

68

**MODERN
LIBRARY
&
INFORMATION
SCIENCE**

*for
Information Professionals
in Africa*

Edited by
Evarest C. Madu *PhD*
and
Chinwe Nwogo Ezeani *PhD*

© Evarist C. Madu and Chinwe N. Ezeani, 2010

First Published 2010

All Rights Reserved

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, photocopying, recording or otherwise without permission in writing from the authors and the publisher.

ISBN: 978 - 978 - 907 - 587 - 4

TextLinks Publishers, Ibadan, ☎07032737626 and 08074457079

coherent framework for the whole discipline of Library Science. It supports the increasingly wide skills of information professionals by adopting a toolbox approach to their applications. It provides a base for the ongoing contemporary and complex concepts in information practice by the advances made in information technology.

This book acknowledges the fact that although information must accommodate the new approaches to information, it is not replaced, but rather have added to, the traditional skills of library and information science practices have become obsolete. Rather, there is an even greater need to acquire skills to be said that, there is information technology almost all the information work, currently practised in information centres.

Hopefully, this book will assist students and information professionals in the task of effectively using and appreciating the sources and skill relevant for modern information work.

While most contributors are currently affiliated either with a school of library and information science, or with a school of public, special, or school library, the format of the book, particularly in the arrangement of the text, however each contributor has a unique style and approach. *Modern Library and Information Science in Africa* is the result of our profession's research gained over the years. It is intended to re-energize practitioners on the need to appreciate new developments in the profession. While conceding the fact that the development of the profession is far ahead of us, we can not afford to lag behind.

Management of Government Documents in Library and Information Centres in 21st Century

14

Katamba Abubakar Saka

Introduction

The concept of Government can be looked at from the angle of function and thus Government as an institution of the state is concern with the formulation and implementation of policies and laws for the citizens; provision of social amenities as well as protection of lives and properties of citizens.

Government as an institution of the state has three (3) organs or arms, each function according to constitution (Dibie, 2008). These arms of Government are Executive, legislative and judiciary.

However, there are various systems of government and their mode of operation varies from one country to another. Systems of Government includes:

Unitary form of Government	Confederal Government
Federal system of Government	Monarch Government
Presidential system of Government	Republican Government
Parliamentary/ cabinet system of Government	Military in Government

There is also another system of government which may be regarded as "Civil- Military Rule". This is a system of government whereby the civilian administration is in side by side with military administration or vice-versa. In this case we have military presidents and service chiefs at the federal level while state governors are civilians at the state level.

In every organization or institutions, there are various objectives set aside to be achieved. These objectives could be adequately achieved when human and material resources of an organization are properly managed. Management of Government Document like any other library materials involves the selection, acquisition, processing, organizing, storage, preservation of information materials be it in manual or electronic/digital format. Government documents are available both in manual and electronic format.

Concept of Government Documents

Government document is any publication issued by government, it's authority or agencies. It should be noted however that the concepts of Government document, Government publication and Government Information sources are synonymous terms and can interchangeably be used to denote publication emanating from government ministries, parastatals, agencies and/or its authority. Government publication is found in almost all libraries more especially in academic, special, research, National and public libraries with few existing in school libraries.

Government document exist in various form or format; they exist in the form of book, audio visuals, atlases, reference sources and serial publications.

In most countries e.g. Nigeria, state and federal government own printing press and so they are involve in the printing and publishing of government activities.

In state were printing press does not exist; they hire private publishers to publish their materials. Local governments equally follow the same procedures (Oghenebunme, 2006). Regardless of ownership, they are published and distributed by their printers or their agencies. This is the main reason why government publications are difficult to be acquired by libraries.

Scope of Government Documents

Government document fall within three (3) main areas, they are:

- (a) Legislative publication
- (b) Judicial Publication
- (c) Executive publication.

In each of these scopes, various forms of government publications exist.

Legislative publications

They are publications that emanate from legislative debate and deliberation by the legislative body when at national and state assemblies as at local government body. At the national assembly, two (2) different legislative body exist viz (Senate and House of Representative). At state level (we have the state) house of assembly members. At the local government level we have the councilor and speakers who make laws. In general, document emanating from legislative deliberation include BILLS, DECREE, CONSTITUTION, DEBATES, PARLIAMENTARY DEBATES.

Judicial Publications

They are publications emanating from court proceedings or Supreme Court proceedings. Examples include LAW REPORTS, NIGERIAN laws i.e. laws of the Federal Republic of Nigeria

Executive publications

Publication emanating from government ministries, agencies, presidency, and research institutes etc. They include GAZETTES, DIRECTORIES, COMMISSION OF INQUIRY, ANNUAL REPORTS, PRESS RELEASES, TECHNICAL REPORTS, DEVELOPMENT PLANS etc.

Characteristics of Government Documents

As earlier pointed out, Government documents are published at the expense of government and are issued by its authority or agencies, some of their characteristics are summarized below:

1. Government document exists in the form of book, reference sources, report, serials or pamphlets (Adehinpe, 2006). The reference sources in the form of Governments include directory, statistical sources etc. The report can be in the form of Annual report, technical report and report of the commission of inquiry. In terms of pamphlets, we have Gazettes, Edicts, decrees etc.
2. Government document bears the imprint of government. Governments are the publisher and the place of publication would be the name of the town or state capital (Adehinpe, 2006).
3. They are recognized and used by such agencies that are responsible for their publication.
4. Government document are distributed officially in the course of government business.

Acquisition of Government Documents in Libraries and Information Centres

Like any other library collection, government documents are usually acquired through the following methods:

- (a) **Direct purchase/subscription:** Libraries make direct purchase from government printers/publishers or government establishment and payment made directly. On the other hand libraries may subscribe (make order in advance) by filling in order form in advance so as to receive document in subsequent publications.
- (b) **Gift and donation:** Libraries acquire Government documents through gift. In this case the government establishment go round libraries to supply

publications free as the case of Central Bank Nigeria, Minna Branch Library engages in distribution of its publication to Libraries in Niger State as gift. The difference between gift and donation is that while gift is unsolicited for, donation is usually solicited.

(c) **Inter-Library Cooperation/Networking:** This is a method by which libraries come together and make formal agreement on how to boost government documents. This is so because no library is self-sufficient in terms of its collection. This can be achieved using the below strategies:

- (i) Resource sharing
- (ii) Library exchange
- (iii) Inter library loan

Resource Sharing

Here, two (2) or more libraries contribute Government Publication to a common library which serves as the coordinating library; these resources are mixed up and thus shared among the participating libraries. On the other hand, with the advent of ICT, information resources are now shared through internet or digitization.

Library Exchange

As already stated, the participating libraries (A, B, C, D) etc now contribute their resources to a common pool. This system is more or less like a trade by barter whereby libraries exchanges resources with one another. The resources of library "A" are being given to library "B" or "C" that lack such resources.

Inter-library Loan

Within the participating libraries, users are allow to loan the resources of one another depend on the agreement on loan period.

Networking

With the advancement in information technology (IT), libraries on global share resources, through internet browsing, downloading and print the needed information.

The rationale behind library co-operation and networking is the fact that no library is self sufficient in terms of resources at its disposal. In this 21st century, libraries can enrich their resources through digitization, and networking processes etc.

(d) **Legal Deposit**

This method is peculiar to only National Library particularly NLSN. Government document are acquired through legal deposit and is only National Library of Nigeria that has the statutory obligation of acquiring government publication using this method. This method is being backed up by legal deposit law of 1970 i.e. Decree Number 29 of 1970. It was stated that private publishers should deposit three (3) copies of their published material to National Library of Nigeria, State Government printers/publishers are to deposit 10 copies of their published materials to National Library of Nigeria. The Federal Government, its parastatals or agencies publishers are to deposit 25 copies of their published materials to National Library of Nigeria. Failure to deposit such number of publication to National Library of Nigeria attracts legal action which include fine and/or publisher is made to deposit the copies of published materials to National Library of Nigeria.

It should be noted that even within the National Library of Nigeria there is a department responsible for the collection of the published materials. It is called National Bibliographic Centre. The branch National Libraries in state chapters/levels are equally charged with the responsibility of acquiring published materials including Government documents.

(e) **Distribution of Government Publications:** Some government agencies are involved in the distribution of their publications to various libraries within the jurisdiction. For example, the Research Library of CBN, Minna branch took active step in the distribution of her publications to various libraries within Niger State as gift.

(f) **Acquisition tour**

Regardless of any of the methods being adopted, the library or library staff embarks on tour to government ministries, agencies and/or parastatals to acquire government publications. The librarian/library staff go round government ministries/establishments to collect publications either by purchase, gift or library cooperation.

(g) **Depositories**

They are agencies, libraries or information centres where government publications are deposited and used e.g. Kashim Ibrahim Library as well as Arewa house of Ahmadu Bello University, Zaria are depositories of all publications emanating from the Northern States of Nigeria. National library of Nigeria Headquarters, Abuja is a depository of all government documents that are published in Nigeria and by Nigerian Government and its agencies.

Problems of the Acquisition of Government Documents in Libraries:

- (i) Non-compliance to legal deposit law by printers and publishers. Libraries are finding it difficult to acquire government documents whenever they are published, hence government printers do forget to deposit some of their publications to National Bibliographic Centre and it is difficult to enforce law e.g. there is inadequate legal deposit Act of Ghana (Asamoah Hassan, 2000).
- (ii) Lack of adequate Bibliographic information: This is because most African government printers (Nigerian inclusive) do not have details of their publication on sale or lack adequate bibliographic information of published materials.
- (iii) Distribution Channels:- Bookshops, booksellers are not informed of any Government document available for sale. On the other hand, government printers do not have the zeal to publicise their products (Thompson, 1974).
- (iv) Inadequate fund: Adequate funds are needed to procure government documents. (Asamoah Hassan, 2000)
- (v) Lack of manpower to handle the job of publishing and distribution of Government document in Government department.

Technical Services, Processing and Organization of Government Documents in Libraries

After the acquisition of library materials using the methods listed above, the next step is the technical activities (technical activities are the activities perform by the librarian behind-the scene of users which include accessioning, cataloging and classification etc).

Accessioning

Accessioning is the assigning of serial numbers to documents according to their order of arrival in libraries. A register called Accession register is used to list the documents acquired on their arrival in library. The register is divided into different columns e.g Serial Number, title, Author's name, number of copies received, date received price of each book etc (Aina, 2004).

Classification

Grouping of library collection according to the subjects, fields of study or similarities. Various libraries uses different classification schemes e.g University Libraries in Nigeria uses Library of Congress (LC), Special Libraries uses Universal Decimal Classification (UDC), while Public and School Libraries uses Dewey Decimal Classification scheme (DDC).

Cataloging

This is the listing of holdings or collection of a particular library. Catalogue exists in various form:- sheet, dictionary, computerized, microfilm, Author-title, book bound catalogue etc.

Shelving

Government documents are shelved side by side with other library materials, they are also catalogue and classify in the same manner as other non-governmental publications. In some libraries, a section called Government document section is usually created and government publications are arranged and shelved. The arrangements of government documents are done on shelf according to the classification scheme used in library.

Factors influencing the organization of Government documents in libraries

- (a) **Type of library:** In university library, Government documents are arranged in a separate section called Government document section, while in special library Government documents are arranged along side with other materials because of the size of library, collection and number of users.
- (b) **Funds:** Before taking decision of arranging government documents in library, availability of funds should be considered since it warrants a lot of funds. To have Government document section in library may amount to more expenditure e.g. more number of staff, more money could be require to sustain the system. In a situation where the financial position of the library is not strong, the best alternative is to merge Government documents with other materials.
- (c) **Space:** some library usually face the problem of space and in this case such type of library would not consider separating government documents, instead they merge them with other publications.
- (d) **Security:** Government documents are small in number and so there is the need to create a special or separate section for security reasons; because if they are mixed with other collections, there is tendency for government documents to be stolen, mutilated and/or carelessly handled.

Forms of Government Documents

Government documents are publications issue at the expense of government, its authority, agencies or parastatals. They are publications that carry reliable information about the activities of government in a

particular country. They contain government activities at local, state and federal levels and are confined within the three (3) arms of government (executive, legislative and judiciary) as well as three (3) tiers of government. Governments documents exist in various forms amongst include the following:

- (a) Directory
- (b) Annual Report
- (c) Technical Report
- (d) Bills
- (e) Speeches
- (f) Constitution
- (g) Decree
- (h) Report of the Commission of Inquiry
- (i) Development Plans
- (j) Budget
- (k) Gazettes
- (l) Statistics etc.

Directory

Government document exist in the form of directory. This is a document that contains the list of the names of people, organizations together with their addresses, telephone numbers, and institutional affiliations and of course arranges alphabetically (A - Z). Examples of directory include:

1. Directory of Health Establishments in Nigeria (2007)
2. Directory of Nursery Schools/Institutions in Nigeria. (2008)
3. Directory of University Libraries and professional librarians in West African sub-region (2002).

Directory of Health Establishments in Nigeria was published in 2007 by National Bureau of statistics and has 353 pages. The preliminary pages contain information on hospitals in the geopolitical zones. The directory is arranged according to six (6) geo-political zones and each geopolitical zone is arranged by legal status and mode of ownership. Each page of the directory is tabulated into serial number, state, code, name and addresses, ownership, legal status. Ownership status refers to whether hospitals, maternity or dispensary is owned by Federal, State or Local Government. The legal status refers to whether it is clinic, hospital or maternity. Obviously the entries in the directory are arranged alphabetical (A - Z).

Directory of University libraries and professional librarians in West African sub-region published in 2002 and contains 411 pages including index to names of professional staff and university libraries. The directory

contains names and address of university libraries/ librarians in West African countries covering Ghana, Sierra Leone, Nigeria, Senegal, Togo. It list university libraries by their ownership, names of university library etc.

Annual Report

Government document exist in the form of annual report and contains documented information that shows the successes and failures of an organization/organizations, ministries, or parastatals. The annual report also spell out the financial statement of an organization such as profit and Loss Account, Balance sheet. Examples of annual report include:

1. Central Bank of Nigeria (2006) Annual report
2. Raw Material Research and Development Council, Annual Report (2004)

The Annual report of RMRDC 2004 is in 101 pages with information in the areas of investment promotions, international collaboration, information and service as well as administrative matters. The first few pages contains the photograph and names of the management and board of RMRDC which include Director General/Chief Executive and six (6) directors. Director's General report was included in the publication. The achievements recorded include 10 agricultural raw materials and launching of council's journal called "journal of raw material research". Other information contained includes report of seminars on investment opportunities in the down stream plastics industry. The last few pages contains capacity building of staff through recruitment of 907 staff holding various qualifications; in-house workshops as well as overseas training in the year 2004.

Technical Report

Technical report is the findings of researches carried out by a team of experts called technical committee on a given phenomenon. The findings are usually documented in the form of report. The research could be in the areas of agriculture, education, medicine, science and technology etc.

Example of technical report is the: "Universal Basic Education Programme Report (2003), National Assessment".

This document was first published in 2007 by the Universal Basic Education Commission Abuja. It is in 406 pages. The 2003 study was carried out in Nigeria with a sample size of two primary schools (1 rural and 1 urban) in eight (8) Local Government Areas (4 rural and 4 urban) in each state except Bayelsa and FCT which had 4 LGAs (2 rural and 2 urban) each. Also sampled were 24 pupils from each of primary classes 4,

5 and 6 and 576 head teachers and 1,728 teachers. The instruments used in the study were the achievement tests on four (4) core subjects (English language, Mathematics, primary science and social studies). Questionnaires were used for pupils, teachers and head teachers / schools. The document contains 21 chapters with 18 chapters containing the results of the study on achievement tests for primary 4, 5 and 6 in the four core subjects (English Language, Mathematics, Primary Science and Social Studies).

Bills

Bills are draft proposals/propose laws presented before the legislative body for deliberation. After the draft proposals have been deliberated upon and approved by the legislative body, they then become laws.

Example of bills includes:

1. 2001 Appropriation Bills
2. 2009 Appropriation Bill (Daily Trust April 9, 2009)

Speeches

Government document exists in the form of speeches of eminent personalities, top government functionaries, vice-chancellors etc and are compiled and published and hence form Government Publication.

Example of speeches includes:

1. Convocation Speeches
2. President's Nationwide Broadcast
3. Governor's Speech
4. Selected speeches of CBN Governors and Notable Nigerians 1959 – 2009.

Examples

Compiled speeches of the Chief Servant of Niger State From May, 29 December 2007: Volume 1.

The document contains 13 different published speeches delivered at different occasion by the Niger State Governor (Dr. Mutan Babsangida Aliyu) between May 29 and December 2007. It is in 250 pages and the speeches include among others the inaugural address on the occasion of his swearing-in ceremony as the Governor of Niger State on Tuesday 29th May, 2007. Goodwill message at the inaugural of the 6th State Assembly on 4th June, 2007 were among the speeches of the Governor during the period under review.

Selected speeches of Central Bank of Nigeria Governors Notable Nigerians (1959 - 2009).

Contains 26 selected speeches of CBN Governors and Notable Nigerians from 1959 to 2009 to mark the fifty years anniversary. These speeches contains among others:-

An Address by the Honourable Minister of Finance at the Official opening of the CBN on July 1, 1959 by Chief Festus Sam Okoite Eboh.
An Address on the 20th Anniversary of the CBN by Mr. Olu Vincent Goodwill message on the occasion of the 20th Anniversary of the CBN by General Olusegun Obasanjo. Management of Nigeria's Foreign Exchange Resources by Alluji Andulkadir Ahmed. Extracts from the 2009 Budget Speech presented to the National Assembly on Tuesday 2nd Dec. 2008 by President Umaru Musa Yar'Adua.

Constitution

A set of rules, principles and laws governing the affairs of a state or country can be regard as constitution. Constitution in Nigeria can be grouped into three (3) main parts according to periods:-

1. Pre-independence constitution (1922 – 1954).
2. The independence constitution (1960)
3. Post-independence constitution (1963 to date).

The pre-independence constitution is a constitution drafted before the attainment of independence and they include Clifford constitution of 1922, Richard constitution of 1946, Jordan All-Nigerian constitutional conference of 1950, McPherson constitution of 1951, London constitution conference of 1953 and Lytleton constitution of 1954 (Dible, 2008).

The independence constitution of 1960 was drafted and designed to pave way for Nigerian's independence i.e. to free Nigeria from colonial rules. It was also designed for the creation of regions (especially mid-western region) as well as election into National Assemblies (legislative in senate and House of Representative). The post-independence constitution was the republican constitution of 1963 based on election to political position. The second republican constitution was drafted during the government of Gen. Olusegun Obasanjo. The Republican constitution of 1989 adopted 2 – party system of Government (Dible, 2008).

The current constitution that is still being use is the 1999 constitution of the Federal Republic of Nigeria which was promulgated by Decree No. 24 of 1999. It is in 13 chapters covering General provisions; citizenship; fundamental rights; the legislative; the executive; the Judiciary and Federal Capital Territory (FCT) Abuja and General supplementary provision.

Development Plans

Government publication exists in the form of development plans. They are documents that contain series of government plan/actions to be carried out in future covering the social, political and economic programmes of government. It involves what, who, where, when and how actions are to be executed in future.

Preservation of Government Documents

While it is important for libraries to acquire Government documents, it is also crucial to take adequate care of them so as not only to maintain their original shape but also to cater for the information needs of future generation of users. The term preservation according to Librarians' Glossary (1990) is "the provision of adequate care and maintenance of facilities to ensure the safe survival of library stock and archives". Preservation is synonymous to conservation. A more elaborated definition was given by Alegebeleye (2009) as "a wide variety of interrelated activities designed to prolong the usable life of books, archives, manuscripts and artifacts".

Rationale behind preservation of Government publications in Libraries:

- Libraries are experiencing budget cut as well as decline in library budget and in some cases absent of acquisition budget as the case of School libraries. Therefore, the need to adequately maintain the available publications in libraries is very crucial.
- Libraries need to preserve documents to cater for the information needs of not only the present users but also the future generation of users.
- Government information sources needs to be preserved for research, reference and historical purposes.

Threats to Government Documents in Libraries

Like any other collection in libraries, the use of Government publications is being militated by some threats otherwise known as agents of deterioration. The various threats to government publications in libraries include:

- (i) *Human factor* – careless handling, theft and mutilation of library collection.
- (ii) *Chemical factor* (through wood pulp contain poisonous substances called lignin which has long term effects on paper) paper loss quality.

(iii) *Environmental factor* such as excessive temperature and humidity; gaseous products from industries etc.

(iv) *Biological factor* – i.e. activities of rodents, insects, fungi and bacterial on documents through tearing / eating some parts. This is largely cause by food items brought to library.

(v) *Environmental factors* – excessive temperature and humidity, air pollution (gaseous products) mostly from industries etc deteriorates library collection including government publications.

(vi) *Natural disasters* such as storm, flood, earthquake and fire outbreak destroy library collection including government publication. In some cases fire outbreak may be regarded as human factor due to careless handling of electrical appliances in libraries (Aguolu, 2002) and (Ahmad, 2002).

Various threats or deterioration to library materials have been highlighted by Aguolu (2002), ELIS Vol. 7 and Muhammed (2006).

Methods of Preserving Government Documents in Libraries

Storage and Handling
Government publications are arranged on the shelves, stored in cabinets, boxes; while transferring documents from one part of library to another should be done using book truck. Using free hand to transport documents from one section of the library to another should be avoided.

Electronic Preservation/Digitization

The advent of ICT now made libraries to preserve their collection through electronic method. Information on printed format can now be recorded in computer using CD, diskette, flash drives and through digitization of library collection. Internet services enable libraries to not only acquire but also preserve in the storage media and are accessed through browsing, and down loading.

In this era of information age, library materials are being converted from the printed format to electronic format using digitization. Digitization is the conversion of traditional library materials (books and papers) to electronic form using computer, scanners, digital cameras etc. Digitization does not only minimize handling of materials but also prolong and preserve their lifespan (Igbeka, 2008).

General Hygiene

Government publication can be maintained through fumigation, and regular dusting of individual / collection of publications. Food items should not be allow into the library in general and document section in particular.

Reprographic method

This involves photocopy, duplication, reprinting of publication so as to make the collection available to users thereby reducing the problem of security, vandalism of publications in libraries.

Physical Treatment Method

This involves binding, laminating and mending pages of publications.

Binding could be spiral binding or plastic binding. Plastic binding can be applicable to pamphlets.

Maintenance of Environmental Condition

A relative humidity range from 45% to 55% is ideal, while air conditioned environment be provided with moderate temperature and relative humidity. Any range above these causes a lot of damage to publications. Libraries should not be sited near the industries to avoid environmental pollution of smoke or gaseous products.

Security Measures

This is the provision for the safety of library collection against the menace of natural and human factors. The measures to be taken include:

- Mounting of security men at the exit and entrance to library to monitor the movement of users out from the library or document section.
- Fire fight equipment (fire extinguisher) be mounted at strategic locations / sections.
- Security alarm can also be mounted to keep library staff and users aware whenever there are any of the problems enumerated above.

Accessibility to Government Document in Library

After processing Government document through accessing, cataloging and classification. These documents becomes useless if they are not accessible to users for optimum utilization. They are then access through the catalogue cards bearing the title which serve as access point. The subject card bears subject headings of the document. Users can access government document through these manually.

In this era of ICT, the on-line public access catalogue (OPAC) is provided in some libraries. In Nigeria some University and Research Libraries now uses OPAC to enable users access the needed information.

Value/Uses of Government Publications

As earlier stated, Government publications emanates from the three (3) tiers of government and provide reliable information on the activities of the government. Government documents therefore meet the needs of the citizens of a country or countries hence serve information, research legal, historical etc values. Government publications can meet the needs of researchers, students, teachers and others in the following areas:-

Information value

Government publication provides current, accurate and reliable information on the activities of government. The information contained are not only in printed format but also in an electronic format more so that information technology has permeated all aspects of human life. Information on government activities can be accessed through internet. This also goes along way in knowing the activities of foreign government. Examples of publications that serve information value include: development plans, annual reports, debates and bills etc (Adehinpe, 2006).

Research value

Students writing term paper, projects as well as lecturers use government publications to prepare lecture notes. They therefore serve the research value for various category of library users.

Administrative value

Government publications serve the administrative value hence employees read through the documents and knows the policies, procedures, rules and regulations; condictions of services etc. It contain information such as employment, retirement /dismissal e.g. Gazette.

Legal value

Government publications contains legal information such as law reports, court proceedings etc. They also contain laws, edicts, decrees etc of a particular country or countries.

Fiscal value

Government document shows /contains detail information on how money is being managed or spent, sources of income generation, etc. This is achieved through budget. Publications emanating from Banks (Central Bank) contain fiscal information.

Recreational value

One can pick any of the government publications at leisure time and read for pleasure.

Bibliographic Control of Local, State and Federal Government Document

Bibliographic control is a systematic and comprehensive list of published and unpublished materials, books and non-book materials. It is the mastering over the rate of literature explosion. Jwayi (2005) defined Bibliographic control as "a system of effective and comprehensive recording of the sources of information in whatever form and whether or not they are published. It is a weapon against literature explosion or information explosion". Various measures are taken against the rate at which information source comes out. These measures are referred to as "Bibliographic control mechanisms". Bibliographic control mechanisms include compilation of bibliography, cataloging and classification, indexing and abstracting, union catalogue/union list etc (Childs, 1966).

Methods of Bibliographic Control/Bibliographic Control Mechanisms

1. *Compilation of Bibliography*: This is the method of compiling list of book and non-book materials arranged systematically to meet some specified requirement. Bibliography could be general or subject annotated or analytical.

2. *Union catalogue/Union List*: This contains the list of the catalogue of various libraries in the coordinating library. A library responsible for the central cataloguing is called union catalogue, e.g ABU Zaria library, Federal Polytechnic Bida library, College of Education Minna Library and Federal University of Technology, Minna library sending their catalogue to National Library Minna. The National Library of Nigeria can be regarded as a union catalogue. This is another way of achieving bibliographic control. It must involve more than one library in which the coordinating library have the knowledge of what other libraries has. Union catalogue are meant for books only. Union List are meant for serial publications such as journal, magazine and newspaper. Union list is the list of serial holdings of various libraries in a coordinating or central library.

3. *Catalogue / Cataloguing*: This is another bibliographic control measure. While catalogue is a product and cataloguing is a process. Catalogue refers to a list of library collection of only one library. It is of different type or form such as author-title, sheet, book bound, computerized, microform.

subject, and dictionary catalogue which all contains an access point. Cataloguing is a process which leads to the production of catalogue

4. *Indexing/Indexers*: They are list of terms, concepts or names arranged in systematic order showing the location, obviously the page number. Indexing is a process leading complete indexes. There are pre-coordinate and post-coordinate indexing systems.

5. *Current Awareness Services*: This is the provision of up-to-date information to users in the areas of research interest or studies. It is another mechanism by which information explosion can be controlled. It involves the followings:

- (i) Displaying of new arrivals in the library;
- (ii) Compilation of accession list,
- (iii) Compilation of tables of contents,
- (iv) Selective Dissemination of Information i.e providing information based on user's profile.

6. *Classification*: This is grouping of books and non-books materials into various classes according to their similarities using classification schemes such as Library of Congress (L.C), Dewey Decimal Classification (D.D.C), Universal Decimal Classification (U.D.C), Bliss classification, colon etc depending on the library.

7. *Abstract*: This is a summary of intellectual content of a document or group of documents. It is of different types and amongst includes:-

- (i) Informative abstracts: this contains detailed information about a document. It length can be from 100 words and above.
- (ii) Indicative abstracts: contains the general statement about the document.
- (iii) Extract abstract: this is meant for extracting part of document
- (iv) Computerized abstract: using a computer to abstract (summarize) intellectual content of a document or group of documents.

N.B Abstracts usually accompany reports, articles, term or seminar papers etc.

8. *Legal Deposit*: A law mandating publishers to deposit certain number of their published materials to National Library of Nigeria. Decree number 29 of 1970 states that all publishers are required by law to deposit certain number of their publication to National Library of Nigeria. Private publisher should deposit three (3) copies of their published material, state

government, its agencies or parastatals are to deposit 10 copies and Federal Government ministries or parastatals are to deposit 25 copies of their published materials to National Library of Nigeria etc. (Ogbenbrunne, 2006).

9. *Inter-Library Cooperation/Networking*: Inter-Library cooperation involves formal agreement between two (2) or more libraries to boost their collection in such a way that what library 'A' has is being given to library B or C that lack such materials (Ugwuona and Oniyeje, 2006). Networking is similar to the above mention only that the method adopts electronic facilities to access information in an electronic environment.

Bibliography of Government Document

Bibliography refers to the list of books, articles, periodicals and / or non-books materials arranged in a systematic order such as by, year, period, subject etc. It should be noted that a bibliography is different from a catalogue. While bibliography is a list of books, articles, monograph, pamphlets and audio visual materials arranged in a definite order, either by subject, author or title etc. a catalogue is a list of holdings of a particular library such as book or non books e.g. maps, globes, charts, illustrations etc. Holding here refers to books and non-books materials in a particular library.

Bibliographic Control of International Organizations' publications

1. ECOWAS
2. African Union
3. United Nations

ECOWAS

It comprises of 16 English and French speaking African countries. The English speaking countries include Liberia, Sierra Leone, Nigeria and Ghana. The French speaking member countries include Benin Republic, Guinea, Mali, Niger, Mauritania, Togo, Senegal, Burkina Faso, and Guinea Bissau. It was formed in 1975 with the sign of ECOWAS Treaty in Nigeria.

Some of the ECOWAS publications include:-

1. Treaty of the ECOWAS
2. ECOWAS News Bulletin.
3. Statistical bulletin
4. Human rights and the Rule of Law in Namibia (2nd Edition)
5. 60 years of Social Market Economy etc.

Bibliography

- Adebinje, A. G. (2006). The Importance of Government Documents in Reference Services in the National Library of Nigeria. *Nigerbiblion*, 17, 1 & 2, 1 – 10, 70 – 84.
- Aguolu, C. C. and Agunola I. E. (2002) Libraries and Information Management in Nigeria. *Mindiguri Ed-Linform Services* 37-38.
- Ahmad, M. J. (2002) Students' Manual on the Use of Books and Libraries. Kaduna: Zakara Publishing Co. 6-17.
- Alma, L. O. (2004) Library and Information Science text in Africa. *Ibadan: Third World Information Services Ltd*, 229 – 234, 256 – 271, 295 – 299.
- Alebeleye, G. O. (2009). Avoiding 'Technological Quicksand coming to Grips with the Preservation of Digital Information in Nigeria Being a paper presented at the 47th Annual National Conference/AGM of the Nigerian Library Association 26th – 31st July, 2009, 1-15.
- Asanmoh – Hassan H.R. (2000). The Problems and Prospects of Acquisition of Government Publications in Ghanaian Libraries. *African Journal of Library, Archive and Information Science* 10 (1) 69 – 73.
- Central Bank of Nigeria (2006). *Annual Report and Statement of Account*. Abuja: Central Bank of Nigeria, 201p.
- Central Bank of Nigeria (2009). Selected Speeches of Central Bank of Nigeria Governors and Notable Nigerians 1959 – 2009, 193p.
- Childs, J. B. (1966). *Bibliographic Control of Federal, State and Local Government Documents*. *Library Trends*, 15 (V)
- Daily Trust, April 9, 2009.
- Dible, C. C. (2008). *Essential Government for Senior Secondary Schools*. 4 ed. Ibador: Tonad publishers Ltd; 1 – 3, 30 – 51 and 165 – 193.
- Directory of University Libraries and Professional Librarians in the West African Sub-region" (2002) Kumasi: University Press, 411p.

- Edoka, B. E. (2000) Introduction to Library Science. Onitsha: Palma Publishing and Links Company, Ltd. 21-27, 40-42
- Federal Republic of Nigeria. (1999). Constitutions of the Federal Republic of Nigeria (Promulgation) 1999 No. 24.
- Harrod's Librarians' Glossary and Reference Book. (1990). England: Gower Publishing Co. Ltd. 492.
- <http://www.sec.ecovwv.int/site/edocav/English/decision-authority.htm>. Retrieved on 5th September, 2009.
- Igboka, J. U. (2008). Entrepreneurship in Library and Information Services. Lagos: Sterling Horden Publishers Ltd. 93 – 96.
- Iwaji, H. O. M. (2005). Bibliographic Control of Theses and Dissertation in Nigeria. *Nigeria Library and Information Science Trends*; 3 (1 & 2), 25 – 33.
- Madu, E. C. (2008). Fundamentals of Modern Reference Services: Manual Versus Electronic. *Bondar: Evi-coleman Publishers*; 3, 39 – 40.
- Muhammed, U. N. (2006). Preservation and Conservation of Library Materials: The Situation in the National Library of Nigeria. *Nigerbiblios* 17 (1&2), 116 – 139.
- National Bureau of Statistics (2008). The Directory of Nursery Schools/ Institutions in Nigeria. Federal Republic of Nigeria.
- National Bureau of Statistics. (2007). The Directory of Health Establishments in Nigeria. Federal Republic of Nigeria. 333p.
- Niger State of Nigeria (2008). Compiled speeches of the Chief Servant of Niger State from May 29th – December 2007. 250p.
- Ofofule, F. I. (2007). Depository Obligations at the National Library of Nigeria. *Issues at Stake, Nigerbiblios* 18 (1 & 2) 64-67.
- Oghebrume, B. O. (2006). Production of the National Bibliography of Nigeria: The Journey so far. *Nigerbiblios*, 140 – 148.
- Raw Materials Research and Development Council. (2004). *Annual Report*. Abuja, MRDC. 101p.
- Thompson, M. (1974). African Government Publications: Problems of Acquisition and Organization. *Libri* 23 (4), 298 – 305.
- Ugwuona, C. S. and Onyeje, E. O. (2000). Library Development in Africa: The NEPAD Alternative. *Global Review of Library and Information Science*, 2, 8.
- Universal Basic Education, (UBE) Programme (2007). *Report 2003 National Assessment*. Abuja. UBEC. 400p.
- Wessel, C. J. (1972). Deterioration of Library Materials. In *ELIS* (Encyclopedia of library and Information Science Vol. 7. New York: Marcel Dekker, 69 – 120.