USE OF LIBRARY

BY

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BEING A TALK GIVEN ON THE OCCASION OD CENTRAL UNIVERSITY ORIENTATION FOR FRESH STUDENTS FOR 2010/2011MIC SESSEION

AHMADU BELLO UNIVERSITY, ZARIA.

THE USE OF LIBRARY

ALL PROTOCOLS DULY OBSERVED

INTRODUCTION: The library is described in many ways. Some call it the Central Nerve of any academic institution, the life-wire of the University, the store of knowledge and others call it the bee-live of activities for both students and staff of any institution. The importance of the library in Nigerian universities is underscored by the fact that no university is allowed to be established without a library to take care of its academic activities.

AHMADU BELLO UNIVERSITY LIBRARY/COMPLEX: The Ahmadu Bello University Library Complex is made of all the libraries in the whole university thus. The main library, Kashim Ibrahim Library (KIL), The President Kennedy Library (PKL) in the Institute of Administration, Kongo Campus, the Institute of Agric. Library (IAL), The Division Agricultural College (DAC) in Samaru, Kaduna and Kaba in Kogi state, the Vet. Medical Library, the Medical Library, Abdullahi Mohammed Public Library on the main campus, all the faculty libraries and the last, not the least departmental libraries in the university. While each library has its librarian the overall librarian is the University Librarian.

LIBRARY ORIENTATION: What is happening here today is library talk and not library orientation library talk is just to tell you that a library exists for your use and how you can effectively benefit from it. Library orientation is teaching you how to use the library and this should take place in the libraries of your choice and as you use them. You should feel free to ask staff of those libraries to put you through in any areas of use difficulties.

WHY THIS LIBRARY TALK? The University Librarian is aware of the library fees that all undergraduate students have paid, especially, the fresher. It becomes incumbent on the university librarian to give you this talk on only to encourage you to come and use library for excellent academic performance, but to also advice you to come to the library to benefit from the materials that your library fees have been used to purchase as it is only a fool who will spend money on what he will not use.

REGISTRATION: For any student to use any library in the Ahmadu Bello University system he must register with it. All that is required for your registration is your admission letter (Original copy) after your registration you become a bonafide user of the library entitled to many opportunities in the library.

OPENING HOURS: The libraries open 8.00 am and close 11 pm Monday to Friday and 8.00am to 9.00pm Saturday – Sunday. All the libraries do not open during public holidays.

ENTRANCES AND EXISTS IN THE LIBRARIES: Students are checked into the library on presenting their identity cards (ID) and on going out of the library staff and students are thoroughly checked. It is a must to submit oneself to the staff on duty for checking when going into the libraries and when coming out of them.

DRESS CODE: This is enforced in the libraries. Indecently dressed students or even Staff are not allowed to enter the libraries. Naked dressing is a serious offence.

IMPORTANT SECTIONS OF THE LIBRARIES: There are areas in the libraries that are considered to be very useful for research purposes and students assignments. These areas are:-

i) The Readers' Services Areas: This is where readers register, borrow and return borrowed books, pay overdue fines and any fines and clearance after your study is also done hers.

ii) Reference Sections. This section in any of the libraries are for reference only. Borrowing books is not done here. Materials such as encyclopedias dictionaries, bibliographies, biographies, world maps are kept here.

iii) The Serials section. Each library has this section. It houses periodicals academic journals in various field, the dailies ands magazines both local and international.

iv) ICT section. This has CD-ROM for searching, the E-library for internet search and media materials such as home videos, audio cassettes and other microforms and the television viewing area for students news need.

v) The Book Reserve Unit. These areas in the libraries house most of the libraries' new books, scarce books, costly and out of print library materials

in all fields. Borrowing here is on two hourly basis and within the area. No take home borrowing is done here.

vi) Africana, Bibliographic Research Area. Here borrowing is also not done. Theses materials on African and also by Africans are kept Use of this area is restricted to postgraduates and academic staff. Undergraduates must produce letter of introduction from their lecturers or department before they are allowed to use materials here.

SEARCHING TOOLS: Search for any materials begins from the catalogue or the OPAC i.e Online Public Access Catalogue (electronic) information here are authors names beginning with their sur-names. Title of the materials, the materials and their class marks or symbols for their identification and retrieval from the shelves. When a reader is confused he should contact any library staff immediately. Books taken from the shelves should be left on the tables for our professionals to shelve back

BORROWING OPPORTUNITIES: Undergraduate students are allowed to borrow certain number of books for two weeks, post graduates for two weeks; academic staff for a month. The number to be borrowed varies from library to library.

RULES AND REGULATIONS: No eating in the library; no reservations of seat, no noise making, no fighting in the library, no stealing of libraries materials, no mutilation of our materials, no littering of our floors with many unwanted items. No naked dressing to the library, no quarrelling between students or among students and better still, no quarreling with any library staff. If provoked by any library staff, a student can lay his/her complain to the librarian of his library. Most offences attract varying degrees of punishment, the highest been expulsion.

SPECIAL SERVICES: Most of our libraries have photo-copying services within the libraries. You can make your photo-copies at relatively cheap prices.

OVERDUE BOOKS Over due book attract fine each day a library material stays for longer than the period covered by the borrowing,

CLEARANCE: At the end of every student's studies he must clear with the library. What is required here is an original admission letter and not a photocopy. If clearing and a student does not owe the library materials or fines he/she is cleared,

THANK YOU.