regularly ask reference librarians. These questions are easily answered by consulting a specific reference source, such as almanacs, biographies, yearbooks, dictionaries etc.

To answering these types of queries, most libraries have created a special desk called the information desk.

Search Questions

Readers often need background information or general information on a theme. Such questions cannot be met by one single reference source in the library. for example, what is the difference between conventional education and open and distance education? The reference librarian may need to consult dictionaries, encyclopedias, handbooks, indexes, abstracts, etc. to answer such questions.

Research Questions

This is a more serious type of reference service. Here the user is faced with a research topic that requires comprehensive reference sources in order to provide literature review. For example, to answer

a question on the role of the library in national development, the user will need to consult a wide variety of sources that will assist him/her in compiling a comprehensive listing of pertinent documents relevant to the topic. In addition, the library may refer the user to experts in the field.

Vertical

Files In general, reference librarians maintain specific source that will meet the local enquiries, such as an airline/railway/bus time-tables, public holidays, local cinema shows, and directions within a city. Sources for answering such question are kept by the reference librarians and they are referred to as vertical files. They are usually sources of miscellaneous information. It is important therefore, for reference librarians to keep such sources as maps, brochures, telephones, guides etc of towns or cities in which the libraries are located.

Statistics

All records of user's queries must be well kept by the reference librarian. This is to enable the library to know the nature of user's queries and get adequately prepared to answer them in future.

Current Awareness Services (CAS)

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.

The purpose of current awareness service is to keep users abreast with up to date information in their specialized field of interest.

Inter Library Loan Service

A library may not be able to meet the information needs of all its users due to limited resources. Any user in need of any material that is not available in his library, informs the reference librarian who in turn loans such a material from any collaborating library for the user.

Lending Services

The librarian at the circulation section of the library is responsible for charging and discharging of library resources. He will provide information in this regard to the users. For example, only registered library users can borrow books and other library resources. Also, potential library users are required to register before being permitted to use the library. Registration of clientele may be manual, or computer based.

To know what book to borrow, the user may check the various catalogues which could be manual or electronic. **For example, open access catalogues (OPAC) is an electronic catalogue. He can search by subject, title or author etc.**

Reservation Service

Reservation service is very important in academic and school libraries because there are some materials that are heavily used and stand the risk of being stolen or mutilated if such materials are kept on open

shelves. Reserved materials cannot be lent out. They are kept in a restricted area where they could be loaned out for a limited period. Personal books from lecturers can be kept for their students in the reserve collection room.

Selective Dissemination of Information (SDI)

This 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. With SDI the user is relieved of the problem of sieving through many documents before getting the relevant documents.

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

Referral Service

The library in this case can direct a user to another library to an alternative source of information if such information is not available in its own library.

Translation Service

Some libraries offer translation service. This is done when users request for a translation of information materials needed from English to indigenous language(s) that users can comprehend.

Research Techniques

Information Sources

According to dictionary.com information is knowledge communicated or received concerning a fact or circumstance. Oxford dictionary defined information as facts provided or learned about something or someone. It further defined information as data processed, stored or transmitted by a computer.

There are basically three sources of information, namely

* **Primary** - Primary sources are original materials on which other sources of information are based. They report a discovery or share new information. First-hand accounts and information to events are presented in primary sources. Information is presented in its original form, void of various interpretation or evaluation by various authors.

* **Secondary** - Secondary sources of information are created from primary sources of information. The authors (creators) of secondary sources did not have first – hand experience of the event being researched. Secondary sources give accounts of facts by describing, analysing, interpreting, evaluating, commenting or discussing evidence provided by primary sources. **It is important to note that secondary sources are not evidence, but commentary on, and discussion of evidence.**

* **Tertiary sources of information** - Tertiary sources of information act as pointers to primary and secondary sources. In fact, 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.

The Concept of Literature Review

Literature review is a critical analysis of related literature to research topic. It 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 can help a researcher to specifically choose an appropriate research topic. Based on what others have done, you are able to prepare an adequate research plan and formulate reliable objectives, research questions and hypotheses. It also assists researchers in designing appropriate research methodologies and data collection instruments.

Literature Identification

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. Also you need to identify databases and also open educational resources you may need to use in the course of your research.

Citation Managers

It makes the work of referencing at the end of every research very easy. You don't need to wait till the end of your work before you gather your references; you do it as you work using citation managers. Citation managers are digital tools that can assist researchers in organizing, storing and creating bibliographies of their research process.

Analyzing the Literature

Once you have gathered all relevant literature, first skim each article to have an idea of its general purpose and content. The skimming will enable you to group the article into categories i.e. into topics and sub topics.

Synthesizing the Literature

When reading through the literature, the notes taken may be disjointed. You must recognize and take note of differences among studies as you build up your arguments.

Writing the Review

Start the writing of your review by indicating the broad problem area while avoiding global statements. Then justify the need for the review.

Databases Contents

A database is a searchable collection of published works. It is an electronic (online) catalog or index.

Some know data base are;

Academic Search Premier

This is a multi-disciplinary database that provides full text for more than 4,600 journals, including approximately 3,900 peer reviewed titles. A total of 8,500 journals are indexed and abstracted. Available on this database are Pdf back files to 1975 for over 100 journals. It is updated on daily basis.

JESTOR JESTOR

is a digital library founded in 1995, originally containing digitized back issues of academic journals. It now includes books and primary sources, and current issues of journals. It provides full text searches of almost 2,000 journals. As at 2013 more than 8,000 institutions in more than 160 countries had access to JESTOR.

LexisNexis Academic

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

Pub Med/Medline

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

Science Direct.

Over 250,000 articles on ScienceDirect are open access. However, ScienceDirect provides subscription-based access to a large database of scientific and medical research. It contains over 12 million references from 3,500 academic journals and 34,000 e- books. The journals are grouped into four categories, namely, physical sciences and Engineering; life science; Health science, and social sciences and Humanities Abstract are freely available

Scopus Scopus

Is the largest abstract and citation database of peer-reviewed literature.

SAGE SAGE

journals are Open access. It supports both gold open access publication and green open access archiving. Gold access journals provide worldwide, barrier free access to the full – text of articles online. Most SAGE pure gold open access journals are supported by the payment of an article processing charge (APC) by the author, institution or research funder of the accepted manuscript. Articles in green access journals have a period of time when access to published content is temporarily restricted. SAGE has journals in Health Sciences, Social Sciences and Humanities, Materials sciences & Engineering; Life & biomedical sciences.

AGORA

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

EBSCO

EBSCO is the largest, multidiscipline, full text database. It provides resources for all academics, medical, corporate, government public libraries & Law. EBSCO host about 375 full-text databases.

ERIC

ERIC is the world's most widely used database in education. It contains over 1.5 million journals articles, research reports, curriculum and teaching guides, conference papers, dissertations and theses and books.

HINARI

The Health Internetwork Access to Research Initiative (HINARI) was set up by WHO and major publishers to enable developing countries have free access to collections in biomedical and Health Sciences. It contains about 58,000 information resources.

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 acommunity of users for non-commercial purposes. Open educational resources is commonly referred to as digitized materials offered freely and openly for educators, students and self-learners to use and reuse for teaching, learning and research.

Open Access Repository

There are basically two main categories of repositories:

* **Subject** – specific repositories and institutional repositories. Subject – Specific Repositories: Subject – specific or subject – based repositories contain research outputs of specific disciplines in order to make it available to the public.

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

Organization of Library Materials

The Concept of a Library Catalogues

Library catalogue is seen as a complete organized record of all libraries' contents. In other words, it is a list of all bibliographic items found in a library or group of libraries.

The library catalogue can be likened to a book index. Just as the purpose of a book index, is to point the reader to an information in the book without reading the whole book, similarly, the library catalogue points the reader to the exact location of the book on the shelf without having to search through all volumes of books on the shelves.

Access Points

Access points are headings that users employ to locate needed materials. For example; Title, Author and Subject are three main access points. This means that the user can search and access the needed materials through the title, author or subject. The ideal thing for every library is to have three access points/catalogues/indexes (title, author and subject) for all materials in the library. However, every document must have its main entry which is its main access points.

Physical Form of Library Catalogue

Types of physical form of library catalogues are:

- Book Catalogue A book catalogue lists bibliographic records in alphabetical order by various entries on pages of a book. This is the oldest type of catalogue. The book catalogue is expensive to produce and easily gets out of date due to its inflexibility. You cannot easily remove or insert bibliographic records (of old & new resources respectively). For more people to have access at the same time, the library needs to print many copies which is expensive. This type of catalogue was gradually replaced by card catalogues.

Advantages of Book Catalogue

- Ease of use: The book catalogue is very easy to use by library cliental and it is portable
- Size: it is compact and can be easily carried to anywhere within the library
- Cost: Once the first copy has been produced duplication of it becomes cheaper. Multiple copies can be produced for other locations of the library

Disadvantages of Book Catalogue

- Ease of use: Only one person can use this catalogue at a time, unless multiple copies are produced. Library users may have to wait for each other to have access to the book catalogue.
- Flexibility and currency: Bibliographic records for new materials cannot be inserted. For this to happen, you may have to reproduce a new book catalogue or create a supplementary copy.

Card Catalogue

A card catalogue is a file of cards usually in catalogue cabinet showing the users the library's collections. The cards give very relevant information about the books in the library as well as indicating their location on the shelves. These cards are filed alphabetically in catalogue trays that are placed in the cabinets. These cabinets are arranged in a convenient location in the library for easy retrieval.

Advantages of Card Catalogue

- Flexibility and Currency: Updating of the cabinet is easy and staff time is saved. Cards for new materials can be added quickly and cards easily removed for those items no longer in the collection.
- Ease of use: The card catalogue is easy to use. Both staff and students find it easy to use because of the alphabetical arrangement and the fact that they are loose in the tray. Use of Library
- Availability: The card catalogue is easily available to library users. Several users can have access to the card catalogue at the same time.
- Cost: The cost of maintaining a card catalogue is not expensive. The cards are easily available.

Disadvantages of Card Catalogue

- Size: After some time, the library may need more cabinets for new cards. Gradually, more and more cabinets will be acquired as the collection grows. This might take up much space.

- Human Error: Cards can be misfiled in error. Its implication is that, the document on the shelf may never be used. Miss-filing and miss-shelving are serious issues as they course serious problems in the library.
- Ease of use: A library user can only see a card at a time. Its implication is that he has to remember the title or know the subject heading of the information he needs.
- Cost: Filing of cards takes time. Imagine if you have catalogue in different locations, you may have to do more work.
- Flexibility and currency: The library cannot easily effect any correction on the card except the card is reprinted.

Microform Catalogues

Microform Catalogues are photographed card catalogue or screen images that are transferred onto microform. Basically, they are used as backup as online catalogues have overtaken them.

Advantages of Microform Catalogue

- Ease of use: Many records can be viewed at the same time. There are indexes and headings to guide users.
- Size: Microfiche or microfilm takes up very little storage space and can store many records on one fiche or film
- Cost: It is cheap to produce multiple copies

Disadvantages of Microform Catalogue

- Ease of use: Microform catalogue is not common. Students find it difficult to use. Expensive equipment is required for users to have access and use it.
- Flexibility and currency: New bibliographic records cannot be inserted and records of lost items cannot be deleted. It is just like the book catalogue that you must reproduce to incorporate changes.
- Cost: The first copy of the microform catalogue is expensive to produce. There is also the problem of maintaining the equipment.

OPAC

On-line Public Access Catalogue (OPAC) is the most modern form of catalogue. One needs a microcomputer with a large memory for it. Bibliographic records of all documents in a collection are stored in the computer memory disk. OPAC is the most efficient of all the catalogues. It is very flexible and can be easily updated. The records can be accessed through several points. As soon as bibliographic records are inputted into the computer, they can be accessed instantly at different points. Many on-line library catalogues such as library of congress online can be accessed through the internet

Advantages of Online Catalogue

- The database can be searched in almost any item of information of interest to the users
- The users can retrieve information in a variety of ways
- It provides rapid search

- It can be used from far away location, so that the users can access a local, national and international cataloguing database.
- Online catalogues can be easily updated
- It provides links to other catalogues, reference help and circulation
- Online catalogue can also be made physical if need be.

Disadvantages

- It is very sensitive in spelling and may retrieve different information due to error.
- Training is needed for the users to optimally use online catalogue
- Epileptic power supply and computer break down are all disadvantages.
- Most times, the information retrieved may be too much which may confuse the user

Classification Schemes

The Importance of Library Classification

The purpose of library classification is to create a system out of disorder and provide a comprehensive view of the documents on a given subject. This leads to maximum use of a collection, thus satisfying the law of library science as formulated by SR Ranganathan. These lanes are as follow:

- Books are for use (First law)
- Every reader his book (second law)
- Every book its reader (third law)
- Save the time of the reader (forth law)
- Save the time of the staff (corollary to the forth law)
- Library is a growing organization (fifth law).

The basic aim of librarianship is to bring the user in contact with a specific document or information. **Out of the various techniques that a librarian may adopt to achieve this, library classification is one of them. It helps to organize documents and information so that users can use sources of information effectively.**

Types of Library Classification Schemes

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 (LC)

Most academic libraries use library of congress classification scheme. For example, National Open University of Nigeria (NOUN) Library uses this scheme. Library of congress classification scheme consists of 21 classes (A-Z). The scheme is based on the collection of library of congress in United States. It was mixed notation. This means that it uses both letters and numbers. It also uses cutter numbers to further specify a document. Cutter numbers are special numbers given to individual authors. The notations and cutter numbers together form the class mark or call number of a book.

Dewey Decimal Classification

Among the modern classification scheme, Dewey Decimal Classification (DDC) is the oldest. It is also widely use especially in school libraries. You may come across very few academic libraries that use Dewey classification scheme to organize their collection. Unlike the library of congress classification, Dewey classification is pure and not mixed. It uses only numbers.

Universal Decimal Classification (UDC)

Universal Decimal Classification (UDC) is based on the 5th edition of Dewey Decimal Classification. This classification scheme is widely used in French speaking countries of North Africa, in Spain and Latin America and throughout Eastern Europe. In the English-speaking world, it is used by special libraries and most especially in those with strong emphasis on technological interests.

Bliss Classification

Bliss Classification is also called **Bibliographic classification (BC).** It was devised by Henry Evelyn Bliss in 1935. The system is utilized most extensively in British libraries. It consists of 35 main classes, consisting of 9 numerical and 26 alphabetical classes. It has a notation system that utilizes upper case and lowercase Roman letters; with Arabic numerals for common subdivisions.

Moys Classification Scheme

Most academic libraries use Moys Classification Scheme for classifying specifically their law materials. Basically, this scheme helps to remove the short comings observed in class K-Law, the library of congress classification scheme.

Digital Libraries

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.

In addition, the functions of acquisition, storage, preservation, retrieval, etc. are carried out using digital technologies such as computers, networks etc.

Disadvantages of the Traditional Library System

- Library holdings will continue to grow. The rate of growth is fast. For example, journals come in volumes and issues; within a short time the library begins to experience lack of storage space for them. The space at the library's disposal is limited while their collections will continue to grow.
- The first is that of storage space and the second, is the problem of how to organize such volume of information.

- Accuracy is also lost while working manually, due to information explosion.

Benefits of Digital Libraries

- A library user can search through the OPACs of many of the world's libraries and utilize a number of their online resources through the web.
- Digital libraries permit you, as a library user to have access to information anytime from anywhere subject to the availability of requisite resources.
- With digital libraries several library users can simultaneously have access to a single electronic copy from different locations.

Challenges for Establishing Digital Libraries

- Technological Obsolesce of Hardware and Software: The library may have to purchase a new version of hardware and software for users to gain access to information in digital form.
- Digital libraries may have the problem of funding as cost of purchase and maintenance of equipment and resources is high.

Another major challenge is the issue of copyright. It is possible for electronic resources to be copied with impunity. This issue will be extensively discussed in another module. Digital libraries require additional skills on the part of library staff and users to ensure that the content is properly collated, organized and retrieved e.g. search tools such as advance search features must be learnt. Finally, digital libraries interface design should be human centred (user friendly), to enhance universal access, easy to understand, easy to learn, tolerate search input errors, be flexible and adaptable, appropriate and effective for the task, powerful and efficient, secure, reliable, information centered, and pleasant to use.

Computer Based Literature Search

Constructing a Search Strategy

A search strategy is a structured organization of terms used to search a database. Your strategy will clearly show how you combine terms in order to retrieve the best result.

In order to construct a search strategy, you have to follow the steps below:

1. **Define your topic** - In step one you have to clearly state your topic. For example, "what are the impacts of policies to tackle water pollution in United Kingdom?"
2. **Choose your keywords -** In step two you have to choose your keywords. For example, the keywords in your stated topic are: Policies Pollution United Kingdom
3. **Identify alternative terminology -** Here, you are to identify alternative terminologies to the chosen keywords. For example, alternative keywords for policies are: legislation, Law while alternative keywords for water pollution are: water contamination, water impurity, and alternative keywords for United Kingdom are: UK, Great Britain, and United Kingdom.
4. **Combining your keywords**
5. **Limiting**
6. **Choose your databases**

Good Reading Habit/Study Skills

Basic Study Techniques/Methods

Good Study Methods

There are steps you must take in order to develop good study skills.

- **Making and Keeping a Study Schedule** - Students must have a functional reading schedule where specific hours are set aside for reading each day.
- **Studying in an Appropriate Setting** — Same Time, Same Place, Every Day
- 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 Reading Method

SQ3R is a Reading/Study formula designed to help process and increase retention of written information. It consists of the following five steps.

S = SURVEY

Scan the piece of writing to establish its purpose and get the main ideas. This may also be called **skimming. Look for**:

• The title, headings, and subheadings: This indicates the main topics and concepts being developed.

• Captions under pictures, charts, graphs or maps: This emphasizes important information

• Questions or teacher-made study guides and review them

• Introductory, concluding paragraphs and summary will also reveal the topics being covered as well as the purpose

Q = QUESTION

Write questions to give purpose and improve concentration. This aids comprehension. Do the following:
• Turn the title, headings, and/or subheadings into questions

• Read questions at the beginning/end of the chapters or after each subheading

• Ask yourself, "What did my instructor say about this chapter or subject

• Ask yourself, "What do I already know about this subject?"

R = READ

When you begin to Read, do the following:

• Look for answers to the questions you first raised

• Answer questions at the beginning or end of chapters or study guides

• Reread captions under pictures, graphs, etc.

• Note all the underlined, italicized, bold printed words or phrases

• Study graphic aids

• Reduce your speed for difficult passages

• Stop and reread parts which are not clear

• Read only a section at a time and recite after each section.

R = RECITE

Reciting helps to put the information into your long-term memory. Put what you have learned into your own words. Do the following after you have read a section.

• Orally ask yourself questions about what you have just read, or summarize, in your own words, what you read

• Take notes from the text but write the information in your own words

• Underline or highlight important points you've just read It is important to note that in learning, the more senses employed, the more likely you are to remember what you have read e.g. Triple strength learning: Seeing, saying, hearing; Quadruple strength learning: Seeing, saying, hearing, writing!!!

R = REVIEW

It is important to review the material to understand and remember it. Did you answer all the questions and understand the information? Reviewing each time, you study will eliminate the need to “cram” for a test.

Good Reading

habit Reading is both an important professional skill and a way to enjoy informative, creative, and inspiring works of literature that enrich your life experiences. You require time and dedication to develop a good reading.

For you to develop a good reading habit, you have to practice the following:

- Improve your reading skills:
- Read for content: - When reading, always look out for the main idea of each paragraph along with the supporting reasons.
- Lean to appreciate contextual meanings: - When you encounter unfamiliar words or ideas, check out for the literary, historical or social context for clues as to what the character or writer is talking about.
- Become familiar with literary devices:
- Don’t Rush:

- Connect Reading to Your Everyday Life
- Create a Reading List

Handling Examinations

Most students get so stressed up whenever exam is approaching. The reason why they get so stressed up is because they have not taken the pain to learn and practice the steps to take in preparing for examinations.

Preparing for an Exam

- Start studying early
- Sort out your subject material: - Before you begin to review a subject, first get all materials ready.
- Find out about the exam: - Try to find out from your lecturers the areas to cover for your exams. Pay attention during exam revision by your lecturers as clues to areas of concentration can be released to students consciously or unconsciously
- Review past Exam Papers
- Know Exam venue and time
- Don't Panic: You need to keep your cool. Early preparation as earlier discussed will help to build your self-confidence and not panic.
- Use Your reading time wisely: Once the question paper is served and you are asked to read through, make sure you read all of the instructions carefully, Scan through the whole exam paper and note the number of pages, Check how much each question is worth in terms of marks. Consider spending more time on questions with weightier marks, Determine which question to answer first. Start with questions you can best answer to boost your confidence. Determine how much time you will spend on each question and section. Start thinking about your answers.
- Interpret your questions well
- Review Your Answers

The Concept of Intellectual Property Rights

Intellectual Property Rights are legal rights over creations of the mind. This law grants the author of an intellectual creation exclusive right for exploiting and benefiting from their creation. The purpose of this law 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.

Types of Protection of Intellectual Property

1. Patents: This covers New, non-obvious, industrially applicable inventions.
2. Trademarks: This covers signs or symbols to identity goods and services.
3. Industrial Designs: This covers ornamental designs.
4. Topography of Semi-conductor product: This covers original layout design of micro-electronics industry.
5. Copyright: This covers original work of authorship.

6. Neighbouring rights: This also covers original work of authorship but in performing, broadcasting organizations etc.
7. Trade Secrets: This covers secret business information
8. Protection against unfair competition: This covers all of the above

Copyright Law

There is a legal framework that governs access to information enacted by the government of every country known as copyright. Copyright egally gives the creator of a work the monopoly of controlling the distribution of his work. This right is usually for a while after which such work can be freely accessed by the entire public. In other words, copyright is the right awarded to an author for being intellectually responsible for his work.

In other words, if a person or an organization holds the copyright on a piece of writing, music etc., he is the only person who has the legal right to publish broadcast, perform it, and other people must ask his permission to use it or any part of it.

A Brief History of Copyright

In 1710, the world's first copyright law was enacted in England known as statute of Anne. What this law did, was to give the copyright of a work to its original owner. It also laid down fixed terms for the protection of the owner's right. Because of this act, authors were requested to register their copyrighted works at Stationer's Hall and deposit specified copies at some designated copyright libraries.

For example, United States came up with the copyright Act of 1790. However, it was not until 19th country that copyright legislation became coordinated at the international level.

Although in 1886, the Berne convention was introduced to provide mutual recognition of copyright between nation states. Secondly Berne convention was also organized to promote the development of international standards for copyright protection. The Berne convention brought world recognition of copyright law; therefore, there was no need for authors to register their works in individual states. The Berne convention is still in force till date and remains the basis for international copyright law.

Purpose of Copyright Law There are basically two purposes for the copyright law. These are **economic** and **moral**.

Fair Use

Copyright does not prohibit all copying or replication. The copyright Act of 1976 permits some copying and distribution without permission of the copyright holder or payment to same.

Copyright Infringement

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

Copyright infringement is a construct of the law while plagiarism is a construct of ethics. **Plagiarism** is defined as the taking of the original work or works of another and presenting it as your own. The word "work" here, can include a variety of things such as ideas, words, images, etc. Anything that is seen as an unethical and unattributed use of another's original creation can be defined as plagiarism.

The Similarities between Copyright and Plagiarism

Plagiarism and copyright have a lot in common. Works that can be plagiarized could be copyrighted. Plagiarism deals with creative or academic works and these types of works, typically, qualify for copyright protection when they are new. In fact, many plagiarisms are copyright infringements. Here are some examples of plagiarism that are also copyright infringements: Plagiarizing a blog post on a new site, copying an encyclopedia article without attribution for a book, and reporting or submitting a photograph someone else took under your name to a magazine, etc. As such, many cases of plagiarisms are addressed through the legal framework provided by copyright law. Plagiarized contents posted online are often removed with takedown notices. Commercial plagiarisms, for example in advertisements, are often dealt with through lawsuits and so forth.

However, not all plagiarisms are copyright infringements and not all copyright infringements are plagiarisms.

Differences between Copyright and Plagiarism

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

For example, a person can plagiarize almost anything, including works that are not protected by copyright. Works that are in public domain can be plagiarized but because they are not protected by law, they cannot be copyright infringement on them.

Harvard In-text Citing and Referencing

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. Unintentional plagiarism can occur if you fail to reference correctly. So, you must ensure that you properly acknowledge the ideas or words of others that you use during your academic work or research.

Types of referencing styles

- American Meteorological Society (AMS) style,
- APA referencing, Chicago styles,
- Harvard referencing, MHRA referencing,

- OSCOLA referencing (Oxford Standard for the Citation of Legal Authorities),
- Oxford referencing and Vancouver (numeric) referencing.

However, the two most common styles are **Harvard** and **APA** styles.

Harvard Referencing Style

Harvard referencing style is commonly used by students and researchers to cite information sources. There are two parts to Harvard style:

1. In-text citations: This is used in the body of the work when quoting or paraphrasing a source.
2. Reference Lists: This is a comprehensive list of all citations with their full bibliographic information located at the end of every academic or research work.

For the reference list, the information needed are:

- Name of the author(s)
- Year published
- Title
- City Published
- Publisher
- Pages used

The general format for referencing, using Harvard style is as follows:

- Last name,
- First Initial.
- (Year published).
- Title.
- City: Publisher, Pages(s)

Harvard Referencing for Conference Proceedings

Conference proceedings are academic papers presented at conferences that are yet to be published.

Harvard Referencing for Dissertations

A dissertation is a lengthy paper or project written as a requirement for obtaining a doctoral degree.

Harvard Referencing for Government Publications

Government Publications are documents produced by local, state, or federal government/institutions.

Harvard In-Text Citations

In-text citation for paraphrased sentences or quotations is usually located at the end of each paraphrased sentence or quotation and displays the author(s) last name(s) and year of publication. However, when the authors are more than three, the first listed author's last name is used followed by "et al" and year of publication.

APA In-text Citing and Referencing

APA (**American Psychological Association**) referencing style is most frequently used within the **social sciences**.

APA (American Psychological Association) citation style which is an author- data citation style was developed mainly for use in psychology. It has however, been adopted by other disciplines.

There are basically two parts to APA author- data style:

1. The in–text author-data citation.
2. Detailed reference list at the end of the document.

In-text citing: General Notes

An in-text citation is used under two conditions: 1. It is used when you directly quote someone else's work 2. When you paraphrase someone else's work.

General Rules for Referencing Journals

1. Do not write "P" before the page number.
2. Italicize the volume number and do not write "vol" before the volume number.
3. Include the issue number in a bracket if available and leave no space between the volume number and issue number. Never include issue numbers of Journals that have continuous pagination.

E – Databases and Internet Resources Citing

- Author Last Name, First Initial.
- **DOI**: This is an acronym for Digital Object Identifier. DOI is a permanent link to an online resource represented by a string of numbers and letters e.g. doi:10.1079/BJN20051370.
- **URL**: This is an acronym for a Universal Resource Locator or web address. URLs can change unlike DOI which is permanent.