

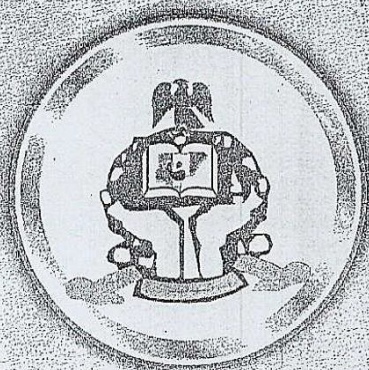
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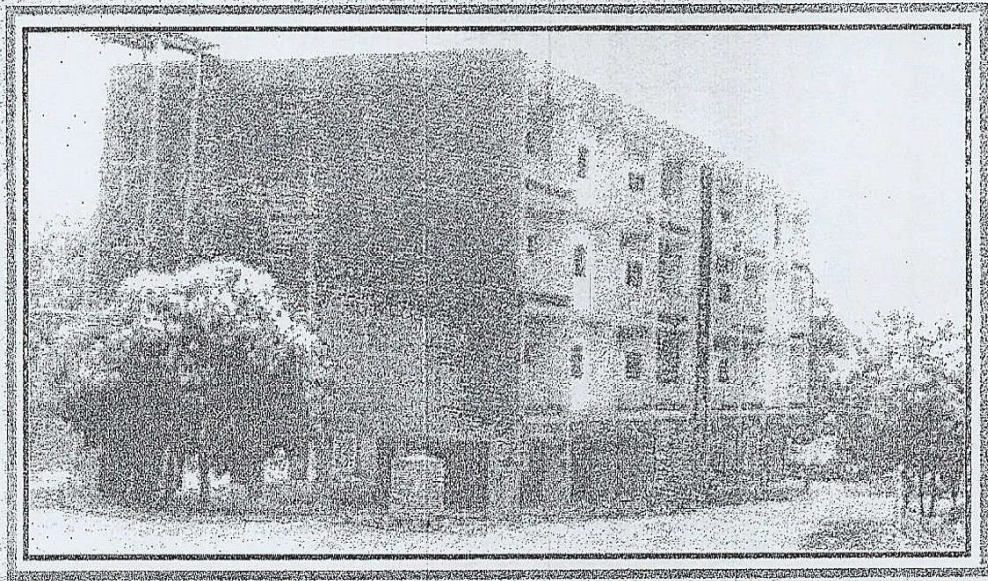
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NATIONAL LIBRARY OF NIGERIA

PLANNING, RESEARCH AND STATISTICS DEPARTMENT



Centre for Advance Library and Information Management (CALIM)

2012 Training Calendar



Mallam H. A. Jato
 Director/CEO
 NATIONAL LIBRARY OF NIGERIA

NATIONAL LIBRARY OF NIGERIA PLANNING, RESEARCH AND STATISTICS CENTRE FOR ADVANCED LIBRARY SERVICES PROPOSED 2012 TRAINING PROGRAMME

S/N	WORKSHOP TITLE	TARGET GROUP	FEES (N)
1.	Internet & Personnel Productivity Software Application to Library Technical Services	Librarians, Information Specialists, Archivists, Documentalist & Information Providers.	40,000
2.	Resource Development and Allocation strategies to Library Management Improvements	Librarians, Senior Library Officers etc	40,000
3.	Online Electronic Resource sharing Using web 2.0 in the Context of Modern Library Management	Librarians, Archivists Documentalists etc	40,000
4.	Management Skills: Imperative for Modern Library Development in Nigeria	Librarians, Library Officers, Teacher Librarians, Principals, Headmasters and Head of School Services in the State Universal Basic Education Boards.	30,000
5.	Library Operations Management Skills Library Officers	All categories of Library Officers/Library Assistants	20,000
6.	Leadership retreat for top Executives of Libraries	State Directors of Libraries and Heads of Libraries	50,000

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NATIONAL LIBRARY OF NIGERIA

PLANNING, RESEARCH AND STATISTICS DEPARTMENT
CENTRE FOR ADVANCED LIBRARY AND INFORMATION MANAGEMENT (CALIM)

A COMPENDIUM OF PAPERS

FOR

NATIONAL WORKSHOP

ON

**INTERNET AND PERSONAL
PRODUCTIVITY SOFTWARE APPLICATION TO
LIBRARY TECHNICAL SERVICES**

DATE

27th - 31st September 2012

VENUE

Michale Imuodu National Institute for Labour Studies
Ilorin, Kwara State
Nigeria

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1. Knowledge Management and Productivity Challenges
-by Toyin Dina
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Dynamic Web Environment
-by Dr. E. C. Madu
3. The Implication of ICT and Role of Knowledge Managers
-by Toyin Dina
4. Library Materials Selection and Acquisition Techniques
-by Isaac Olubisi Ajibola
5. Cataloging/Classification Efficiency Management Through on-line
Technical Services Techniques
-by Dr. E. C. Madu
6. Reference Services Optimization Through Effective Use of Information
and Communication Technology (ICT)
-by D. E. Olalere (CLN, ACIPM)
7. E-Learning as a Tool for Capacity Development and Knowledge Sharing
Among Knowledge Managers (Libraries)
-by Isaac Olubisi Ajibola

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**CATALOGUING/CLASSIFICATION EFFICIENCY
MANAGEMENT THROUGH ON-LINE TECHNICAL
SERVICES TECHNIQUES**

By

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**(A paper presented at a National Workshop on internet
and personal productivity software Application of Library
Technical Service, Ilorin 27th to 30th August, 2012).**

ABSTRACT

Libraries and information centre the world over now enjoy facilities provided by web-driven technical facilities with huge databases. These facilitate better access points and multi-dimensional search in the library holdings. The paper examined the on line management techniques of cataloguing and classification, using technical facilities. Specifically, the following web-driven technical facilities were discussed, On-line computer library Centre (OCLC) (World-Cat"), Library of congress (LC) On-line catalogue (classification web), Web Dewey, National library of medicine On-line catalogue, the University of Adelaide law library On-line catalogue and National Agriculture library On-line catalogue. The impact of the internet on cataloging was outlined. These include, internet-enabled communication, internet enabled content on cataloging theory and practice and internet enabled functionality. The paper advised librarians and information officers generally to avail themselves of the opportunities for technology skills training to equip them with adequate knowledge about search process, search strategy, search technologies, search engine and search techniques. The paper concluded by asking librarians to "interbreed" with other professional groups like programmers, software designers etc and not to be pushed out by software developers and computer scientists who do not have experience of the challenges of knowledge classification.

KEY WORDS: Catalogue, classification On-line management, services, techniques.

LIBRARY CLASSIFICATION

From the above, classification helps to organize to make sense of things. It is also used to locate things. Library classification operates on the above principles, it helps to keep similar items together and separate from dissimilar ones. It operates in a way that will help library users to locate the materials they need. Library classification therefore aims to do two basic things first to get the books to the reader or the reader to the book in the quickest possible time.

Organization of library materials

Classification organises into two ways. First, it organizes information itself by recognizing similarities between areas of knowledge library classification schemes go further to list the main and subsidiary branches of knowledge by so doing, they produce taxonomy of knowledge by dividing it into Arts, Social Science, Science etc. second, library classification organizes books on shelves, keeping all history books together and keeping Nigerian history near to but separate from Ghana history. It is therefore the subject of a book that will determine its place on the library shelves.

Let us now examine the two basic forms of library classification. Library classification schemes fall into types, enumerative and faceted. It is pertinent to note here that major schemes do not fall neatly into one category or the other, rather, they fall somewhere on a continuum between the strictly enumerative and faceted. It is useful to examine the qualities of emanative and faceted scheme.

- a. Enumerative classification Scheme: this category of classification scheme attempts to enumerate or list all subjects. There are problems with this scheme, they include.
 - i. Difficulty of listing everything and the resulting size of the publication, in a strictly enumerative scheme the schedule (listing of subjects) will be very long.
 2. Subject change and new subject emerge that could not have been anticipated when the scheme was devised.
 3. Enumerate scheme leaves unused notations here and there to fit new subject it has however been very difficult to place each new subject in its proper position among the existing subjects as the gap in the schedule may be in the wrong place.

The most important example of an enumerative scheme is the library of congress LC, here the classifier simply chooses notation for topics from a comprehensive list of subjects saving the problem of in depth subject analysis.

FACETED CLASSIFICATION SCHEME

A faceted scheme lists concepts only, notation for complex subject are build up by means of synthesis. Good example are Colon classification (C.C) and Bliss biological classification BBC faceted classification scheme. They do not attempt to enumerate compound subjects. Instead notations are constructed using notions for basic subjects together with notation for common and subject specific concepts.

Advantage of faceted scheme

According to Hunter (1988) faceted classification scheme list on basic concepts which makes it easy to compile.

- b. Second the schedule are shorter for the scheme reason above, but despite the brevity they, permit the classification of both very simple and very complex subjects.
- c. New subject can very often be catered for by the combination of already existing topics by linking together of existing concepts.

The major problem however with faceted classification scheme is that citation and filling can cause difficulty. This problem can however be avoided if the scheme has been designed with emphasis on simplicity.

CATALOGING ON-LINE

If libraries are to function effectively in the present age, the manual process or methods will have to give way to information and communication technologies (ICTs) and computer driven environment. Adeleke and Olorunsola, (2009) According to Adeleke and Olorunsola (2009) ensuring this requires training and retraining on the part of the practicing librarians, who must be ever willing to keep abreast of recent development in the field of library and information science. The training should include adequate knowledge about search process, search strategies, search engines and search technology, expert knowledge in search catalogues, databases and web source. The modern librarian should also be capable of finding and evaluating the information resources best

suited for user need, and use appropriate latest relevant technology to manage and deliver information services.

There has always been awareness among Librarians that without cataloging and classification, the goal of helping library users to locate the materials they need in the quickest possible time would have been difficult. The advances made in information technology has made it possible for remote libraries to access the huge databases of big libraries in developed countries for the purpose of adopting or adapting their bibliographic data for their own library use. Indeed on-line catalogues have transformed the landscape of cataloging and classification, Adeleke and Olorunsola, 2009).

Electronic/Online resource

According AACR 2 (2005) up late, an electronic resource is a material (data and or programmes) encoded for manipulation by a computer device. This material may require the use of a peripheral directly connected to a computerized device eg. (CD-ROM Drive) or a connection to a computer network e.g the internet.

Electronic cataloging therefore is the use of computer device or network/internet) to record materials that a library or library system owns. Electronic/Online library catalogue helps a user to achieve the following;

- a. Check whether a book is in stock and available to borrow
- b. Reserve an item that is currently on loan
- c. Renew you over due items
- d. Email library staff with any guery directly from the website.

According to Saule (1990) library catalogue whether online or manual are the most common computerized library retrieval system that a user will encounter. The purpose of library catalogues of course, is to facilitate access to a library's or institutions holdings. The range of materials reflected in the database may be wide as it includes materials such as sound recording, films and museum holdings in addition to book and journal titles.

Benefits of electronic resources

INTERNET ADOPTION FOR CATALOGING AND CLASSIFICATION

The use of on-line tools for cataloging and classification has been embraced by cataloguers as a veritable tool for improving subject access to information. According to Zaid (2009). Many library on-line catalogues are now accessible for searching class numbers and other cataloguing information. The need for the use of on-line tools for cataloguing and classification in libraries has been made more obvious as a result of the tremendous growth of information and its utilization. Catalogues are being computerized all over the world to facilitate better access points and multi-dimensional searches in the library holding. With multiple sources it is easy for the cataloguer to copy and paste cataloging information which make for more accurate access points. According to Zaid, (2008)".

from your desktop, it is now possible
to link easily and cost effectively
into bibliographic information which
were previous time consuming" P32

It is therefore necessary for cataloguers to feel free to use the on-line catalogue of other libraries to improve subject access to information in their domain. However it is necessary to point out here that for such libraries to benefit from the on-line technical facilities they must have their own web facilities. However some of the technical facilities though beneficial to cataloging and classification are not free. Libraries with cataloguing facilities that are web driven now enjoy facilities provided by web driven technical facilities. Some of these technical facilities include:-

- a. On-line computer library centre OCLC ("World Cat ")
- b. Library of Congress On-line Catalogue (Classification Web)
- c. We Dewey (Dewey Decimal Classification).

On-line Computer Library Centre OCLC "World-Cat"

This is a well known union catalogue which has classification numbers both in DDC and LC schemes. Both schemes are the most popular. The "world -Cat" is produced and maintained by On-line Computer Library Centre OLCL. It is possible for cataloguers to access "World-Cat" through the internet for their huge databases or bibliographic data in cataloging and classification. The most outstanding feature of "world-cat" is the fact that every item in the union catalogue has both classification numbers of Dewey decimal classification scheme (DDC) and library of congress (LC) which are the mostly used scheme in libraries today. For the benefit of cataloguers this technical facility is on line at <http://connexion.oclc.org>.

Library of Congress On-line Catalogue Web Classification.

The is the web version of library of congress (L.C) Classification schedule. It is an on-line cataloguing and classification tool with many advantages. Like the OCLC "world cat" classification web is available only by subscription.

Features of Classification Webs.

According to Adeleke and Olorunsola (2009) the feature of classification web include:

- a. Full text schedule of what the manual contains
- b. Access to data anywhere you have a World wide web (www) connection
- c. Correlation between the library of congress (LC) number and library of congress (LC) subject heading
- d. All file updated daily
- e. Automatic calculation of classification table numbers.

Web Dewey (Dewey Decimal Classification).

While the classification web is the web version of library of congress, Web Dewey, is the electronic version of Dewey Decimal classification (DDC) scheme. The basic advantage of web Dewey is the updatedness and delivery of prints updates.

Special Library technical facilities

For libraries that are special in term of subject there are also technical facilities that are peculiar to them, examples include:-

- a. Medicine – National Library of medicine on-line catalogue. cataloguers working in medical libraries take advantages of this for bibliographical data on journals, books, computer software electronic resources etc. available at <http://locatorplus.gov>.
- b. law -The university of Adelaide law library on line catalogue. This technical facility is used in law libraries to classify legal materials using Moys classification scheme. It is available at www.law.adelaide.edu.au/library/about/moys. You can also goggle university of Addelaide for the same link.
- c. Agriculture - National agricultural Library On line catalogue. This technical facility is special made for agricultural libraries. Cataloguers working in agriculture libraries can make use of this facility. It is available at <http://nal.org>.

The impact of the internet on cataloguing:-

Whether and Beacon cited in Zaid (2008). Identified three major impact of the use of on line internet on cataloguing. These include;

- a. Internet- enabled communication, this has made resource sharing better and leasier. It has helped cataloguer to share information, speed up their work and promote co-operation.

Here a cataloguer uses the internet to search the catalogues of other libraries and to communicate with other cataloguers.

- b. Internet enabled content on cataloguing theory and practice. The new media is driving the creation of new rules for cataloguing as the internet is transforming the publish industry and this transformation is pushing libraries in new direction.
- c. Internet enabled functionality on the catalogue; the catalogue is now seen more as a collection development tool. Apart from the tradition of function of the catalogue which includes, to find, to identify, to select and to obtain materials, the catalogue now engage in crossing the barriers form the old notions of local holdings to point to the holdings on other libraries and other resources not locally held.

Conclusion:

The application of information technology in information operations in developing countries like Nigeria is now wide spread as its importance is no longer a subject for debate. It is therefore necessary to create awareness on what the internet/www have to offer in support of library operation. The 21st century cataloguers, especially those in information technology driven environment have web access on their desk tops, which put many resources within reach just by pressing a button. Internet facilities have also been created in specific subject areas like law, agriculture, medicine etc. This has helped to improve subject access to information, facilitates better access points and multidimensional searches in the library holdings.

The implication of this for Nigerian libraries especially, cataloguers is to avail themselves of opportunities for technology skills training to equip them with adequate knowledge about search process, search strategy, search Techniques, search engine and search technology.

Library cataloguers and librarians generally are further advised not to be pushed out by software developers and computer scientist who do not have experiences of the challenges of knowledge classification and indexing but understand that the challenge is to create, through intelligent technology, tools for automatic classification and indexing. Library cataloguers must "interbreed" with other professional groups such as programmers, software designers etc. Resource discovery is the key to the future of web services. Librarians must surely be contributors of all this.

CLASSIFICATION/CATALOGUING

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