

CHAPTER SEVEN
USE OF LIBRARY, STUDY SKILLS
AND INFORMATION COMMUNICATION TECHNOLOGY (ICT)

By

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Brief History of Libraries

The history of libraries can be streamlined into 3 periods. These are: the Ancient Times, the Medieval Times and the Modern Time.

- **The Ancient Times**

Libraries started about 6,000 years ago and are believed to have developed as a result of human communication. This communication by man led to the accumulation of knowledge which is required to be recorded and stored for use in future. Consequently, man devised several means of retaining knowledge such as incantations, proverbs, poems, songs, folklores, storytelling. However, in spite of the high human memory and intellect, much of this knowledge were forgotten or lost. Furthermore, man's many activities in agriculture, trade, religion, social interaction and governance demanded documentation, so man can refer to past records for policy and decision making. This compelling need brought out the ingenuity in man to develop the method for documenting knowledge.

The first form of documentation invented by man was called ideography (Adeleke, 2009). These consist of symbols used to depict, explain or represent an idea, action or a situation. The beginnings of these can be traced to the Sumerians (in present West Pakistan) who developed the clay tablets in which 'Cuneiform' signs and characters were used to record activities of government, farming, religion and trade. These clay tablets were later arranged in an orderly manner and preserved. This may be said to be the beginning of libraries. Subsequently, the Sumerians were conquered by the Babylonian Empire led by King Sargon I. The Babylonians then integrated the culture of cuneiform writings into their civilization.

The Babylonians were later conquered by the Assyrians. Assurbanipal, King of Assyria (668-626 B.C) was believed to have collected over 30,000 tablets in all disciplines throughout his empire. These tablets contained historical records, literature, religious text, poetical works, astronomy, etc. There was evidence that scholars and Kings in the Empire used the libraries (Aina, 2004). However, the empire fell when the armies of Persia conquered it, destroying everything including the libraries.

After this libraries were found in Egypt where they used the type of writing called 'hieroglyphics' (picture writing). Instead of clay tablets used earlier as a medium of recording information, the Egyptians utilized rolls made of papyrus as medium of recorded information. The papyrus was made from papyrus reed, which involved cutting the stems of papyrus plant into strips, then pressed into sheets which were joined together to form scrolls.

The recorded knowledge used in ancient Egypt covered several disciplines including agriculture, trade, medicine, politics and religion. The first set of people to be literate were the priests and so dominated the educational system then. The priests were also responsible for the papyrus used in recording information and so most of the libraries were located in the temples and monasteries. The

temples performed several functions such as places of worship as well as serving as schools and colleges for the training of priests. Besides the temple libraries, many succeeding Kings in Egypt also had libraries attached to their palaces. For instance King Ptolemy I built library at Alexandria. This library was also the focus of Kings Ptolemy II and Ptolemy III (Marshall, 1983). Indeed the library attracted scholars from all over the world.

In Greece, there was also evidence of ancient libraries. The most reputable of them were Aristotle's and the Alexandrian library. The Greeks had many scholars prominent among who were Archimedes, Aristarchus, Aristotle, Herodotus, Hippocrates and Plato. The works of these scholars were written on papyrus and were on diverse subjects including astronomy, literature, medicine, mathematics, philosophy, politics and science. Besides the personal collections of these scholars, many temples in Greece had libraries.

Ancient libraries also existed among the Romans mostly due to spoils of war. Much of the spoils of war brought to Rome included books, private collections and libraries in countries they conquered. The scholars of such countries were often captured as slaves and used as scribes. Many of these spoils of war formed the nucleus of the collection of Roman libraries. Such that by the 4th Century, public libraries started in Rome and most of the books were written in Greek and Latin.

- **The Medieval Times**

During this period Christianity played a very prominent role and libraries were mostly found in monasteries and cathedrals. Also the Monks and Bishops were responsible for the growth of libraries. During this era, papyrus was replaced by the parchment codex as a means of recording information. The parchment codex resembles the book of today as it was a bound manuscript which had been folded into several parts and then sewn. The monks worked in a room called scriptorium where religious texts were written. Therefore, many original books were produced in monasteries, which also became centers for the multiplication and collection of Christian books. Many monasteries were established and with this increase, a kind of 'librarian' referred to as a special officer was appointed to take care and preserve the books.

- **The Modern Era**

The major event that revolutionized the development of scholarship and knowledge preservation was the invention of the printing press by Johannes Gutenberg in the 15th century. This singular event accelerated the growth of libraries in Europe. Printing was done on paper and this led to the production of books in large quantities, which resulted in the establishment of more libraries and private collections. During this period, many large libraries were established in Europe especially the Soborne library at the University of Paris and the State Royal Libraries in France. In Great Britain, many municipal libraries were established in the 17th century and the first public library Act was passed by the British parliament in 1850. Indeed several libraries were developed in Great Britain, across Europe and the United States of America during this period.

Library and Education

Introduction

Man's quest for knowledge has led to the creation and accumulation of a vast amount of information. This quest for knowledge is limitless and insatiable. It began from the advent of civilization to this present modern age. Knowledge and information is indispensable to mankind, hence the need for its preservation. A library can be regarded as a store-house of knowledge. Various dictionaries have defined the word 'library' as 'a building or room containing a collection of books'. However, in this present dispensation, a library is not just 'a building or room containing a collection of books. It is far more than that! Islam (2004) gave a more advanced definition of a library. He described the library as a learned institution equipped with treasures of knowledge maintained, organized and managed to educate the children, men and women continuously and assist in their self-improvement through an effective and prompt dissemination of information embodied in the resources. Libraries are established for the systematic collection, organization, preservation and dissemination of knowledge and information. They play a very important role in promoting the progress of knowledge.

'Library' and 'education' are important knowledge network. Both are two inseparable/indivisible concepts. One cannot exist without the other. One survives as long as the other exists. Education has been defined as a complex of social processes of acquiring knowledge and experience, formally or otherwise. It is a social process by which people are subjected to the influence of a controlled environment (most especially that of the school) so that they can achieve social competence and individual development. It is the result of acquired knowledge and the cumulation of observations and experiences.

Education cannot exist alone in the absence of library, and library has no meaning if it cannot impart education. Education is an eye-opener to a human being ; it gives him perfect, adequate knowledge, creates civic and rational sense, withdraws him from the subjection of low habits, selfish passions, and ignoble pursuits, and thus educes him from abysmal darkness to limpid and perspicuous enlightenment, while library is an instrument of self-education, a means of knowledge and factual information, a centre of intellectual recreation, and a beacon of enlightenment that provide accumulated—preserved knowledge of civilization which consequently enrich ones mental vision, and dignify his habit, behaviour, character, taste, attitude, conduct, and outlook on life. Library makes available all the records of knowledge of the past and present, where a man acquires that conserved knowledge to choose between good and bad, the right or wrong, which distinguish him from the other animals who have no rational power or thinking. (Saiful, 2009).

The library enables the individual to obtain spiritual, inspirational, and recreational activity through reading, and therefore the opportunity of interacting with the society's wealth and accumulated knowledge (Omojuwa 1993). A good-well-equipped library is a *sine qua non* for the intellectual, moral and spiritual advancement and elevation of people of a community. It is an indispensable element of the absolute well-being of the citizens and that of the nation at large. People acquire education through certain institutions, schools, agencies, welfare bodies, museums, and organizations, and library is the most outstanding of such institution! A school, a club, an enterprise of a society can never alone impart education; each of them is dependent upon a library—a centre of wholesome education and the quencher of thirst for concrete, fathomless, ultimate knowledge! (Saiful, 2009).

As pointed out earlier, a library is not merely a collection of books, rather, it is an institution equipped with treasures of knowledge that is maintained, organized, and managed by trained personnel (librarians) to educate people in the society continuously and assist in their self-improvement through an effective and prompt dissemination of information embodied in the resources. Therefore, a

University student in pursuit of his educational career and advancement cannot carry out his studies and researches without the assistance of the library.

Role of the Library in Education

The essence of learning is to acquire knowledge. To be on the hotline of learning and knowledge acquisition, one will always be a regular user of the library, so as to continue to read and consult books, journals and other current information sources. For any meaningful learning and acquisition of useful knowledge, the library is the reference point since no single individual can have in his or her possession all the information materials that would meet his or her information needs. The library serves as an effective aid for study and education. Library plays a very important role throughout life. Particularly for students, the library is very important. Without library, students cannot gain knowledge properly.

The library provides students with very healthy and conducive environment for reading. The environment is calm and disciplined hence it enables students concentrate well in their studies. It is a place for students to do independent work, use internet, computer and research materials. There are many students who love reading, but because the prices of the books are high, they cannot afford it. For such, the library helps a lot since it houses numerous information materials that are useful for their academic advancement. It allows students have access to a wider assortment of books than they would normally have on their own. Also, some books like the dictionary, encyclopedia, etc are very expensive. Students can easily get such books in the library. Libraries offer free education to people including students. It does not matter what one's economic status is, one can come in and have free access to books and other information materials that can inform and transform life.

University Libraries and other Types of Libraries

Introduction

Various definitions have been given to the term 'library'. To a layman, a library is referred to as:

- (i) a place where books are kept.
- (ii) a depository house built to contain books and other materials for consultation
- (iii) a building where print and non-print materials are kept
- (iv) a store house of knowledge
- (v) a repository of information and information sources.
- (vi) a collection of books and periodicals. It can refer to an individual's private collection.

However, Chukwuma (2004) defined a Library as a place where professionally selected and acquired books and non-book materials are processed and orderly arranged to make for easy location, retrieval and use. In other words, a Library is a store house of documented knowledge which have been professionally acquired after selection, processed and orderly arranged to make for easy location, retrieval and use. All these are made available to users who would not want to, or be able to buy them for their own personal use. Also, one can easily find books in the library because it is classified according to subject.

Islam (2004) described library as a learned institution equipped with treasures of knowledge maintained, organized, and managed by trained personnel to educate the children, men and women continuously and assist in their self-improvement through an effective and prompt dissemination of information embodied in the resources.

Wikipedia Encyclopedia defined a Library as an organized collection of books, other printed materials, and in some cases special materials such as manuscripts, films, and other sources of information. Collections can be prints, audio, or visual materials including maps, documents, microform (e.g. microfilm and microfiche) CDs, cassettes, video tapes, DVDs, video games, e-books, audio books, and many other types of electronic resources.

The Library in any organization or institution is a repository of information and information sources. Its major function entails the collection, organization, storage and dissemination of information to the appropriate user who could be students, teachers, farmers, researchers, etc. depending on the type of Library.

Types of Libraries

There are different types of libraries. Each library is tailored to meet the information needs of a specific group of people such as:

1. Academic library
2. Public library
3. School library
4. National library
5. Special library

Academic Libraries

Academic libraries are libraries that can be found in post-secondary institutions such as universities, polytechnics, colleges of education, schools of nursing, etc. The major function of the academic library is to provide both staff and students of the institution in which they are situated with information materials for learning, teaching and research purposes. According to Anunobi (2008), academic libraries no longer restrict themselves to print services such as collection development, cataloging and classification, circulation and reference services, current awareness, selective dissemination, and other bibliographic services, but have extended their efforts to interdisciplinary concepts and computer software and hardware and telecommunication engineering and technology.

Numerous creative and useful services have evolved within academic libraries in the digital age: providing quality learning spaces, creating metadata, offering virtual reference services, teaching information literacy, choosing resources and managing resource licenses, collecting and digitizing archival materials, and maintaining digital repositories. (Campbell, 2006). Academic libraries presently are faced with not only the decision on what books and journals to acquire to satisfy faculty and students but also on how to remain relevant in the digital era, mindful of low budgets and resentment on the part of institutional administrators (Anunobi, 2008). Examples of academic libraries in Nigeria are: Crawford University Library, Ibadan Polytechnic Library, Gani Bello Library in Federal College of Education, Osiele, Ogun State.

University Libraries

At the centre of every university is a good library. A university library is the type of library that can be found in the university community. Its primary purpose is to provide resources and services for learning, teaching and research. In other words, the library provides all resources that are needed for carrying out effective learning and research purposes. (Aina, 2004). This purpose is accomplished by

collecting and preserving both traditional and digital collections, fostering active learning environment in the library and online, and supporting the university's scholarship publishing efforts. Its users are the students (both undergraduate and postgraduate), the teaching and non-teaching staff of the university, researchers, and also members of the community in which the university is situated. A university library is meant to satisfy all the information needs of the university community which it is meant to serve. It is often regarded as the heart of the intellectual system of the university. Its importance to the institution that sets it up cannot be over emphasized. Most often, the quality of a university is measured by the services rendered by the Library as a result of its unique position in the university system. A university library provides information materials that are needed for learning for all courses offered in the university. It is also expected to provide resources for the purpose of recreation, entertainment, and general knowledge.

Basically, the functions/objectives of a university library are as follows:

1. To provide all information materials needed to meet the academic needs of users.
2. To provide general materials for recreational purposes and for personal self-development.
3. To provide study accommodation in a serene environment that is conducive for reading.
4. To provide information resources for research work.
5. To meet the information needs of the immediate community.
6. To provide security for the library materials.

Most of the time, university libraries are decentralized along faculty, college and departmental lines, with the main library coordinating the departmental and faculty libraries (Aina, 2004). The reason for this is to be able to meet the information needs of the various courses offered in the university. Also, some university libraries also serve as legal depository for their country, as was the case with the University of Ibadan, which performed the functions of a national library until 1970 when the National Library of Nigeria Degree was enacted. Then, certain copies of books published in Nigeria or about Nigeria were deposited in the University of Ibadan Library.

According to Aina (2004), for a university library to perform its myriad of functions, its collections must not only include books and journals but also other materials such as generalized and specialized collections, newspapers, magazines, manuscripts, museum objects, photographs, thesis and dissertations, audiovisual materials, microforms, Compact Disk-read only Memory (CD-ROM), and necessary equipment such as microfiche and microfilm readers, computer and CD-ROM drives which are needed in order to use some of the items in the collection. Ideally, university libraries should have full access to the Internet so that they can access the information materials in other libraries online. Most often, university libraries have larger collections of information materials than any other type of libraries, and these collections often run into millions.

University libraries today vary in regard to the extent to which they accommodate those who are not affiliated with their parent universities. Some offer reading and borrowing privileges to members of the public on payment of an annual fee; such fees can vary greatly. The privileges so obtained usually do not extend to such services as computer usage, other than to search the catalog, or Internet access. Alumni and students of cooperating local universities may be given discounts or other consideration when arranging for borrowing privileges. On the other hand access to the libraries of some universities is absolutely restricted to students, faculty, and staff. Even in this case, they may make it possible for others to borrow materials through inter-library loans. Examples of university libraries in Nigeria are: Crawford University library, Kenneth Dike Library University of Ibadan, and a host of others.

Public Library

A public library is a publicly funded institution that provides books for loan and is used mainly by the very old and the very young. In other words, it is not restricted to any group of users. It is meant for all kind of people in the environment where it is situated. The public library has the traditional role of acquiring books and audio-visual materials and making them available to patrons regardless of citizenship, age, educational level, economic and social status, or any other qualification or condition. The public library is not only publicly owned but also usually accessible to any citizen in the area. Just as its clientele is heterogeneous, so the ideas and information available in it span the entire spectrum of knowledge and opinions. (Opara, 2006).

While declaring open the National Central Library of Tanzania in 1967, the then President of Tanzania, Dr Julius Nyerere, as quoted by Aguolu (1989), declared:

'A public library should not just be a place where books can be borrowed. It must be a centre for much wider educational and cultural activity. A library should be one of the centres for adult education work of all kinds – varying from the promotion of the desire for literacy by story-telling and discussion to the erudite lectures of visiting professors'.

In order to serve the wide spectrum of its users effectively, the collections of a public library are as varied as all the items that can be collected by any type of library. It is common to find books, journals, periodicals, newspapers and magazines, museum projects, artifacts, manuscripts, etc, in a public library. (Aina, 2004). Examples of public libraries are the state and the local government libraries with their branches.

School Library

These are libraries attached to nursery, primary and secondary schools and they are meant to supplement the learning and teaching of school children. Most school libraries contain books and non-book (i.e audio-visuals) materials as aids for teaching and learning. Contemporarily, school libraries are now being referred to as Media resource centres. The main objective of a school library is to augment and complement classroom teaching, and they serve the school pupils/students and their teachers. Some of the functions of school libraries are:

- a. Provision of information materials that respond to the information needs of teachers which enhance their professional development.
- b. Development of skills in independent study, and learning habits of pupils.
- c. Enables pupils/students broaden their knowledge and understanding of life and develop a commitment to a lifelong learning.
- d. Assists in increasing the cultural awareness of the pupils.
- e. Helps children develop the habit of reading for pleasure.

A good example of school library is the Abadina Media Resource Centre at the University of Ibadan.

National Library

National library is owned and maintained by the government of a particular country to meet the needs of governmental bodies and citizens as a whole. They are supposed to be the apex library of a country. Most national libraries are responsible for developing public libraries in each country. National libraries are also established by an edict or the law of the country it resides; hence, it is being funded by the federal government. National libraries laws empower them to collect certain copies of all publications of their respective countries free of charge (National depositories). As a result of this, their collections are large and encompass all spheres of knowledge. Ideally, national libraries are supposed to have branches in all the states of the federation. They play leadership role in the library profession, development and services. Also, the national library supervises and control publications within the country through the administration of International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) to publishers for their publication. It is also the duty of the national library to prepare and produce National Bibliographies and Union Catalogue. Some examples of National libraries are: The National Library of Nigeria, The Library of Congress (United States of America), and the British Library (United Kingdom).

Special Library

A special library is a library that serves a particular institution that has a specific role to play and will therefore tend to be a 'one subject' library. It could serve a hospital, a museum, a legal firm, or an industrial company and it goes all out to provide resources and services that can help further the activities of its parent body. It varies in size depending on the institution it is serving. Books form only a part of special library collections as majority of its materials are mainly journals, periodicals, reports, technical reports, and research findings, proceedings of conferences, newspaper cuttings, executive summaries, abstracts and current literatures. Examples of special library are Nigerian Institute of International Affairs, Gani Fawehinmi Law Library, Federal Institute of Industrial Research Organization (FIIRO) library, Oshodi, etc..

Study Skills

Study skills or study strategies are approaches to learning which are critical to success in school and are useful for learning throughout life. Study skill is any skill that boosts a person's ability to study and pass examinations and this include time management and motivational techniques.

- **Time Management**

Time is the most valuable resource a student has, but it is also the most wasted resource. Therefore, a very important process in studying is to develop a time schedule. Schedule or plan enables the learner allocate valuable time in a beneficial manner for studies. A good, well thought out schedule can be a lifesaver and allows learner to assign time where time is needed. Of course, if necessary time schedules may be revised. Time schedule should make every hour count. That is, taking into account every class, lecture, laboratory, library visits, social event or domestic cores and other activities in which the learner is engaged. Another critical factor to consider is when to study. A good rule of thumb is for study to take place when the learner has rested, alert, and has planned for it.

- **The Process of Study**

The first step in studying is choosing a venue and the best place to study would be well lit, quiet and distraction-free, spacious, good ventilation, and comfortable but not too comfortable. Libraries, study

lounges or private rooms fit this description. However in using private rooms, learner must avoid bed, stereo, TV, phone calls, friends dropping by, which may be opportunities for temptations that waste learner's time.

- **Study Strategies**

In developing study strategies, learners must develop good thinking skills. Indeed effective thinking skills is built usually over a period of time. Good thinkers see possibilities where others see impossibilities. Better thinkers think critically and creatively. Really, what has proven to sharpen study skills is the SQ3R method. SQ3R means Survey, Question, Read, Recite, Review.

- **Survey:** get the overall picture of what you are going to study before you study it in detail. In other words, gather the information necessary to focus and formulate goals. For example, read the title, which help prepare one to receive the subject at hand, read the introduction and/or summary, notice each boldface heading and subheading, notice any graphics.
- **Question:** help your mind engage and concentrate. Also questions should lead to emphasis on the how, what, when, who and where of study content. As learner answer these questions, study material makes more sense and become more mnemonic.
- **Read:** read actively in order to answer questions you have asked yourself or questions the instructor or author has asked. Furthermore, be sure to read everything, including the graphs, illustrations and tables.
- **Recite:** as you read, retrain your mind to concentrate and learn. Also, stop reading periodically to recall what you have read. Besides, develop an overall concept of what you have read in your own words and thoughts.
- **Review:** is a survey of what you have covered. It is actually a survey of what you are supposed to accomplish and re-reading is an important part of this review process. Also, before an examination, do a final review which can be thought to be fine tuning your knowledge of the study material once your time has been well managed.

- **Listening and Taking Lecture Notes**

Listening may be looked at as hearing with concentration while note taking may be looked at as writing with concentration. When listening to a lecture, formulate questions as you listen. This help in understanding the study material later. As taking accurate and concise lecture notes is absolutely essential to success, be a good listener. To be a good listener, learn to focus and concentrate on the main points of the lecture. Also, as you prepare for assignments, examinations or tests, spend time reviewing and revising your lecture notes. In addition, start the process of reviewing and revising your notes right after a lecture, as procrastination may render the notes senseless.

- **Taking Examination**

When taking examinations, know the ground rules by reading carefully all the instructions. Make sure your answer are clear and follow the instructions given. Also, answer the easy questions first because wasting time on difficult questions for too long a time will render you unable to complete the examination.

- **Motivational Techniques**

Motivational may be looked at as the internal state that activates, energizes and give direction to our actions, feelings and thoughts. The factors that propel human beings to action can be categorized into four viz:

- Basic biological factors such as the need for food, water, shelter and (sex)
- Emotional factors such as the need for love, affection, hatred or fear.
- Cognitive factors such as self belief, expectations, thought processes and attitude.
- Social factors such as peer group influence, lecturers and parental perception (Arogundade, 2009).

The major factor leading to success in life is to be motivated, focused and energetic in the pursuit of one's goals and objectives. Therefore, to ensure success, a learner must ask critical questions including: who am I, where am I going, how do I get there, when will I get there and why must I get there. Once these questions are answered in the affirmative, the sky is the limit for the learner.

Types of Library Materials

Library materials are the information materials that users come to consult in the library. They are the learned, teaching, research and academic support materials that are geared toward enhancing the success of individuals, group, institutional and general academic research endeavors. Basically, library materials are divided into two:

1. Print materials
2. Non-print materials

Print Materials

Print materials are such information materials that are in paper form. They are printed text which includes books, reference books, pamphlets, serials, monographs, government publications, thesis, etc.

Books

This is the most popular type of print materials. Book, as defined by Aina (2004) is 'any document that has a collection of 49 pages or more that are bound together with a distinctive title. It is a set of printed sheets of paper bound together along one edge. Books and book related materials are considered main sources of information by library users (Eguavoen, 1999). It forms the largest collection of any library. The importance of books in accomplishing academic success cannot be over emphasized.

Reference Books

These are information materials that are used for answering inquiries in the library. They are normally not lent out but used within the library premises. Reference books are usually comprehensive in scope, condensed in coverage, and arranged in special way with very good indexes to make them easy to use. The content are arranged systematically for quick accessibility i.e. alphabetical sequence as is obtainable in dictionaries, encyclopedia, etc; tabular order as in statistics, mathematics, geography and similar subjects . They are not meant to be read through; hence they are consulted for specific information.

According to Eguavoen and Ola (1999), there are two categories of reference books and they are:

- (a) Those intended for consultation
- (b) Those that refer to specific publications.

Reference books intended for direct consultation offer immediate information, that is they contain the exact information sought by the user. In other words, they do not refer the user to other publications

or some other sources. Examples of such are dictionaries, directories, encyclopedia, manuals, maps and atlases, almanacs, yearbooks and handbooks. However, reference books that refer to other publications usually give bibliographic details of other reference books that contain more details of the information being sought by users. Reference books that refer to other publications are abstracts, indexes, bibliographies and literature guides.

Serials

Serials are publications that are issued in successive parts and are intended to be continued indefinitely. It includes periodicals, newspapers, magazines, annuals, yearbooks, journals and proceedings. Serials could be issued daily, weekly, monthly, quarterly, annually or bi-annually and are usually intended to be continued. Also, serials are usually numbered or dated. e.g vol. 1, vol. 3 no. 2, etc. They also bear ISSN (International Standard Serial Number). Serials include journals, periodicals, magazines, newspapers, etc.

Journal is the most popular type of serial found in the academic community. It is one of the main sources of current information which are published at regular intervals. It is a medium for communicating research findings by researchers. It reports the latest development in a field of study. It usually emanate from learned societies or associations, professional bodies, research institutes, and government departments. Journals are essential in research undertakings and they contain current information on related subject area. They are very educative and reliable. Examples of journals are: Journal of Science Teachers' Association of Nigeria, Nigeria Journal of Library and Information Science, etc.

Periodicals, as postulated by Aina (2004) are any publications that come out at regular intervals. It could be weekly, quarterly; twice a year or annually. It could be a medium for reporting scholarly research as in journals, or as a news medium such as magazines and newspapers. It could be annuals or yearbooks but the material must be published periodically. Aina (2004) went further to assert that the terms serials, periodicals, journals, and magazines are used interchangeably although the term 'serial' is the most embracing in that it covers periodicals, magazines and journals.

Magazines are periodical publication of works by different authors. They contain articles, illustrations, photographs and advertisements. They can deal with fashion, sports, travel, etc. They are issued weekly, fortnightly, or monthly. They give comprehensive account of recent events and also advertise goods with pictures and diagrams. Most often, magazines are meant for entertainment and are read for relaxation. Examples are Newswatch, Tell magazine, Newsweek. Ovation.'

Newspapers are sources of current information. They are issued or published daily or weekly. They report the latest news of current event and offer opinion on them. They keep readers up-to-date on events/happenings around their community or country. Information in newspapers most often may be biased or based on individual's opinions therefore they are not really good for research/scholarly work. Examples of newspapers are: the punch, Nigerian tribune, Vanguard.

Monographs

Monographs are also a print material. Monograph, defined by Wikipedia is:

'A work of writing upon a single subject, usually by a single author. It is often a scholarly essay or learned treatise, and may be released in the manner of a book or journal article. It is by definition a single document that forms a complete text in itself. Normally the term is used for a

work intended to be a complete and detailed exposition of a substantial subject at a level more advanced than that of a textbook.'

Thompson (2005) On the other hand, defined monograph as 'a work of scholarship on a particular topic or theme. They are written by scholar(s) (or scholars) and intended for use primarily by other scholars. Monographs are books, which are records of primary research intended for other researchers and bought mainly by the Libraries... (Watkinson, 2001). It is designed to stand alone, and is usually not part of a series, unless the monograph is released in several parts. According to Wikipedia, Librarians consider a monograph to be a non-serial publication complete in one volume (book) or a finite number of volumes. Thus it differs from a serial publication such as a magazine, journal, or newspaper.

In general, a monograph is very dense with information and is of little interest to people outside the field. The guiding principle behind a monograph is that it should contain highly original materials which will be of use to people working within a limited field.

Government Publications

Government publications defined by definitions.net are works consisting of documents issued by local, regional or national governments or by their agencies or subdivisions. They are information matters which are published as individual documents at government expenses or as requested by the law. Government publications look just like a book or journal but the author or publisher is a government agency, e.g the Nigerian Ministry of Finance. Few examples of government publications are Statistical Abstract of the United States, World Fact Books, Budget of the United States, Digest of Educational Statistics.

Non-print Materials

Non-print materials are the materials that are not in book or paper form. They are the information resources or materials that appeal to either the sense of sight (eyes) or hearing (ears). They can be categorized as follows:

- Audio materials
- Audio visual materials
- Digital materials
- Microforms

Audio materials

These are information materials that appeal to the sense of hearing alone. Good examples are cassettes, radio, or sound recordings.

Audio-visual materials

Audio-visual materials, defined by the World Book Encyclopedia (1984) are educational aids that work through the senses, especially hearing and seeing. In other words, audio-visual materials appeal to both senses of sight and hearing unlike audio materials that appeal to the sense of hearing alone. They produce sounds as well as images that can be projected with motions. (Aina, 2004). Most audio-visual materials demand a greater use of the senses and less of the intellect, than ordinary reading matter does. By involving the senses, audio-visual materials offer a more life-like experience than can be gained from reading a textbook. They include films, television programmes, motion pictures, video recordings.

Digital materials

These are materials in which information is presented in an electronic form. They can also be referred to as electronic resources. They are data and programme files which store information and they

can only be assessed by a computer. Examples are compact discs, CD-ROM (Compact Disc Read Only Memory), computer files or flash.

Microforms

These are transparent or opaque media bearing images in a reduced form. They are photographically reduced documents that are very tiny in size. Since they cannot be seen with the naked eyes, equipment called micro readers have to be used. What the reader does is to project-the-tiny printed words on to a viewing screen in an enlarged image. Examples of microforms are microfilm, microfiche and microcards.

Using Library Resources (including e-learning and e-materials)

Library resources are the information materials that people come to use in the library. They are the, teaching, research and academic support materials that are geared toward enhancing the success of individuals, group, and general academic research endeavors .They are the main reasons why users come to the library. In other words, there can be no library without library resources. Library resources are the bedrock of every library. Library resources include encyclopedia, dictionaries, almanacs (these are excellent places to find background information on almost any topic), journal articles (scholarly journals provide authoritative, well-researched analysis of topics in all areas), newspapers, magazines (the best resources for information on current events), books, monographs, videos, sound recordings, government reports.

For students in the university, one of the biggest differences between secondary school and university is the depth of academic work and research that is required from them. Lecturers expect students to be quite adept at studying and researching, and for some students, this is a big change from secondary school. When given assignment for instance, lecturers expect students to dig deeper in sourcing for information, accumulate their own evidences from broader sources, and form opinion on their sources as well as the specific topics. For this reasons, university students should become familiar with the library and all its terms, rules and methods. They should have the confidence to venture into library and explore its diverse resources for their academic advancements. They should know how to locate the library resources they need for their assignment and research with ease.

Students may not be aware of the wonderful treasures and reward within the library unless they are exposed to the use of the library and its resources. They may truly be aware that the library is blessed with good information materials that can help them advance their academic pursuit but they may be handicapped on how to gain access to their needed information.

Chukwumah (2004) opined that there are strategies/skills used in exploiting the library and its resources. Students should be thought library skills aside the normal library orientation/tour. Library skill to be taught includes:

- Knowledge of parts and special features of a book
- Knowledge of proper use and handling of books and other information materials.
- Knowledge and ability to use the library catalogue (OPAC).
- Knowledge of how books are arranged on the shelves. etc.

Good library usage is achieved with acquisition of the knowledge of library skills. For meaningful use of the library, students should have the knowledge of library skills. They have to apply the library skills in retrieving the needed information materials from the library.

There are some tools in the library that can help guide students (and other library users) to the particular library resources they need for their academic work without stress. Such tools help students locate and retrieve the book or any other information materials they need with ease and on time.

Library Catalogue

A library catalogue is a systematic record or listing of books and other information items in a specific library. It is a communication device arranged in some definite order to enable the library users

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determine what a library has in stock. Just as the index at the back of book guides the reader to the content of a book, a library catalogue directs library users to holdings of a particular library. It serves as a key to all a library has to offer its users. It records, describes, and help locate each resources present in the library. It offers an alphabetical listing of titles, authors, and subjects.

For years, the card catalogue was the only tool for finding much of the information materials available in the library, but presently, the Online Public Access Catalogue (OPAC) has taken its place, most especially in university libraries.

Call Numbers

Books and journals are arranged on the shelf by call numbers (alphabetically from A-Z). The call number is a unique identifier assigned to a book or journal to distinguish it from the others. It is also called call mark, class number or class mark. The library of congress scheme is very common among university libraries. The simplest call number will comprise the subject classification number plus the author's number, e.g. QH 406.K49. This call number is found vertically on the spine of a book. This helps to establish shelf order. They are also written on the catalogue entries so that library users are guided from the catalogue to the shelf, and then to the specific book. The first section of the LC (Library of Congress) call number (before the decimal) refers to the subject of the book. That is why, when browsing books on shelves, one will notice that books are always surrounded by other books on the same topic. Library shelves are usually labeled on each end, to indicate which call numbers are contained within the particular aisle. When using the library catalogue, be sure to keep a pencil and paper handy and write down the call number carefully to avoid sending yourself on a wild goose chase!

E-learning

E-learning, simply put, is all about learning that occurs on the computer. It is the use of technology to enable students learn anytime, anywhere. It is the acquisition of knowledge online through the internet or offline through CD-ROM. Online learning could come in form of audio, visual, or audio-visual. E-learning comprises all forms of electronically supported teaching and learning. It is essentially the computer and internet-enabled transfer of knowledge and skills.

e-learning tools

When we talk of e-learning, one will probably envision students using computers to take courses online. But online learning could be much more than studying on the laptop. Today, e-learning tools go beyond computers to include podcast, MP3 players, smart phones, iPod, and lots more. Truly, students can take courses online on their computers, but they can also:

- Download lecture notes on smart phones, MP3 players to read whenever and wherever they like.
- Check information from their lecturers' blog including course syllabus, class changes, and other important information.
- Send e-mail or text message to their colleagues to set up group discussion and get answers to questions about the materials they are studying.
- Take notes, photos or video with an iPod or phone during lab experiments or in the field for use later as part of paper presentations or test preparation.
- Complete assignments and submit via e-mail to their lecturers.
- Bring work home from campus, share information for a collaborative project or submit a project to a lecturer with a USB flash drive.

Various e-learning methods include audio and video conferencing, instant messaging, discussion group, shared white board, etc. It is worthy to note that no single e-learning method is best for every learning need. It is necessary to use several e-learning technologies as well as the traditional (classroom) learning methods. A combined learning programme brings together e-learning and traditional (class-

room) learning method. Combined learning can provide the convenience, speed, and cost effectiveness of e-learning with the personal touch of traditional learning.

E-materials

E-materials are 'electronic materials'. They are all library resources available in electronic form. Good examples of e-materials are e-books, e-journals, databases, CD-ROMs (Compact Disc Read Only Memory), CDs (Compact Disc), etc. These materials contain virtually everything that can be found in library resources that are in print form.

Understanding Library Catalogues (Card, OPAC, etc) and Classification

The library catalogue is a list or record of all books, journals, audio-visuals and other library materials in a library. It is usually arranged by author, title, subject, keyword or year. The catalogue is also an index to the collection in a library (Eguavoan, 1999). It is a retrieval tool that is used in locating books, journals, CDROMs and audio recordings on the shelves. There are two major types of catalogue viz:

- (1) Single library catalogue –provides an index to all materials being held by a particular library.
- (2) Union Catalogue- is a joint catalogue of more than one library collection. A union catalogue will have two, three, four or several participating libraries having their catalogues held together and the union catalogue provides an index to the holdings of these libraries.

The catalogue of a library is dynamic and is usually regularly updated because the library is constantly acquiring new materials or information carriers. The catalogue is important in a library because it provides a complete bibliographic description of every material in a library. This bibliographic entry can be accessed through the author, title, subject, year of publication, or edition number. The catalogue enables the user to locate a material present in a collection on the shelf, know the loan status of the material and to know all materials available on a subject, as well as those authored by a particular author in a collection.

• Forms of Catalogue

Bibliographic record or bibliographic entry describes every item in a collection. This record or entry identifies the author, year of publication, title, edition, place of publication publisher, ISBN, ISSN, or pagination. This bibliographic record is the same regardless of the type of catalogue. What actually differentiates the bibliographic record is the physical appearance or form. Therefore the various forms of catalogue available are:

- (1) Card catalogue
- (2) Book catalogue
- (3) Computer Ouput Microform catalogue
- (4) CD ROM catalogue
- (5) Online Public Access Catalogue (OPAC)

• Card Catalogue

The bibliographic record is recorded on a 3 inches by 5 inches card and filed in a cabinet. Usually bibliographic entries are made for author, titles and subject for every item in a collection, so that users may have access to the collection using these parameters.

- **Book Catalogue**

In book catalogue, the bibliographic records are compiled and produced in a book form. These were handwritten in the olden days. But now, most are printed from the computer.

- **Computer Output Microform Catalogue**

The bibliographic record or entries appear on microfiche or microfilms. Microfiche and microfilms are microforms and cannot be read with the naked eyes except with the aid of special machines. The bibliographic records are usually produced on these media by a computer, hence the name Computer Output Microform.

- **CD ROM Catalogue**

In the CD ROM Catalogue, the bibliographic records appear on a compact disc. This is a large storage medium that can contain the whole catalogue of a single or many participating libraries.

- **Online Public Access Catalogue (OPAC)**

The OPAC is the electronic catalogue of a library collection. It is the most modern type of catalogue in use by libraries and it is usually a bibliographic database. The database allow users to search for information using the author, title, keyword, subject, place of publication, publisher, ISBN, ISSN, Call Number, Edition, Series, barcodes, year of publication etc. The best form of OPAC is probably the one that is integrated. That is, it has the acquisition, cataloguing and circulation modules on the system. The circulation module not only allows researchers to know the loan status of a library material, but also indicates the location of the material, whether in the bindery undergoing repairs or on the 'reserved' or normal shelf. Once the OPAC is web-based, the library collection may be accessed from anywhere in the world.

Classification

Classification is the systematic arrangement of library collection on the shelves. Such that all documents on related subjects are collocated from the general to the specific. The main characteristic of a bibliographic classification is that the classifier sorts documents into classes or groups based on the subject content, as well as indicate relationships between documents in the same class. Classification enables users to easily retrieve information from the shelf using the call number.

A classification scheme is made up of 3 main components viz: the schedule, notation and index.

In the schedule, the subject terms are listed systematically. While the notation contains the codes given to the various subject terms listed in the schedules. The index is the alphabetical arrangement of all subject terms listed in the schedule. Here, codes or notation assigned to each subject term is listed against the subject term.

The prominent classification schemes in use by libraries include the Library of Congress Classification Scheme, the Dewey Decimal Classification Scheme and the Universal Decimal Classification Scheme.

- **Library of Congress Classification Scheme (LC)**

The LC scheme was developed in the United State of America. It was initiated by Herbert Putman. The scheme is very useful for the classification of library materials in all fields of knowledge. It is mostly used by libraries having large collections. In Nigeria, it is widely used in academic libraries.

The LC consist of 21 classes in 47 separately published schedules. The scheme is alphanumeric. However, letters I, O, W, X and Y are not used.

The Main Classes of LC Scheme are:

A	General Works
B-BJ	Philosophy, Psychology
BL-BX	Religion
BL,BM,BP,BQ	Religion: Religions, Hinduism, Judaism, Islam, Buddhism
BX	Religion: Christian Denominations
C	Auxiliary Sciences of History
D	History: General and Old World (Eastern Hemisphere)
E-F	History: America (Western Hemisphere)
G	Geography, Anthropology, Recreation
H-HJ	Social Sciences: Economics
HM-HX	Social Sciences: Sociology
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language and Literature
P-PA	General Philology and Linguistics, Classical Languages and Literatures
PB-PH	Modern European Languages
PG	Russian Literature
PJ-PM	Languages and Literatures of Asia, Africa, Oceania
PN,PR,PS,PZ	General Literature
PQ	French Literature, Italian, Spanish and Portuguese Literatures
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography, Library Science

Copyright and its implications

Copyright is the exclusive rights of printing or reproducing copies of an intellectual work, publishing and offering same for sale by the creator of the intellectual property. It is the law that protects creators of literary works, artistic, musical, video and sound recordings from being plagiarized. The copyright law reserves the sole right of the property on the producer and any attempt to copy or reproduce the material without the express permission of the creator is a serious criminal offence. Copyright is a property right that confer power on an author to determine how his work is used. In other words the use of an author's work either in its original or varied form is unlawful without the express authorization of the author.

Copyright may be infringed by institutions especially libraries and information centres which stock materials that are practically all covered by copyright law. Even the stocking or display of a work for users in a library may constitute an infringement. Of particular importance is the mass reproduction of copies of books and journals, making a copy of a film, taping of audio or recording of video cassettes (Ephraim, 1997).

Apart from being repositories, libraries perform several functions such as acquisition of information in diverse forms, processing the information and making them available to users, including lending and reproduction. Libraries enjoy considerable concession from copyright regulations, through the use of what is considered 'fair dealing' or 'fair use' or 'permitted use'. This implies that the reproduction and distribution of a work by way of 'fair dealing' for purposes of research, private use, the inclusion of literary or musical work in a collection, designed solely for academic use is permitted. However, when we consider that this same act is repeated in several libraries and very frequently too, then surely it constitutes monumental problem to the copyright owner. The right to enjoy from the proceed of the intellectual or scientific work and the protection of the economic interest of the copyright owner may be jeopardized. But if there is adequate reconciliation or a balance between the interest of libraries and those of the creator of a work or the publisher, it will ensure academic advancement in all ramifications.

Bibliographic Citations and Referencing

Bibliographic citation is a listing of the bibliographic records or a bibliographic entry of information carriers including books, journals, audiovisuals, cartographic materials, pamphlets, reports consulted by a user in an orderly manner. Usually bibliographic citations gives standard information.

The major citation styles in use include the American Psychological Association (APA) style guide, Modern Language Association of America (MLA) style guide and the Chicago style guide. If reading a work has contributed to the ideas presented in a paper, proper credit must be given to the author(s) of the work read. Citations provide evidence for arguments made in document and add credibility to the work by demonstrating that a variety of resources have been considered in writing the paper. Moreover, ethics, copyright laws and courtesy to readers require authors to identify sources of direct quotations, otherwise this will be termed plagiarism or literary theft.

- **Referencing**

A common referencing style is the American Psychological Association (APA) style. The APA style is based on the Harvard referencing system whereby the date of publication follows the author name(s) and in-text references refer to items in the bibliography using the author surname and date of publication in brackets. Referencing is important in all academic work because it indicates to the reader the sources of quotations made and that of borrowed ideas. The purpose of the referencing system is to describe sources consulted in an accurate and consistent manner and to indicate within the text of the paper where particular sources were used.

The reference list/bibliography is arranged alphabetically by author surname. However, if there is no author, the title is used as the entry point which should still be placed within the alphabetical list of authors. Irrespective of the format consulted, whether book or journal articles, all entries are listed in one long alphabetical list. Also, the APA format requires book and journal titles to italicized.

Database Resources

Vast amount of database resources are available online to users through the internet. However, the user need to have a clear understanding of the type of information being sought, develop good searching strategies and sometimes access the information through the search engines available on the internet. These database resources which are often authoritative, contains full texts of top level professional journals and e-books in all areas of knowledge. This may be accessed from homes, hostels, classrooms or offices once the computer is connected to the internet. Examples of database resources available are the Elsevier publications available at: <http://www.sciencedirect.com>, Springer database

resources accessible at: <http://www.springerlink.com>, Blackwell resources available at: <http://www.blackwell-synergy.com>. However, while some database resources are free, most of them can only be accessed through institutional or personal subscription. Some of the database resources available to Crawford University community include:

(a) EBSCOHOST Databases

Crawford University Library subscribes to the EBSCOHOST database to support the community in its learning, teaching and research activities. The following database resources are readily available to users:

- Academic Source Complete
- Business Source Complete
- Computers and Applied Sciences Complete
- Communication and Mass Media Complete
- Library, Information Science & Technology Abstracts
- Econlit
- SocIndex

To login to this database at Crawford go to: <http://search.ebscohost.com>

User id and password are available in the Library.

(b) AJOL

African Journals Online (AJOL) is a free database of journals published in Africa covering all disciplines. Presently, it consist of 421 journals and more than 63,977 full text articles, This is regularly updated and it can be accessed at: www.ajol.info

(c) AGORA

Access to Global Online Research in Agriculture (AGORA) provides free access to full texts of over 3,000 journals to institutions in more than 106 countries. Faculty and students of Crawford University may connect to AGORA at:

<http://www.aginternetwork.org/en/>

Click on LOGIN

Username ag-nga201

Password is available in the Library.

(d) HINARI

Health Inter Network Access to Research Information (HINARI) is coordinated by the World Health Organization (WHO), Geneva. It is a bibliographic database that provides free access to full texts of journals in medical, biomedical and related social sciences. HINARI can be accessed at: <http://www.who.int/hinari/>

(e) NUC Virtual Library

The National Universities Commission Virtual Library is accessible at: <http://www.nigerianvirtuallibrary.com>

Username CRAWFORD

Password crawford

(f) Ebrary

The Ebrary is the academic database of e-books covering all disciplines. The database contains over 90,500 e-books which are constantly updated with new books. The Ebrary stores publications from more than 500 reputable publishers including Elsevier, John Wiley, McGraw-Hill and can be accessed at: <http://www.ebrary.com>

(g) JSTOR

The JSTOR is the database resource for Economics and allied disciplines. It covers retrospective full text journals in these disciplines and can be accessed at: <http://www.jstor.org>

Development of Modern ICT

Universities, research institutes, companies and government agencies conduct research on a continuous basis to broaden and extend the frontiers of knowledge. This research generates a lot of scientific data and information needed for knowledge development, decision making and formulation of policies. Data and information generated are often packaged and published as books, conference proceedings journals and other information products to be shared with other researchers or students in the various disciplines.

In our highly globalised world, nothing has revolutionized information gathering, sharing and networking like the evolution of modern information and communication technology (ICT).

ICT are tools and methods for generating, manipulating, collecting, preservation and conservation, retrieval and dissemination of information. Some of the many advantages of modern ICT include: speedy and easy access to information, generation of up-to-date information, reformatting and combination of data from different sources and location, remote access of information to users, access to unlimited information from various sources, availability of information round the clock and access to unlimited amount of information from various sources. (Oseghale, 2009).

The tools that facilitate the generation, communication and use of information are hardware technology (computers), software technology including search engines input devices, storage devices, output devices, telecommunication, internet services and the world wide web (www).

The internet is a remarkable tool that makes available a huge and heterogeneous amount of data and information (TERENA, 2006). The internet is also the mega tool in the world of ICT that has broken down the defensive barriers of continent, culture, languages, space and time in accessing information. The specialized tools required to perform searches on the web are the internet search engines and directories (Kennedy, 1999).

Search engines provide a way of searching the contents of millions of web pages simultaneously. All that needs to be done is to go to the web page of the search engine, submit the search terms, topics or keywords into a simple form and press the return key. The search engine runs these terms or topics past its database and in seconds, returns a list of results or 'hits' that meets the information request. When a term or topic is submitted, what the search engine does is to search a database of web pages located on the server of the search engine. And this database is usually compiled by a program that crawls around the web looking for new sites, as well as changes to the ones, it already knows and storing them in the database of the search engine.

Some of the search engines available and their addresses are:

Alta Vista	(http://www.av.com)
Excite	(http://www.excite.com)
Goto	(http://www.goto.com)
Google	(http://www.google.com)
Hotbot	(http://www.hotbot.com)
Infoseek	(http://www.infoseek.com)
Lycos	(http://www.lycos.com)
Northern Light	(http://www.nlsearch.com)
Snap	(http://www.snap.com)
Webcrawler	(http://www.webcrawler.com)
Yahoo	(http://www.yahoo.com)

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