

LESSON 1

TYPES OF LIBRARY MATERIALS.

Library materials, also known as library stock, can be grouped under two sub-topics namely :

1. Books

2. Non-book materials.

Library materials are not limited to books as it is assumed in some quarters. The break-down is as follows :

(1.) **BOOK MATERIALS.**

Book materials are those materials in printed form, that can be read and understood by the readers. Thus, a book can be defined as a number of printed or written pages of not less than 49 pages, bound together along one edge and usually protected by either hardback or paperback paper cover. When it is less than 49 pages, it is not a book, but a pamphlet or a booklet. The list of book materials includes :

- ❖ **TEXTBOOKS**—These are books on different subject areas (disciplines) also known as non-fiction materials while literature books are the fiction materials, such as novels or short stories which are literary works, invented by imagination.
- ❖ **REFERENCE MATERIALS**---These are books that provide clue to reference queries (questions), such as : What ? Which ? How ? Why ? etc. Reference books (materials) are : Dictionaries, Encyclopaedias, Directories, Yearbooks, Handbooks, Gezettes, Gazetteers, Indexes, Atlases, Almanacs, Bibliographies, Biographies etc Reference books are not meant to be read from page to page, cover to cover like other books. Rather, reference books provide answer to questions, terms or terminologies and they are usually alphabetically arranged, and are mostly in volumes.
- ❖ **PERIODICALS** ---These are publications which are issued at regular or an irregular intervals, usually with volume and date, with the intention of being continued indefinitely, which could be daily, weekly, monthly, bi-annually or annually. Examples are Daily Newspapers (Dailies), Weekly Magazines, Journals, Theses and Dissertations, Reports, Past question papers etc.

(2.) **NON-BOOK MATERIALS.**

Non-book materials are variously called :

- ✓ Electronic resources
- ✓ Audio-visual materials
- ✓ Learning resources
- ✓ Educational and instructional media
- ✓ Visual aids
- ✓ Educational technology
- ✓ Media resources
- ✓ Non-print media or Non-book media

Non-book materials help in solving communication problem and enhance instructional efficiency during teaching and learning process, as it enables students to see those things being taught in real life situations, as seeing is believing.

TYPES OF LIBRARIES.

Basically, there are six (6) types of libraries namely :

- Academic Libraries
- National "
- Private "
- Public "
- School "
- Special (Research) Libraries

However, for the purpose of this course/programme, the Academic Libraries shall be discussed into details.

ACADEMIC LIBRARIES.

Academic libraries are those libraries attached to institutions of higher learning of the status of a tertiary institution. In other words, academic libraries are found in post-secondary institutions such as Universities-eg Nimbe Adedipe Library, University of Agriculture, Abeokuta; Polytechnics eg The Polytechnic Ibadan Library; Colleges of Education eg Gani Bello Library, Federal College of Education, Abeokuta and other similar tertiary institutions. Academic libraries are primarily established to provide literature support to the programmes of their parent institution, to aid lecturers, students and researchers in teaching, learning, research and recreation purposes. For instance, if a tertiary institution is offering Degree, Diploma and Certificate courses, its library is expected to provide educational, research and information materials in the relevant subjects to suit each level of the institution's academic programmes.

LIBRARY RULES AND REGULATIONS.

- Book Loan
- Reservation of Seat/Books
- Book Theft
- Mutilation
- Library infractions etc

INTRODUCTION

Where there is no rule, usually, there is no sin says an adage. However, there are rules and regulations which are meant to guide the use and conduct of users of the library. It is very important that students should be familiar with such rules and regulations in order not to violate any of them. The rules and regulations are usually contained in the Readers' Guide or Students' Handbook of some tertiary institutions.

These are to guide the conduct and behaviours of the readers in the library and to assist the library to achieve its set goals and objectives and for the users to make maximum use of the library services.

Defaulters of these rules and regulations are to be sanctioned (penalized) for it, to serve as deterrent to others.

Some of the rules and regulations are :

1. Any materials leaving the library must be properly borrowed
2. Books in the Reference Section, Serials or Reserved Units may not be removed from the library.
3. It is an offence to keep materials(books) beyond the date specified for return.
4. Penalties(fine) will be charged for over-due books.
5. Returned books must be delivered at the Loans' Desk

6. All consulted books must be left on the Reading Tables.
7. No Readers may enter any part of the library marked 'Private or Work-room' unless by permission.
8. Any person who is suspected to be security risk may be ordered out of the library.
9. Indicent dressing will not be allowed into the library.
10. The use of naked light is not allowed in the library
11. Marking or underlining of library books is not allowed
12. Briefcases, luggages, umbrella, camera etc are not allowed into the library
13. Smoking, eating etc is not allowed in the library
14. Pets must not be brought into the library
15. Silence must be maintained in and around the library
16. Only registered users are allowed to use the library resources
17. Users must present whatever materials they are carrying to the security personnel at the entrance for checking while leaving the library.
18. The use of cell phone is prohibited in the library
19. Reservation of seat in the library is prohibited
20. Book mutilation, pilfering, theft are all prohibited

PLAGIARISM----Plagiarism, which is the act of plagiarizing, that is, citing or quoting or copying other author's work(s) without due acknowledgement of such author or authors; is a serious and a punishable offence in academics. Whoever does that has stolen by tricks by indirectly claiming authorship (ownership) of the work(s) that originates from a different source. Therefore, all works cited in the cause of one's research or write-up or other academic exercises must be referenced accordingly; giving credit to authors whose works have been used at one point or the other.