JAYJAY EDUCATIONAL CONSULTS

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GST104 SUMMARY

The various types of libraries are the following

- Academic libraries
- Research/special libraries
- School libraries
- Public libraries
- National libraries

The word library which is in French and in

The French word “librairie” means **library**

The Latin word book is **Liber**

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

In French speaking countries, 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 dating back to _____ BC
2600

Private or personal libraries consisting of written books appeared in classical **Greece** in the 5th century BC

The oldest existing library in the world is found in **China**

The oldest existing library in China was founded by Fan Qin in the year_____ **1561**

Tianyi chamber library located in China had a collection of _____volumes of antique books
70,000

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

Libraries located in academic institutions such as universities, Polytechnics and Colleges of education are referred to as **Academic** libraries

Function of Academic Libraries include the following

- 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 self development 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 **not** special libraries
True/**False**

The following are examples of special libraries

- 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:

- 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 (e.g. monthly, quarterly or annual reports), organizing conferences, seminars, talks for users and outsiders

School libraries are libraries established in schools and are attached to primary and secondary schools

Those libraries that are established in primary and secondary schools are called _____ library

School

The main objective of school library is to serve the educational needs of pupils, students and **teachers**

The main objective of school library is to serve the educational needs of_____, students and teachers

Pupils

The functions of school libraries include these:

- 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

A type of library which is opened to everybody and is generally accessible by the public members is called **Public library**

The source of funding of _____library is public taxes and operated by civil servants **Public**

NB: The source of funding a public library is public taxes and operated by civil servants

There are _____fundamental characteristics shared by public libraries **Five**

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 services of the _____library are free
Public

A library which renders free educational services to members of the public is known as **Public library**

Functions and services of public libraries:

- They cater for the social, educational and recreational needs of the community
- They collect, preserve and disseminate library resources suitable for different categories of people such as children, adults, literates and illiterates
- They usually engage in repackaging of information using audio-visual materials and indigenous languages to render information services to the illiterate class
- They promote recreation and leisure reading
- They promote the civic and cultural activities of the community
- They create and strengthen reading habits in children from childhood
- They support both individual and self-conducted education as well as formal education at all levels
- 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 preeminent repository of information for that country

Unlike public libraries, _____libraries rarely allow citizens to borrow books **National**

The major mandate or function of national libraries is to serve as the **memory** of the nation _____ Library are responsible for receiving all copy right publications within the country **National**

Functions of National Libraries

- To act as the legal depository and bibliographic Centre of the nation
- To give advice or library development or organization to any agency of the federal, state or local government
- To have a responsibility for the national bibliography and development of bibliographic services

The national library of Nigeria, has the Headquarters at **Abuja**

The national library of Nigeria issues the International Standard Book Number (ISBN), to publishers and authors of books

The acronym ISBN stands for **International Standard Book Number**

The basic types of libraries are these **except**

- Academic libraries
- Public libraries
- Agricultural libraries
- **Academia libraries**

One of these is **not** a key function of Academic libraries:

 To act as the legal depository and bibliographic centre of the nation

- Provision of research information resources in line with the needs of the staff and students
- Provision of information materials as required for the academic programs of the parent institutions

- Provision of information resources for recreation and for personal self-development of users

General library services include the following

- Lending services
- Reservation services
- Inter-library loan service
- Document delivery
- Reference service
- Current awareness service
- User education

There are also some specialized services that libraries provide for users such as:

- Literature search
- Selective dissemination of information
- Referral service
- Translation service

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

Library users and potential users have different reference queries that need to be solved by the **librarians**

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

The different types of queries 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
- Reservation Service
- User Education

Ashikuzzaman (2013) Current awareness service is defined 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

Current awareness service is not a personalized service
True/False

Current awareness service is a personalized service
True/**False**

The **librarian** at the circulation section of the library is responsible for charging and discharging of library resources

In the library, the_____ is responsible for charging and discharging of library resources to users or readers
Librarian

Potential library users are required to register before being permitted to use the library
True/False

Registration of clientele before being permitted to use the library may be manual or_____ based
Computer

To borrow a book from the library, **borrower's ticket** is required to be filled by the user

To borrow a book from the library, _____is required to be filled by the user **Borrower's ticket**

The length of time a book can be borrowed depends on the library's **policy**

User education equips users with adequate knowledge on the use of the library

_____equips users with adequate knowledge on the use of the library
User education

The following are Specialized Library Services

- Selective Dissemination of Information (SDI)
- Referral Service
- Translation Service
- Literature Search Service

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

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

A reference service can be best described as:

a. **The personal assistance given by the reference personnel (libraries) to library users in search of information for whatever purpose**

b. 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

c. Equipping users with adequate knowledge on the use of the library through orientation or classroom instruction

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

Referral service is when:

a. Information materials are translated from English to indigenous language(s) that users can comprehended

b. Libraries conduct a systematic search for knowledge and information contained in resources of the library on a topic or theme

c. There is an establishment of a system for reviewing publications immediately at receipt, selection of information pertinent to the programme of the organization served and recording of individual items to be brought to the attention of those persons to whose work are related.

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

OER stands for **Open Educational Resources**

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

The type of sources of information provided by the library

- Primary Sources
- Secondary Sources
- Tertiary Sources

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

Secondary sources of information are created from primary sources of information

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

Primary sources are:

A. Original materials on which other sources of information are based

B. Materials that give account of facts by describing, analyzing, interpreting evaluating, commenting or discussing evidence provided by original materials

C. Pointers to original sources and works which make organize and compile citations to secondary sources

D. Text book, biographical works, commentaries, criticisms, dictionaries, and histories

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

A. Primary sources of information

B. Secondary sources of information

C. Tertiary sources of information

D. Electronic sources of information

A critical analysis of related literature to research topic is known as _____ **Literature review**

Citation managers are vital tools used in _____
Research

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 style
- Include your own note. Examples of citation managers are Bib Tex, EndNote, Basic EndNote Desktop, Mendeley, Zotero and Refworks Link:

Possible ways to review literature on any research topic of your choice within a limited time

- The Concept of Literature Review
- Literature Identification
- Analyzing the Literature
- Synthesizing the Literature
- Writing the Review

1. How would you describe literature review?

A. A summary of all available literature that are related to your research topic

B. Critical analysis of related literature to research topic

C. A critical analysis and a summary of all related literature to research topic

D. Systematic search for knowledge and information contained in resources of the library on a particular topic or theme.

2. Which of the following is the basic step in literature review?

A. Literature identification, Research design and methodology; Analyzing the Literature, Synthesizing the literature

B. Literature identification, Questionnaire design, Analyzing Literature, Synthesize, the literature.

C. **Literature identification analyzing the literature, synthesizing the literature writing the review.**

D. Literature identification, sampling writing the review, synthesizing the literature.

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

These are different types of database in various subject fields

- Academic Search Premier
- JESTOR
- LexisNexis Academic
- Pub Med/Medline
- Scopus
- SAGE
- AGORA
- EBSCO
- ERIC

- HINARI

Academic Search Premier 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 _____journals can be indexed and abstracted in Academic Search Premier
8,500

Academic Search Premier is updated on _____basis
Daily
JESTOR is a digital library founded in _____
1995

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

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

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

_____is the largest, multidiscipline and full text database
EBSCO

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

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

The Health Internetwork Access to Research Initiative (HINARI) was set up by WHO

The Health Internetwork Access to Research Initiative (HINARI) contains about _____information resources
58,000

What is the most suitable database for students in social sciences:

A. AGORA

B. EBSCO

C. Science Direct

D. LexisNexis

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 are 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 educational resources are:

A. All electronic sources

B. All databases

C. Newly acquired resources in the library on display

D. **Open provision of digital educational resources for non-commercial purposes**

The two main categories of repositories are:

A. Subject-specific repositories and institutional repositories

B. Subject-specific repositories and national repositories

C. Institutional repositories and universities repositories D. National repositories and universities repositories

Library catalogue is a complete organized record of all libraries' contents or a list of all bibliographic items found in a library or group of libraries

The types of physical form of library catalogues are:

- Book catalogue
- Card catalogue
- Microform catalogue

- Online catalogue

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

The oldest type of library catalogue is called **book catalogue**
The following are advantages of Book Catalogue

- Ease of use
- Size
- Cost

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

These are advantages of Card Catalogue

- Flexibility and Currency
- Ease of use
- Availability

Disadvantages of Card Catalogue

- Size
- Human Error
- Ease of use
- Cost
- Flexibility and currency

NB: Refer to course material for explanation on the headings listed as advantages and disadvantages of catalogues

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

On-line Public Access Catalogue (OPAC) is the most modern form of catalogue

The main advantages of online catalogue are:

- 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
- The problem of having to file cards is eliminated
- Online catalogues can be easily updated
- It provides links to other catalogues, reference help and circulation 8. Online catalogue can also be made physical if need be

Some of the disadvantages online catalogues are:

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

Library catalogue can be best described as:

A. The research profit of all users

B. Collation of all bibliographic details of new materials.

C. An alphabetical list of subjects treated in a book.

D. **A list of all bibliographic items found in a library.**

One of the options below is a unique advantage of online catalogue

A. It can be used from far away locations, so that users can access a local, national and international cataloguing database

B. Takes up very little storage space and can store many records

C. It is easily available

D. It is easy to use

The basic aim of _____is to bring the user in contact with a specific document or information **Librarianship**

The different types of Library Classification Schemes

- Library of Congress Classification Scheme (LC)
- Dewey Decimal Classification Scheme
- Universal Decimal Classification (UDC)
- Bliss Classification Scheme
- Colon Classification Scheme
- Moys Classification Scheme

Dewey Decimal Classification (DDC) is the oldest among the modern classification scheme

Bliss Classification is also called **Bibliographic classification (BC)**

Bliss Classification was devised by Henry Evelyn Bliss in **1935**

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 a digital library all the information resources are available in_____ form **Electronic**

2. 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 below:

- Define your topic
- Choose your keywords
- Identify alternative terminology
- Combining your keywords
- Limiting
- Choose your databases

A search strategy is a _____ organization of terms used to_____a database
Structured; search

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

The steps to take to develop good study skills include

- Making and Keeping a Study Schedule
- 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 methods are survey, question, read, recite and _____
Review

The steps to improve reading skills are

- Improve your reading skills
- Keep reading materials handy
- Connect reading to your everyday life
- Deciding what to read
- Create a reading list

When you read a book for content, you look out for the _____in every paragraph
Main idea

The steps to take when preparing for an examination

- 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

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

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

The world’s first copyright law was enacted in **England** known as statute of Anne

In the year_____, the world’s first copyright law was enacted in England **1710**

United States came up with the copyright Act of _____
1790

Intellectual property rights are legal rights over creations of the mind

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

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

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

URL is an acronym for **Universal Resource Locator**