## THE AUTHOR



Mr Ajibili obtained his first and second degree from Ahmadu Bello University Zaria in Library \& Information Science, and Information Management respectively. He is presently running his Ph.D. programme in Library \& Information Science with University of Nigeria Nsukka.

He is a practicing librarian and also an LRCN Certified librarian.

He has been in the service of Bingham University Library since 2006.
During the period, he has served as the Readers' Services Librarian, Reference Librarian, and Librarian in charge- Cataloguing \& Classification. Currently he is the Serials Librarian. He was also involved with teaching some aspects of Use of Library course.

## WHO IS A LIBRARIAN

This book is an introductory text to librarianship thus, meant to enlighten library and information science undergraduates on what it takes to be a qualified librarian such as his educational qualification, duties and roles, his working environment (library) and types, organizational structure of his environment e.t.c.

## WHO IS ALIBRARIAN? <br> An introductory Text to LIBRARIANSHIP.



DAN. ONU AJIBILI

# WHO IS A LIBRARIAN? <br> An introductory Text to LIBRARIANSHIP. 

This book is more of a guide to the world of librarianship for pre-tertiary and library \& information science undergraduates

## DAN. ONU AJIBILI

Who is a librarian?
Copyright © 2012 by Dan. Onu Ajibili
First Edition
ISBN: 978-978-924-041-8
All rights reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any other information storage and retrieval system, without the written permission of the publisher.

Author/Publisher
E-mail:danajibili@yahoo.com
Tel: 08025237510

Printed @
Kana De World Graphic
E-mail:kana4print@gmail.com
Tel: 0808840 9911, 08037878437

* RLG. (1995). Preserving digital information: The Report of the Task Force on Archiving of Digital Information. Commissioned by the Commission on Preservation and Access and the Research Libraries Group.
http://www.rlg.org/ArchTF/tfadi.index.htm
* Waters, D.J. (1998). What are Digital Libraries? CLIR Issues, July/August.
http://www.clir.org/pubs/issues/issues04.HTML
* Graham, P.S. (1995). Long-term intellectual preservation.
http://aultnis.rutgers.edu/texts/dps.html
* Chepesuik, R. (1997). The future is here: America's libraries go digital.
American Libraries, 2(1), p47-49.
* Chapman, S. and Kenny, A.R. (1996). Digital conversion of research library materials: A case for full information capture. D-lib Magazine, October, 1996.
http://www.dlib.org/dlib/october96/cornell/10chapman.html


## TABLE OF CONTENT

Dedication ..... - vi
Acknowledgment ..... -vii
Preface ..... viii
Introduction ..... $-1$

1. Who is a Library \& Information Scientist? ..... - -13
Who is a Librarian?
Educational Qualification?
Duties and Roles

- Public Services Librarian
- Reference or Research Librarian
- Technical Services Librarian
- Collections Development Librarian
- Archivists / Specialized Librarian
- System Librarian
- School Librarian
- Instruction Librarian

2. The Library ..... 14-23

- Definition of Library
- Brief History of Library- Early Modern Libraries- Library Development in Nigeria

3. Types of Library -------------------------------------------------24 - 30

- Public
- Academic
- School
- Special
- National

4. Digital Library
-31-38

- Various Definitions
- Advantages

5. Organizational Structure of the Library -----------------39-48

- Administration department
- Collection Development / Acquisition department
- Technical / Cataloguing department
- Circulation department
- Reserve department
- Reference department
- Serials department
- Audio-Visual / Non-Print Media Resource department
- Reprographic \& Bindery department

Abuja: Zklib Consulting

* Greenstein, Daniel I. et'al (2007). The Digital Library: A Biography Digital Library Federation, ISBN 1933645180
* Pax, V. (2007). Five Things I Like About Being a Librarian. \& http://www.ehow.co.uk/
* Pymm, Bob. (2006). "Building Collections For All Time: The Issue of Significance."
Australian Academic \& research Libraries.37(1) 2006: p61-73
* Edward, Fox A. (1999). The Digital Libraries Initiative-Update and Discussion, Bulletin of the American Society of Information Science, Vol. 26, No 1, 1999.
* Cain, Mark (2003). "Managing Technology: Being a Library of Record in a Digital Age", Journal of Academic Librarianship 29:3 (2003)
* Hirtle, Peter B. (2011). "Digital Preservation and Copyright", Stanford University Libraries.
* Lesk, M. (1996). Going digital. Scientific American. March, 1996, p58-60.
http://www.sciam.com/0397lesk.html


## BIBLIOGRAPHY

* BRUNDIGE, Ellen N. (2009). The library of Alexandria http//:www.old.perseus.tufts.edu/GreekScience/Students/ Ellen/museum.html(2009)
* GORDON, Rachael Singer (2009). How to Become a librarianupdated
http//:www.libraryjournal.com/index.asp?layout=articlepri nt\&articleID=CA605244(2009)
* Kenneth Dike library (2010). KDL News, vol. No. 1
* Edoka, B. E. (2000). Introduction to library science. Onitsha: Palma. Pub. \& Links Company Ltd. (p.175)
* Joseph, J. Akpieyi (2004). Knowledge Incubation and Management in Nigeria:
Professional Perspectives. Lagos: Consulting
* Madhukar, Shukla (1990). Competing through Knowledge: Building a Learning Organisation.
New Delhi: Response Book
* Zakari, Andrew (2005). Sense \& Sensibility in Reading.


## DEDICATION

To all those who by chance or purpose, find themselves taking librarianship as a profession.

Believe me, being a librarian is GREAT !

Some are:-

- Use of mobile/cell phones in the library;
- Loud conversations or other noisy behavio in the library;
- Eating or drinking of any kind is not allowed because spillage or aroma attracts insects and other rodents that destroy library materials;
- Use of matches, lighters, or candles in the library;
- Theft of library materials or property or of other library users;
- Mutilation or defacing of library materials in any way either by marking pages, tearing/removal of pages;
- Reservation of seats or leaving reading tables/seating spaces unused for extended periods of time especially during busy periods;
- Sitting on the reading table;


## PENALTY

- Mutilation or theft of a library material or property attracts payment of replacement cost the item in question and administrative charge of $40 \%$ of the cost item. The payment is in addition to other disciplinary measures, which the library and the University Authorities may impose on the offender;
- Inappropriate use/behavior in the library attracts limitation to or refusal of access by individuals or groups whose behavior falls short of the library's expectation.
old card catalog system was both easier to navigate and allow and allowed retention of information, by writing directly on the cards that is lost in the electronic systems. This argument is analogous to the debate over paper books and e-books. While libraries have been accused of precipitously throwing out valuable information in the card catalogs, most modern ones have nonetheless made the move to electronic catalog databases.


## WRONG LIBRARY USE/BAD USER BEHAVIOUR IN THE LIBRARY

Gaji, R. Y. (2009) states, "Even in the shrines there are rules". Therefore the library should not be an exception because these days, one finds those acts of indiscipline which characterizes the modern society today, quietly creeping in the library environment. So, I won't be doing justice if I talk about the library and its features without mentioning some bad user behaviors in the library.

In Bingham University Library prohibitions, Arosanyin, J. O. (2006) states, "Any behavior that threatens persons/institutional safety, property or peaceful/quiet use of the library by other user(s) is assumed to be wrong library use therefore, prohibited.

## ACKNOWLEDGMENT

Glory be to God who made it possible for me to complete this work despite some financial and other unforeseen constrains. Lord I give you all the honor and adoration.

Also, I am Highly indebted to my sweet mum Mrs R. A. Ajubilee, for her morale and financial support.

To my wife (Abigail) and beautiful sons (Bishop \& Israel), I say thanks for your inspiration and encouragement.

I shall remain ever grateful to my spiritual father Pst (Dr) Paul Enenche (General Overseer Dunamis International Gospel Centre) and Pst Philip Okwe (Resident Pastor Dunamis International Gospel Centre) for those prophetic declarations and motivations that brought this work to reality.

Again, I offer my earnest gratitude to my career mentor Pst. J. O. Arosanyin (University Librarian Bingham University) who has encouraged me in my academic pursuits and development. He taught me all the skills that $I$ know in Library Information Technology/Information Communication Technology. I dare to say he's more than a father.

Finally, I say thank you to my superiors Mr R. Y. Gaji and Mr Babatunde Akolo who is a contributor to this work. He is more than a friend.

## PREFACE

I earnestly hope that this first edition in its present format will be received by my readers.

Also any valuable information, healthy criticism and constructive suggestions from my readers, fellow librarians and students alike will be highly appreciated.

## 金 CHAPTER 6 fo

## LIBRARY USE

Patrons may not know how to fully use the library's resources.
This can be due to some individuals' unease in approaching a staff member. Ways in which a library's content is displayed or accessed may have the most impact on use. An antiquated or clumsy search system, or staff unwilling or untrained to engage their patrons, will limit a library's usefulness.

Libraries inform their users of what materials are available in their collections and how to access that information. Before the computer age, this was accomplished by the card catalog, a cabinet containing many drawers filled with index cards that identified books and other materials. The emergence of the internet, however has led to the adoption of electronic catalog databases often referred to as "web cats" or as Online Public Access Catalogs (OPACs) which allows users to search the library's holdings from any location with internet access. This style of catalog maintenance is compatible with new types of libraries, as well as older libraries that have been retrofitted. Electronic catalog databases are criticized by some who believe that
available. Most new paperbacks are not bound automatically when they are acquired. Instead, they follow the practice used in many other academic libraries called "deferred binding" where new paperbacks are sent to the shelve unbound. If they circulate and become damaged, they are withdrawn to bindery and are bound at that time. There are, however, several exceptions to the deferred binding policy, for materials that warrant binding immediately. The categories of materials bound when they are acquired are delicate or fragile materials, oversized materials and special formats, and heavily-used books.

## INTRODUCTION

This book is more of a guide to the world of librarianship for pretertiary and library \& information science undergraduates.

It is also an introductory text to librarianship thus, meant to enlighten library and information science undergraduates on what it takes to be a qualified librarian such as his educational qualification, duties and roles, his working environment (library) and types, organizational structure of his environment e.t.c.

This textbook will be found equally helpful to college and university undergraduates preparing for General Studies (GST) examination on The Use of English and Library Skills. It is hoped that this book will help many aspiring students to reach their goals of success.

## 围 CHAPTER 1 fis

## WHO IS A LIBRARY AND INFORMATION SCIENTIST?

Akpan, Ekwere O. (2007) answered this question as thus, "A Library and Information Scientist is an Information Professional who strategically uses information in his/her job to advance the mission of the organization". The Library and Information Scientist accomplishes this through the development, deployment and management of information resources and services. The Information Professional harnesses technology as a critical tool to accomplish goals. This includes, but not limited to librarians, knowledge managers, chief information officers, web developers, information brokers and consultants.
senses for their use. Examples are sound films, videotapes, video cassettes, video discs, Mp3 and most especially computer systems. Generally, these materials required special handling and the gadget are kept under stipulated temperature to avoid damage. The head of this department is known as Audio-visual librarian who must be someone knowledgeable in the management of these gadgets.

## Reprographic \& Bindery Department

Setting up a reprographic department in a library cannot be over emphasized even if it is not big enough to be a full fledged department. The major and commonest service this department offers is photocopying and in some cases scanning and printing.

Single texts that are in the high demand can be duplicated using the photocopier. Maps and photographic materials can also be scanned and printed in the department. The availability of photocopying services within the library also enables users make personal copies of needed texts especially those that can not be borrowed out of the library. This helps reduce the rate of book theft and mutilation in the library.

In the Binding and Sorting Unit, periodicals, new books, theses, and dissertations are prepared and handled in bindery. For first-time binding and books with damaged bindings are sent for rebinding in the bindery. The Library purchases hardcover books whenever they are available, acquiring paperbacks when they are the only format
describe any publication issued in parts with a numerical chronological designation and it is published over an indefinite period of time".

Serials include annuals (reports, yearbooks, gazette, etc ), journals, newspapers, magazines, etc.

This Department is usually headed by a serials librarian and his/her main function is the selection and acquisition of serials titles. The serials librarian determines when to bind a particular set of journals into a volume and how best to make them accessible to users without losing them.

## Audio-Visual/Nonprint Media Resource Department

Here, materials that are non print - based are housed, organized, preserved and used for the provision of information needs of the library users. These media could be divided into three broad categories:-

- Audio: These are sound recordings produced on magnetic tapes, diskettes, and compact discs or on vinyl, e.g. phonodiscs, audio tapes and audio cassettes. Only the auditory senses are required for their appreciation.
- Visual: Only the visual senses are required for their use. Examples of such materials are microfilm, microfiche, ultra fiche and micro card etc.
- Audio-Visual: These materials require both visual and auditory


## WHO IS A LIBRARIAN?



Traditionally, librarians have been associated with collections of books as demonstrated by the etymology of the word "librarian" (Latin liber, 'book'). However, modern librarians deal with information in many formats, including books, magazines, newspaper, audio recordings (both musical and spoken word), video recordings, maps, manuscripts, photographs and other graphic materials, bibliographic data-bases, and digital resources. Librarian often provide other information services, including computer provision and training, coordination of public programs, basic literacy
education, assistive equipment for people with disabilities and help with finding and using community resources.

The term librarian is used often, though incorrectly to describe everyone who works in a library. Entry-level, clerical and Para-professional staff working in a library are often properly referred to as porters, library clerks, library assistants, or other equivalent titles. Basically, a "librarian" describes someone who is a graduate of a recognized university with a minimum of a first degree in library and/or information science. However, holders of Higher National Diploma (HND) obtained from Polytechnics may also be admitted as librarians. As with most professional degrees, librarians may assume obligations to contribute to their profession through writing and publication, attendance and participation at professional conferences, workshops, seminars etc.

The Librarian Registration Council of Nigerian (LRCN) Act 12 of 1995 specifies those qualifications that are registerable with the council and that the holders of such qualifications can be designated as librarians. These qualifications include: ALA; BA/Bsc + Postgraduate Diploma Library Studies.

Gordon, (2009) states that, "A librarian is that individual who in addition to his or her core discipline or subject specialization is a beneficiary of the renaissance school-type education". This type of

## Manuals;

Almanac; etc.

The reference department is normally headed by a Reference Librarian, who understands the library catalogue and must be skilled in exploiting its contents to the library users. Consequently the Reference librarian functions include:

- Holding of reference interview: This has to do with asking and answering of users questions which ultimately lead to satisfaction;
- $\quad$ Assisting users to locate and retrieve materials: This can be done by directing or actually locating and retrieving the materials for the patrons;
Engaging in inter-library loan services: This service which enables library users to use borrowed books from another library is rendered by this department.


## Serials Department

The serials department is the place where all periodicals and related publications are acquired and processed. Serials are books or materials that are published at regular intervals (daily, weekly, monthly, quarterly, annually, etc).
Olanlokun and Salisu (2000) stated "the term serials are used to

- $\quad$ They contain factual information, thus not meant to be read from cover to cover;
- $\quad$ They are housed in a separate section within the library (i.e. the Reference Section);
- $\quad$ They are revised/updated from time to time to keep abreast of recent development.

Note that Reference materials contains facts that have been brought together from many sources and organized for easy and quick use in a particular arrangement i.e. alphabetically or chronologically, by the use of detailed indexes and cross references.

Reference materials therefore include:-
Encyclopedia;
Dictionaries;
Abstracts
Indexes;
Handbooks;
Atlases;
Gazettes;
Biographies;
Yearbooks;
Bibliographies;
Directories;
Guides;
education allows the recipient to know just a little about everything. It is a crucial requirement for the librarian to be able to function effectively in any type of library including being able to help his/her readers meet their information needs more importantly, reference services. This requirement is now assuming a new dimension as the renaissance scholar-type education needs to be complimented with an understanding of the nature and characteristics of ICTs and the skill to utilize them for information services

Permit me to quote Oladele, B. A. (2010) who said that, "The librarian of today is that professional who is capable of moving from the level of Passivism to Activism by being able to partner with readers to create knowledge through research". The actual point here is the need for librarians to embrace the idea of "Cyborgism". A Cyborg Librarian therefore, is that professional who is willing and capable of bringing intellectualism to bear on the dynamics and the converging power of technologies, he/she should be able to provide information services in partnership with library users to create information which is internalized to become knowledge.

## EDUCATIONAL QUALIFICATION

In the United States and Canada, a librarian normally has a one or two year Master's degree in Library and Information Science, Library Science or Information Science (called an MLS, MALIS, MSLS, MIS, MSIS, MS-LIS, MIST, MLIS or MILS) from an accredited university.

These degrees are accredited by the American Library Association and can have specializations within fields such as archiving, records management, information architecture, public librarianship, medical librarianship, law librarianship, special librarianship, academic librarianship or school ( $\mathrm{K}-12$ ) librarianship. School librarians often are required to have a teaching credential as well as a library science degree. Many, if not most academic librarians also have a second, subject based master's degree.

In the UK and some other countries, a librarian can have a three - or four year bachelor's degree in library and information studies or information science; separate Master's degree in librarianship, archive management and records management are also available. In the United Kingdom, these degrees are accredited by the Chartered Institute of Library and Information Professionals and the Society of Archivist. In Germany and other countries, the first step for an academic librarian is a PhD in a subject field followed by additional training in librarianship.

In Australia, a Professional Librarian must meet the requirements set out by the Australia Library and Information Association (ALIA). There are three ways in which these requirements can be met:-
The individual must obtain an ALIA recognized bachelors degree in library and information studies;

- Books that are rare or out of print but still in high demand can be put on reserve;
- $\quad$ Some books are kept in the reserve area at the instance of a lecturer or an instructor.

In exceptional cases resource materials in the Reserved Books Section may not be borrowed overnight, this could be at the discretion of the librarian. Users are allowed to borrow from it (Reserve Section) for use within the library and for a given length of time not exceeding two hours at a time. Fines are imposed on defaulters who refuse to return books borrowed on short-term (2hrs) or overnight loan.

## Reference Department

The reference Department is very important in the library, it is here that the Reference librarian answers reference questions and also provides bibliographic services to the library patrons. Books in this part of the library cannot be borrowed like other books on the open shelves. They can only be used or consulted within the reference section.
Thus the major characteristics of reference materials are:

- They are meant to be consulted within the reference section only;Usually the library buys a copy or in rare cases two copies of a particular title;


## departmentinclude:-

- Shelve reading;
- Issuing of library and borrowers cards to registered users which makes them eligible to use the library and borrow books from the library;

Charging and discharging of books i.e. loaning and collecting of loaned resource materials from users;

Keeping records of materials borrowed, to guard against loss and facilitate the issuing of overdue notice;

Collecting appropriate fines stipulated for overdue materials and maintaining proper account of money collected;

Taking and keeping daily statistics of library users throughout the year which helps the library in planning and budgeting.

## Reserve Department

_Some items in the library do not circulate like the normally books, these materials may be books, periodicals or audio-visual materials to use them in the library. Books are kept on reserve based on the following reasons:-

Books that are in high demand by many users;

Complete a first degree in any discipline followed by an ALIA recognized postgraduate diploma or masters' course;
Or gain an ALIA recognized library technician.
ALIA is responsible for accreditation of library specific qualifications for both librarians and library technicians. Professional Australian teacher librarians require slightly different qualifications in addition to having a degree that meets ALIA's accreditation process. Teacher librarian must also hold recognized teaching qualifications.

In Africa, specifically West Africa and Nigeria many Universities have departments of Library and Information Science where librarians are trained. These Universities include:

- Abia State University, Uturu;
- Ahmadu Bello University, Zaria;
- Bayero University, Kano;
- Delta State University, Abraka;
- Imo State University, Owerri;
- University of Ibadan;
- University of Maiduguri;
- University of Nigeria, Nsukka;
- University of Uyo.

In Nigeria, a librarian is not just a person who works in a library but a graduate of a recognized University with a minimum of a first degree
in Library and Information Science. However, holders of Higher National Diploma (HND) obtained from certified polytechnics may also be admitted as librarians.

Professional, Para-professional and Non-professional positions in large libraries in Nigeria:-

| S/N | National Library | s/N | University Library | S/N | Public Library |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1. | National Librarian | 1. | University Librarian | 1. | Director |
| 2. | Director | 2. | Dep. Univ. Librarian | 2. | Deputy Director |
| 3. | Deputy Director | 3. | Principal Librarian | 3. | Assistant Director |
| 4. | Chief Librarian | 4. | Senior Librarian | 4. | Principal Librarian |
| 5. | Asst. Chief Librarian | 5. | Librarian I | 5. | Senior Librarian |
| 6. | Principal Librarian | 6. | Librarian II | 6. | Librarian I |
| 7. | Senior Librarian | 7. | Asst. Librarian | 7. | Librarian II |
| 8. | Librarian I | 8. | Chief Library Officer | 8. | Chief Library Officer |
| 9. | Librarian II | 9. | Principal Lib. Officer | 9. | Principal Lib. Officer |
| 10. | Chief Library 4Officer | 10. | Senior Lib. Officer | 10. | Senior Lib. Officer |
| 11. | Asst. Chief Library Officer | 11. | Higher Lib. Officer | 11. | Library Officer |
| 12. | Principal Lib. Officer | 12. | Library Officer | 12. | Chief Library Officer |
| 13. | Senior Lib. Officer | 13. | Chief Library Asst. | 13. | Senior Lib. Assistant |
| 14. | Higher Lib. Officer | 14. | Senior Lib. Asst. | 14. | Library Assistant |
| 15. | Library Officer | 15. | Library Assistant | 15. | Library Attendant |
| 16. | Chief Library Assistant | 16. | Head Lib. Attendant | 16. | Admin. Officer |
| 17. | Asst. Chief Lib. Assistant | 17. | Library Attendant | 17. | Accountants |
| 18. | Senior Lib. Assistant | 18. | Secretary | 18. | Computer Operator |
| 19. | Library Assistant | 19. | Administration Officer | 19. | Clerical Officer |
| 20. | Library Attendant | 20 | Clerical Officer | 20. | Secretary |

## Technical/Cataloguing Department

This is the department where the libraries behind the scene activities are carried out. Classification and Cataloguing of resource materials are done here as soon as the materials are received from the acquisition department. Normally, a chief cataloguer is suppose to head this department. In cataloguing and classification, the cataloguer uses certain tools in carrying out his functions. Some of the tools include:-

- $\quad$ The Dewey Decimal Classification (DDC) scheme devised be Melvin Dewey in 1876.
- The Universal Decimal Classification (UDU) devised by Ranganathan in 1933.
- $\quad$ The Bliss Bibliographic Classification (BBC) scheme devised by Henry Evelyn in 1935.
- The Library of Congress Classification (LCC) scheme, 1904
- Colon Classification D.J. Brown, 1906.


## Circulation Department

This department receives delivery of processed materials from the cataloguing department and ensures that they are arranged on the shelves based on their call numbers. Other functions of this

## (POSDCORB).

Appointment of heads to the different departments is also a function of administration. In doing this, the head librarian considers the qualification and personal qualities of each staff to determine areas of posting. Similarly, he delegates functions from time to time to appropriate persons.

## Collection Development/Acquisition Department

This department has the responsibility of identification, selection and acquisition of resource materials for the library. Its responsibility is guided or governed by a stipulated policy known as "collection development policy" which is determined by the administration. The department relies on certain bibliographic selection tools such as books in print in the identification and selection of materials. It also solicits recommendation of titles to be acquired from patrons who are specialists in their fields especially the teaching staff. The final decision on the titles to be acquired however rests with the acquisitions librarian. This department also keeps records of acquired resource materials which enables it avoid unnecessary duplication of materials. It is also the duty of the acquisition department to seek and receive gift and donations from organizations and friends of the library. They can also initiate book exchange programs with friendly libraries and institutions.

| 21. | Director of <br> Administration | 21. | Accounts Clerk | 21. | Typist |
| :---: | :--- | :---: | :--- | :--- | :--- |
| 22. | Administration <br> Officer | 22. | Computer Operator | 22. | Binder |
| 23. | Director of Finance | 23. | Typist | 23. | Driver |
| 24. | Accountant | 24. | Binder | 24. | Messenger/Cleaner |
| 25. | Supervisor of Press | 25. | Cleaner/Messenger | 25. | Janitor |
| 26. | Composer | 26. | Janitor |  |  |
| 27. | Computer <br> Programmer | 27. | Driver |  |  |
| 28. | Clerical Officer |  |  |  |  |
| 29. | Cleaner/Typist |  |  |  |  |
| 30. | Driver, Messenger, <br> Janitor |  |  |  |  |

In the National Libraries, items 1-9 are professional positions; items 10-15 are para-professional positions, while items 16-30 make up non-professional staff. In Academic Libraries (e.g. University Library), items1-7 are professional positions; items 8-12 are para-professional positions while items 13-27 are non-professional positions. In Public Libraries, items 1-7 are professional positions, 8-11 are paraprofessional while 12-25 are non-professional positions.

## LIBRARIAN DUTIES AND ROLES

Specific duties vary depending on the size and type of library. Olivia, Crasby (2005) described librarians as "Information experts in information age". Most librarians spend their time working in one of the following areas of a library:

- Public service librarians work with the public, frequently at the reference desk of lending libraries. Some specialize in serving adults or children. In larger libraries some specialize in teen services, periodicals, or other special collections.
- Reference or research librarians help people doing research to find the information they need, through a structured conversation called a reference interview.
The help may take the form of research on a specific question, providing direction on the use of databases and other electronic information resources;
Obtaining specialized materials from other sources;
Or providing access to and care of delicate or expensive materials. These services are sometimes provided by other library staff that have been given a certain amount of special training, although some have criticized this trend.
- Technical service librarians work "behind the scenes" ordering library materials and database subscriptions, computers and other


## ORGANIZATIONALSTRUCTURE OF THE LIBRARY

The various library functions are performed within the organizational divisions of the library called departments, sections or units. There is no rigid organizational structure that all librarians must adopt; rather each chooses a pattern as a matter of convenience. However, a pattern that has become common among African libraries is to organize activities into broad sections of Administration department; Collection development/Acquisitions department, Technical/Cataloguing department, Circulation department, Reference department, Serials department, Audiovisual/media department, and Reprographic department.

## Administrative Department

This section is in charge of the day-to-day running of the entire library set-up. This exercise is supervised from this department by the overall head of the library who comes under different names depending on the type of library e.g. in university libraries, he is called university librarian, polytechnic or college librarian in polytechnics or college of education while in public libraries he is referred to as the director of library services. His duties are management duties which are generally recognized all over the world as planning, organizing, staffing, directing, coordinating, reporting and budgeting

|  |  | University of Nigeria Nsukka | http://www.unn.edu.ng |
| :---: | :---: | :---: | :---: |
|  |  | Yaba College of Technology | http://www.yabatech.edu.ng |
| 10. | SENEGAL | L'Université Cheikh Anta Diop de Dakar | http://www.ucad.sn |
| 11. | SOUTH AFRICA | Stellenbosch University | http://sun.ac.za |
|  |  | University of Fort Hare | http://www.ufh.ac.za/ |
|  |  | University of Natal | http://www.und.ac.za/ |
|  |  | University of Orange Free State | http://www.uovs.ac.za |
|  |  | University of North | http://www.unorth.ac.za |
|  |  | University of Port Elizabeth | http://www.upe.ac.za |
|  |  | University of Pretoria | http://www.up.ac.za |
|  |  | University of South Africa | http://www.unisa.ac.za |
|  |  | University of the Witwatersrand | http://www.wits.ac.za/ |
| 12. | TANZANIA | University of Dar es Salaam | http://www.udsm.ac.tz |
| 13. | UGANDA | Makerere University | http://www.muk.ac.ug |
| 14. | ZAMBIA | University of Zambia | http://www.unza.zm |
| 15. | ZIMBABWE | University of Zimbabwe | http://www.uz.ac.zw |

equipment and supervise the cataloging and physical processing of new materials.

- Collections development librarians monitor the selection of books and electronic resources. Large libraries often use approval plans, which involves the librarian for a specific subject creating a profile that allows publishers to send relevant books to the library without any additional vetting. Librarians can then see those books when they arrive and decide if they will become part of the collection or not. All collection librarians also have a certain amount of funding to allow them to purchase books and materials that don't arrive via approval.
- Archivists can be specialized librarians who deal with archival materials, such as manuscripts, documents and records, though this varies from country to country, and there are other routes to the archival profession.
- System librarians develop, troubleshoot and maintain library systems, including the library catalog and related systems.
- School librarians work in school libraries (Primary or Secondary schools) and perform duties as teachers, information technology specialists and advocates for literacy.
- Instruction librarians teach information literacy skills in face-to-
face classes and/through the creation of online learning objects. They instruct library users on how to find, evaluate and use information effectively. They are most common in academic libraries. Although, there is more to the list such as;

Experienced librarians may take administrative positions such as library or information centre director. Similar to the management of any other organization, they are concerned with the long term planning of the library and its relationship with its parent organization (the city or country for a public library, the college/university for an academic library, or the organization served by a special library). In smaller or specialized libraries, librarians typically perform a wide range of different duties such as:

- Researching topics of interest for their constituencies;
- Referring patrons to other community organizations and government offices;
- Suggesting appropriate books (readers' advisory) for children of different reading levels, and recommending novels for recreational reading;
- Facilitating and promoting reading clubs;
- Developing programs for library users of all ages and background;
- Managing access to electronic information resources;
- Building collections to respond to changing community needs or demands;
- Writing grants to gain funding for expanding program or collections;
simply because digital information requires very little physical space to contain them and media storage technologies are more affordable than ever before.
- Added value. Certain characteristics of objects, primarily the quality of images, may be improved. Digitization can enhance legibility and remove visible flaws such as stains and discoloration.

As at 2010, these are some African Universities that operate digital libraries:-

| S/N | COUNTRY | UNIVERSITY | WEBSITE ADDRESS |
| :---: | :---: | :---: | :---: |
| 1. | ANGOLA | University of Angola | http://www.uan.ao (in Portuguese) |
| 2. | BOTSWANA | University of Botswana | http://www.ub.bw |
| 3. | - | - | http://www.refer.fr/ivoir ct/edu/sup/uni/accueil.htm |
| 4. | GAMBIA | University of Gambia | http://www.unigambia.gm |
| 5. | GHANA | Association of African Universities | http://www.aau.org |
|  |  | University of Ghana, Legon | http://www.ug.edu.gh |
|  |  | Kwame Nkrumah University of Science and Technology at Kumasi | http://ust.educations.net |
| 6. | KENYA | Jomo Kenyatta University of Agriculture and Technology | http://www.jkuat.ac.ke/ |
|  |  | Kenyatta University | http://www.ku.ac.ke/ |
|  |  | Moi University | http://www.mu.ac.ke/ |
|  |  | University of Nairobi | http://www.uonbi.ac.ke/ |
| 7. | MOZAMBIQUE | University of Eduardo Mondlane | http://www.uem.mz |
| 8. | NAMIBIA | University of Namibia | http://www.unam.na |
| 9. | NIGERIA | Ahmadu Bello University | http://www.abu.edu.ng |
|  |  | Obafemi Awolowo University | http://www.oauife.edu.ng |
|  |  | University of Ibadan | http://www.ui.edu.ng |
|  |  | University of Jos | http://www.uiowa.edu/intlinet/unijos/ note: hosted at the University of lowa |

- No physical boundary. The user of a digital library need not to go to the library physically; people from all over the world can gain access to the same information, as long as an Internet connection is available.
- Round the clock availability. A major advantage of digital library is that people can gain access $24 / 7$ to the information.
- Multiple access. The same resources can be used simultaneously by a number of institutions and patrons. This may not be the case for copyrighted material: a library may have a license for "lending out" only one copy at a time; this is achieved with a system of digital rights management where a resource can become in accessible after expiration of the lending period or after the lender chooses to make it in accessible (equivalent to returning the resource).
- Information retrieval. The user is able to use any search term (word, phrase, title, name, subject) to search the entire collection. Digital libraries can provide very user-friendly interfaces, giving clickable access to its resources.
- Preservation and conservation. Digitization is not a long-term preservation solution for physical collections, but does succeed in providing access copies for materials that would otherwise fall to degradation from repeated use. Digitized collections and born-digital objects, pose many preservation and conservation concerns that analog materials do not.
- Space. Whereas traditional librarians are limited by storage space, digital libraries have the potential to store much more information,
- Digitizing collections for online access;
- Answering incoming reference questions via telephone, postal mail, email, fax and chat.


# 㐱 CHAPTER 2 为 

## DEFINITIONS OF LIBRARY

The word library comes from liber, the Latin word for "book." However, library collections have almost always contained a variety of materials. Contemporary libraries maintain collections that include not only printed materials such as manuscripts, books, newspapers, and magazines, but also art reproductions, films, sound and video recordings, maps, photographs, microfiches, CD-ROMs, computer software, online databases, and other media. In addition to maintaining collections within library buildings, modern libraries often feature telecommunications links that provide users with access to information at remote sites.

The central mission of a library is to collect, organize, preserve, and provide access to knowledge and information. In fulfilling this mission, libraries preserve a valuable record of culture that can be passed down to succeeding generations. Libraries are an essential link in this communication between the past, present, and future. Whether the cultural record is contained in books or in electronic formats, libraries ensure that the record is preserved and made available for later use. Libraries provide people with access to the information they need to work, play, learn, and govern.

## Advantages

The advantages of digital libraries as a means of easily and rapidly accessing books, archives and images of various types are now widely recognized by commercial interests and public bodies alike.
Traditional libraries are limited by storage space; digital libraries have the potential to store much more information, simply because digital information requires very little physical space to contain it. As such, the cost of maintaining a digital library is much lower than that of a traditional library.
A traditional library must spend large sums of money paying for staff, book maintenance, rent, and additional books. Digital libraries may reduce or, in some instances, do away with these fees. Both types of library require cataloguing input to allow users to locate and retrieve material. Digital libraries may be more willing to adopt innovations in technology providing users with improvements in electronic and audio book technology as well as presenting new forms of communication such as wikis and blogs; conventional libraries may consider that providing online access to their OPAC catalogue is sufficient. An important advantage to digital conversion is increased accessibility to users. They also increase availability to individuals who may not be traditional patrons of a library, due to geographic location or organizational affiliation.
The numerous advantage of a digital library cannot be over emphasized therefore, some are further highlighted and explained briefing below as thus;

- Digital libraries will serve particular communities or constituencies, as traditional libraries do now, though those communities may be widely dispersed throughout the network;
- Digital libraries will require both the skills of librarians and well as those of computer scientists to be viable.

For librarians, this definition of a digital library, and these characteristics, are the most logical because it expands and extends the traditional library, preserves the valuable work that they do, while integrating new technologies, new processes, and new media.



People in many professions use library resources to assist them in their work. People also use library resources to gain information about personal interests or to obtain recreational materials such as films and novels. Students use libraries to supplement and enhance their classroom experiences, to learn skills in locating sources of information, and to develop good reading and study habits. Public officials use libraries to research legislation and public policy issues. One of the most valued of all cultural institutions, the library provides information and services that are essential to learning and progress.

Just like one man can be identified or recognized as a FATHER, a BROTHER, a FRIEND, a COUNCELLOR, a PROVIDER, a DEFENDER e.t.c. by his fellow men depending on his relationship with them as it were; so also the library has different definitions given to it by its different users. Please, patiently sample some of these definitions with me:-
From Wikipedia, the free encyclopedia (2007), "A library is a collection of sources, resources and services and the structure in which it is housed. It is organized for use and maintained by a public body, an institution, or a private individual."
Secondly, a library can be said to be, "a collection of material organized to provide physical, bibliographical, and intellectual access to a target group with a staff that is trained to provide services and programs related to the information needs of the target group."

With the assumption that digital libraries are libraries first and foremost, we can list some characteristics. These characteristics have been gleaned from various discussions about digital libraries, both online and in print (Arms, 1995; Graham, 1995; Chepesuik, 1997; Lynch and Garcia-Molina, 1995):

- Digital libraries are the digital face of traditional libraries that include both digital collections and traditional, fixed media collections. So they encompass both electronic and paper materials;
- Digital libraries will also include digital materials that exist outside the physical and administrative bounds of any one digital library;
- Digital libraries will include all the process and services that are the backbone and nervous system of libraries. However, such traditional processes, though forming the basis digital library work, will have to be revised and enhanced to accommodate the differences between new digital media and traditional fixed media;
- Digital libraries ideally provide a coherent view of all of the information contained within a library, no matter its form or format;
content may be stored locally, or accessed remotely via computer networks. A digital library is a type of information retrieval system."



## Automated Library Circulation

Most libraries equip their collections with bar codes that can be read by optical scanners at the circulation desk. Automated circulation systems enable libraries to quickly and accurately determine the status of borrowed items, monitor overdue materials, and track the inventory of their collection. The library clerk shown here reads the bar code of a book with an optical scanner that records data about the book and its borrower.

Thirdly, for educational purpose, we will compare various definitions of library on the web:

- A collection of literary documents or records kept for reference or borrowing;
- A depository built to contain books and other materials for reading and study;
- A building that houses a collection of books and other materials; Wordnet.Princeton.edu/per/web
- In molecular biology, a library is a collection of molecules in a stable form that represents some aspect of an organism. Two common types of libraries are DNA libraries (formed from complementary DNA) and genomic libraries (UNT station); en.wikipedia.org/wiki/library_(UTA station)
- A library is a collection of information, sources, resources, and services and the structure in which it is housed: it is organized for use and maintained by a public body, an institution, or a private individual. In the more traditional sense, a library is a collection of books...
en.wikipedia.org/wiki/library
- In computer science, a library is a collection of subroutines used to develop software. Libraries contain code and data that provides services to independent programs. This allows code and data to be shared and changed in a modular fashion...
en.wikipedia.org/wiki/library_(computing)
(computing) a collection of standard programs and subroutines that are stored and available for immediate use; In electronic design, library often refers to a collection of cells, macros or functional units that perform common operations and are used to build more complex logic books...
en.wikipedia.org/wiki/library_(electronics)
However, with the sets and collection of media other than books for storing information, many libraries are now also repositories and access points for maps, prints or other documents and various storage media such as microform (microfilm/microfiche), audio tapes, CDs, cassettes, video tapes, and DVDs. Libraries may also provide public facilities to access CD-ROMs, subscription data-bases and the internet.

These modern libraries are increasing being redefined as places to get unrestricted access to information in many formats and from many sources. In addition to providing materials, they also provide the services of specialist librarians who are experts at finding and organizing information and at interpreting information needs.

More recently, libraries are understood as extending beyond the physical walls of a building, by including material accessible electronic means, and by providing the assistance of librarians in navigating and analyzing tremendous amounts of knowledge with a

## DIGITAL LIBRARY

The idea of easy, finger-tip access to information-what we conceptualize as digital libraries today-began with Vannenar Bush's Memex machine (Bush, 1945) and has continued to evolve with each advance in information technology. With the arrival of computers, the concept centred on large bibliographic databases, the now familiar online retrieval and public access systems that are part of any contemporary library. When computers were connected into large networks forming the Internet, the concept evolved In the past few years, procedures for digitizing books at high speed and comparatively low cost have improved considerably with the result that it is now possible to plan the digitization of millions of books per year for creating digital. Digitization thus can be said to be the converting of paper and other media in existing collections again, and research turned to creating libraries of digital information that could be accessed by anyone from anywhere in the world. Phrases like "virtual library", "electronic library", "library without walls", "automated library" and most recently "digital library", all have been used interchangeable to describe this broad concept.
Wikipedia (2010) states, "A digital library is a library in which collections are stored in digital formats (as opposed to print, microform, or other media) and accessible by computers. The digital

## computerized.

- National Library of Nigeria: Established in 1964 in Lagos but has moved its headquarters to Abuja. It is administered by an organ known as the National Library Board.
According to section 2 of the National Library Decree No 29 of 1970, one of the functions of the Board is to assemble, maintain and extend a collection of books, periodicals, pamphlets, newspapers, maps, musical scores( a written or printed copy of a musical composition), films and recordings and such other matter as the Board considers appropriate for a library of the highest standing. And in order to assist the National Library in its function of assembling all shades of materials, the Decree makes it mandatory for all publishers operating in Nigeria to deposit at their own expense certain number of perfect copies of every work published by them with the National Library of Nigeria. This is called LEGAL DEPOSIT.
variety of digital tools.


## BRIEF HISTORY OF LIBRARY

The first two libraries were composed for the most part of published records, a particular type of library called archives. Archaeological findings from the ancient city-state of summer have revealed temple rooms full of clay tablets in cuneiform script. These archives were made up almost completely of the records of commercial transaction or inventories, with only a few documents touching theological matters, historical records or legends. Things were much the same in the government and temple records on papyrus of ancient Egypt.

There were other ancient libraries like libraries in Persian Empire (558-330BC), libraries in the Hellenic world and Rome ( $5{ }^{\text {th }}$ Century BC), Ancient Chinese libraries (believed to have been the first to establish a library classification system and first book notation system), Islamic libraries in Persia (667AD with about 10,000 volumes), medieval Christian libraries ( $4^{\text {th }}$ and $5^{\text {th }}$ centuries).

## EARLY MODERN LIBRARIES

A lot of factors combined to create a "golden age of libraries" between 1600 and 1700: The quantity of books had gone up, as the cost had gone down, there was a renewal in the interest of classical literature and culture, nationalism was encouraging nations to build
great libraries, universities were playing a more prominent role in education and renaissance thinkers and writers were producing great works. Some of the more important libraries include the Bodleian library at Oxford, the library of British Museum, the Mazarine library in Paris, and the National Central library in Italy, etc. In Africa specifically Nigeria, National library of Nigeria headquarters Abuja, Kashim Ibrahim library A.B.U Zaria, Kenneth Dike Ibadan.


[^0]NATIONAL LIBRARIES: This type of library is established by the federal capital. It is usually saddled with the enormous responsibility of identifying, acquiring and preserving all books and non-book materials published within the country, about the country and by any citizen of the country no matter his place of residence. The idea is to ensure that these publications are preserved for posterity. Every country has its own national library and it is up to the government to decide how it carries out the objectives. Examples of leading national libraries include:-

- Library of congress: Initially established as a library for the United States congress but has now grown to statue of national library. It is the biggest library in the world with collections of about 130 million volumes of materials with an amazing growth rate of additional 7,000 items per working day.
- The British Library: This is the national library of the United Kingdom. According to whitaker's Almanc (1994), it has over 18 million volumes of books, 1 million disc and 55,000 hours of tape recordings. Several libraries were brought together in 1973 to form the British library, i.e the library departments of the British Museum, the National Central Library, and the National lending library for Science and Technology, the British National Bibliography Itd and later the office for Scientific and Technical information.
- Bibliotheque Nationale: France has recently built a new national library named after former president Francios Mitterand. It is reputed for its elegant architectural beauty and for being highly

SPECIAL LIBRARY: News, Law, Medical, Government, Nongovernmental organization, Prison, Corporate, Museum or any other type of library owned and operated by an organization are considered as special library. They can be highly specialized, serving a discrete user group with a restricted collection area. In an increasing global and virtual workplace, many special librarians may not even work in a library at all but instead manage and facilitate the use of electronic collections. Funding for special libraries varies widely. Librarians in some types of special libraries may be required to have additional training, such as a law degree for a librarian in an academic law library or appropriate subject degree for subject specialist such as chemistry, engineering, etc.


[^1]
## LIBRARY DEVELOPMENT IN NIGERIA

In 1939, the Carnegie Corporation sponsored a survey of library needs of British West Africa, undertaken by Margaret Wrong Hans Vischer, two years after the return of Dr. Azikiwe to Nigeria. The survey report indicated the British lack of interest in library matters in Nigeria, it noted that in 1939, of the 152 subscribers to the Lagos library, only seven were Africans and 145 were Europeans. Azikiwe had been very critical of the Lagos library service as highly discriminatory - a reminder of the racist practices he had experienced in the United States. The few Africans who could use the library were "those with sufficient western education, social standing, and connections not to feel out of place in such a milieu....... It provided valued recreation for the British administrative and professional class and for their wives, and for an even tinier group of Nigerians of similar background and mind".


EARLY NIGERIA LIBRARY

The Carnegie Corporation, nevertheless, in 1940, made financial grants to Nigeria for library development. The table below shows an overview of financial grants to Nigerian from 1932 to 1959 - a year before Nigeria independent.

SCHOOL LIBRARY: Libraries which are lively serve the needs of public or private school. The primary purpose is to support the students, teachers and curriculum of the school or school district. In addition to library administration, certificated teacher. Librarians instruct individual students, groups and classes in effective research methods, often referred to as information literacy skills. Audio-visual equipment service and/textbook circulation may also be included in a school librarians responsibilities. Often, teacher-librarians are qualified teachers who take academic courses for school library certification and/or earn a Master's degree in library science.


[^2]ACADEMIC LIBRARY: Libraries that serve a post secondary institution. Depending upon the institution, the library may serve a particular faculty or the entire institution. Many different types, sizes and collections are found in academic libraries and some academic librarians are specialist in these collection and archives. A university librarian or chief librarian is responsible for the library within the college structure and may also be called the Dean of libraries. Some post-secondary institutions treat librarians as faculty and they may be called professor or other academic ranks. Some universities make similar demands of academic librarians for research and professional service as are required of faculty. Academic librarians administer various levels of service and privilege to faculty, students, alumni and the public.


AN ACADEMICLIBRARY

Table 1: Carnegie Grants to Nigeria, 1932-1959

| S/N | PURPOSE OF GRANT | DATE | GRANT (In U.S. \$) |
| :---: | :--- | :---: | :---: |
| 1 | Library Development | 1932 | $\$ 6,000.00$ |
| 2 | Books for schools and colleges | 1940 | $\$ 3,000.00$ |
| 3 | Purchase of Books for Lagos public libraries | 1940 | $\$ 27,323.00$ |
| 4 | Regional libraries and reading rooms | 1940 | $\$ 1,412.00$ |
| 5 | Library of congress catalog supplement for <br> university college, Ibadan | 1951 | $\$ 1,126.00$ |
| 6 | Purchase of Books for library of Nigeria <br> college of Arts, Science and Technology | 1954 | $\$ 10,000.00$ |
| 7 | Library Training course at the university <br> college, Ibadan | 1959 | $\$ 88,000.00$ |
|  |  | Total: | $\mathbf{\$ 1 3 6 , 8 6 1 . 0 0}$ |

*Florence Anderson, Carnegie Corporation Library Program, 1911-1961
(New York: Carnegie Corporation, 1963):99.
Paradoxically, although the establish in 1940 of the standing committee to Advise Government on Provision of Libraries by the colonial Government could be regarded as a concession to local aspirations. Malcolm MacDonald, British Colonial Secretary, Wrote on 8 November 1939 to Sir Bernard Bourdillon Governor of Nigeria, that he would support anything that would promote literacy and intelligent reading among Nigerians and also provide the necessary fund.

## 余 CHAPTER 3 Hf

## TYPES OF LIBRARY

From Wikipedia, the free encyclopedia, libraries can be divided into categories by several methods:
A. By the entity (institution, municipality or corporate body ) that supports or perpetuates them;

- Academic libraries
- Corporate libraries
- Government libraries
- Historical libraries
- Private libraries
- Public libraries
- School libraries
- Special libraries
B. By the type of documents or materials they hold'
- Data libraries
- Digital libraries
- Picture (photograph) libraries
- Slide libraries
- Tool libraries
C. By the subject matter of documents they hold;
- Architecture libraries
- Fine arts libraries
- Law libraries
- Medicallibraries
- Theological libraries
D. By the users they serve.
- Military communities
- Users who are blind or visually / physically handicapped.

Basically, the library is routinely classified around the world into the following major categories;

PUBLIC LIBRARY: These institutions are created through legislation within the jurisdiction they serve. Accordingly, the are given certain benefits such as taxpayer funding, but must adhere to service standards and meet a wide group of clientele needs free of charge without bias. They are usually overseen by a board of directors or library commission from community. Mission statements, service


A PUBLIC LIBRARY


[^0]:    AN EARLY MODERN LIBRARY BUILDING

[^1]:    A SPECIAL LIBRARY

[^2]:    A SCHOOL LIBRARY

