THE ACQUISITION, ORGANIZATION, PRESERVATION AND INDEXING OF NEWSPAPERS IN UNIVERSITY LIBRARIES IN NORTHERN STATES OF NIGERIA

BY

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SEPTEMBER, 1988

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CERTIFICATION

This thesis entitled The Acquisition, Organization, Preservation and Indexing of Newspapers in University Libraries in Northern States of Nigeria, by Rufus Yanshen Gaji, meets the regulations governing the award of the degree of Master of Library Science of Ahmadu Bello University, and is approved for its contribution to knowledge and literary presentation.

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ABSTRACT

This is a study of the acquisition, organization, preservation and indexing of newspapers in seven selected University Libraries in the eleven Northern States of Nigeria. The purpose of the study was to find out if the poor state of newspapers in University Libraries is related to the acquisition practice, the way in which staff organize, supervise, maintain, preserve and index them, or due to hardened minds of readers, with a view to suggesting alternative approaches to the methods of acquisition organizing, supervising, maintaining, preserving, and indexing, newspapers. The significance of the study is that University Libraries are looked upon as the last hope when other types of libraries fail to cope up with information needs of readers. Related literature was reviewed, Data were collected through questionnaire, interviews and physical examination of acquired newspapers, and analysed.

In the main, the study found out that most libraries do not acquire newspapers published in the indigenous languages, and most libraries make little effort to fill gabs created as result of theft or mutilation. Going through current issues of newspapers by heads of sections before passing them to readers is more of current awareness purpose than checking for possible imperfection. Many libraries leave current issues of newspapers on tables for readers to consult at will, a practice that encourages theft and multilation. In most libraries, staff of other sections have direct access to back sets. However, some staff abuse this privilege by removing

or mutilating newspapers. Newspaper indexing in University Libraries is generally lacking, and none of the two libraries indexing has produced a thesaurus for the purpose. There is a general lack of adequate space for newspapers use and storage. Libraries are yet to start preserving newspapers in microforms. Despite accumulated experiences of staff of old University Libraries, they have not performed any better than staff of young University Libraries in terms of acquisition, organization, supervision, maintenance, preservation and indexing of newspapers. There is no significant difference in their performance. The poor state of newspapers in most libraries is due to poor acquisition practice, organization, ineffective supervision, and lack of adequate space for proper storage.

In the light of these findings, several suggestions were made in the form of recommendations for the improvement of newspapers acquisition, organization, preservation and indexing in University Libraries in Nigeria.

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ABBREVIATIONS AND DEFINITIONS

Abbreviations

Abstr.	Abstract
A.B.U.	Ahmadu Bello University
A.T.B.U.	Abubakar Tafawa Balewa University
B.L.S.	Bachelor of Library Science
B.U.K.	Bayero University Kano
Depts.	Departments
Dip. L.S.	Diploma in Library Science
ed.	editor
et. al	several authors
F.U.A.	Federal University of Agriculture
Ibid.	Consecutive reference to the same source
Libs.	Libraries
LISA	Library and Information Science Abstract
Loc. Cit.	A second, but non-consecutive reference to the exact materials previously cited
no.	number
op. cit.	Non-consecutive reference to the same source
p., pp.	page, pages
P.G.D.C.D.	Postgraduate Diploma in Curriculum Development
UNIJOS	University of Jos
UNIMAID	University of Maiduguri
U.D.U.	Usman Dan Fodio University
V.C.	Vice Chancellor

Definitions

University Libraries	Libraries of fully fledged Universities and of University Colleges initially established as Universities.
Local newspapers	Newspapers published in the Federal Republic of Nigeria, including those published in the indigenous languages.

Chapter 1

1 INTRODUCTION

1.1 Background to the Problem

The Newspaper is in essence a vehicle for transmission of information. Within the context of the newspaper, information may be defined as facts or data presented in a manner which renders them meaningful and useful to the reader. This information adds to his knowledge. However, because of the varied needs of newspaper readers, it is difficult to assess the value of each item in print. A newspaper therefore can survive only in an environment receptive to the type of information it carries.

The most important members of the community, as far as newspaper is concerned, are its subscribers, the people who think well enough of the paper to buy it and to supply it with much of the news and many of the features that make it interesting.

According to Moghdam (1978)[1] "It is up to the newspaper to remain alert to, and reflect the needs of the community in order to maintain its readership. This interaction between the newspaper and the community completes a cycle of acquisition, storage, processing and dissemination of information".

Penna, Fosket and Sewell (1977)[2] hold the view that the extensive provision of newspapers is comparatively more important in a developing country, than in one that is more developed. According to them, poverty often makes it

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difficult if not impossible, for the individual to purchase his own copy. At the same time the format and presentation of this type of material make it particularly attractive to new literates.

University libraries enjoying good budgets spend substantial amount of their budgets yearly for the acquisition of newspapers. Although the economic situation in Nigeria has made it very difficult,if not impossible, for University libraries to acquire foreign newspapers, a number of University libraries still acquire some foreign newspapers in addition to various newspapers published in the country.

University libraries normally identify vendors they consider efficient and place standing orders with them. The advantage of this practice is that it ensures that all issues of any newspaper subscribed to are received. Newspapers have now become so costly that the ordinary University staff cannot afford to buy them daily. Students who used to buy them daily when the economic situation was fairly good can no longer afford to do so. When a copy of a newspaper was sold at 20 kobo, a number of University staff and students did not bother to go to the newspapers section of the library. They could buy 2 to 5 copies of various dailies. Since the time the price of a copy of a newspaper rose to 50 kobo, the number of staff and students queing for newspapers in the University libraries has greatly increased.

University libraries which enjoy good budgets and which acquires a good percentage of newspapers, have now pilled up several copies. This calls for improved organizational and

supervision techniques. Similarly, the increase in the demand for newspapers by staff and students demands new techniques in the circulation of newspapers.

1.2 Statement of the Problem

Many writers have written a lot about newspapers organization, supervision, preservation and on security of library materials in general. Others have written about the handling and use of newspapers in libraries. Lyle (1974)[3] advocates handling of current issues of newspapers on slopping racks, on vertical newspaper racks or simply shelved in flat horizontal shelving. Gracy (1971)[4] and Whatmore (1970)[5] review the storage problem of newspapers in libraries, and conclude that damages to newspapers are inevitable, and therefore, microfilming of newspapers is the obvious answer. Broadus (1973)[6] feels that only libraries subscribing to many newspapers need to preserve files usually in microfilms, but that small libraries could preserve newspapers in files.

For sometime, the writer has observed that a number of newspapers acquired by Nigerian libraries in general, and by University libraries in particular, have been mutilated, some pages cut or removed, certain issues either misfiled or missing. The extent to which newspaper issues are mutilated or cut, was noticed when the writer used the New Nigerian Newspaper for an indexing assignment in Kashim Ibrahim Library, Ahmadu Bello University Zaria, between the months of January and March 1986. One tends to wonder whether the poor state of newspapers is not related to the acquisition practice, the kind of organization, supervision and preservation techniques

employed by the staff of the newspapers section of the library. In other words, could the poor state of newspapers be attributed to poor acquisition, organization, supervision and preservation or to hardened minds of library clientele, despite good acquisition practice and organization, effective supervision and good preservation?

1.3 Significance of the Problem

There is growing demand for newspapers in University libraries now than ever before. In addition to the need for current news and general information, there is growing demand for newspapers because of the feature articles they carry. University is highest institution of learning. University libraries provide materials including newspapers for the advancement of scholarship. In Nigeria some also act as depository of published works. The significance of this problem lies in the fact that if issues of newspapers which have been acquired continue to disappear or some of their pages get mutilated, cut, torn or removed, it will be difficult, if not impossible, for University libraries to meet the demand for information that newspapers contain. They will also fail in carrying out the function of depository. Where public and school libraries fail to meet the demand for information carried by newspapers, University libraries are looked upon as the last hope. It is important to find a solution to this problem, so that newspapers remain intact, and the information they carry is retrieved whenever the need arises.

1.4 The Purpose of the Study

The purpose of this study therefore is to examine the acquisition practice, the organization, supervision, preservation and indexing of newspapers in University libraries with a view to finding out whether or not the poor state of newspapers in University libraries relates to poor acquisition practice, poor organization, ineffective supervision and poor preservation by the library staff. The finding thus will enable the writer to suggest how best to improve on the techniques of acquisition, organization, supervision, maintenance and preservation of newspaper collections in University libraries, and or to suggest alternative methods of organizing, supervising and preserving newspapers in University libraries in Nigeria.

1.5 The Significance of the Study

The significance of this study is as follows:-

1. It will be a contribution to research in areas of newspaper librarianship with special reference to University libraries.
2. The study will provide bases for decision making to people concerned with newspapers supervision in University libraries.
3. The study will be useful for policy making by people responsible for planning library services, with specific reference to the provision of staff and storage facilities for newspapers.
4. It will provide areas for further investigations in the field of newspaper librarianship.

1.6 Assumption

The writer assumes in this study that the poor state of newspapers in University libraries is attributed to poor organization and ineffective supervision.

1.7 Scope and Limitation of the Study

The geographical coverage of this study is the eleven Northern States of Nigeria. The population of this study is the ten University libraries, including a library of a University College, which was initially established as a University library. The writer restricted himself to the Northern States of Nigeria for two reasons. Firstly it is for the personal convenience of the writer. Secondly, the cost of travelling in the Northern States is cheaper than travelling in both the Northern and the Southern States of Nigeria.

Considering the geographical extention of the eleven Northern States, and the spread of the ten Universities and University College, only seven libraries are covered in this study. These libraries are Kashim Ibrahim Library, Ahmadu Bello University, Zaria, University of Jos Library, Bayero University Library, Kano, Usman Dan Fodio University Library Sokoto, University of Maiduguri Library, Abubakar Tafawa Balewa University Library Bauchi, and Federal University of Agriculture Library Makurdi. A common feature of these seven Universities is that they are owned and funded by the Federal Government of Nigeria. Seven out of ten libraries (70%) were considered a very good representation to allow a more generalizeable conclusion.

Libraries of Institutes of Education, Institutes of Administration, Institutes of Agricultural Research, Colleges of Agriculture, Colleges of Education and Advanced Teachers' Colleges affiliated to Universities and Polytechnics offering degree programmes are excluded from this study. These libraries are parts of the University library complexes. They are performing the functions of special libraries and are therefore not of University library status.

The study is restricted to the acquisition, organization, preservation and indexing of newspapers. It does not cover the organization, preservation and indexing of other serial publications.

The study covers both national and local newspapers published in the indigenous languages of Nigeria.

Figure 1: University Libraries Used for the Study.



KEY

A.T.B.U. = Abubakar Tafawa Balewa University, Bauchi

A.B.U. = Ahmadu Bello University, Zaria

B.U.K. = Bayero University, Kano

F.U.A. = Federal University of Agriculture, Makurdi

UNIJOS = University of Jos

UNIMAID = University of Maiduguri

U.D.U. = Usman Dan Fodio University, Sokoto.

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Chapter 2

2. REVIEW OF LITERATURE

2.1 The Role of Newspapers

Newspapers have as their primary purpose the dissemination of information to the whole public. The public wants its news as it happens - fully covered, well printed, attractively and accurately presented in a form whereby it may be preserved to become a public record. Every newspaper is an encyclopedia of local history and world movement.

Williams (1978)[1] identifies four services of the newspapers to the public as follows:-

i. A bulletin board: As a bulletin board, the newspaper announces the time, places and topics of meetings, chronicles of birth, deaths and marriages, and gives vital facts about current issues. It warns when taxes must be paid, when voters must register, proclaims election and announces when schools open. It also stimulates public interest in holidays and special days and their programmes, and heralds coming sports events.

ii. An educator and promoter: The newspaper instructs in all subject areas. Through the newspaper columns the doctor talks about common diseases and points out ways to avoid or treat them. The weather man conveys information to farmers about rainfall and weather conditions. Persons prominent in national and world affairs are brought close to all through

biographical facts. Most newspapers invite people to express themselves on matters of general community interest. Through the editorial columns the editor interprets the thought of the community. The editor speaks and the readers talk back. Thus the public receives the opinion of both. The newspaper also produces news, advertises and builds regional business.

iii. A protector of freedom: In communities where the newspapers have a large circulation and exerts a strong influence for community betterment, it is as important as a telephone exchange, a light and power company, a water company or a gas service. It is just as necessary for families to receive on the happenings and issues for the day as to receive light from the community power plant. The newspaper guards the people's interest, warns the public on criminal activity, helps police apprehend criminals. A good newspaper is as quick to expose incompetence in office as it is to commend efficiency.

iv. Communications leader: The tremendous speed with which news must be obtained from great distances, the accuracy and fairness with which it must be handed, and the promptness with which newspapers must be circulated impose great obligation. The public relies upon newspapers for counsel and guidance in community improvement, in the shaping of better, more efficient government, and in the general

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> promotion of better living. In the field of advertising, great service is demanded of the newspaper by retailers, wholesalers and manufacturers who recognize the newspaper as an effective sales producing agency.

The importance of newspapers has been so stressed that librarians have started putting local newspapers on tapes for the benefit of the blind and the mentally retarded children and adults who would never be able to read. Sturt (1970)[2] and Leach (1979)[3] report that such services are being offered in Sweden, Britain, and Ayrshire.

Craddock (1978)[4] strongly feels that public libraries have generally neglected the need to serve the blinds and partially sighted. He is of the view that when public libraries recognize that the blind and the partially sighted need to have the information newspapers contain, and attempts made to satisfy this need, talking newspapers will be seen as a natural adjunt and communication service to be supported.

Discussing the role of newspapers as an information source, Rotstein (1978)[5] warns that in treating newspapers too casually, libraries are overlooking a source of major information. Despite frequent association with triviality, sensational news and advertising, newspapers record, with immediacy and impact, historical events and socio-cultural attitude and biases. He stresses the need for clear guidelines for the development of a comprehensive newspaper policy, without which collections become unmanageable.

Although all libraries carry newspapers, objectives are ill-defined with the result that the potential of newspapers has not yet been fully realised.

Smith (1979)[6] sees the 19th and the early 20th century French newspapers as a major source of information on African history. He concludes by saying that if newspapers are carefully used and balanced against other sources, French newspapers can be a valuable source for African history during the period of imperialism.

Lyle (1974)[7] shares the same view when he says that "Newspapers are not solely of current importance, when back files are preserved in substantial runs, they form a primary historical record that is unsurpassed".

Newspapers have very important role to play in the technological advancement of any nation. Dukes (1979)[8] while discussing the role of the newspapers in the year 2000, links the future of newspapers to the future of technology and the future of society. According to him the future of the newspaper industry depends on whether the newspapers grasp the fact that they are in information industry. The newspaper future will be shaped by market considerations - a demand for sound business information and for reliable information conveniently packed in a form compatible with decision-making procedures.

Newspapers have important roles to play in adult literacy. Marshall (1981)[9] reports that a national paper features adult students' writing from the various literacy

centres in the United Kingdom. He feels the needs for such publications in Canada, and examines the machinery needed to establish it.

The committee on Inter-African Relations (1960)[10] in its report on the press in West Africa, prepared for the international seminar on press and progress in West Africa, holds the views that the press is to inform, to educate, to entertain and amuse, to examine fairly and critically and to make constructive contributions to thought and discussion on matters of public policy and to provide a forum for the airing of ideas and opinions, whatever their origin, and however controversial. According to the committee, it is not unreasonable to expect a good newspaper to have a high percentage of factual news, to strike a fair balance between local and foreign news obtained from a variety of independent sources.

Commenting on the roles of the early newspapers in Nigeria, Kitchen (1956)[11] holds the view that "virtually all papers devote more space to comment than to news and aimed at influencing their readers as well as conveying information". According to her, the Zik chain in particular has played a major part in extending political awareness.

Coleman (1960)[12] asserts that there can be little doubt that nationalist newspapers and pamphlets have been among the main influences in the awakening of racial and political consciousness.

According to Omu (1978)[13] it is not surprising that the early press was essentially a political press. He asserts that because Africans were denied effective participation in government and wanted to influence the trend of events and to realise their dignity, their anxiety centred on the demand of political and nationalist persuation and propaganda.

2.2 Organization and Supervision of Newspapers

Although newspapers can be used for historical research, and for answering questions of the day, traditionally, they are difficult to exploit directly. This is because of the limited amount of cataloguing afforded them. Their handling too has not been given serious thought in many libraries. A number of libraries, after processing, leave newspapers on reading tables for readers until at the end of the day. There is no record as to the number of readers who have used a particular newspapers. Lyle (1974)[14] feels that "Current issues of newspapers are best handled on slopping racks, on vertical newspaper racks, or simply shelved with the current periodicals in flat horizontal shelving". According to Hagelweide (1974)[15] a much used alternative is press-cutting file.

Discussing the problems facing libraries seeking to establish and exploit a newspaper collection, Hagelweide (1974)[16] outlines the following problems:-

1. Traditionally, newspapers are regarded by libraries as ephemeral.
2. They are on sale only briefly and issues missing for any reason are hard to replace.

3. Newspapers are noted for title inconsistences.
4. The daily appearance and large format create filing problems.
5. Newspapers are of interest to a wide variety of readers and so are subject to considerable wear and tear.
6. Collection of newspapers for binding is time consuming.
7. Cost of newspaper collections can be high.
8. Stack storage of bound volumes creates handling problems.
9. Microfilming also brings difficulties as well as solving them.
10. Newspapers are not available through inter library lending.

2.3 Preservation and Maintenance of Newspapers

Newspapers are widely and extensively read by library clientele. In University libraries, most students first go to the newspapers section and possibly spend the first one hour there before moving to other parts of the library to read and to borrow materials. Because of the interest to a wide variety of readers, newspapers are subject to considerable wear and tear. After an exhustive check on the conditions of each issue of Belfast newsletter and the Lisburn Standard and of missing portions of the run of Linen Hall Library, Gracey (1971)[17] concludes that disintegration and damage to newspapers are inevitable, and therefore, microfilming of newspapers is a necessity.

Whatmore (1970)[18] reviews the storage problem of newspapers libraries and concludes that microfilming of newspapers is the obvious answer. Once the newspapers have been filmed, nothing is ever lost or damaged, he stresses.

Discussing briefly on how to organize an effective and efficient newspaper clipping services, Bavakutty (1980)[19] recognizes the value of newspapers as a source of information in social science research. He notes the difficulty of preserving newspapers in their physical form. The difficulty he says can be solved by making microfilm copies of newspaper cuttings.

Lyle (1974)[20] feels that the maintenance problems which librarians face with newspapers files is becoming a thing of the past. According to him, "The tremendous growth of runs of newspapers in microfilm and the general acceptance of this format because of the savings in binding and storage, have solved this problem". Without making microfilm copies of newspaper cuttings, a library would have no other choice than to discard the old collections to give room for the most recent collections.

In his paper, Whatmore (1970)[21] reports that a company decided to remodel its newspapers library before moving to a new building. The library had fewer than a million press cuttings stored in vertical filing cabinets of shallow drawers. The company decided to freeze the old collections and to start new sequences. The frozen of the old collection was not done at will. It was necessitated by the condition

of the newspapers and lack of storage facilities. The frozen of the old issues however failed to take cognisance of the retrospective value of these newspapers.

Broadus (1973)[22] feels that newspapers are unfortunately considered a nuisance in many libraries, because they are difficult to house, get badly hauled, and pored over by people who, so it seems, have nothing better to do. He suggests that newspapers could be preserved in files by small libraries. Larger libraries subscribing more newspapers will need to preserve files usually in microfilms.

Mannerheim (1980)[23] reports that the Government of Sweden decided that the Sweden Daily Press should be filmed by the Royal Library in 1978. Three copies of all editions and news bills were to be legally deposited, two of which will be reserved. Copies of the film would then be available at four other libraries. The filming of these newspapers was to help solve maintenance and space problems.

The New York Library Task Force on newspapers bibliographic control and preservation (1981)[24] which was set to propose the compilation of a state wide - bibliography, identifying titles and locations of newspapers, identifies two main problems associated with newspaper collections. These are the rapid deterioration of newsprint paper, and the lack of adequate bibliographic aids for identifying them. The bibliography would eventually be converted into computerised form and made available as a data base. It was also proposed that a comprehensive

programme for microfilming newspapers would be established as a means of achieving long term preservation.

2.4 Newspaper Indexing

The index is used daily by all librarians and numerous laymen. Aside from the individual book index, other types of traditional indexes include periodical indexes, general and subject, and newspapers indexes. However, there is limited newspapers indexing all over the world. This lack of indexing is made up for, by individual libraries indexing local newspapers. According to Milstead (1980)[25] newspapers indexes are very few, with more unpublished. This, he says, has made restropsective access to current events very difficult.

The importance of newspapers has led to a number of libraries embarking on internal indexing service of all local newspapers. Dewe (1972)[26] attempts to look at some of the difficulties these libraries face in their effort to index some local newspapers. These problems include: what is to be indexed, the manner of entry, compilation of standard subject headings, whether to index individuals connected with organization under their personal names or under the organizations. According to him, the traditional card posed a number of problems to the indexer who will be concerned with keeping it to a manageable proportion.

Newspapers, especially local ones, could be under-utilised if an index to it is not available. Armstrong and Fenell (1982)[27] stress on this when they report the setting up of an index project for a small town newspaper because

access to information was limited by both availability of papers and the lack of suitable indexes.

Similarly, Vieria and Trice (1980)[28] report and describe the development and operation of a local newspaper project at Napa City county library in California. Two sets of newspapers indexes were produced, one for 1857 - 1900 and the other for current daily newspapers. Although the two indexes differ in scope and housed seperately, they share a common subject authority file. It is an indexer manual developed to provide a portable file and to instruct indexers on indexing principles, scope rules and difficult components.

When newspapers articles are indexed, articles become simple to trace and the time of the reader is saved tremendously. The researcher could search directly, items of news in the newspapers that interest him. Alegbeleiye (1984)[29] gives three important reasons why a librarian or an archivist needs to compile an index to his newspaper holding as follows:-

a. An index to the back files of newspapers is useful for the anxious, intelligent layman who uses a library or an archive.
b. When indexes to newspapers are properly compiled, they are particularly useful to specialists like researchers, historians, scientists and so on.
c. The availability of a good index would serve to bring users to the library or an archival institution.

Akinwumi (1988)[30] reminds libraries indexing newspapers of the existance of different editions of some newspapers in Nigeria. The indexer should know which edition he is indexing. There are Southern and Northern editions of some of the Nigerian newspapers and any indexer that does not take this into consideration may likely mislead the users of such indexes.

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Chapter 3

3. RESEARCH PROCEDURES

3.1 Sampling Procedure

Having considered the geographical extention of the eleven Northern States, and the spread of Universities in the States, it became obvious that a thorough study cannot be carried out if all the ten University libraries are used to carry out the study. Rather than using the ten University libraries namely, Kashim Ibrahim Library Ahmadu Bello University Zaria, Bayero University Library Kano, University of Jos Library, Usman Dan Fodio University Library Sokoto, University of Ilorin Library, University of Maiduguri Library, Federal University of Technology Library Minna, Federal University of Agriculture library Makurdi, Abubakar Tafawa Balewa University Library Bauchi, and Modibbo Adama College Library Yola, the researcher took a sample of seven for a thorough study.

Stratified random sampling was considered best sampling method for the study. Libraries were stratified by age. Those established between 1962 and 1977 were considered old, while those established after 1977 were considered young University libraries. The old libraries are those of Ahmadu Bello University Zaria, Bayero University Kano, University of Jos, Usman Dan Fodio University Sokoto, University Ilorin, and University of Maiduguri. The young libraries are those of the Federal University of Technology Minna, Abubakar Tafawa Balewa University Bauchi, Federal University of Agriculture Makurdi and Modibbo Adama College Yola. All the young University libraries were established in the 1980s.

Five out of the six old University Libraries were sampled out for the study. These are Kashim Ibrahim Library, Ahmadu Bello University Zaria, Bayero University Library, Kano, University of Jos Library, Usman Dan Fodio University Library Sokoto and University of Maiduguri Library. Two out of the four young university libraries were also sampled out for the study. These are; Abubakar Tafawa Balewa University Library Bauchi, and the Federal University of Agriculture Makurdi. The rationale for including both old and young libraries in the sample was to find out if the experiences of staff of the old libraries make a difference in the acquisition, organization and supervision of newspaper collections. Seven out of ten university libraries were considered a very good representation to allow a more generalizeable conclusion.

3.2 Instruments for Data Collection

The researcher used three instruments to collect data for the study. The main instrument was a questionnaire sent to all the University libraries under study. The second instrument was an examination of some of the newspapers acquired. The researcher also carried out unstructured interviews in some of the libraries used for the study. The interviews were based on the responses to the questionnaire administered, and the observation made by the researcher.

3.2.1 Questionnaire

The questionnaire was the main instrument for data collection. Apart from basic information about the library like its name, year of establishment and the number of

newspaper titles subscribed to, the questionnaire contains thirty-seven items, organized into four sections as follows:-

A. Newspapers Acquisition and Organization:

1. Whether the library receives all issues of newspapers subscribed to.
2. What the library does if a vendor is unable to supply a newspaper issue.
3. Whether the library subscribes to more than one copy of a newspaper title.
4. If the library subscribes to more than one copy of a newspaper title, whether all copies are circulated.
5. If all copies are not circulated, what are the reasons.
6. Whether head of serial or newspapers section goes through the newspapers of the day before they are passed to readers.
7. Reasons for head of section going through current issues of newspapers.
8. Whether the library staff on duty checks back issues before passing them to readers.
9. Reasons for checking or not checking back issues before passing them to readers.
10. Method of storing current issues of newspapers.

B. Borrowing Procedures:

1. Whether current issues of newspapers are left on the tables for readers, or passed to them on request.
2. Whether readers who request for newspapers fill request forms.
3. Whether the request for issue is made by giving only the issue or the file holding all issues of the month.
4. Whether a reader deposits his identity card before he is given a newspaper title.
5. If no identity card is deposited, how is the return of the newspaper issue guaranteed.

6. If a reader is required to deposit his identity card, what are the reasons.

7. Whether library staff from other sections of the library have direct access to back issues.

8. Reasons for allowing or for not allowing library staff from other sections direct access to back issues.

9. Displinary measures taken against readers who remove, or cut sheets of newspapers.

C. Newspapers Maintenance and Preservation

1. Any routine check on newspapers.

2. How often newspapers are checked, if any.

3. What the library does, if it finds a newspaper issue or its pages cut or removed.

4. Adequacy of storage facilities.

5. Binding of newspapers.

6. Whether copies that have been circulated are those bound.

7. Reasons for not binding newspapers, if the library does not.

8. How unbound newspapers are preserved.

9. Weeding of newspapers collection, if any.

10. Period of newspapers usage before they are discarded.

D. Newspapers Indexing

1. Whether library indexes local newspapers.

2. Reasons for indexing or for not indexing local newspapers.

3. If the library indexes local newspapers whether it uses controlled language.

4. The controlled language used, if any.

5. If the library indexes, whether it publishes the index.

6. If the library indexes but does not publish the index, what are the reasons.

7. Problems of indexing.

8. Problems of newspaper. librarianship with regards to staff, readers and preservation.

3.2.2 Validation of the Questionnaire

The questionnaire was used as the main instrument for data collection. The researcher took time to construct it. It was revised and tested for validity and reliability. The result of the test together with supervisors comments were used to further revise the questionnaire. With this further revision, a valid and a reliable questionnaire was obtained.

3.2.3 Interviews

The interviews were intended to gather more information and to verify certain responses. The interviews were not restricted to the staff of the newspapers section only, but extended to other staff of the library and students who use the library. The interviews were unstructured for two reasons. Firstly the researcher did not want to restrict himself to specific questions. Structured interviews would have restricted the researcher to specific questions. Answers which were given to unstructured questions gave the researcher the opportunity to ask many more questions. Secondly, because the interviews were unstructured, the researcher was able to reframe some of his questions, and in some cases completely changed them.

The researcher also visited some binderies and gathered information through interviews, about the conditions of newspapers brought for binding.

3.2.4 Examination of Newspapers

A number of newspapers were examined to determine how intact or otherwise the pages are. Two newspaper titles were examined thoroughly, covering 1986 and 1987. Other newspaper titles were just examined at random. The examination of the newspaper issues by the researcher further helped to verify some of the responses given by the respondents, and brought to light, the physical condition of newspaper collections in University libraries.

3.3 Subjects

A copy of the questionnaire was sent to every University library used in the study for completion by the newspapers section of the library. It was intended that a library staff who is directly concerned with the processing and or engaged in the day to day charging out and receiving back newspaper issues would be given the copy of the questionnaire to complete. Since he is engaged daily in the newspapers section, the researcher hoped that the questionnaire was completed with every details. Bindery staff who actually receive, arrange and bind newspapers were also interviewed to find out the condition of newspapers they receive from the library for binding.

3.4 Administration of Questionnaire

One copy of the questionnaire was sent to each University library used for this study. A total of seven copies of the questionnaire were sent out, six by post and one

was delivered by hand. All the participating libraries were provided with stamped self-addressed envelopes for returning the completed copies of the questionnaire to the researcher.

Two libraries returned their completed questionnaire after three weeks, two returned theirs after five weeks, one returned its own after six weeks, while one returned its own after three months. The researcher wrote and sent letters of reminder to two libraries. All the letters of reminder sent had copies of the questionnaire attached. The researcher also enclosed stamped self-addressed envelopes so that if the first copies got lost in the post, these ones could be completed and returned. Although the researcher sent letters of reminder, one library did not return its copy of the questionnaire until the researcher visited the library and discussed with the librarian. Even then, it took three weeks before the completed questionnaire was returned.

A total of seven copies of the questionnaire were sent out for completion. All the seven copies sent out were returned, completed.

The researcher's earlier plan to use research assistants to assist him in the collection of data did not work. The assistants the researcher wanted to employ were out of Zaria as a result of the long closure of Ahmadu Bello University Zaria. The researcher's earlier determination to complete data collection within two months using research assistants could not materialise. It took the researcher three months to complete the task of data collection.

In addition to the questionnaire used to collect data, interviews conducted and examination of newspapers carried out, the researcher also took time to observe borrowing procedures in some of the libraries under study.

3.5 Checking the Reliability

At times respondents either consciously or unconsciously leave certain questions unanswered. Sometimes incorrect information is intentionally supplied, either because the respondent wants to protect his interest or that of the organization. The researcher therefore decided to check the reliability of all the information given by respondents. The researcher visited four of the seven libraries used in the study, and observed how newspapers are organized, handled and preserved. This enabled the researcher to compare the information got through the questionnaire with what is actually obtainable in the libraries.

3.6 Procedures for Treating Data

Data collected through questionnaire, interviews, observations and examination of newspapers have been analysed using the following methods:-

a. Descriptive method.
b. Tabulation of data to give ease of comparison.
c. Convertion of raw figure to percentages.
d. Graphical presention where applicable.

The researcher commented objectively on the findings, pointed out the strength and weakness of each administrative

practice employed by the libraries. The researcher also made suggestions for improvement where existing practices seem inadequate. Alternative approaches have also been suggested where data showed that the present approaches seem not to be effective.

Chapter 4

4. ANALYSIS AND INTERPRETATION OF DATA

This chapter is devoted to the presentation and analysis of data collected through questionnaire, interviews and examination of newspaper collections in seven university libraries. The researcher has analysed the data using tables, percentage, and in some instances, descriptive methods have been employed. Comments made by the researcher are based on the weakness and strength of the organizational practices, preservation techniques and indexing practices engaged by libraries covered by this study. The researcher has also made suggestions for improving practices which seem ineffective, and offered alternative approaches to some practices.

4.1 Newspaper Acquisition and Organization

Data collected revealed that not all the libraries included in this study receive all issues of newspapers they subscribed to. Responses showed that libraries take different approaches whenever their vendors fail to supply certain issues of newspapers for one reason or the other. When some libraries endeavour to get issues of newspapers not supplied by vendors, others simply take no steps. This can be seen in table one overleaf.

KASHIM IBRAHIM LIBRARY
AHMADU BELLO UNIVERSITY
ZARIA, NIGERIA

Table 1: Steps taken when vendors do not supply newspapers.

Libs.	Insist on vendor to supply	Ask for copy from publisher	Contact other depts.	Liaise with individual staff	Total no of steps taken
1	-	-	-	-	0
2	-	-	-	-	0
3	-	1	-	-	1
4	1	1	1	1	4
5	1	-	-	-	1
6	-	1	-	1	2
7	-	-	-	-	0

The table above shows that two libraries take no step to acquire any newspaper issue that the vendor is unable to supply. Two libraries take only one step each, out of the four steps shown in the table, while one library takes two steps. It is only one library that takes all the four steps indicated, to see that it acquires any issue its vendor cannot supply.

Libraries should leave no stone unturned to see that no gab is left unfilled in its newspapers collection. In addition to liaising with publishers, departments, and individual staff, members of the public outside the university, and other libraries should be contacted.

Findings revealed that the 7 libraries (100%) used in this study subscribe to more than one copy of a newspaper issue. On whether or not all copies are circulated, 3 (42.9%) said they circulate all the copies, while 4 (57.1%) said

that they do not circulate all the copies, subscribed to. Reasons given for not circulating all copies subscribed to vary from one library to another. One library said it uses one copy for newspaper cutting, another library said that one copy is used for collection development, while one said that a copy is sent to the university librarian for consultation, and then subsequent binding. The reasons given by the libraries for not circulating all the issues of newspapers do not include binding. Investigation revealed that the copy which is meant for consultation and binding is actually circulated. It is circulated because it is consulted by researchers and the university librarian before it is sent for binding. It is the researcher's view that copies of newspapers intended to be bound, should not be circulated. During the period of circulation, pages may get torn , marked, cut or even removed. An issue can even disappear. Any newspaper issue sent to the bindery should be intack, clean and free from mutilation.

While one library (14.3%) reported that it buys its newspapers on "cash and carry" basis, six (85.7%) reported that they place order with vendors. Only one library (14.3%) has since July 1985, started buying 3 titles directly from publishers, and the rest from vendors. Buying newspapers from local vendors on "cash and carry" basis implies that once the library does not get one of the newspapers from the vendor, it may not get it again, nor press on the vendor to get it for the library. It implies that the library buys what is available. Libraries which have no standing orders with vendors also stand the risk of

missing certain issues once the vendors are unable to get enough copies to go round its customers. University libraries should re-examine their acquisition practices, with a view to ensuring that all newspapers subscribed to are received and preserved. It is strongly suggested that university libraries should acquire newspapers from vendors for circulation, and from publishers for the purpose of preservation or for binding. The acquisition should include all local newspapers published in the indigenous languages, like Gaskiya Tafi Kobo, Zuma, Amana, Alkalmi, Albishir and the like.

Many university libraries seem to incline more towards the acquisition and preservation of national and international newspapers, and seem to ignore the role of local newspapers published in the indigenous languages. Out of the 55 newspaper titles (See Appendix 7) held in the 7 university libraries used for this study, only 8 (14.5%) are published in the indigenous languages. The distribution by library is shown in figure 2.overleaf.

Inspite of the fact that these local newspapers are published and sold around, only two university libraries hold local newspapers. One library holds 7 titles, while the other holds 3 titles. None of the remaining 5 libraries holds a single local newspaper. The local newspapers published in the indigenous languages held by these libraries are Gaskiya tafi kobo, Zuma, Yanci dan Adam, Amana, Alkalami, Albishir, Alfijir and Magana Kano.

Newspapers holding varies considerably from one library to another. This is clearly shown in figure 3.

Figure 2: Number of Local Newspapers held by University Libraries Under Study.

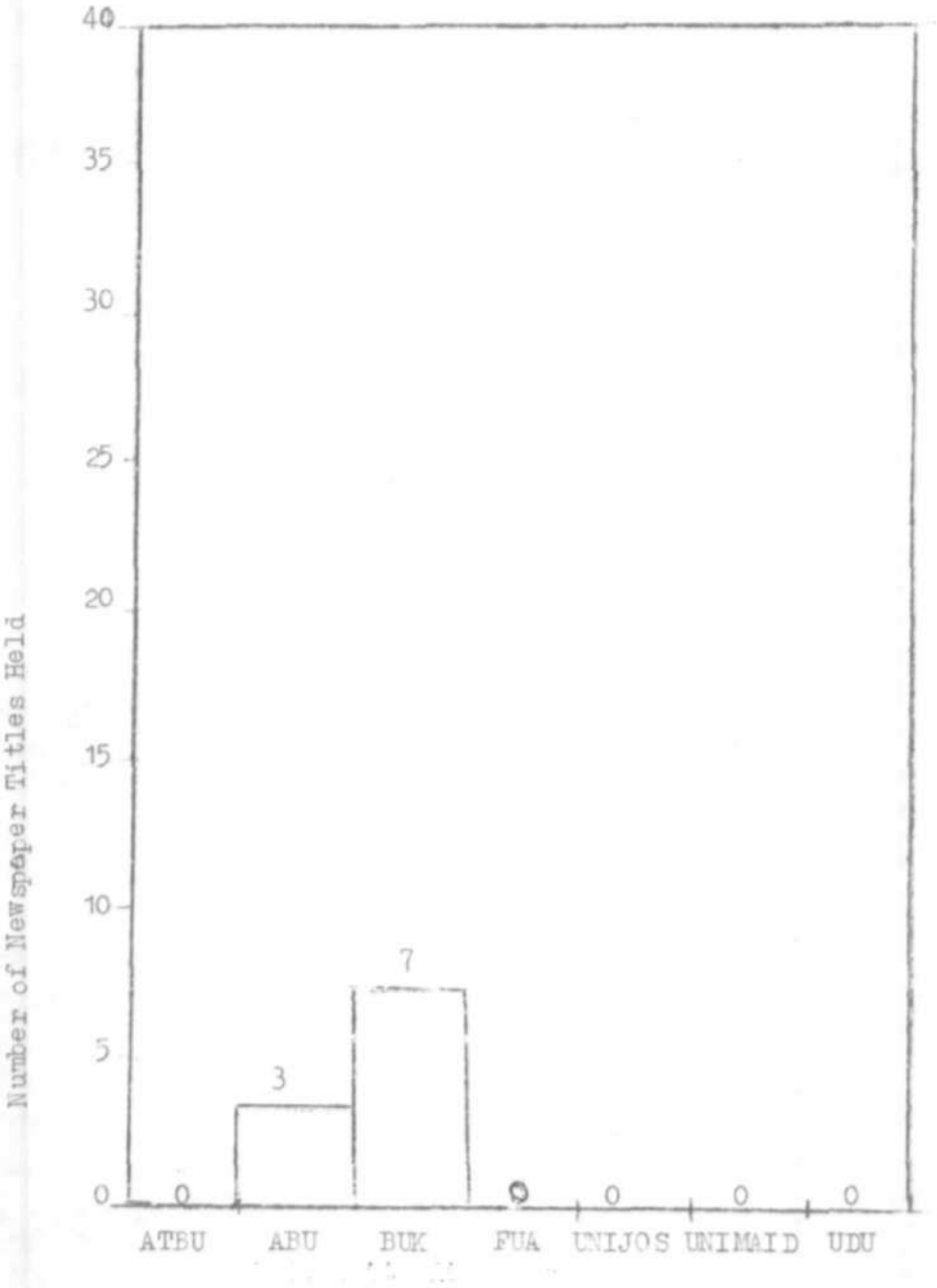
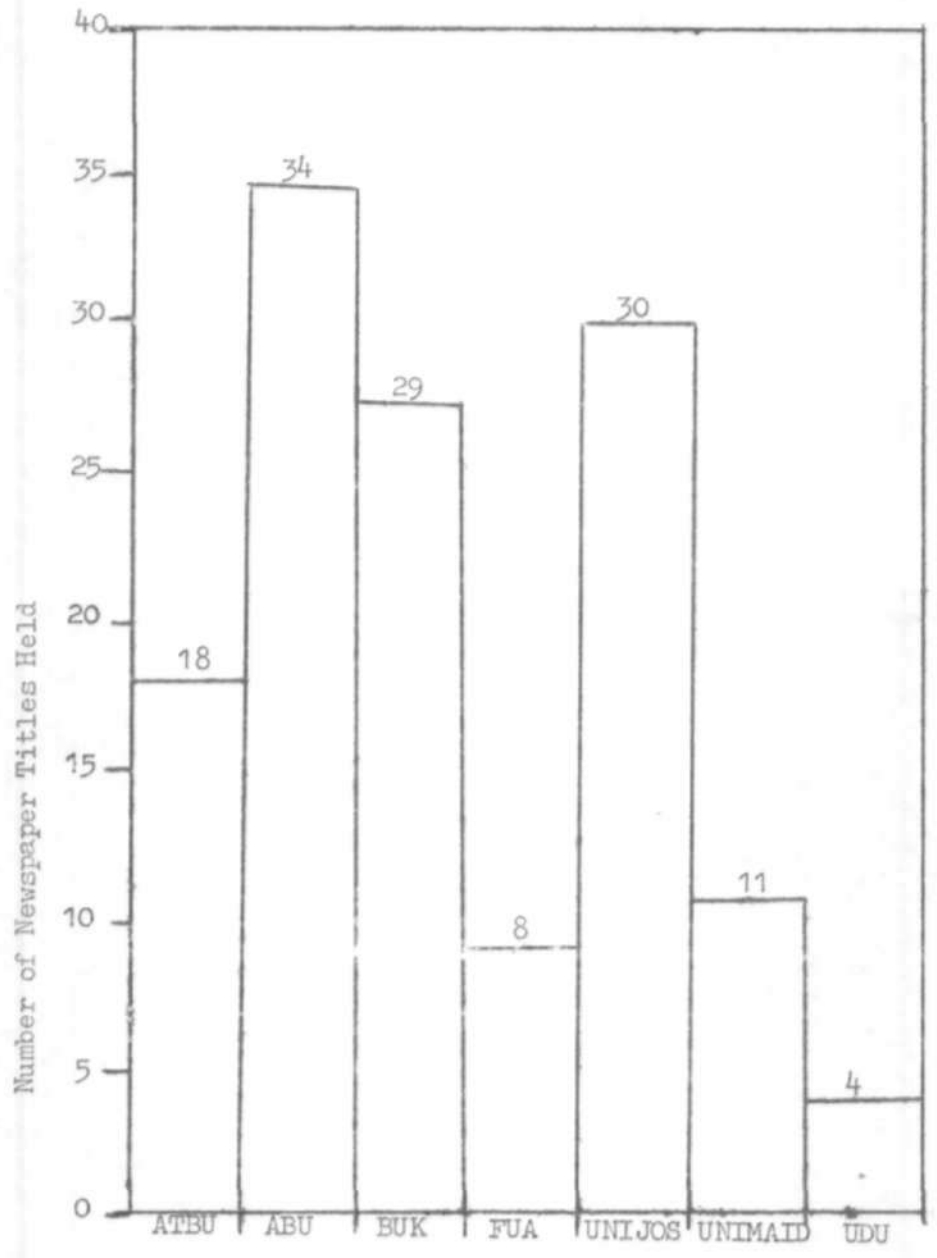


Figure 3: Number of Newspaper Titles Held by University Libraries Under Study.



A complete list of newspaper titles held by the 7 university libraries can be seen in Appendix 7. While some titles have ceased publication, others are irregularly received. Some libraries have stopped acquiring some titles due to financial difficulties. While 3 libraries hold between 29 and 34 titles, one library holds 18 titles. While 2 libraries hold between 8 and 11 titles, one library holds only 4 titles. Four newspaper titles are not adequate to provide the needed information that newspapers carry. Figure 4 overleaf shows current titles actually being held by the 7 libraries.

Local newspapers provide information on local history that national and international newspapers cannot provide. In other words, they fill gaps in information on local history. University libraries in each area has the responsibility of collecting, organizing and preserving local newspapers in order to supplement information from national newspapers.

As to whether or not the heads of the serial or newspaper sections go through all the newspapers before they are passed to the readers, 5 (71.4%) said that the heads of sections go through the newspapers before they are passed to readers, 2 (28.6%) said no. As to why heads of sections have to go through the newspapers before the library clients read them, reasons given include checking for recent journals that might have been anounced in newspapers, checking for possible imperfection, for indexing and for the purpose of keeping abreast with the world happenings. Table 2 clearly outlines those reasons.

Figure 4: Number of Current Newspaper Titles Held by University Libraries Under Study.

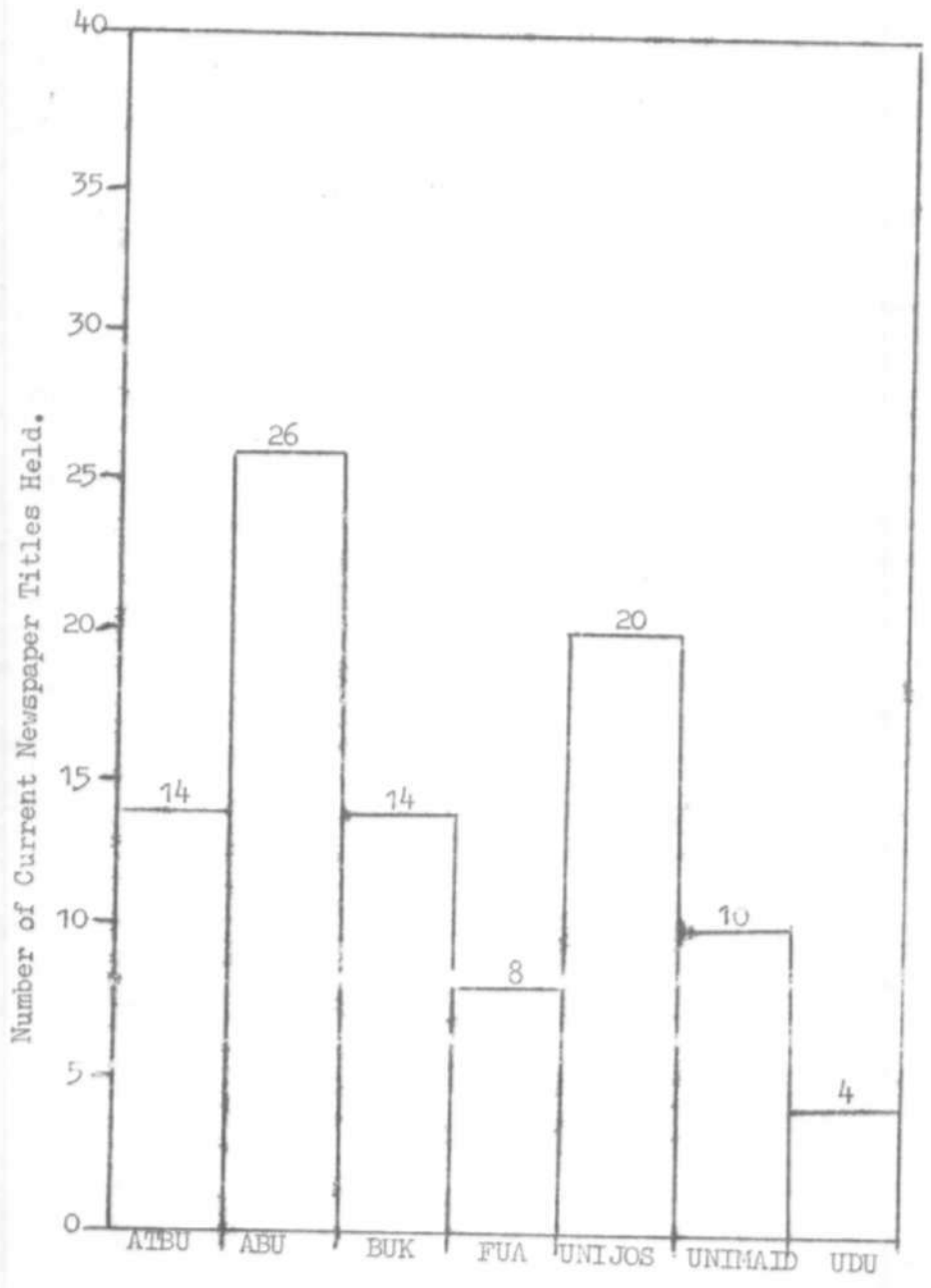


Table 2: Why heads of newspapers sections go through current newspapers before they are passed to readers.

Why head reads current newspapers before readers	No of libs. which gave reasons	%
To check for recent journals announced	1	20%
To check for possible impecfection	2	40%
For indexing	1	20%
For current awareness	2	40%

The analysis revealed that only two (20%) out of 5 libraries which actually go through current issues of newspapers before passing them to readers do so for the purpose of detecting possible imperfection. During the interview session, a senior library staff in one of the university libraries used for this study pointed out that a number of newspapers are received with imperfection. According to him one often finds some pages torn, illegible or wrongly folded thereby resulting into partly printed pages or double printing of pages. If the head of the serials or newspapers section or any staff assigned to do the job does not go through the current issues of newspapers, he will not know whether or not any mutilation seen later was done at the publisher's end or by library users. Mutilation of newspapers, therefore, cannot solely be attributed to poor handling by students. Imperfection and mutilation could be caused by the publisher.

Findings showed that all the 7 (100%) libraries used in the study take time to check back issues before passing them to readers. When asked to say why library staff do check back issues of newspapers before passing them to readers who request for them, 6 out of the 7 libraries covered in this research work (85.6%) said that they check because they want to identify possible ripp off or mutilation and to be sure that all pages are intact, and so that they can identify a reader who mutilates or removes pages. One library (14.3%) said that it only lends materials that are in good physical condition. In other words, the purpose of checking through back issues before lending them out is to decide whether or not to lend them to readers. If a newspaper issue was checked before it was passed to, also rechecked after the reader had returned and found to be in perfect condition, any mutilation, damage, or theft of some pages later on found in newspapers, may not be unconnected with library staff and other University staff who have direct access to back issues. Libraries therefore should intensify its check for possible mutilation not only before passing newspapers to readers, but also after receiving them back. They should also endeavour to identify those who mutilate and take appropriate action.

Checking back issues before lending them out, should not only be for the purpose of deciding whether or not to lend them, as it is practised by one of the libraries. The library should be able to detect who mutilates, cuts or removes sheets of newspapers.

Newspapers cannot be shelved ordinarily like books because of their format. Current newspapers are therefore kept variously by University libraries as can be seen in table 3.below.

Table 3: How current issues of newspapers are kept.

Keeping of current issues of newspapers	No of Libs. which use the method	% (to the nearest decimal point)
They are kept by titles on shelf	2	28.6%
Displayed on tables	2	28.6%
Kept in newspapers stands for readers to consult	1	14.3%
Current and back issues are kept together in a room	1	14.3%
Kept together with back issues in the reference section	1	14.3%
Total	7	100%

The analysis shows that 2 libraries (28.6%) keep their current issues of newspapers by titles on shelf, while one library (14.3%) keeps them on newspapers stands for readers to consult. By keeping issues title by title enables staff to retrieve any issue on demand. By leaving them on newspapers stands for readers to consult would certainly result into rough handling. It would be difficult, if not impossible, to detect who mutilates. The one library (14.3%) which keeps its current and back issues together in the reference section of the library certainly would have no control over the users. Two libraries (28.6%) simply display

their current newspapers on tables. By displaying newspapers on tables means that readers are free to consult them at will. And when newspapers are consulted at will, no one can be held responsible for any mutilation. Findings revealed that one library (14.3%) keeps both current and back issues together in a designated room.

The study revealed that newspapers are generally not organized like books. In most cases, newspapers are not catalogued or classified. What obtains in the libraries is that only the bound volumes are classified. What libraries do is to stamp the newspapers, enter them either in a cardex or in a record sheet, or in an index to the newspaper and journal holdings. In some libraries, records of newspapers held by the libraries are not made in the general catalogue of the library. The library catalogue should show what the library has, both within and outside the library building. Entries should be made in the general catalogue for all newspapers, in addition to entries in the catalogue of serial publications, cardex or index to newspaper and serial holdings.

Since unbound newspapers cannot be shelved like books, there is need for a more realistic approach to newspapers storage. Libraries should avoid the practice of leaving newspapers either on tables, on newspaper stacks for users to consult at will or keeping both current and back set together. Ideally, unbound newspapers should be arranged title by title, date by date and month by month. If newspapers are arranged date by date and title by title,

readers' requests can be made by consulting that particular title, and less time will be spent in locating a particular issue. Checking through fewer copies reduces wear and tear.

4.2 Borrowing Procedures

After newspapers have been received and processed, libraries have different ways of lending them to readers. Because of current nature of the information they carry many students rush to the newspapers section as soon as they have lectures free hours. Library staff also try to glance through them as soon as they are processed.

Asked to say whether current issues of newspapers are passed to readers on request or just left on reading tables for the readers to consult, 6 (85.7%) libraries said that as soon as the heads of sections have gone through, the newspapers are left on the tables for readers to consult at will. On the other hand 1 (14.3%) library said that the newspapers are not just left on the tables for readers to consult. Rather, newspapers are filed in folders in closed access. They are only passed to readers on requests. Further findings revealed that this one library does not entertain verbal requests. Readers fill request forms before they receive newspapers.

The practice of leaving current issues of newspapers on tables for readers to consult is a major source of mutilation and theft of sheets. The library cannot identify who actually mutilates or cuts pages from newspapers if they are just left on tables for readers to consult.

If readers are made to fill request forms before newspaper issues are passed to them, the library will, in addition to detecting mutilation and theft, know the actual number of readers who consult each newspaper issue daily, the calibre of readers and the frequency of request of a particular newspaper. Supervision of newspapers handling must start right from the time they are received and processed.

A number of students and staff do not get to read newspapers on the day they are published or received into the library until after some days. Some may only glance through without bothering to read them thoroughly. Others, because of the lengthy nature of some featured articles, come back to the library to read them whenever they have enough time to do so. By the time they come back to the library to request for such issues, the copies would have be filed and stored away. When asked to say whether a reader's request for a back issue of a newspaper is made by giving only the issue requested for, or is made by giving the file holding other issues, 3 (42.9%) libraries replied that they give only the issue requested for, while 4 (57.1%) libraries said that they give the file holding other issues of the month.

When a reader requests for a back issue, it is safer to give him only the issue he has requested for, unless the issues have been hound into a volume. Giving a reader the file holding issues for the month will lead to mutilation, theft and rough handling. The reader does not need to go through the file holding almost 30 issues in

order to find only an issue which is of interest to him. In fact when a reader returns the file holding issues for the month, it will be very difficult for the library staff on duty to check all issues to see if any damage has been made. With a single issue or two, the staff on duty can easily check through.

Of the 7 libraries covered by this study, 6 (85.7%) said that readers who request for back set of newspapers have to deposit their identify cards with the library staff on duty at the newspapers section before newspapers are given to them. Only 1 (14.3%) does not demand the readers to deposit their identify cards before they are given the newspapers. As to how the return of a newspaper with all the pages intact is guaranteed, the library said that library staff on duty will be vigilant.

The 6 libraries which demand for the readers' identity cards advanced reasons for doing so, as shown in table 4.

Table 4: Why readers have to deposit their identity cards before they collect newspapers.

Reasons for depositing identity cards	No of libs that gave the reasons	%
To identify the patron	2	28.6%
To ensure material is returned	5	71.4%
To identify mutilators	2	28.6%

As can be seen in table 4, two (28.6%) libraries out of 6 that demand readers to deposit their identity cards, do

so in order to identify the patrons, while 5 (71.4%) do so to ensure that the materials lent out are returned after use. Two (28.6%) libraries demand that the readers deposit their identity cards because the identity cards will help to identify those who mutilate or cut some pages of the newspapers lent to them.

Identity cards should not only be for the purpose of identifying the patron. Similarly, returning newspapers after use, does not imply that they are returned in good condition. Asking a reader to deposit his identity card should be for the purpose of identifying, whether or not he is a member of the University community, ensuring that newspapers are not only returned, but returned in good physical condition, and should also help to determine who mutilates or cuts what, and should be meant to ensure that a patron pays for any lost or damage made to newspapers before the identity card is returned.

Asked to say whether or not library staff from other sections of the library have direct access to back issues of newspapers, 6 (85.7%) libraries said that they do, while 1 (14.3%) library said that they do not. The libraries that allow all library staff direct access to back issues of newspapers and the library which does not allow staff from other sections direct access to back issues gave reasons for doing so. The library which does not allow staff of other sections of the library direct access to back issues of newspapers said that it does this to ensure

the saftey of newspapers. It does not think that newspaper mutilation and removal of pages is restricted to students alone. The 6 libraries that allow all staff direct access to back set of newspapers advanced some reasons for doing so. Four (66.6%) libraries said they have confidence that the staff will not mutilate, remove pages or steal any issue of the newspapers. Out of the 6 libraries which allow staff of other sections direct access to back set, 1 (16.6%) library said that it allows staff direct access because it wants them to be conversant with the overall system and to be current with local, nation.l and international happenings. One (16.6%) library said that newspapers are kept in the serial section, and that the serial section is opened to all staff.

It is observed that disallowing direct access to back sets of newspapers is a right step taken in the right direction towards preserving newspapers in their physical condition. It is not true that newspapers theft, cutting or mutilation is done by students alone. No one can be held responsible for any damage done if every library staff is allowed direct access to back set of newspapers, particularly issues that are yet to be bound. Sometimes library staff become students, and so go in search of articles published like other students. Since they know that they will not undergo search like other students, they can remove or cut pages of newspapers. The fact that newspapers are kept in the serial section does not mean that staff of the library should just have direct access to back sets, particularly

issues yet to be bound. Libraries should endeavour to restrict direct access to newspapers so that newspapers can remain intact.

When a law or a rule is made, those who breach the law or rule get punished accordingly. Those who breach library rules and regulations should be punished. Asked to state disciplinary measures taken against readers who are confirmed to have removed or cut sheets of newspaper, various measures were stated. The measures depend on the gravity of the offence committeed. Four (57.1%) libraries said that the matter is referred to the disciplinary committee for necessary action; 1 (14.3%) said that the student is expelled from the library; 2 (28.6%) said that the disciplinary committee chaired by the Vice Chancellor suspends such a student for one semester.

The researcher endorses the expulsion and suspension of any student who, knowing fully well that his action is criminal, yet goes ahead to mutilate, remove or cut pages from newspapers. It is not enough to expel or suspend a student who has committed such criminal acts. All students who are confirmed to have committed such offences should, in addition to suspension or expulsion from the library, be made to replace or pay for the replacement of materials stollen or damaged. If a student is merely expelled from the library, or suspended from the University library without paying for the damaged or lost material, he will probably not feel much, since the faculty or departmental library is there to serve him. The researcher is of the view that any student who has been suspended or expelled from the library

should write an undertaking to abide by the library rules and regulations before he is allowed to use the library or borrow the library resources.

4.3 Newspaper Maintenance and Preservation

There is difficulty in preserving newspapers in their physical form. Because newspapers are of interest to a wide variety of readers, they are subject to considerable wear and tear. Libraries are therefore saddled with the task of maintaining volumes of newspaper collections.

Data collected showed that 4 (57.1%) libraries out of the 7 covered by this study carry out routine check on newspapers acquired, while 3 (42.9%) do not check routinely to see if all issues of newspapers acquired are in the library, and are intact. As to how often newspaper collections are checked by libraries who actually check, 3 of the 4 (75%) libraries reported that they carry out the check once a month, while one (25%) library said that it carries out routine check once in six months.

Materials acquired must be seen to exist in the library. The library needs to know whether or not materials it has acquired are available in the library. Unless the library periodically checks back sets of newspapers, it cannot know whether or not all issues are in the library and intact. The findings revealed that not very many libraries carry out periodic check on newspapers. Further investigations revealed that the monthly check which the three libraries carry out does not cover all back sets of newspapers. The monthly check is intended to confirm

whether or not all issues of the previous month are available, and to tie them up. It is the researchers' view that libraries should extend the check to other months issues as long as they remain unbound. This is very necessary especially in libraries that allow staff of other sections direct access to back sets. This will enable the libraries know the condition of their newspapers before deciding to send them for binding.

Routine check on newspaper collections would be meaningless if the routine check is done for doing sake. When asked to state what the libraries do when they find issues of newspapers missing, some pages of newspapers cut or removed, the four libraries that actually carry out the routine check gave various steps they take, as shown in table 5 below.

Table 5: What libraries do when they find issues of newspapers missing, pages cut or removed.

Steps taken to replace missing or damaged newspapers	No. of Libs. which took steps	%
Fill the gab with a copy from V.C.'s office	2	50%
Fill the gab through photocopying	1	25%
Liaise with people within and outside the University	1	25%
Request for a copy from publisher	2	50%
Weeded out, if unable to replace	1	25%

As can be seen in table 5, 2 (50%) out of the 4 libraries that check their newspapers try to get copies from the Vice Chancellor's office to fill gabs that might be found. Only 1 (25%) library resorts to photo-copying in other to fill any gab. Similarly, 1 (25%) library liaises with people within and outside the University to get copies to enable it fill gabs that might have been created due to theft or damage, while 2 libraries (50%) go to the extend of contacting the publishers of such newspapers, so that the gabs might be filled. One library (25%) said that if it cannot find another copy to fill the gab, it weeds that issue out.

The researcher wishes to observe that no one single step can solve the problem of filling gabs created through theft or damage. Libraries must therefore take different approaches to enable them fill any gab in their newspaper collections. For libraries that do not carry out periodic check on newspaper collections, satisfying information needs of library users will be difficult, since they do not know whether or not materials readers may ask for are available in the libraries.

Adequate storage facilities have a lot to bear on the maintenance of newspaper collections. A library that lacks adequate space would obviously not be able to maintain its newspaper collections properly. Asked to assess the newspapers storage facilities, responses were either very adequate or inadequate. Findings revealed that 1 (14.3%) library described its newspapers storage facilities as very adequate, while 6 (85.1%) libraries described their own

storage facilities as inadequate. The overall picture therefore is that most libraries lack adequate space for the proper storage of their newspaper collections. It is due to this lack of adequate space that caused some libraries to store current and back sets of newspapers together. Some libraries, as has been noted earlier, have no separate section for newspapers.

Data collected revealed that 6 of the libraries covered by this study, (85.7%) bind their newspaper collections. Five (71.4%) libraries said that the copies sent for binding are those that have already been circulated, while 1 (14.3%) said that the copies sent to the bindery are not the very copies that have been circulated. Copies that are sent for binding are those kept for research purposes or those received directly from the publisher. The researcher wishes to observe here that copies kept for research have been used by researchers, and are in any way not different from those that have been circulated. They have actually been circulated since researchers have used them.

Although 6 of the libraries covered by this study bind their newspapers, findings revealed that 1 (16.6%) library binds only five sets of its newspaper collections, and the rest are kept in one of the campus libraries, while another library (16.6%) binds only four sets, and the rest tied up month by month and stored in cupboards for reference purposes. One library (16.6%0 said that it does not bind its newspapers because it lacks binding facilities, and that

it ties its newspapers by title on a monthly basis, and keeps them flat on shelves.

It has been noted earlier that newspapers are of interest to a wide variety of readers and so are subject to considerable wear and tear. Collection of newspapers for binding is also time consuming. Stack storage of bound volumes equally creates handling problems. The obvious answer to these problems is the microfilming of newspapers. Once newspapers have been filmed, nothing is ever lost. Therefore, microfilming is the best answer for newspapers storage and preservation. It is the best answer for inter-library loan, for bibliographic control and for information storage. The University Microfilms International (1986)[1] outlines reasons why serials should be in microforms, which include the followings:-

1. Space conservation: Microforms require less than one-tenth the space of bound volumes.
2. Cost savings: They cost substantially less than binding current volumes and two to thirteen times less than lithographed reprints of back files.
3. File integrity: They do not get clipped, torn or written on.
4. Performance: When stored under proper conditions, they last almost indefinitely.
5. Ease of handling: They are readily accessible and easier to refile than paper issues.

Microfilms are therefore the best answer to all problems associated with newspapers with particular reference to their preservation.

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The Concord Press of Nigeria has recently acquired equipment for filming its newspapers and other publications. University libraries can now purchase the National Concord newspaper in microfilm. The management of Concord Press has recently sent an open invitation to all libraries on newspaper microfilming. University libraries interested in microfilming its newspapers and other serial publications can now approach the Concord Press. Since microfilms of Nigerian newspapers are not available commercially, University libraries should accept this invitation.

Findings revealed that 3 (42.9%) out of 7 libraries weed out their unbound newspapers. While 1 (14.3%) library weeds out its newspaper collections after 2 years, one library weeds out the foreign newspapers after three months, and the local newspapers only when a microfilm of same issues have been received. The third library has no specific period for weeding out newspapers.

It is observed that the practice of binding certain newspaper titles and leaving others unbound amounts to value determination. Every newspaper title has its strong and weak points. It amounts to censorship when certain newspaper titles are chosen for binding and others left only to be discarded after two years or so. University libraries should bind and keep all newspapers they acquire.

4.4 Newspaper Indexing

Commercial indexing of newspapers in Nigeria is nonexistent. Where fifteen to twenty titles of newspapers are recieved daily, it will be very difficult if not

impossible to trace featured articles and other items of news after one month. Libraries which want to ease search for information by readers and by library staff need to produce indexes to local newspapers they acquire. Newspaper indexing is of paramount importance to University libraries. Where public and other special libraries fail to meet the information needs of clientele, University libraries are looked upon to satisfy such information needs.

Data collected through the administration of instruments revealed that out of the 7 libraries included in this study, 2 (28.6%) libraries index the newspapers they acquire, while 5 (71.4%) libraries do not. The objective of indexing newspapers, according to the libraries that index, is to control articles of information and to reduce aimless searching for articles by readers, which increases newspapers mutilation. The 5 (71.4%) libraries that do not index newspapers advanced various reasons for not indexing. Table 6 outlines reasons given for not indexing newspapers.

Table 6: Reasons for not indexing newspapers by University libraries.

Reasons for not indexing	No. of Libs. which give reasons	% of Libs. which give reasons
Inadequate staffing in the unit	2	40%
Inadequate facilities	1	20%
Lack of standard subject headings	1	20%
Lack of initiative	2	40%

It is observed by the researcher that newspaper indexing in Nigerian Universities has not been given serious thought. Inadequate staffing, inadequate facilities and lack of standard subject headings are not convincing reasons for lack of newspaper indexing. A full time indexer should be able to do all the indexing work that is needed. The indexer does not need a special room. As at now a thesaurus exist for indexing newspapers. Afolabi (1987)[2] has produced a thesaurus which University libraries and other libraries could use as a bases for indexing newspapers, since it has provided guidelines for creating new subject headings, bearing in mind that index terms are limitless. Libraries can also produce their own thesaurus, relying on the existing subject headings like Sears List of Subject Headings and the Library of Congress Subject Headings. For effective bibliographic control of newspaper articles, indexing is preferable.

As to whether or not the two libraries which index their newspapers use any controlled language, one said it does not, while the other said that it uses Library of Congress Subject Headings. They have also not attempted to construct their own thesaurus for the purpose. Lack of a controlled language or a thesaurus for indexing would obviously result into lack of uniformity in entries. Different indexers will use different headings.

Although 2 (28.6%) out of the 7 libraries covered by this study index newspapers, data collected revealed that none of them publishes its index. In other words, the index

is merely meant for internal use. Asked to give reasons for not publishing the index, one library said that it lacks financial resources to embark on such a venture, while the other said that it wants a sizeable index.

On the general problems of newspapers indexing, the libraries reported that the lack of standardization in entries is a major problem. Because the libraries do not use a controlled language, the index is bound to lack uniformity in entries. The libraries also reported lack of adequate staff in the sections to do a thorough job. A staff responsible for indexing in one of the two libraries said in an interview, that indexing work is just a part of his schedule. He said, he would have been doing a better job, had he been assigned only indexing duty. He ended by saying that University libraries should see the need for newspaper indexing, and not only make it a full-time schedule, but that all indexes produced be published.

University libraries should cooperate together to produce a thesaurus for indexing newspapers. An index can ordinarily be put on stencils. University libraries do not have to engage printers to be able to publish the index. Libraries can also cooperate to produce a thesaurus for newspapers indexing, just as some Nigerian University libraries have cooperated to produce the Nigerian Periodical Index.

University libraries which do not index newspapers could adopt other methods to provide readers with information contained in newspapers. Newspaper clippings and the

development of vertical files are other means of making readers aware of the contents of newspapers. As revealed by this study, it is only one University library that provides newspaper clippings and maintains vertical files. The only library which developed vertical files for its newspaper collections, is the Ahmadu Bello University Library. These vertical files can be seen in its Africana collection. The importance of newspaper clippings and vertical files cannot be overempnasised. Newspaper clippings and vertical files contribute a lot to information dissemination as well as reduce the constant handling of newspapers. The Institute of International Affairs Library in Lagos engages in this practice.

A number of problems associated with newspaper handling were identified by the libraries covered by this study. The problems identified relate to staff, readers and preservation. Out of the 7 University libraries covered by this study, one library (14.3%) reported that it has adequate staff in its newspapers section. The remaining 6 (85.7%) reported that they lack adequate staff in the newspaper sections of their libraries. In addition, bindery staff delay work sent to them. The library staff in general, expect preferential treatment in the use of newspapers.

The overall picture, as revealed by the study, is that newspaper sections in University libraries are poorly staffed.

It is observed that the problems libraries face in newspaper librarianship with specific reference to staff, readers and preservation, would be greatly reduced if not eliminated, if more realistic approaches are taken by management to provide adequate staff, space and other storage facilities for newspapers. The best answer to these problems is to microfilm newspapers.

The essence of including both old and young University libraries in the sample was to find out if the experiences of staff make any significance difference in the acquisition, organization, supervision, preservation and indexing of newspapers. Findings revealed that there are no significant differences between the old and the young University libraries in the way they acquire, organize, supervise, preserve and index newspapers. It was found out that none of the old and young University libraries, binds copies of newspapers that have not been circulated. Whereas the 2 (100%) young libraries have their current issues of the dailies checked by the heads of the sections, 3 (60%) of the heads of old libraries do check through current issues of newspapers before passing them to readers. Both old and young libraries check back issues before passing them to readers. Whereas 4 (80%) of the old libraries simply stamp and leave current issues of newspapers on tables for readers to consult at will, 1 (50%) of the young libraries leave current issues of newspapers on the tables for readers to consult at will. Findings also revealed that 4 (80%) of the old libraries allow staff of other sections of the library direct access to back sets. This was said to be

caused by lack of space. In otherwords newspapers are in open access. Not all the old and young libraries carry out routine check on newspapers acquired. While 2 (40%) of the old libraries carry out routine check on back sets, 1 (50%) of the young libraries carries out routine check on back sets. Both of them check only at the end of the month. This is done at the end of the month to ensure that all copies received in the month are available in the library. It was also found out that only 1 (20%) of the old libraries indexes its newspapers, while 1 (50%) of the young libraries indexes its newspapers. Neither the old nor the young libraries have attempted to construct or modify an existing subject headings for newspaper indexing.

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Chapter 5

5. SUMMARY OF FINDINGS, CONCLUSION AND RECOMMENDATIONS

5.1 Summary

This study was designed to find out if the poor state of newspapers is related to acquisition practice, the kind of organization, suppervision and preservation techniques employed by staff of the newspapers section of the library. In other words the study is an attempt to find out if the poor state of newspapers is due to poor acquisition, organization, supervision and preservation or due to hardened minds of library users, despite good acquisition practice, good organization, effective supervision and good preservation of newspapers.

The findings were to enable the writer suggest how best to improve on the techniques of acquisition, organization, supervision, preservation and indexing of newspapers in University libraries, and, or suggest alternative methods of acquisition, organizing, preserving and maintaining newspaperc collections in University libraries in Nigeria.

The study covered the Northern States of Nigeria. Because of the geographical extention of the Northern States, and the number of Universities in them, the writer felt that a thorough study could not be carried out if all the Universities are used. A total of seven University libraries were sampled out for study out of the ten. Five of the seven Universities were considered old, while the remaining two were considered young. The old ones are those established between 1962 and 1977 while the young ones were established in the 1980s. The old University libraries included in the

sample are Kashim Ibrahim Library, A.B.U. Zaria, Bayero University Library Kano, University of Jos Library, Usman Danfodio University Library Sokoto and University of Maiduguri Library. The young University libraries included in the sample are Federal University of Agriculture Library Makurdi and Abubakar Tafawa Balewa University Library, Bauchi. The essence of including young and old University libraries in the sample was to find out if accumulated experiences of staff of old libraries make a difference in the acquisition practice, organization, supervision, maintenance, preservation and indexing of newspaper collections. Seven out of the ten University libraries were considered adequate to allow the generalizability of the findings.

The literature reviewed was sub-divided into four sections, namely, the role of newspapers, organization and supervision of newspapers, preservation and maintenance of newspapers, and newspapers indexing.

To facilitate the investigation, a 27 items questionnaire was developed for data collection. One copy of the questionnaire was sent to each of the 7 libraries for completion by staff engaged in the day to day charging out and receiving back newspapers. All the 7 copies sent out were returned completed.

To enable the researcher collect adequate data for the study, the questionnaire was divided into four sections. Section one dealt with newspapers acquisition and organization, section two concentrated on borrowing

procedures, while section three dealt with newspapers maintenance and preservation. The last section dealt with newspapers indexing.

Although the writer sent out copies of the questionnaire together with stamped self-addressed envelopes, some libraries failed to return the completed questionnaire until letters of reminders were sent to them. Two libraries had to be visited before the completed copies of the questionnaire were returned. All the 7 copies of the questionnaire sent out were returned within a period of three months. Data collection was affected by the closure of Ahmadu Bello University. The assistants that the researcher wanted to employ to help collect data were not in Zaria during the period of data collection because the University was closed.

Apart from the use of questionnaire to collect data, the researcher also conducted unstructured interviews and examined some back sets of the newspapers in some of the libraries. Some staff and students who use each of the libraries were interviewed. The unstructured interviews gave the researcher room to ask many more questions and to reframe or modify some questions. Some binderies were also visited. The examination of newspapers brought to light, the physical condition of newspaper collections in University libraries.

Data so collected through questionnaire, interviews, observation and examination of newspapers were analysed using graphs, descriptive method, tabulation of data to give

ease of comparison, and conversion of raw data to percentages. Comments were made objectively on the strength and weakness of each of the practices employed in the acqusition, organization, supervision, preservation and indexing of newspapers. Suggestions for improvement were made, where existing practices seem inadequate. Alternative approaches were also suggested where data showed that the present approaches seem not to be effective.

Below is the summary of the analyses and findings:-

5.1.1 Newspapers Acqusition and Organization

Findings revealed that only one library (14.3%) takes as many as 4 approaches to ensure that any issue of a newspaper not supplied by a vendor is acquired. While one library takes two approaches, two libraries take only a step. Out of the 7 libraries covered by this study, 3 libraries do nothing to obtain newspapers not supplied by vendors.

The result showed that all libraries subscribe [illegible] to at least two [illegible] issue of a newspaper title. While 3 of the libraries circulate all the newspapers acquired, 4 (57.1%) do not. Reasons given for not circulating all the newspapers include consultation/research, newspaper cutting, and collection development. None of the libraries reserves a set for binding.

Findings revealed that one library buys its newspapers on "cash and carry" basis. It does not place standing order with a particular vendor. The other 6 libraries place

standing orders with vendors. Only one of the 7 University libraries buys 3 titles directly from publishers for the purpose of binding or preservation.

Many University libraries seem to incline more towards the acquisition and preservation of national and international newspapers. Of a total of 55 newspaper titles held in the 7 libraries, only 8 (14.3%) are published in the indigenous languages. Some of these 55 titles held have either ceased publication, or the libraries have stopped acquiring them, either because of financial problems or because they are irregularly received.

The analysis revealed that not all heads of serial sections go through newspapers before they are passed to readers. Of the 5 (71.4%) libraries that go through newspapers before they are passed to readers, only 2 (40%) actually check for possible imperfection. One (20%) checks for the purpose of indexing, while 2 (40%) check for current awareness or for recent journals that might have been announced.

All the libraries used for this study check back issues before passing them to readers. Six (85.7%) libraries do this in order to identify possible ripp off or mutilation, and to be able to identify any reader who mutilates, cuts or removes pages.

Libraries lack common approach to keeping current issues of newspapers. Two libraries keep them on shelves, two display them on tables, one keeps them on newspapers

stands for readers to consult, one keeps both current and back sets together, while one keeps the current and back sets in the reference section.

The study revealed that newspapers are generally not catalogued or classified. In most cases they are just stamped, entered either in a cardex, record sheet, or in an index to the newspaper and journal holdings. The general catalogues do not have records of all the newspapers held. In some libraries both current and back sets are kept together, while in some, newspapers are just left on tables for readers to consult at will.

5.1.2 Borrowing Procedures

Out of the 7 libraries covered by this study, 6 (85.7%) libraries reported that as soon as the heads of serial or newspapers section go through current issues, they are just left on the table for readers to consult. Readers do not have to make any request. On how the request for a back copy is made, 4 libraries (57.1%) said that the file holding other issues of the month is passed to the reader, and not just the issue requested for, while 3 (42.9%) libraries pass only the issue requested for.

Before any newspaper is given to a reader he has to deposit his identity card. Six (85.7%) libraries do this. According to the findings, 5 (71.4%) libraries do this to ensure that newspapers are safely returned after use.

As revealed by the study, 6 (85.7%) libraries allow staff from other sections of the library direct access to back sets of newspapers. Four (66.7%) of the 6 libraries said that they allow other staff of the library direct access to back sets because they have confidence that the staff will not mutilate, remove pages or steal any issue of the newspapers. While one (16.6%) library said that it wants all staff to be conversant with the overall system and to be current with local, national and international happenings, one (16.6%) library said it does this because back sets of newspapers are kept in the serial section, and that the serial section is opened to all staff.

The result showed that most libraries have not direct power to discipline readers who damage, remove or cut pages or steal newspapers and other materials. Four (71.4%) out of the 7 libraries said that all cases are referred to the University disciplinary committee for appropriate action, while only one (14.3%) said the library expels the student from the library. Two libraries (28.6%) said that the student is expelled for one semester.

5.1.3 Newspapers Maintenance and Preservation

Only 4 (57.1%) of the 7 libraries used for this research work actually carry out routine check on newspapers. Although the check is done every month, it covers only the previous month's issues.

As to how missing issues are replaced, finding revealed that only 2 (50%) of the 4 libraries request for missing issues from the publishers, or fill the gap with

copies from the Vice Chancellor's office. Only one library liaises with people within and outside the library to fill any gap.

Most of the libraries covered by this research work lack adequate storage facilities for newspapers. Six (85.7%) libraries described their storage facilities in terms of space as inadequate.

Although 6 of the 7 (85.7%) libraries bind their newspapers, 5 (71.4%) said that the copies sent for binding are those that have been circulated.

Findings revealed that although University libraries suffer acute shortage of storage facilities, and lack of adequate professional staff to handle newspaper collections, they have not thought it better to embark on newspaper microfilming, which is the best answer to all problems associated with newspapers.

5.1.4 Newspaper Indexing

The analysis revealed that only two (28.6%) of the 7 libraries used for this research work index newspapers. As revealed in the study, two (40%) of the 5 libraries that do not index local newspapers said that they have not yet thought of indexing newspapers. In other words, it is lack of initiative. Others gave reasons for not indexing as inadequate staff and facilities, lack of standard subject headings, and because newspaper cutting is carried out.

While one of the two libraries that index newspapers uses the Library of Congress Subject Headings for indexing, the other does not use any controlled language. None of the two libraries has attempted to construct a thesaurus for the purpose. None of the two libraries publishes its index. While one library said that it lacks finance, the other said that it wants to publish a sizeable index, which is yet to be published.

Findings revealed that one of the 7 University libraries engages in newspaper clippings to make readers aware of the information newspapers carry. This one library keeps its newspaper clippings in the Africana section of the library.

General problems associated with newspaper indexing included lack of standard subject headings and lack of full-time indexers.

Three major problems in newspaper librarianship were identified by the 7 libraries used for the research work. Six (85.7%) libraries said that they lack staff, and that the poor state of newspapers is not only caused by students, but also by some staff.

The problems of newspaper preservation, to a large extent is caused by lack of space. Six libraries (85.7%) said that they lack adequate space, and therefore, newspapers are easily accessible to readers.

The essence of including both old and young University libraries in the study was to find out if the experiences of staff make any significant difference in the acquisition, organization, supervision, preservation and indexing of newspapers. Findings revealed that there are no significant differences between the old and the young University libraries in the way they acquire, organize, supervise, preserve and index newspapers.

5.2 Conclusions

In the light of the findings in this study, the following conclusion may be drawn:-

1. Most University libraries buy their newspapers from vendors, both for circulation and for preservation.
2. Very few University libraries buy local newspapers. Libraries which actually buy local newspapers buy only a few titles.
3. Most libraries do not make entries of newspapers in the general catalogue. Newspapers are only entered either in a cardex, record sheets or in an index to newspaper holdings.
4. Most libraries make little or no efforts to acquire issues of newspapers not supplied by vendors. Only one library was found to be making efforts to acquire newspapers not supplied by vendors.
5. Most heads of newspapers or serials sections go through current issues before they are passed to readers for current awareness and not for the purpose of checking for possible imperfection.

6. Many libraries check through back issues before passing them to readers in order to identify possible ripp off or mutilation.
7. Most libraries leave current issues of newspapers on the tables for readers to consult as soon as the heads of newspapers or serials sections have gone through. Readers do not have to request for them individually.
8. Many libraries do not pass to readers just the newspaper issues they request for. They pass the file holding other issues of the month to the readers.
9. Most libraries require readers to deposit their identity cards with the staff on duty before back sets are given to them, to ensure that newspapers are safely returned.
10. Library staff in general have direct access to back issues of newspapers. Libraries are of the view that staff will not mutilate, cut, or remove peges from newspapers.
11. Quite a good number of libraries do not carry out routine check on their newspapers. Those who actually carry out the routine check only do so at the end of each month, for the purpose of finding out if all issues for the months are complete.
12. Most libraries do not take many steps to fill gaps created as a result of theft or mutilation. Most of them search for copies within the University environment .

13. Most University libraries lack adequate space for newspapers storage and preservation.

14. Newspapers in microfims are lacking in University libraries.

15. Newspapers indexing is lacking in University libraries. This is attributed to lack of initiative, lack of standard subject headings and lack of full-time indexers. No University library has attempted thesaurus construction for newspapers indexing.

16. The rough handling of newspapers, including theft and removing of pages are the handiwork of both students and staff.

17. Most newspapers get damaged before they are sent to the bindery.

18. Newspaper clippings and the maintenance of vertical files are lacking in University libraries.

19. There are no significance differences between the old and the young University libraries in the way in which they acquire, organize, supervise, preserve and index newspapers.

20. The assumption made that the poor state of newspapers is related to the acquisition practice, the way in which staff organize, supervise, maintain preserve and index newspapers holds.

5.3 Recommendations

The findings in this study call for recommendations, which, if implemented, will bring about an improvement in the acquisition, organization, supervision, maintenance,

preservation and indexing of newspapers in University libraries in Nigeria. The following recommendations are advanced:-

1. University libraries should buy newspapers from publishers for preservation, and from vendors for circulation.

2. Whenever a vendor is unable to supply a newspaper issue, and whenever an issue of newspaper is confirmed missing, or cut, effort should be made to fill the gap. Search for copies to fill gaps should go beyond the University environment.

3. Copies of newspapers intended for binding should not be circulated. This is to avoid mutilation and theft of pages.

4. University libraries in each area should acquire, organize and preserve all local newspapers published.

5. The prime purpose of heads of sections going through current newspapers before they are passed to readers should be to identify possible imperfection. The purpose should not only be for current awareness or for indexing.

6. Libraries should endeavour to check for possible ripp off before passing newspapers to readers, and also after receiving them back. This will help to identify those who mutilate, cut or remove pages.

7. The practice of leaving current issues of newspapers on tables or on stands for readers to consult should be discouraged. If current issues of newspapers are left for readers to consult at will, no reader can be held responsible for mutilation and theft of pages. All newspapers should be consulted on request.

8. Whenever a reader requests for an issue of a newspaper, he should be given only the issue he has request for and not the file holding other issues of the month.

9. The purpose of asking a reader to deposit his identity card before a newspaper issue is given to him should not only serve as a guarnatee for the return of the newspaper, but also to ensure that the newspaper is returned intact.

10. All requests for current and back issues of newspapers should be made on request form. Verbal requests for newspapers should be avoided.

11. Library staff who are not working in the newspapers section, and other University staff should not be allowed direct access to back sets of newspapers. Newspapers theft and cutting is not restricted to students alone.

12. Readers who are caught stealing or cutting pages of newspapers should not only be expelled from the library, but should also be made to pay for

replacement. Their readmission into the library should be through written undertakings.

13. Libraries should continue to carry out routine check on newspapers acquired, as long as they remain unbound, and any missing issue should be replaced.

14. The practice of binding certain newspaper titles and leaving others unbound for subsequent discarding, amounts to value judgement. If the library binds back sets, it should bind all titles.

15. University libraries should start to index newspapers. University libraries could use "Thesaurus Nigeriana" recently constructed for indexing Nigerian newspapers. Since this thesaurus was compiled based on newspaper terms, it could be used for indexing purposes. New terms can be added as indexing progresses. A newspaper index will reduce physical handling of newspapers by readers, thereby reducing mutilation, theft and removing of pages.

16. University libraries should begin to preserve newspapers in microfilms. This is the best answer to all problems associated with newspapers. They can use the Concord Press to microfilm their newspapers.

17. Newspapers sections of University libraries should be adequately staffed, and libraries which index newspapers should make indexing a full-time schedule.

18. There is need for adequate space to warrant proper preservation of newspapers.

19. University libraries should embark on newspaper clippings and the maintenance of vertical files to reduce the constant handling of newspapers, which results in wear and tear.

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APPENDIX 1

List of University Libraries in the

Eleven Northern States

1. University of Jos Library, Jos.
2. Bayero University Library, Kano.
3. Kashim Ibrahim Library, Ahmadu Bello University, Zaria.
4. Usman Dan Fodio University Library, Sokoto.
5. Federal University of Agriculture Library, Makurdi.
6. Abubakar Tafawa Balewa University Library, Bauchi.
7. Federal University of Technology Library, Minna.
8. University of Ilorin Library, Ilorin.
9. University of Maiduguri Library, Maiduguri.
10. Modibbo Adama College Library, Yola.

APPENDIX 2

List of University Libraries Used for the Study.

1. University of Jos Library, Jos.
2. Bayero University Library, Kano.
3. Kashim Ibrahim Library, Ahmadu Bello University, Zaria.
4. Usman Dan Fodio University Library, Sokoto.
5. Federal University of Agriculture Library, Makurdi.
6. Abubakar Tafawa Balewa University Library, Bauchi.

APPENDIX 3

A Letter of Introduction to the Researcher

Faculty of Education,
Department of Library Science,
Ahmadu Bello University,
Zaria.

15th December, 1987.

.....

.....

.....

RE: R. Y. GAJI

Mr. R. Y. Gaji is a post-graduate student in the Department of Library Science, Faculty of Education, Ahmadu Bello University, Zaria.

I wish to introduce him, and to request you to allow him use your library facilities for the purpose of collecting data for his thesis, and or help him with such information that will assist him write his thesis.

Your kind assistance to him will be highly appreciated.

.....

Dr. M. Afolabi
Research Supervisor.

APPENDIX 4

A Letter Requesting for Permission to

Administer Questionnaire

Faculty of Education,
Department of Library Science,
Ahmadu Bello University,
Zaria.

19th January, 1988.

The University Librarian,

_____

_____

_____

Dear Sir,

Request For Permission To Administer Questionnaire

I am a postgraduate student in the Department of Library Science, Faculty of Education, Ahmadu Bello University, Zaria. My thesis is on the acquisition, organization, preservation and indexing of newspapers in University Libraries. Your library has been included in the study.

The attached questionnaire is intended to collect data for the thesis. I am requesting that the questionnaire be completed by the Newspaper Section of the Library. I enclosed herewith a stamped self-addressed envelope for returning the completed questionnaire to me.

Your kind assistance will be highly appreciated.

Yours faithfully,

R. Y. Gaji.

APPENDIX 5A

A Letter of Reminder

Faculty of Education,
Department of Library Science,
Ahmadu Bello University,
Zaria.

21st March, 1988.

The University Librarian,
University of Jos,
Jos.

Sir,

Return of Questionnaire

I wish to refer to my letter dated 19th January, 1988 (a copy attached) and to inform you that the questionnaire sent to you for completion has not yet been received.

If it has not yet been sent to me, will you please return it to me, to enable me complete my thesis work. If however it got lost in the post, a copy is hereby enclosed together with a self-addressed stamped envelope, so that it can be returned to me when completed.

Your kind assistance will be highly appreciated.

Yours faithfully,

R. Y. Gaji.

APPENDIX 5B

A Letter of Reminder

Faculty of Education,
Department of Library Science,
Ahmadu Bello University,
Zaria.

21st March, 1988.

The University Librarian,
Abubakar Tafawa Balewa University,
Bauchi.

Sir,

Return of Questionnaire

I wish to refer to my letter of 19th January 1988, (a copy attached) and to inform you that the questionnaire sent to you for completion has not yet been received.

If it has not yet been sent to me, will you please return it to me, to enable me complete my thesis work. If however it got lost in the post, a copy is hereby enclosed together with a self-addressed stamped envelope, so that it can be returned to me when completed.

Your kind assistance will be highly appreciated.

Yours faithfully,

R. Y. Gaji.

APPENDIX 6

Questionnaire Used to Collect Data

Basic Information

1. Name of University or College Library.

_____

2. Year established _____

3. Number of newspaper titles subscribed to _____

_____

Instructions:-

Kindly tick (✓) as appropriate, fill the gaps or complete the blank spaces with the correct responses.

A. Newspaper acquisition and organization.

1. Does the library receive all the newspapers subscribed to?

(a) Yes ( ) (b) No ( )

2. If the library does not receive an issue of a newspaper, please state briefly what it does

_____

_____

_____

_____

3. Does the library subscribe to more than one copy of a newspaper title?

(a) Yes ( ) (b) No ( )

4. If the library subscribes to more than one copy of a newspaper title, does it circulate all the copies?

   (a) Yes ( ) (b) No ( )

5. If the library does not circulate all copies, please give reasons for this.

   _____

   _____

   _____

   _____

6. Does the head of the serials or newspapers section go through the newspapers of the day before they are passed on to readers?

   (a) Yes ( ) (b) No ( )

7. If the head of the serials or newspapers section goes through the newspapers before they are passed on to readers, please state reasons.

   _____

   _____

   _____

   _____

8. When a reader requests for a back issue of a newspaper, does the library check the newspaper before passing it on to him?

   (a) Yes ( ) (b) No ( )

9. Please give reasons for your answer in number 8 above.

   _____

   _____

   _____

   _____

10. Please state how current issues of newspapers are kept.

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

B. Borrowing Procedures:-

1. After newspapers have been processed, are they left on the table for readers or passed on to readers on request?

_____ _____ _____

_____ _____ _____

2. If newspapers are given to readers on request, do they fill request form?

(a) Yes ( ) (b) No ( )

3. When a reader requests for a back issue of a newspaper, how is his request made?

(a) He is given only the issue he requests for ( )

(b) The file holding issues for the month is given to him ( )

4. Is a reader required to deposit his identity card before a newspaper is given to him?

(a) Yes ( ) (b) No ( )

5. If a reader is not required to deposit his identity card before he is given a newspaper, please state how the return of a newspaper with its pages intact is guaranteed.

_____ _____ _____

_____ _____ _____

6. If a reader is required to deposit his identity card, please give reasons for this requirement.

_____

_____

_____

_____

7. Do library staff have direct access to back issues of newspapers?

(a) Yes ( ) (b) No ( )

8. Please give reasons for your answers in number 7 above.

_____

_____

_____

_____

9. If a reader is confirmed to have removed or cut a sheet of a newspaper, please state disciplinary measures that are taken against the reader.

_____

_____

_____

_____

C. Newspapers maintenance and preservation:-

1. Does the library carry out routine check or survey of newspapers?

(a) Yes ( ) (b) No ( )

2. If the library carries out routine check on newspapers, please state how often.

(a) Once in a month ( )

(b) Once in three months ( )

(c) Once in six months ( )

(d) Please state any other period _____

_____

3. If the library carries out routine check on newspapers held, state what it does if it finds an issue or issues missing, some pages cut or removed?

_____

_____

_____

_____

4. How will you assess your newspapers storage facilities?

(a) Very adequate ( )

(b) Adequate ( )

(c) Inadequate ( )

(d) Very inadequate ( )

5. Are back issues of newspapers bound?

(a) Yes ( ) (b) No ( )

6. If the library binds its newspapers, state whether or not the copies are those that have been circulated.

_____

_____

_____

_____

7. If the library does not bind its newspapers, please state reasons for this.

_____

_____

_____

8. If the library does not bind its newspapers, please state how the newspapers are preserved?

_____

_____

_____

_____

9. If the library does not bind its newspapers, does it weed the newspaper collections?

(a) Yes ( ) (b) No ( )

10. If the library weeds its newspaper collections, please state how long they are kept before they are discarded.

_____

_____

_____

D. Newspapers Indexing:-

1. Does the library index its newspapers?

(a) Yes ( ) (b) No ( )

2. Please state reasons for your answer in number 1 above.

_____

_____

_____

_____

3. If the library indexes its newspapers, does it use controlled language?

(a) Yes ( ) (b) No ( )

4. If the library uses controlled language, please state the controlled language used.

_____

_____

_____

_____

5. If the library indexes its newspapers, does it publish the index?

(a) Yes ( ) (b) No ( )

6. If the library indexes its newspapers but does not publish the index, please give reasons.

_____

_____

_____

_____

7. State problems the library faces with regards to newspaper indexing.

_____

_____

_____

_____

8. Please state problems the library faces in newspaper librarianship with specific references to:-

Staff _____

_____

_____

_____

_____

Readers _____

_____

_____

_____

_____

Preservation _____

_____

_____

_____

_____

D. List of newspapers held in the library and the period covered.

Please provide a list of newspapers held in the library, including those published in the indigenous language, showing the period covered.

List of newspapers held in the library	Period covered

Appendix 7: List of Newspapers held in the Libraries used for this Study.

	Newspaper Titles	Location of Newspapers and Period Covered							
		ATBU BAUCHI	ABU ZARIA	BUK KANO	FUA MAKURDI	UNIJOS JOS	UNIMAID MAIDUGURI	UDU SOKOTO	REMARKS
1.	Nigerian Standard	1981-	1973-	1977-1987	1981-	1974-	1976-	-	
2.	New Nigerian	1981-	1966-	1968-	1981-	1973-	1972-	1984-	
3.	Daily Times	1981-	1949-	1978-	1981-	1975-	1972-	1984-	
4.	National Concord	1981-	1980-	1980-	1981-	1985-	1980-	1984-	
5.	Guardian (Nigerian edition)	1983-	-	1983-	1981-	1985-	1983-	1984-	
6.	Guardian (London edition)	-	-	-	-	1975-	-	-	
7.	Daily Sketch	1981-1986*	1973-	1977-	-	1974-	-	-	*irregular
8.	Nigerian Triumph	1986-	1982-	1982-	-	1985-	1985-	-	
9.	Punch	1981-1986*	1977-	1977-	-	1974-	-	-	*irregular
10.	Vanguard	-	1985-	1985-	1981-	1985-	-	-	

	Newspaper Titles	Location of Newspapers and Period Covered: ATBU BAUCHI	ABU ZARIA	BUK KANO	FUA MAKURDI	UNIJOS JOS	UNIMAID MAIDUGURI	UDU SOKOTO	REMARKS
11.	Satellite	-	-	1982-1984	-	-	-	-	
12.	Community Concord	1986-	-	-	-	-	1986-	-	
13.	The Nigerian Voice	-	1986-	-	1981-	1985-	-	-	
14.	Daily Star	-	1978-	1976-1987	-	1976-	-	-	
15.	Nigerian Observer	-	1973-	1981-1987	-	1974-	-	-	
16.	Herald	1981-1986*	1974-	1978-	-	1986-	-	-	*irregular
17.	Yanci Dan Adam	-	-	1980-1984	-	-	-	-	
18.	Nigerian Statesman	-	1980-	1981-1987	-	1986-	-	-	
19.	Gaskiya ta fi Kobo	-	1940-	1969-	-	-	-	-	
20.	Democrat	1984-	1985-	1984-	-	-	-	-	

	Newspaper Titles	Location of Newspapers and Period Covered							
		ATBU BAUCHI	ABU ZARIA	BU. KANO	FUA MAKURDI	UNIJOS JOS	UNIMAID MAIDUGURI	UDU SOKOTO	REMARKS
21.	Zuma	-	-	1982-1986	-	-	-	-	
22.	Today	1986-	1986	-	-	1986-	-	-	
23.	Sunday Today	-	-	-	-	-	1988-	-	
24.	Weekly Newsline	-	1986-	-	-	1986-	-	-	
25.	New Era	-	-	-	-	1985-1986*	-	-	Ceased publication
26.	Busines Times	1983-	1981	-	1981-	1976-	1979-	-	
27.	Nigerian Tribune	1983-	-	1981-	-	1985-	-	-	
28.	Business Concord	1983-	1985-	-	-	1985-	1983-1986	-	
29.	Amana	-	1981-	1981-1987	-	-	-	-	
30.	Lagos Life	-	1985-	-	-	-	-	-	
31.	Lagos Weekend	-	1978-	-	-	-	-	-	
32	Head Lines	-	1976-	1977-	-	1974-1975, 1985-1986	-	-	

	Newspaper Titles	Location of Newspapers and Period Covered							
		ATBU BAUCHI	ABU ZARIA	BUK KANO	FUA MAKURDI	UNIJOS JOS	U'HMAID MAIDUGURI	UDU SOKOTO	REMARKS
33.	Trumpeter	1986-	-	-	-	-	-	-	
34.	Reporter	1987-	1987-	1987-	-	1987-	1987	-	
35.	Pen	-	1988-*	-	-	-	-	-	*irregular
36.	Alkalami	-	1988-*	-	-	-	-	-	*irregular
37.	Republic	-	1987-	-	-	-	-	-	
38.	Nigerian Tide	-	1973-1979	-	-	-	-	-	
39.	Trumpet	-	1982-1983*	1981	-	-	-	-	*Ceased publication
40.	Daily Express	-	1964-1965	1977-1978	-	-	-	-	
41.	Daily Mail	-	1964	-	-	-	-	-	
42.	Nigerian Citizen	-	1949-1965*	-	-	-	-	-	*Ceased publication
43.	Nigerian Chronicle	-	1975-1984	1980-1981	-	-	-	-	

	Newspaper Titles	Location of Newspapers and Period Covered							
		ATBU BAUCHI	ABU ZARIA	BU.. KANO	FUA MAKURDI	UNIJOS JOS	UNIMAID MAIDUGURI	UDU SOKOTO	REMARKS
44.	Nigerian Morning Post	-	1963-1966	-	-	-	-	-	
45.	London Times Educational supplement	-	-	-	-	1978-	-	-	
46.	Financial Times	1984-	-	-	-	-	-	-	
47.	London Times	-	-	-	-	1977-	-	-	
48.	Times Higher Educational Supplement (London)	-	-	-	-	1977-	-	-	
49.	Times Literary Supplement (London)	-	-	-	-	1979-	-	-	
50.	The Mail	-	-	-	-	1987-	-	-	
51.	Albishir	-	-	1983-	-	-	-	-	

	Location of Newspapers and Period Covered								
	Newspaper Titles	ATBU BAUCHI	ABU ZARIA	BUK KANO	FUA MAKURDI	UNIJOS JOS	UNIMAID MAIDUGURI	UDU SOKOTO	REMARKS
52.	Weekly Newscope	-	-	-	-	1986-1988*	-	-	
53.	Alfijir	-	-	1983-1984	-	-	-	-	
54.	Kano Mirror	-	-	1981-1982	-	-	-	-	
55.	Magana Kano	-	-	1980-1981	-	-	-	-	

LIBRARY
KASHIM IBRAHIM
AHMADU BELLO
ZARIA