

BORNO LIBRARY, ARCHIVAL

AND

Information Science Journal

ISSN: 1596-4337

**JOURNAL OF THE NIGERIAN
LIBRARY ASSOCIATION,
BORNO STATE CHAPTER**



VOL. 6, NO. 1, 2007

**CATALOGUING AND CLASSIFICATION AS COMPLEMENTARY
RETRIEVAL DEVICES IN ACADEMIC LIBRARY WITH PARTICULAR
REFERENCE TO FEDERAL UNIVERSITY OF TECHNOLOGY
MINNA LIBRARY.**

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Abstract

This paper attempted to define academic library, as well as cataloguing and classification. It enumerated the various forms of catalogue and the most commonly used forms in the library. It also highlighted how cataloguing and classification serve as complementary retrieval devices. Types of library catalogues and classification are also given as well as the functions performed by them. The paper touches the library of congress classification scheme which is used by the Federal University of Technology Minna library in organizing its collection. The minor problems facing the services are mentioned and recommendations are given as solution to them before ending with a conclusion.

Introduction

Academic library is a library that is attached to and owned by higher institution of learning like polytechnics, colleges of education and universities especially in teaching, training, research and services to community of users. An academic library usually has large holdings covering a variety of subjects thus the personnel too are large in number and specially trained.

It is difficult to come to an agreed definition of what a catalogue is, however, it is related to its very purpose. Catalogues are of various kinds - library catalogues, bookseller's catalogues, printer's catalogues, publisher's catalogues. For this purpose paper reference is made on library catalogue.

Catalogue in librarianship is a retrieval device, it is a means through which information is stored and obtained from the library. Cataloguing is the process of making entry into the catalogue. A catalogue can also be defined as a comprehensive list of the collection of reading materials in a particular library or group of library. It records the bibliographical information of each reading material within the library for easy identification and retrieval. Hornea (1970) observed that: "There are two basic purposes of libraries: the conservation and exploitation of library materials. Cataloguing as a technical process is concerned with both of these. It can help where the two

conflicts by orbiting the handling of unwanted materials as well as ensuring that the wanted items are found and used".

There are different forms of catalogues and these include the card, the sheaf, the computer, the book and other form of the catalogues. However the most generally accepted and used forms are the card, book, and the sheaf catalogue.

Functions of Library Catalogue are:

- i- It records each work that is received in the library.
- ii- It arranges the entries in a reorganized way
- iii- It brings all entries by one author in the same place
- iv- It provides call numbers by which materials could be easily retrieved (found)
- v- It helps to bring entries dealing with a subject in one place
- vi- It provides cross - references to guide the reader.

On the other hand, Classification is the arrangement of things in logical order according to their degree of likeness, especially the arrangement of books to their proper places in a scheme of book classification. Book Classification as defined by Mathy (1975) is, "The systematic arrangement by subject of books and other materials on shelves or catalogue and index in the manner which is most useful to those who need or seek for a definition of information"

Classification is the putting together of similar things. It is the arranging of things according to their likeness or unlikeness. It is sorting and grouping of things. According to Sayers (1971). Classification is "the arrangement of books on shelves, or description of them in the manner which is most useful to those who read".

The following are the different types of library classification scheme:-

- i - Dewey Decimal classification scheme
- ii - Library of congress classification scheme
- iii - Universal Decimal classification scheme
- iv - Bliss classification scheme
- v - Colon classification scheme and the abridge classification schemes.

It is library of congress classification scheme that is used in organizing Federal University of Technology Minna library collection.

Functions of Library Classification Scheme

- i- It helps the reader to identify and locate a book through a classification mark or call number or call mark.
- ii- It helps to group all books of a kind together through the medium of catalogue, analysis contents of books for readers.

iii- It is a time saving device for both the reader and the librarian.

iv- It is also useful in compiling bibliography.

Information that makes up a catalogue are: author, title, imprint (i. e. place of publication, the name of publisher and date of publication), Collation area (i. e. page - nation, illustration and size of the book) series, notes, ISBN, and tracing.

The F. U. T. Minna - library has maintains the use of card catalogue cabinet which is just closed to the circulation desk and as such serves as the key to locating materials in the library. There is also a computer form catalogue that serves similar purpose. The F. U. T. Minna Library Card Catalogue is divided into three sections: Classified Catalogue, Author Title Catalogue and Subject Catalogue.

The Author/Title catalogue - This records all materials in the library, and it is meant to locate any library material in which the author's complete name or the title of the work is known. **Classified catalogue** - In this catalogue the materials are arranged by the class mark or call number.

The subject catalogue - This contains entries under the subject contents of the book. Here books on the same topic are brought together. This subject catalogue is arranged alphabetically by the name of the subject (e.g. chemistry, organic). The subject catalogue is also to guide the library users when searching for materials on a particular subject. The library computerized some of it's operation in 1997/1998 academic session using a library application soft ware known as TINLIB (The information Navigator Library). The areas covered so far are the cataloguing and circulation units of the library.

Modern society is said to be an age of information or knowledge explosion. Some forces which led to this "explosions" are many and varied. They include progress made in science and technology, improvement in printing and paper technology, speedy communications such as radio, television, telephone and others. It also includes world trade and industries, commerce and various government activities from the local councils to the federal levels. For some one to find the information he or she needed within the huge mass of information now available it becomes very difficult. If information or knowledge is to be easily accessible to those who need it, it must be organized.

Today, information is recorded in different and separately published media emerging from hundreds or thousands of sources all over the world. To be able to track down a particular information a prospective user needs tools or techniques used by information scientists and documents to make things easy for the users is known as Retrieval Devices which is carried out through classification and cataloguing

Cataloguing and classification are complementary retrieval devices. While one describe the item, the other puts them in an order that facilitates retrieval within a short time.

Problem Facing the Services

- i Lack of working materials
- i Lack of constant light
- iii Some of the L. C. Classes are restricted to the American Library
- iv The L. C. scheme presently use by the library is out dated.
- v The L. C. Classes are individually reviewed or up graded

Recommendation

- i Reasonable library vote is needed to purchase working materials (e. g the special pen used in writing call number on books) and this will avoid delay in the processing of new materials that comes into the library
- i A generator is needed to be attached to the library for constant electricity supply to avoid light failure when serious work is going on with the use of computer
- iii Some of the L. C. classes that are restricted to the American library need to be look at because many academic libraries all over the world now use L. C. scheme in organizing their collection
- iv The 2002/2003 edition of the L. C. classification scheme which is the latest or most current ones need to be acquire for more effective organization of library collection.
- v And finally the L. C. classes need to be collectively up graded or reviewed for the betterment of the libraries using the scheme.

Conclusion

The library clientele is expected to use the collection of a library either for study or research. At any time the user want to know the holdings of a library, reliance can be place on a dependable tool called the catalogue of the library. A library catalogue and classification scheme are indispensable tool, which facilitates the use of library materials. A library without these tools is like a town which has been developed without a plan.

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**EFFECTS OF APPLICATION SOFTWARE ON LIBRARY OPERATIONS
IN NIGERIA TERTIARY INSTITUTIONS:
A CASE OF FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA**

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Abstract

Application software is a computer program that is developed to be used in a specified area. Library software are developed to be used in the libraries, these software helps in library services. This research work is on the effects of application software on library operations in Nigeria tertiary institutions, a case of Federal University of Technology, Minna. Analytical method was used in conducting this study. Thirty questionnaires were issued out to the library staff, and fifteen were returned. The result from the data analysis shows that, 12 (80%) of the respondents agreed that the software provides timely information to the library management, while 2 (13.3%) disagreed with 1 (6.7%) missing.

Introduction

There are many software packages specifically designed for libraries. Very few are in use in Nigerian libraries. The three popular packages available to Nigerian libraries are Tinlib, CDS/ISIS and X-lib. Tinlib seems to be the most popular especially with the University libraries. Tinlib software is user friendly, versatile and takes care of all library operations. The modular packages of Tinlib can also be adopted by libraries that do not have enough resources to buy the integrated package. However, it is very expensive both in cost and maintenance. The X-lib on the other hand is popular with the Polytechnic and College of Education libraries.

It is very easy to use and automate the management of the library in totality. It is relatively cheaper than Tinlib and is readily available and affordable. CDS/ISIS is also readily available. It is distributed free of charge by UNESCO to non-commercial library and information centers. Despite this, the package is not as used as either Tinlib or X-lib. This may not be unconnected with the supposed limitations in the number of data it can hold which makes it unstable for large academic libraries. Also CDS/ISIS is not user-friendly like Tinlib and X-lib. Perhaps the single most important factor that holds potential for the usage of the package is the ability of CDS/ISIS to do almost anything one wants it to do. (Madu, 2004).

Application of Software on Library Operation

Library software are developed to be used in the libraries, which help in library services such as instant access to the books that can be borrowed, what books each person has, and the ability to handle reservations with much greater ease. This research is about effects of such software on library operations in Nigeria tertiary institutions, a case of Federal University of Technology, Minna.

Review of the Related Literature

Application software which are programs that direct processing for a particular use of computers by end users. (James, 2003). The history of automation in Nigerian libraries date back to the 1970s. Early attempts at computerization of libraries particularly university libraries depend solely on the computing facilities available to the institution's computer centre. This was the era of Main frame computers which were costly both in acquisition and maintenance. Individual library became autonomous in its approach to computerization, which led to variations in the automation programmes of these libraries in terms of computer models, operating systems, language and software package. (Madu., 2004).

Computerization of a large library system is no small undertaking (Bradle, 1993), but the benefits are enormous. The application of computers in Nigeria libraries have become acceptable norm, being the most realistic way and means of providing timely, accurate, and efficient information services.

Objective of the Study

The objective of this study is to find out the effect of application software on library operations in Nigerian tertiary institutions, a case of Federal University of Technology, Minna, according to the number by types of the software, when it was acquired, relevance, accuracy, timeliness, adaptability, flexibility, reliability, security, and storage capacity of the software.

Methodology

Analytical method was used in conducting this study. Questionnaire was used for data collection and the procedure for data analysis involves descriptive statistic analysis involving frequency and percentages employed in presenting the result.

Table 1: Frequency Distribution by Provision of Timely Information to Library Management as and when required

	Frequency	Percentage (%)
Yes	12	80
No.	2	13.3
Missing	1	6.7
Total	15	100

From table 1 above, 12 (80%) out of 15 library staff of Federal University of Technology, Minna agreed that the library software they are using provides timely information to the management for quick decision, while 2 (13.3%) disagreed and 1 (6.7%) did not respond to the question.

Table 2: Frequency Distribution by the name of the software used

Name of Software	Frequency	Percentage (%)
Tinlib	5	33.3
Glass	5	33.3
Others (Resource Made)	5	33.3
Total	15	100

Table 2 shows that Tinlib, Glass and Resources were used by the respondents with 5 (33.3%) respectively. These are all library software with different capabilities and operations.

Table 3: Frequency Distribution by the year the software were acquired

Year	Frequency	Percentage (%)
2 Years ago	4	26.7
4 Years ago	2	13.3
6 Years ago	1	6.7
Above 6	7	46.7
Missing	1	6.7
Total	15	100.0

From table 3, the library staff (fifteen in number) of Federal University of Technology, Minna started using software for their library operations about six (6) years ago; 7 (46.7%) over six years ago; 4 (26.7%) two years ago, 2 (13.3%) started using software two years ago while 1 (6.7%) person did not respond.

Table 4: Frequency distribution by provision of relevant information by the software

	Frequency	Percentage (%)
Yes	13	86.7
No	2	13.3
Total	15	100

As shown by table 4, 13 (86.7%) respondents agreed that the software provides relevant information for decision making in the library, while 2 (13.3%) disagreed.

Table 5: Frequency distribution by the accuracy of the software

	Frequency	Percentage (%)
Yes	11	73.3
No	4	26.7
Total	15	100

Table 5 reveals that 11 (73.3%) accepted that the software provide accurate information at any point in time while 4 (26.7%) disagreed.

Table 6: Frequency distribution by the adaptability of the software

	Frequency	Percentage (%)
Yes	12	80
No	3	20
Total	15	100

Table 6 shows that 12 (80%) agreed that the software respond to changes in the operations and needs of the library, while 3 (20%) disagreed.

Table 7: Frequency distribution by the flexibility of the software

	Frequency	Percentage (%)
Yes	12	80
No	3	20
Total	15	100

From table 7, 12 (80%) agreed that the software is flexible, thus it is easy to use. While 3 (20%) respondents disagreed that the software is not easy to use.

Table 8: Frequency distribution by the security of the software

	Frequency	Percentage (%)
Yes	10	66.7
No	5	33.3
Total	15	100

The security of any software is very important so as to guide against unauthorized users. Table 8 shows that, 10 (66.7%) of the respondents agreed that the security of the software is good, while 5 (33.3%) disagreed.

Table 9: Frequency distribution by the storage capacity of the software

	Frequency	Percentage (%)
Yes	10	66.7
No	4	26.7
Missing	1	6.7
Total	15	100

The storage capacity of software determines how much records such software can take. From table 9 above, 10 (66.7%) of the respondents agreed that the storage capacity of the software is big, 4 (26.7%) disagreed, while 1 (6.7%) respondent did not answer the question.

Recommendation

There is need for Federal University of Technology, Minna to employ programmers in the library, so that they can be able to maintain the software. These programmers will train by the vendor on how to carry out routine maintenance for efficiency and smooth running of the software.

Conclusion

From the result discussed, it shows that application software are very effective on the library operations. They provide timely information to library management as and when required; they also provide relevant information; they are accurate; flexible; adaptable and secured. It is therefore necessary for all the Nigerian libraries to adapt a library software for their operation.

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Table 2: Frequency distribution by the storage capacity of the software

Storage Capacity (MB)	Frequency	Percentage (%)
10	10	100
1	1	10
0.5	1	10
0.2	1	10
0.1	1	10
Total	15	100

The storage capacity of software determines how much content each software can hold. From table 2 above, 10 (66.7%) of the respondents agreed that the storage capacity of the software is big. 4 (26.7%) disagreed, while 1 (6.7%) respondent did not answer the question.

Recommendation
 There is a need for Federal University of Technology, Akoka to employ program that allow a user that they can be able to maintain the software. These program will help the user to carry out routine maintenance for efficiency and speed.

Conclusion
 From the result discussed above, it shows that the respondents are very effective in their responses. The respondents' information about the management and operation of the library also provides relevant information that is accurate. The respondents' responses show that it is therefore necessary for all the Nigerian libraries to adopt library software for their operation.