

## **INTRODUCTION**

The nucleus of the University of Jos Library was established in February 1972 when this institution remained the Jos Campus of the University of Ibadan, located along Murtala Mohammed Way on the temporary town-site of the University. This library has undergone significant extension to both its building and stock.

Today it houses the Medical Sciences Collection and Bindery. The Medical Library has seating accommodation for 113 readers and a few reading stations reserved for staff and postgraduates students.

In December 1976, a branch library, which has also undergone some extensions, was opened at the Bauchi Road Campus of the University, some five kilometers away from the town-site campus. It has now become the main library housing the Administration, Support Services and Documents Section and serving the Faculties of Natural, Pharmaceutical, Environmental Sciences, and Education. It has seating accommodation for 717 readers and some reserved reading area for staff, postgraduates and handicapped readers. The Law Library has been moved to the Faculty of Law, and has seating accommodation for 60 readers. The construction of the Central University Library building at the permanent site of the University was completed in 1985. However due to general space problem in the university, the building now houses faculties of Arts and Social Sciences. The first floor, housing their libraries has seating accommodation for 552 readers and few carrels for postgraduates and handicapped readers respectively.

The total stock in these libraries is 160, 397 volumes of books and 24, 922 bound journals.

There has been a drastic cut in current serials' subscription because of scarcity of foreign exchange. However, the severity of this cut has been reduced due to access to digital alternatives in terms of online (through intranet and internet access) and offline (in cd-roms ) journals.

## **LIBRARY OBJECTIVES**

The objectives of the University Library naturally derive from those of the University it serves. Briefly, the library exists to provide a variety of resources, book and non-book alike and ancillary services that support and extend the University's programmes of instruction and research. In its attempt to achieve the above goal, the library sets out deliberately to:

1. Ensure a high degree of relevance of its collection to the needs of the University community;
2. Ensure that maximum use is made of the resources and facilities it provides;
3. Give qualitative reference and information service to its clients;
4. Join its staff with their teaching colleagues in making the use of its resources an integral part of the educational process.

## **LIBRARY ORGANIZATION**

Organized on Subject Division basis, the University Library is divided into three broad units; namely the Administration, Subject Libraries, and Support

Services. The latter embraces the Bindery and Technical Services, which includes Orders, Cataloguing, Circulation, Serials and Reprography. This Unit is generally responsible for the acquisition and processing of all library materials. The Library Administration, which includes the Systems unit, sees to the effective running of the University library. The Systems unit is responsible for the computerization and digitization of the library. The Subject Libraries are essentially service points. Numbering eight, and corresponding roughly with the number of faculties in the university, the subject libraries seek to concentrate at one point and for the convenience of the reader, the range of library materials of interest to clients irrespective of their format. For example, for Education, all the reference and lending books in that discipline are brought together with reading tables in close proximity. In addition, each subject library is manned by a librarian; whose primary duties include: the development of the collection and provision of reference and information services to the clientele. You should get to know your librarian whose name and picture are posted on the library display board. It should be noted that in addition to the subject libraries, there exist the following separate collections:

1. general section where books of a general nature e.g. general encyclopedias and dictionaries are shelved;
2. theses and dissertations collection;
3. microform collection;
4. bauchi, benue, plateau states special collection
5. Nigerian federal and state government documents;
6. intergovernmental publications;
7. non-governmental organizations;
8. conference proceedings; and
9. serials collection.

All the above are housed in the Documents Section except for '1' and '9' which are shelved separately from other books in the open shelves in the respective subject libraries. Back set of serials are available in the Serials Section of each of the libraries.

For the location of the various sections and facilities, in the libraries, see Appendices I, II, III, and IV.

### **COURSE IN THE USE OF THE LIBRARY**

Consistent with its aims to become a "teaching library," the University Library offers both formal and informal courses to the students on 'Library Use'. These courses which have the main objective of making the students better exploiters of the library resources are at present two in number: the [Introductory Course, G.S.T. 101](#) forms part of the compulsory Use of English Course offered to first year students; and, "Advanced Use of Library" course offered to academic departments that request for it for their students who are about embarking in the writing of final year research projects.

For the present time, postgraduate students are assisted only informally when they notify the library staff of their bibliographical problems. All Lecturers/students are urged to take advantage of this facility by always directing their libraries related queries to the relevant Subject Librarian.

## **INFORMATION AND COMMUNICATION TECHNOLOGY**

Information and Communications Technology (ICT) at the University of Jos Library has become the driving force in the new service platform of the library. This involves the application of computer and other communications technology to provide what was previously provided with “hard” or “physical” copies in the past. The adoption and adaptation of ICT by the university library follows a global trend in the provision of information.

Staff and students of the University of Jos and other researchers can now check the website of the University Library in the Intranet (<http://ujintranet>) to learn more about library resources.

Resources include links to online and offline materials. Offline resources include literature in compact disk read only memories (CD-ROMs) and eGranary (<http://egranary.org>). eGranary contains more than a million full text research articles in books and journals, and other digital media in various disciplines.

The library's site also contains the full texts of lectures for the compulsory GST 101 Use of Library course.

The catalogue and other processes of the library are also being digitized. Already, the Serials List is on the library's web site, as well as a catalogue of collections in Documents and Special Collections Section. Abstracts of doctoral theses are being digitized and placed on the library's web site. The library has Computer laboratories in the main and each of the branch libraries where access to the campus Intranet and Internet is provided, except for the Township Campus (Medical) Library. The library is therefore taking advantage of ICT to improve services to its clients in the new millennium. Library users who intend to benefit most from the University of Jos will therefore need to get acquainted with the electronic facilities and resources in the library. For further guidance, get in touch with your Subject Librarian.

## **LIBRARY MEMBERSHIP AND USE**

The regulations governing membership and use of the library are numbered 1 – 16 and shown as Appendix V.

## **BORROWING A BOOK: WHERE AND WHEN**

All lending and returning of books and related materials are done at the Circulation Desk during the following hours:

### **During Session:**

Monday – Friday: 9.30 a.m. - 9.30 p.m.

Saturday: 8.30 a.m. - 3.30 p.m.

### **Long Vacation:**

Monday – Friday: 8.30 a.m. - 5.30 p.m.

Saturday: 8.30 a.m. - 12.30 p.m.

### **Medical Library:**

Monday – Friday: 8.30 a.m. - 7.30 p.m.  
Saturday: 8.30 a.m. – 3.30 p.m.

### **HOW TO BORROW A BOOK**

1. Take the book to the Circulation Desk
2. Open the inside back page
3. Hand your borrower's ticket (one ticket per book) and show your ID card to the Assistant
4. The book is stamped on the Date Due slip and the two book cards, both of which are stamped, extracted by them
5. The transaction is over, you can now go with the book, taking note of the date it must be returned.

### **HOW TO RETURN A BOOK**

1. Take the book to the Circulation Desk
2. Open the inside back page
3. The Assistant locates the book cards and your borrower's ticket from the loans' file
4. The book cards are re-inserted in the book, which is collected by the Library Assistant and your borrower's ticket is returned to you.
5. The transaction is over; you can now go, unless you want it renewed.

### **RENEWALS**

Books to be renewed must be brought to the Circulation Desk. They will be renewed if no other reader wants them.

### **OVER-DUES**

Notices are normally sent to borrowers, as reminders in respect of books not returned on the Due Dates. The library is, however, not obliged to do this. Overdue books carry fines which may lead to loss of borrowing privileges to their borrowers if not redeemed adequately. (See Library Regulations, Appendix V No. 14).

### **RESERVING BOOKS IN ADVANCE**

Books, which are on loan to other readers, may be reserved in advance by filling out reservation forms at the Circulation Desk. The prospective borrower will be notified as soon as the book is returned to the library. Books are normally held for two days.

### **INTER-LIBRARY LOAN**

In special circumstances, books not in the University Library can be obtained from other libraries (within or outside the country) on inter-library loan. Photocopies of articles in journals not in the library may be ordered upon request made at the Circulation desk and with advance payment for libraries within the country. Clients can also today request for documents from any part of the world through electronic mail (email), on their account, or through the Library. In the past, a courier service operated between the library and Kashim Ibrahim Library of Ahmadu Bello University, Zaria.

### **RESERVED READING**

A collection of books and journal articles in great demand is held on the reserved shelves behind the Circulation Desk. Readers wishing to consult items in this collection (on two hourly basis normally,) could borrow such items at the Circulation Desk by presentation of their Reserved Book borrowing ticket and ID card. Reserved materials may not be taken out of the library except they are explicitly loaned for over-night use (see time for loan under **BORROWING A BOOK: WHERE AND WHEN** above). Books so loaned must be returned to the library before 10 a.m. on Monday to Saturday. A fine of N10.00 per hour (or part thereof) per book is charged for Reserved Books not returned at the due time. A list of all materials held on reserve and maintained on cards can be consulted at the Reserved Section.

### **REFERENCE BOOKS**

Reference books are books not normally read through from cover to cover but consulted as the need arises. All such books are shelved in the relevant subject areas at the beginning of the sequence. To differentiate them from borrow-able books, the sign (Ref) is marked on their spines. There is also another group of non-borrow-able books comprising mainly rare and art-books which are shelved along with lending books. They carry the sign (2) on their spines.

### **REFERENCE INQUIRIES**

Readers are encouraged to refer their inquiries to the relevant Subject Librarian.

### **HOW TO FIND A BOOK**

Materials in the library are arranged according to the Library of Congress Classification Scheme, (with few modifications). For a synopsis of this Classification Scheme, see appendix VI

### **THE PUBLIC CATALOGUE**

The catalogue, located not far from the Circulation Desk and maintained on cards, enables an individual to establish if the library has a particular item (other than a serial) whose author or title is known, or books on a particular subject, and the location of such books. (The call-mark on the spine of the book, which determines its arrangement on the shelf, also appears on the

corresponding catalogue card). The public catalogue, is divided into two parts namely:

1. Author/Title Catalogue: an alphabetical listing of all the books and related materials (excepting serials) in the library according to their authors and/or titles.
2. Subject Catalogue: alphabetical listing of all the subjects covered by the books and related materials (excepting serials) in the library. Under each subject heading, books, etc. on that subject are listed.

In the last three years, the libraries had started digitizing catalogue records. This should be available to the public for online search in the next couple of years.

*\*There exists a separate list of serials in the University Libraries.*

### **AUTHOR/TITLE CATALOGUE**

The author of a publication may be a person or a corporate body. If the former, the information for a work by him should be looked up under his/her SURNAME e.g. ACHEBE, for Chinua ACHEBE.

In the case of corporate bodies, e.g.. Institutions, societies, governments etc. the entry will be made under the first word of the name other than an article (i.e. A, An, The, and their foreign equivalents); in some cases the entry will be made under the name of the place where the institution, etc. is located. In the examples below the capitalized words represent the entry words:

AMADI, Elechi  
IBADAN, University, Institute of Education  
JOS, University  
NIGERIAN Union of Teachers  
The ORGANIZATION OF African Unity  
SOYINKA, Wole

The reader is advised to always look up all possible words under which an entry may be made for an author, especially if that author is a corporate body, before concluding that the library does not stock the publication of interest to him/her by the given author.

In regard to titles, the entry is under the first word of the title, except when that first word is an article. The title "The World of Artists" will therefore file under "W" for "World" and not "T" for "The." Entries are, however, made for most distinctive titles, but not for those that are meaningless by themselves e.g. "Collected Works," "Memoirs," "Report," etc. Note that both the author and the title entries are inter-filled in one alphabetical sequence in the Author/Title part of the Public Catalogue.

## SUBJECT CATALOGUE

As stated above, the subject part of the catalogue consists of an alphabetical listing of the subjects covered by the books in the library.

The specific headings are determined with the aid of the Library of Congress List of Subject Headings, a set of which is located on top of the catalogue cabinets.

Books etc. on a given subject are found listed under the appropriate subject heading. These books, etc. are arranged alphabetically by author or by the title where there is no author. It is advisable always to look under alternative subject headings (cf. BIOCHEMISTRY and BIOLOGICAL CHEMISTRY or UNITED KINGDOM and GREAT BRITAIN) before you conclude that the library has no books on the subject of your inquiry. However, if you happen to have chosen a term not used in the subject catalogue there will be in many cases, a reference directing you to the correct subject heading.

The rest of the information that the catalogue supplies will be evident from the catalogue card illustrated in appendix VII.

## FILING

Entries in the catalogue are arranged in a strict alphabetical sequence according to a set of rules. This library uses the American Library Association Rules for filing catalogue cards for this purpose. Of the two basic filing systems "Word by Word" and "Letter by Letter," the former is in use here. The following examples illustrate the difference in the two systems:

### *Words and Phrases*

#### *For filing*

Port Harcourt

Portrait

Port of Calabar

Portugal

Portals

Port Said

#### *Word by Word*

Port Harcourt

Port of Calabar

Port Said

Portals

Portrait

Portugal

#### *Letter by Letter*

Portals

Port Harcourt

Port of Calabar

Portrait

Port Said

Portugal

Please note that where the entry words for an author (personal, institutional or place name) and titles are identical, the filing sequence would be in the following order:

1. Personal author entries;
2. All other entries. See below:

EAST, Gordon	-	Personal author entry
EAST, N.B.	-	"
EAST, Rupert	-	"
EAST Africa	-	Other entries
EAST African Vegetation	-	"
EAST Indians in Trinidad	-	"
EAST-West Centre	-	"

## **CALL MARKS**

The call-mark refers to the letters and numbers at the top left hand corner of the catalogue card which represents the subject area of the Library of Congress Classification Scheme in which the item is classified. This mark may be three or four lines long.

## **LOCATION MARKS**

The following symbols, found usually above the call-mark of each library material and which also appear on the book spine and the corresponding catalogue cards of each item are used to locate the section of the library where a given material is physically housed:

- REF - Reference books in General Reference Collection and at the beginning of each Subject books collection.
  
- FICH - Added on serials list for serial publications on microfiche located in Documents Section.
  
- FILM - Added on serials list for serial publications on microfilm located in the Documents Section
  
- (2) - Non-borrow-able books in the Lending Section.
  
- (3) - Serial- Bound issues and loose backsets in the Serials Section.
  
- (6) - Bauchi, Benue and Plateau State Collection located in Documents Section.
  
- (7) - Government Publications located in Documents Section.
  
- (8) - Theses and Dissertations located in Documents Section.

## **FINDING MATERIALS IN THE LIBRARY:**

### **BOOKS**

To find a book shelved according to the Library of Congress Classification system, first check the author/title catalogue entry and find the call-mark (see Appendix vii).

If there is no location mark above the call-mark the item is a borrow-able one shelved in lending section on book-stacks labeled according to the letters at the beginning of the call-mark.

To find the exact place on the shelf for a particular book consider the sections of the call-mark in the following order:

Check the first group of letters in alphabetical order e.g. A AC AE B BF  
C D DB DS....

Check the first group of numbers in numerical order within a group of call-  
marks beginning with the same letter e.g. B49 B52.5 B165 B24.21 BC108  
BD41.

Check the group of letters alphabetically within call-marks that have similar  
first groups of letters and numbers but check in decimal order:

BD241	BD241	BD241	BD241	BD241
.A82	.A9	.C6	.D38	.D383

### **BAUCHI , BENUE AND PLATEAU STATES COLLECTIONS (BBP)**

Bauchi, Benue, Plateau (BBP) Special Collection is one of the special  
collections housed in the Documents and Special Collections Unit of the  
University Library. The collection represents works published in or about the  
catchment area of the university.

### **SERIALS**

Serials consist of periodicals, magazines, newspapers and similar  
publications that are published periodically. The library subscribes to over  
6489 current titles, about 24922 bound volumes of backsets of some of  
these are available. Current serials are displayed on the Serials stands  
beside the respective Subject Libraries, at least for two weeks before they  
are shelved. In Bauchi Road Library the serials holdings are listed  
alphabetically in a list kept at the service desk at the Serials Section. In the  
Township Campus Library the list is maintained at the public catalogue, while  
in the Permanent Site, the printed copy is kept in the Serials Room for users.  
Serials are arranged on the shelves according to their call-marks.

### **NEWSPAPERS**

The library subscribes to several local and few foreign newspapers. Back  
issues of some local newspapers are retained.

### **GOVERNMENT PUBLICATIONS**

The library's collection is still modest and is housed in the Documents  
Section. Under a co-operative acquisition programme involving all Nigerian  
University Libraries, this library is responsible for the acquisition of the  
government publications of the following African countries: Ethiopia, Central  
African Republic, Namibia, Saharawhi Republic and Somalia. Readers  
requiring access to this collection should approach the Documents Librarian.

### **MICROFORMS AND AUDIO-VISUAL MATERIALS**

The library has a small collection of microform materials mainly microfiches  
and few slides. The "Readers" and "Printers" for using these media are  
housed in Documents Section.

Request for the use of these materials should be directed to the Documents  
Librarian.

### **THESES and DISSERTATIONS**

Theses of the University of Jos and some other universities have so far been acquired by the library and these are located in the Documents Section.

### **LIBRARIANSHIP COLLECTION**

Books and journals on librarianship for the professional development of librarians are also housed in the Documents Section.

### **OTHER FACILITIES:**

#### **PHOTOCOPYING**

The library owns photocopying machines which readers can use for copying articles in books and periodicals (subject to the copyright law) upon payment of N2.50 per page. Request for the use of this facility should be directed to the Circulation Desk. Students are encouraged to make use of this facility, especially for non- borrowable items.

#### **LIBRARY BINDERY**

The Bindery exists primarily to attend to the library's bindery needs. Non-official jobs can be undertaken at the convenience of the library. Request for this facility should be made at the Circulation Desk. Current Bindery charges are available at the Bindery which is located at the Township Campus of the Library.

#### **LIBRARY PUBLICATIONS**

The library produces the following:

- i. **Know Your Library: Readers' Guide to the Library.** A short introduction to the facilities provided by the library for the benefit of the readers, issued to registered readers at a fee.
- ii. **Annual Report.** A yearly account of activities of units of the library.

#### **SUGGESTION BOX**

Suggestion boxes are located by the library entrances to enable you pass on ideas and/or criticisms to the library. Suggestions about books that you may wish the library to purchase can also be dropped into the boxes. Our preference, however, is that you discuss library issues with the University Librarian.

#### **ASSISTANCE**

Never hesitate to ask members of the library staff for assistance. Our business is to help you find your way in the library and also solve your academic problems.

#### **APPENDIX i**

## **TOWNSHIP CAMPUS LIBRARY MAP AND KEY**

### **KEY**

Bindery  
Assistant Chief Superintendent of Bindery  
Librarian-in-Charge of Medical Library  
New Medical Acquisitions  
Medical Serials Backsets  
Medical Books Collection  
Public Catalogue  
Current Serials  
Store Room  
Serials Backsets  
Bags stand  
Suggestion Box  
Security Desk  
Exhibition Area  
Notice Board  
Circulation Desk  
Photocopying Room  
Readers' Toilets  
Staff Toilets  
Staff Rest Room  
Medical Audio-Visual Resources Room

### **APPENDIX II**

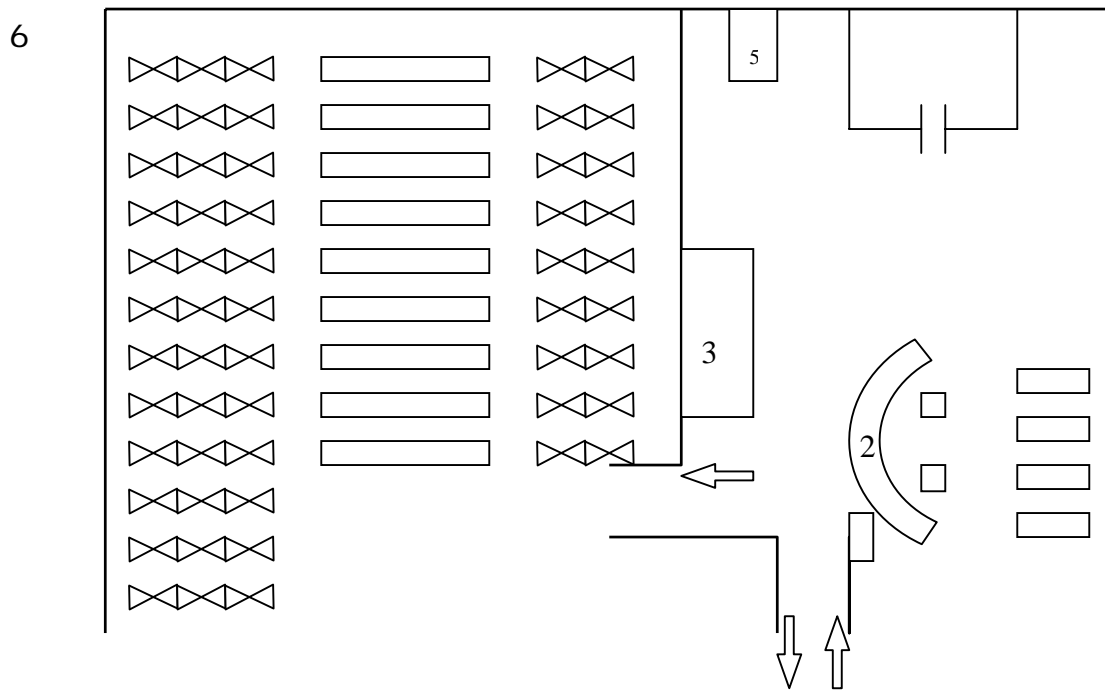
### **BAUCHI ROAD LIBRARY MAP AND KEY**

**KEY**

Bags Stand  
Circulation Desk and Reserved collection  
Circulation Librarian  
General Reference, Indexes and Abstracts  
Admin. Officers Office  
Deputy University Librarian's office  
Computer Lab. 1  
Computer Lab. 2  
Notice Board  
Security Desk  
Exhibition Area  
Public catalogue  
Readers Toilet  
Photocopying Rooms  
General enquires  
Suggestion Box  
17- 19. Students' Toilets  
20. Staff Toilet  
21. Handicapped students' Room  
22. Accounting Office  
23. & 24 – Books for Binding  
25. Education Books.  
26. Education Librarian  
27. Documents  
28. Librarianship collection  
29. Documents Librarian's office  
30. Document Catalogue  
31. Pharmacy Librarian's office.  
32. Environmental Librarian  
33. Natural Sciences Librarian  
34. Newspaper corner  
35. Serials Librarian  
36. Post Graduate Reading Area  
37. Staff Toilet  
38. Serials Collections  
39. Deputy University Librarian (Admin & Systems)  
40. Stores  
41. Staff Toilet

- 42. Card Production and Book Finishing Unit
- 43. Orders Librarian
- 44. Head, Cataloguing
- 45. Cataloguing & Classification Unit
- 46. University Librarian's office
- 47. Secretary's office.

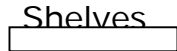
**APPENDIX III  
LAW LIBRARY MAP AND KEY**



**KEY**



Reading Area



Shelves

- 1 ----- Security Check
- 2 ----- Circulation Area
- 3 ----- Bag Stand
- 4 ----- Law Librarian
- 5 ----- Assistant Law Librarian
- 6 ----- Reserved Shelves

**APPENDIX IV  
PERMANENT SITE LIBRARY MAP AND KEY**

**KEY**

**APPENDIX V**

**REGULATIONS GOVERNING MEMBERSHIP AND USE OF THE LIBRARY**

**1. HOURS OF OPENING**

**During Session**

Monday – Friday 8.00 a.m. – 10.00 p.m.

Saturday 8.00 a.m. – 4.00 p.m.

**Long Vacation**

Monday-Friday 8.00 a.m. - 6.00 p.m.

Saturday 8.00 a.m. – 1.00 p.m.

## **Medical Library**

Monday – Friday 8.00 a.m. – 8.00 p.m.

Saturday: 8.00 a.m. – 4.00 p.m.

*All the Libraries are closed on public holidays.*

## **2. ELIGIBILITY FOR USE OF THE LIBRARY**

The library may be used by:

- a. All students, senior staff and families and members of the Council of the University.
- b. Research workers authorized by the University Librarian.
- c. Junior and intermediate staff of the University on the recommendation of their Heads of Departments and the approval of the University Librarian.
- d. Other persons who need to use the library and are authorized by the University Librarian.

## **3. ADMISSION**

"Only registered readers or other persons authorized by the University Librarian can be admitted into the library upon presentation of their ID cards to the library Porters at the library checkpoint."

## **4. REGISTRATION**

- a. Any one wishing to use the library will first fill out a registration card available at the Circulation desk on presentation of payment receipt from the Bursary, and undertaking to observe the library regulations. Registration is valid for the current academic year only and must be renewed thereafter.
- b. Each reader granted borrowing privileges will be issued borrowers' tickets, the number of which depends on the status of the reader (see paragraph 6 below). The tickets are not transferable. In the event of loss, a fee will be charged for the replacement of each borrower's ticket.

## **5. CLEARANCE**

Staff who, for whatever reasons, will be away from the University for a period of six or more months as well as staff, students and National Youth service Corps (NYSC) members who are leaving the university finally, are required to obtain clearance from the library.

## **6. LOAN OF BOOKS**

- a. All registered readers must present their borrowers' tickets (a ticket per book) and ID card at the Circulation Desk before book is issued on loan.
- b. Books in the library, except as provided in sections 9, 11 and 12 below, may be borrowed after they have been stamped with a date of return.

- c. Senior academic staff may borrow a maximum of 10 (ten) books at any time.
- d. The Head of any academic department may have additional ten books on departmental loan for one semester at a time.
- e. Senior non-academic staff, part-time lecturers, research workers and graduate students may borrow a maximum of 6 (six) books at a time.
- f. Undergraduate degree students and NYSC members serving the university may borrow a maximum of 4 (four) books at a time.
- g. All others may have a maximum of 2 (two) books on loan at any time.
- h. Readers are held responsible for all books borrowed with their borrowers' tickets for the period of loan.

## **7. PERIOD OF LOAN**

- a. Lecturers and NYSC members may retain books for 4 (four) weeks.
- b. The head of an academic department may retain books on departmental loan for a semester in the first instance and renewable on semester basis, if required.
- c. Graduate students, research workers, students, junior and intermediate staff and, others may retain books for a period of 2 (two) weeks.
- d. Books on loan may be renewed once in a semester.
- e. All books must be returned by the end of the current academic year i.e. not later than June 30<sup>th</sup> in a normal academic session. No books must be taken out of Jos except with the permission of the University Librarian.
- f. All books and related materials are lent on the strict understanding that, after half the loan period, they may be recalled by the University Librarian, if urgently needed in the library and must be returned immediately.

## **8. VACATION LOAN**

- a. Students shall return all books on loan from the library before they leave for any vacation. A student may not borrow for the vacation until all the library books in his/her possession have been returned.
- b. No student may have more than two books on loan at any time during the long vacation except as 8 (c) below. A refundable deposit of N20.00 (twenty naira) shall be paid by a student on account of each book borrowed during the long vacation. Final year students may not borrow books for the long vacation.
- c. Students staying back in the university during the long vacation and working for any of the university departments may borrow books as during the session for the period they stay in the campus provided:
  - i. They produce a letter of recommendation from the Heads of Departments for which they are working, stating the duration of the vacation job, and

- ii. They get registered for the vacation.

## **9. SERIALS**

Serials may not be borrowed.

## **10. RESERVATION OF BOOKS**

Readers can reserve books that have been taken out on loan by completing a reservation form at the circulation desk.

## **11. RESERVED BOOKS**

Books in constant demand by readers are removed from the open shelves and placed in the reserved book section. They may be borrowed on two-hourly basis. The purpose is to ensure that all concerned have an equal chance to read them. Readers wishing to borrow these items must use their reserved book borrowing tickets. Accordingly, items borrowed may not be removed from the library except for overnight use. Such items must be returned before 10.00 a.m. Monday to Saturday. A list of reserved books is maintained on cards and can be consulted at the reserved books section.

## **12. REFERENCE BOOKS**

Reference books are available for consultation only. They may not be removed from the library except with the permission of the University Librarian.

## **13. CARE AND USE OF BOOKS**

- a. Readers are held responsible for any damage to library books in their charge. This includes marking, writing in, underlining, cutting, or damaging in any way. Readers will be required to pay full estimated cost of repair, normally not exceeding the cost of the book. In case of an irreparable damage, full replacement cost (see para. 17(b) below) will be paid.
- b. Borrowers should report at once the loss or damage of any book(s). In the case of loss, the borrower will be required to pay full replacement cost (see para. 17b)
- c. Any student found guilty of cutting, seriously damaging or converting a library book to his/her personal property shall be punished severely including his/her being recommended to the University Authority to be sent from the university either temporarily or permanently.
- d. Any library user guilty of removing library books without permission shall be punished severely, including his/her being recommended to the University Authority to be sent away from the university either temporarily or permanently.
- e. Any other library user found guilty of the same offence shall be reported to the University Authority for disciplinary action.

## **14. FINES**

- a. Any user of the library who retains borrowed books beyond the permitted period will be liable for a fine of 50k (fifty kobo) per working day or part thereof for each book.
- b. Any user of the library who retains books borrowed from the Reserved Books or Serials Section beyond the permitted period will be liable for a fine of N20.00 (Twenty naira only) per book per hour or part thereof.
- c. A reader, owing more than N100.00 (One Hundred Naira Only) fine will not be permitted to borrow another book until such a fine has been paid off.
- d. All outstanding fines must be settled before a reader's registration is renewed for the new session.

**NOTE: All fines are subject to review.**

### **15. DISCIPLINE**

- a. Orderly conduct must be observed in and around the library. Strict silence must be observed in the reading rooms
- b. Noise making, footwear and shuffling of feet are disallowed.
- c. Briefcases, umbrellas and other baggage must be left by the users at the library entrance at the bag stand at the owners' risk.
- d. Smoking, eating and drinking are not allowed in the reading rooms.
- e. All readers leaving the library with books in their possession may be required to present themselves for body search by the library security staff at the entrance of the library.
- f. Animals must not be taken into the library.
- g. Children under eight years of age, unless escorted, are not allowed into the library.
- h. Non-members of the library staff may not enter the library offices except they are permitted by a senior member of the library staff.
- i. Reading tables and chairs must not be moved from their positions.
- j. Readers shall not reserve seats in the library. Any seats not physically occupied by a reader may be turned over to another reader by the library staff.
- k. All mobile phones must be switched off while in the Library.

### **16. SUSPENSION**

The University Librarian may suspend or exclude from the use of the library any person who, owing to persistent disregard of these regulations or for any other adequate cause, is considered to be unfit to use the library. The University Librarian will report his action to the Library Board.

### **17. DEFINITIONS**

- a. In these regulations the word "book" means all books, serials, pamphlets, off prints, reprints, manuscripts, photocopies, maps, slides, microforms, photographs and other materials in the custody of the University Librarian.
- b. Replacement cost is defined as five times the cost of a book.

- c. Reading rooms are defined as rooms in the library other than staff work rooms.

## APPENDIX VI

### OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SCHEME

The Library of Congress Classification Scheme uses letters of the alphabet to indicate the general categories into which the subjects of books can be divided. These letters are not initials of the fields they represent, but are arbitrarily assigned according to the following table:

- A General works e.g. encyclopedia
- B Philosophy and Religion
  - B-BD, BJ Philosophy
  - BF Psychology
  - BL-BX Religion
- C History: Auxiliary Sciences e.g. Heraldry, Genealogy
- D History: General and all countries excluding Americas DT African History (*modified*).
- EF History: Americas
- G Geography, Anthropology, Folklore, Recreation, etc.
- H Social Sciences
  - HB-HJ Economics (*including transport, commerce, finance, etc*)
  - HM-HV Sociology (*including Social Welfare, Criminology*)
- J Political Science.
- K Law
- L Education
- M Music
- N Fine arts (*including Architecture, Painting, Sculpture, etc*)
- P Languages and literature
  - PA Classical Languages and Literature
  - PB-PH Modern European Languages
  - PJ-PM Languages and Literature of Asia, Africa etc.
  - PN-PT Literature-General, English, American and European
- Q Science
  - QA-QE Physical Sciences (*including Mathematics, Physics, Chemistry, etc*)
  - QM-QR Biological Sciences (*including Botany, Zoology, Microbiology etc*)
- R Medicine
- S Agriculture
- T Technology (*including Engineering, Building Construction, Handicrafts, etc*)
  - TN-TR Mining Engineering, Metallurgy, Chemical Technology
  - TS Manufacturers, Production Management, Operations Management
- U Military Science

- \*X Books in Arabic
- Z Bibliography and Library Science

**\*This notation is not assigned by the Library of Congress Classification Scheme but is used in this library to indicate books written in Arabic.**

**APPENDIX VII  
AUTHOR TITLE /CATALOGUE  
A) SAMPLE AUTHOR CARD ENTRY**

**Author's**

**Name**

		Dike, Kenneth Onwuka, 1917
Number of Pages		
Call Mark	(HC 517 (HD 48 D5	Trade and Politics in Niger Delta
the		1830-1885: an Introduction to
Title		economic and political history of
Date of Pub. →	1956	Nigeria
Place of Pub. →		Oxford Clarendon Press 1956 V
250p:		fold, map, tables (Oxford
Studies in		African Affairs.
thesis	Date of Pub. ↑	"Grew out of (the author's
Philosophy		for the degree of doctor of
Publisher		(history) in the University of London"
Series -		Note
Nigeria – Economic conditions		
Nigeria – Politics and Government		
Title.		

Subject Headings  
Filed in Subject

Bibliographic  
Notes

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Catalogue  
**Appendix VIII**  
B. SAMPLE TITLE CARD ENTRY

← Title

**APPENDIX VIV**  
**SUBJECT CATALOGUE**  
**SAMPLE SUBJECT CARD ENTRY**

Heading

**NIGERIA ECONOMIC  
CONDITIONS**

HC317 DIKE, Kenneth Onwuka, 1917  
N48D5

Trade and politics in the Niger  
Delta, 1830 – 1885: an introduction  
To the economic and political  
History of Nigeria. Oxford

← Subject  
Heading

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### **SENIOR STAFF LIST**

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